

East Tennessee State University

Policy: Faculty Handbook
Preamble

The Faculty Handbook is a compilation of institutional policies, procedures, forms, guidelines, services, and resources. The Faculty Senate is the steward of the faculty handbook. All revisions to the Faculty Handbook are subject to the approval of the President of ETSU. Collegiate and departmental bylaws do not supersede and may not conflict with the contents of this handbook.

When policies and procedures are officially adopted or changed by duly constituted authorities, such changes become effective on the date designated at the time of their adoption even if not yet published in the Faculty Handbook. The Faculty Handbook should be read carefully by all members of the faculty as the most convenient source of information regarding University policies and procedures and faculty rights and responsibilities.

[Faculty Handbook Change Process Flowchart](#)

East Tennessee State University

Table of Contents

SECTION 1 - GENERAL INFORMATION

[University Organization Structure](#)

[Vision, Values, Mission/Institutional Purpose](#)

[Academic Chair Appointment and Stipend Policy \[Excluding Medicine\]](#)

[Conflict of Interest in Sponsored Programs](#)

[Copyright Fair-Use Guide for Faculty](#)

[Drug-Free Campus Policy Statement](#)

[Faculty Senate](#)

[Harassment Policy](#)

[Information Technology Policies](#)

[Intellectual Property Policy](#)

[Misconduct in Scholarship and Research](#)

[Nepotism Policy](#)

[Safety and Security on Campus](#)

[Smoking / Tobacco Use Policy](#)

SECTION 2 - EMPLOYMENT

[Definition and Types of Faculty](#)

[Employee Grievance/Complaint Procedures](#)

[Equal Employment for Opportunity](#)

[Faculty Progressive Discipline Policy](#)

[Faculty Ranks and Promotion](#)

[Financial Exigency Policy](#)

[Hiring Procedures for Faculty](#)

[Personnel Policies: Records Leaves, Retirement, and Benefits](#)

[Selection and Periodic Review of Academic Administrative Personnel](#)

[Standards of Conduct for Faculty](#)

[Tenure](#)

[Workload, Reporting, and Evaluation for Full-Time Faculty](#)

[Workplace Violence Prevention Guideline Policy](#)

SECTION 3 – PROFESSIONAL DEVELOPMENT

East Tennessee State University

[Advanced Degree Study for Full-Time Faculty Members](#)
[Educational Expenses Support for Faculty and Staff](#)
[Faculty Awards: Nominations, Selection, Presentation, and Criteria](#)
[Faculty Development](#)
[Fees and Tuition -- Classification of Employees, Their Spouses,
and Children, and Graduate Assistants](#)
[Instructional Development Grants](#)
[Non-Instructional Assignments](#)
[Presidential Grant-in-Aid](#)
[Research Development Committee Grants](#)

SECTION 4 – COMPENSATION

[Extra Compensation](#)
[Outside Employment](#)
[Part-Time Instruction Pay Rate Policy](#)
[Travel](#)
[Uncompensated Adjunct Faculty](#)
[Winter/Summer/Intersession Faculty](#)

SECTION 5 – ACADEMIC AND OTHER POLICIES PERTAINING TO STUDENT MATTERS

[Gatton College of Pharmacy Student Handbook](#)
[Graduate Catalog](#)
[Quillen College of Medicine](#)
[Undergraduate Catalog](#)

SECTION 6 – CURRICULUM

[Courses Credit](#)
[Curriculum Proposals](#)
[Electronic Courses](#)
[Experimental Courses](#)
[SACS COC Substantive Changes](#)
[Study Abroad Courses](#)
[Textbook Policies](#)

East Tennessee State University

SECTION 7 – FACILITIES

[Facilities Use Policy](#)

[Quillen College of Medicine Medical Library](#)

[University Libraries](#)

East Tennessee State University

Policy: A-Z Index

[-A-](#) [-B-](#) [-C-](#) [-D-](#) [-E-](#) [-F-](#) [-G-](#) [-H-](#) [-I-](#) [-J-](#) [-K-](#) [-L-](#) [-M-](#) [-N-](#) [-O-](#) [-P-](#) [-Q-](#) [-R-](#) [-S-](#) [-T-](#) [-U-](#) [-V-](#) [-W-](#) [-X-](#) [-Y-](#) [-Z-](#)

[-A-](#)

[Academic Chair Appointment and Stipend Policy \[Excluding Medicine\]](#)

[Advanced Degree Study for Full-Time Faculty Members](#)

[Affirmative Action](#)

[Alcoholic Beverages, Smoking and Tobacco Use](#)

[Appeals Process, Promotion](#)

[Appeals Process, Tenure](#)

[Back to Top](#)

[-B-](#)

[Back to Top](#)

[-C-](#)

[Campus Safety and Security](#)

[Conflict of Interest in Sponsored Programs](#)

[Copyright Fair-Use Guide for Faculty](#)

[Course Credit](#)

[Curriculum Proposals](#)

[Back to Top](#)

[-D-](#)

[Definition and Types of Faculty](#)

[Drug-Free Campus Policy Statement](#)

[Back to Top](#)

[-E-](#)

[Educational Expenses Support for Faculty and Staff](#)

[Electronic Courses](#)

East Tennessee State University

[Employee Grievance/Complaint Procedures](#)

[Equal Opportunity for Employment](#)

[Extra Compensation](#)

[Experimental Courses](#)

[Back to Top](#)

-F-

[Facilities Use Policy](#)

[Faculty Awards: Nominations, Selection, Presentation, and Criteria](#)

[Faculty Development](#)

[Faculty Progressive Discipline Policy](#)

[Faculty Promotion](#)

[Faculty Ranks and Promotion](#)

[Faculty Senate](#)

[Faculty Types](#)

[Fees and Tuition -- Classification of Employees, Their Spouses, and Children, and Graduate Assistants](#)

[Financial Exigency Policy](#)

[Back to Top](#)

-G-

[Back to Top](#)

-H-

[Harassment Policy](#)

[Hiring Procedures for Faculty](#)

[Back to Top](#)

-I-

[Information Technology Policies](#)

[Instructional Development Grants](#)

[Intellectual Property Policy](#)

[Back to Top](#)

East Tennessee State University

-J-

[Back to Top](#)

-K-

[Back to Top](#)

-L-

[Back to Top](#)

-M-

[Misconduct in Scholarship and Research](#)

[Back to Top](#)

-N-

[Nepotism Policy](#)

[Non-Instructional Assignments](#)

[Non-Renewal of Tenure-Track Faculty](#)

[Back to Top](#)

-O-

[Online Promotion and Tenure System/OTPS \(located in Forms section under "Online Tenure and Promotion System Information and Forms"\)](#)

[Outside Employment](#)

[Back to Top](#)

-P-

[Part-time Pay Rate Policy](#)

[Periodic Reviews](#)

[Personnel Policies: Records, Leaves, Retirement, and Benefits](#)

[Presidential Grant-in-Aid](#)

[Promotion](#)

[Promotion Policy for Lecturers](#)

[Back to Top](#)

East Tennessee State University

-Q-

[Quillen College of Medicine Library](#)

[Back to Top](#)

-R-

[Research Development Committee Grants](#)

[Back to Top](#)

-S-

[SACS COC Substantive Changes](#)

[Safety and Security on Campus](#)

[Selection and Periodic Review of Academic Administrative Personnel](#)

[Smoking / Tobacco Use Policy](#)

[Standards of Conduct for Faculty](#)

[Study Abroad Programs, Development and Operation of](#)

[Back to Top](#)

-T-

[Tenure](#)

[Textbooks, Cost of](#)

[Travel](#)

[Back to Top](#)

-U-

[University Organization Structure](#)

[Uncompensated Adjunct Faculty](#)

[University Libraries](#)

[Back to Top](#)

-V-

[Values, Vision, and Mission/Institutional Purpose](#)

[Back to Top](#)

East Tennessee State University

-W-

[Winter/Summer/Intersession Faculty](#)

[Workload, Reporting, and Evaluation for Full-Time](#)

[Workplace Violence Prevention Guideline Policy](#)

[Back to Top](#)

-X-

[Back to Top](#)

-Y-

[Back to Top](#)

-Z-

[Back to Top](#)

East Tennessee State University

Policy: Section 1: General Information

[University Organization Structure](#)

[Vision, Values, Mission/Institutional Purpose](#)

[Academic Chair Appointment and Stipend Policy \[Excluding Medicine\]](#)

[Conflict of Interest in Sponsored Programs](#)

[Copyright Fair-Use Guide for Faculty](#)

[Drug-Free Campus Policy Statement](#)

[Faculty Senate](#)

[Harassment Policy](#)

[Information Technology Services Policies](#)

[Intellectual Property Policy](#)

[Misconduct in Scholarship and Research](#)

[Nepotism Policy](#)

[Safety and Security on Campus](#)

[Smoking / Tobacco Use Policy](#)

University Organization Structure

View [ETSU's organization](#) structure

07/01/91; 05/15/01; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

Vision, Values, Mission/Institutional Purpose

The Vision, Mission, and Values of East Tennessee State University can be accessed at the following link:

<https://www.etsu.edu/president/mission.php>

11/94; 06/95; 11/97; 11/99; 11/05; 01/10; Effective 10/11, policy changes will appear on the webpage cited

[Back to Top](#)

Academic Chair Appointment and Stipend Policy

[Excluding Medicine]

East Tennessee State University

Notice of Vacancy, Selection Protocol, and Periodic Review of Department Chairs

Provisions for providing notice of a vacancy in the position of Academic Chair and the selection protocol to be employed for a search are described in the section on Selection and Periodic Review of Academic Administrative Personnel of this Handbook. Provisions for periodic review of department chairs are also described in this section.

Initial Appointments of Department Chairs

For externally hired chairs, an initial faculty salary level should be established based on the range of traditional considerations used to determine salary levels.

For internally hired chairs, the base salary may be subject to adjustment based on the range of traditional considerations used to determine salary levels.

When some faculty members in the department are on AY contracts, the base salary for initial appointment of a chair should be established for the academic year.

For AY appointed chairs, the designated summer stipend should also be established.

When an AY base salary is to be converted to a fiscal year appointment, the AY salary is increased by 25% to establish the FY salary.

The designated administrative stipend is added to either the AY or FY salary.

The appointment letter and contract for a department chair should clearly indicate the base faculty salary, term of appointment (FY or AY), summer stipend if appropriate, and administrative stipend to be received as department chair.

Stipends receive any across-the-board increases that apply to base salary, thus constantly indexing their value for current chairs. Stipend levels for new appointees should be indexed annually, thus making them consistent with actual increases for existing chairs.

When economically feasible and warranted by the size and complexity of the department, chairs should be appointed on a fiscal year basis. When a FY appointment is not appropriate or acceptable to the chair or college, a separate summer administrative stipend should be established for the department by the college dean. This summer stipend is established in credit hours and is paid at the same rate as summer instruction from the Summer budget.

Chairs on fiscal year contracts are expected to fulfill all employment obligations and receive all benefits stipulated in Board of Regents Policy for fiscal year employees.

Transitions to fiscal year appointments and stipend adjustments will not be employed to decrease the current administrative stipend of any department.

Determination and Implementation of Administrative Stipend and Teaching Load for Academic Chair

East Tennessee State University

Administrative stipends for departmental chairs are set at three dollar levels that reflect differing levels of administrative workload. The system is based on the following three factors: Total FTE Faculty based on the average of Fall/Spring figures to address faculty size, graduate teaching assistants, part-time instructors; Total Student Credit Hour Production to address service components, majors, and graduate students; and Complexity based on number of academic concentrations, laboratory/studio/clinical components, grants, off-campus program, specialized accreditation/licensure/regulatory, equipment and support personnel, and extensive community service requirements. The formula will weight Faculty, Students, and Complexity as follows: Faculty at one-third, Students at one-third, and Complexity at one-third. Each of the three factors will be assigned a number between 1 (low) and 5 (high), based on a subjective assignment by the academic dean in consultation with the office of the Vice President for Academic Affairs and the Vice President of Health Affairs.

The administrative stipend for each department chair is set to reflect an assessment of workload that is classified as High, Moderate, or Low. Documentation of which departments are assessed in each workload level and the associated stipend received by the chair is available in the Provost's Data Warehouse and is communicated periodically to the Deans Council and the Chair of the Council of Chairs. Determination of whether departments are assessed in appropriate categories will be reviewed periodically to respond to significant departmental changes in size and complexity.

The number of courses to be taught by a chair is determined by the chair and college dean. It is based upon the anticipated administrative workload. As a guideline, but intended only as a guideline, chairs of low complexity departments would be expected to teach a minimum of five courses per fiscal year; chairs of medium complexity departments would teach a minimum of four courses; and chairs of high complexity departments would teach a minimum of three courses per fiscal year. Generally, summer teaching is expected, but would be a function of the individual department's complexity summer programs, and summer administrative responsibilities. This decision would be made jointly, on an annual basis, by the department chair and dean.

Provision for Retaining of Stipend when Relinquishing Position of Academic Chair

Except as provided for in this policy, AY chairs return to faculty status at their AY base salary. When FY chairs return to faculty status, the administrative stipend is removed and the AY base salary is set at 80% of the remaining FY salary unless it is determined to be appropriate for the appointment to continue on a fiscal year basis.

Upon positive recommendation by the dean and concurrence of the appropriate Vice President, a portion of the current chair stipend may be retained in the faculty member's base salary if he or she relinquishes chair duties after having served a minimum of five or more years as chair. The following calculation should be made to determine the portion to be retained:

East Tennessee State University

First Column	Second Column	Third Column
i.	Years served as chair	Portion of stipend that may be retained based upon resuming faculty ranks
ii.	5 Years	50%
	6 Years	60%
	7 Years	70%
	8 Years	80%
	9 Years	90%
	10 or more Years	100%

This provision which would permit retaining a portion of the stipend will be phased in, and no chair in the initial 2002-03 year of implementation will receive more than five years of credit for prior service in the position of chair that would be creditable toward determining portion of stipend to be retained.

9/17/02

[Back to Top](#)

Conflict of Interest in Sponsored Programs

These policies can be accessed through the Office of Research and Sponsored Programs through the following link:

https://www.etsu.edu/research/orspa/policies_guides/default.php

10/25/95; 02/01; 03/06/08; Effective 10/11, policy changes will appear on the webpage cited

[Back to Top](#)

Copyright Fair-Use Guide for Faculty

See ETSU policy on copyright protection guidelines: https://www.etsu.edu/trustees/documents/its/it_copyright-protection-guidelines.pdf

04-03-89; 07-11; 03-24-2017 BOT

[Back to Top](#)

East Tennessee State University

Drug-Free Campus Policy Statement

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/humanres/relations/ppp26.php>

07/23/90; Effective 03/06; policy changes will appear on the webpage cited

[Back to Top](#)

Faculty Senate

Refer to the ETSU Faculty Senate website at

<https://www.etsu.edu/senate/>

07/13;

[Back to Top](#)

Harassment Policy

Refer to ETSU Personnel Policies and Procedures Manual for both policy and procedures at

<https://www.etsu.edu/humanres/relations/ppp30.php>

Effective 03/06; policy changes will appear on the webpage cited

[Back to Top](#)

Information Technology Services Policies

Acceptable Use of Technology

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/default.php>

Effective since 11/15, policy changes will appear on the webpage cited

Code of Ethics

Refer to ETSU Personnel Policies and Procedures (PPP-44) linked from ITS Policy List:

<https://www.etsu.edu/its/policies/code-of-ethics.php>

Effective 11/15, policy changes will appear on the webpage cited

East Tennessee State University

Complaint Resolution Process

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/resolution-process.php>

10/05; Effective 11/15, policy changes will appear on the webpage cited

Computer Policy for Retirees

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/policy-for-retirees.php>

Effective 11/15, policy changes will appear on the webpage cited

Design and Installation Standards

Refer to the ITS Policy List at:

https://www.etsu.edu/its/documents/etsu_its_guidelines.pdf

Effective 05/15, policy changes will appear on the webpage cited

Electronic Mail

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/electronic-mail.php>

08/10/04; Effective 11/15, policy changes will appear on the webpage cited

Firewall

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/default.php>

03/10; Effective 11/15, policy changes will appear on the webpage cited

Hardware Maintenance

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/hardware-maintenance.php>

Effective 11/15, policy changes will appear on the webpage cited

East Tennessee State University

Intellectual Property Rights

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/intellectual-property-rights.php>

Effective 08/15, policy changes will appear on the webpage cited

ITS-Sponsored PCs

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/its-pcs.php>

12/09; Effective 11/15, policy changes will appear on the webpage cited

Password Change

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/password-change.php>

Effective 11/15, policy changes will appear on the webpage cited

PC Installation

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/pc-installation.php>

Effective 11/15, policy changes will appear on the webpage cited

Personal Information Security Breach

Refer to the ITS Policy (linked to Tennessee State Code Annotated 39-14-150) List at:

<https://www.etsu.edu/its/policies/personal-information-security-breach.php>

08/10/10; Effective 11/15, policy changes will appear on the webpage cited

Portable Computational Device Security

Refer to the ITS Policy (linked to Tennessee State Code Annotated 47-18-2901) List at:

<https://www.etsu.edu/its/policies/portable-computational-device-security.php>

Effective 11/15, policy changes will appear on the webpage cited

East Tennessee State University

Six Year (Hardware Obsolescence)

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/hardware-maintenance.php>

Effective 08/15, policy changes will appear on the webpage cited

University Computing Standards

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/university-computing-standards.php>

Effective 11/15, policy changes will appear on the webpage cited

Virtual Private Network (VPN)

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/default.php>

Effective 11/15, policy changes will appear on the webpage cited

Wi-Fi

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/wireless-networking.php>

11/16/06; Effective 11/15, policy changes will appear on the webpage cited

Administrator Access

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/administrator-access.php>

01/07; Effective 11/15, policy changes will appear on the webpage cited

Closed Captioning

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/captioning.php>

11/14; Effective 11/15, policy changes will appear on the webpage cited

East Tennessee State University

eRate

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/erate.php>

06/10; Effective 11/15, policy changes will appear on the webpage cited

HEOA Compliance

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/heoa-compliance.php>

Effective 11/15, policy changes will appear on the webpage cited

Inclement Weather

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/inclement-weather.php>

Effective 11/15, policy changes will appear on the webpage cited

Instructor Access

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/instructor-access.php>

10/08; Effective 11/15, policy changes will appear on the webpage cited

Web-Based Courses

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/web-course.php>

Effective 11/15, policy changes will appear on the webpage cited

Acceptable Use on the Web

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/acceptable-use-web.php>

Effective 11/15, policy changes will appear on the webpage cited

East Tennessee State University

Accessibility for the Web

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/web-accessibility.php>

Effective 11/15, policy changes will appear on the webpage cited

Calendar of Events

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/calendar.php>

01/09; Effective 11/15, policy changes will appear on the webpage cited

Web Design & Publishing

Refer to the ITS Policy List at:

<https://www.etsu.edu/its/policies/web-traditional.php>

11/11; Effective 11/15, policy changes will appear on the webpage cited

ETSU Data

ETSU data and data files in any media are to be considered and treated as sensitive data. Any ETSU-generated information; i.e., papers, letters, documents, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material regardless of physical form or characteristics made or received in connection with the transaction of official ETSU business, is classified as ETSU data.

All employees have access to various types of ETSU data. These data are considered sensitive and in some cases confidential and are the property of ETSU. Data should not be released in any fashion without the consent of those authorized for its release. All data files for the University are protected by the Computer Crimes Act, Tennessee Code Annotated Sections 39-14-601 et seq., as well as the Copyright Act of 1976, 17 U.S.C. Sections 101 et seq., or any other law that may be applicable, and ETSU Financial Procedures Policy FP-12. In addition, employees with access to student record information should be aware this information is considered privileged and confidential. These records are protected under the Family Educational Rights and Privacy Act (FERPA) of 1974 as well as Tennessee Code Annotated Section 10-7-301, 10-7-503 and 10-7-504 and ETSU Financial Procedures Policy FP-12 (Public Records-Inspecting and Copying).

Guidelines concerning dissemination of ETSU data have been included in the ETSU Faculty Handbook, Personnel Policies and Procedures Manual, and ETSU Student Worker Handbook.

East Tennessee State University

Any questions concerning the release of data should be directed to Director of University Relations or through appropriate channels to the Office of any Vice President.

Banner

Banner is the name of the administrative software that serves ETSU. It replaces FRS, SIS, HRS and ADS. Additional information can be found at the following link:

<https://www.etsu.edu/its/units/info-systems.php>

Effective 10/11, policy changes will appear on the webpage cited

ITS Computer Labs

There are several student computer labs throughout the ETSU campus. Linked below are the ITS labs with a brief overview of each, hours of operation, and information about the computer equipment and printers in each lab.

<https://www.etsu.edu/helpdesk/labs/>

<https://www.etsu.edu/its/classroom/special-projects/taf/labinventory.php>

Effective 10/11, policy changes will appear on the webpage cited

Multimedia Classrooms

Information Technology Services, in conjunction with the Technology Access Fee Committee plans, constructs and maintains the multimedia classrooms at the main campus and also at the remote campuses. A listing of all the classrooms with more detailed information can be found at the link below:

<https://www.etsu.edu/its/classroom/special-projects/taf/multimedia.php>

07/19/10; Effective 10/11, policy changes will appear on the webpage cited

Workshops

Workshops and seminars are offered periodically and include a wide variety of computer-related topics. A current list of workshops can be found at:

<https://www.etsu.edu/helpdesk/training/default.php>

Faculty and staff are invited to participate in all workshops and seminars conducted by Academic Technology Support.

Effective 10/11, policy changes will appear on the webpage cited

East Tennessee State University

Consulting

Consultation and technical and programming assistance through the Client Support Services staff are available to the faculty and staff. Services are provided subject to staff workload. Faculty developing research proposals are requested to consult with Information Systems in determining the scope and nature of their computer research needs. Analysts are available in the office of Information Technology Services who will provide consultation to the faculty in research design; assist in getting data into the computer; help faculty to utilize the available packaged programs; help develop computer-assisted instruction material for classroom use; and, in general, help the faculty in the field of research and the use of the computer.

Information Technology Governance Committee (ITGC)

<https://www.etsu.edu/its/itc/default.php>

07/10/01; Effective 10/11, policy changes will appear on the webpage cited

Academic Technology Support Services

Academic Technology Support (ATS) provides ETSU's faculty and academic staff with training, resources, and support needed to use technology in their teaching and research. Additional information about ATS can be found at:

<https://www.etsu.edu/its/classroom/ats/>

09/96; 11/20/97 (10/19/00); 06/28/11; Effective 10/11, policy changes will appear on the webpage cited

[Back to Top](#)

Intellectual Property Policy

Refer to the Office of Research and Sponsored Programs:

<https://www.etsu.edu/research/ipandtechtransfer/>

05/04/84; 06/08/06; Effective 10/11, policy changes will appear on the webpage cited

[Back to Top](#)

Misconduct in Scholarship and Research

Refer to the Office of Research and Sponsored Programs:

Misconduct in Scholarship and Research https://www.etsu.edu/research/misconduct_policy.php

East Tennessee State University

12/04/97; Effective 10/11, policy changes will appear on the webpage cited

[Back to Top](#)

Nepotism Policy

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/humanres/relations/ppp29.php>

Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

Safety and Security on Campus

East Tennessee State University is committed to the safety and security of everyone on campus. In its continuing effort to maintain a safe and healthy campus environment for students, faculty, and staff, ETSU provides the following safety website Staying Safe On Campus (<https://www.etsu.edu/safety/>). The website functions as a clearinghouse for safety related information and resources available to our campus community. This information is presented to the university community with the knowledge that individual awareness and adherence to university security policies and procedures is the best method to maintain a safe campus environment.

ETSU has initiated a number of services and programs designed to provide the university community with additional options for students, faculty and staff to stay safe while on campus. Also included on the website is information about ETSU's emergency preparedness efforts. Emergencies can happen at any time, and how well ETSU responds is related to how well the campus community is prepared. Please visit the website and familiarize yourself with the campus' emergency procedures to insure your readiness in the event of an emergency.

7/13;

[Back to Top](#)

Smoking / Tobacco Use Policy

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/humanres/relations/ppp53.php>

8/1/97; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

East Tennessee State University

East Tennessee State University

Policy: Section 2: Employment

[Definition and Types of Faculty](#)

[Employee Grievance/Complaint Procedures](#)

[Equal Opportunity for Employment](#)

[Faculty Progressive Discipline Guidelines](#)

[Faculty Ranks and Promotion](#)

[Financial Exigency Policy](#)

[Hiring Procedures for Faculty](#)

[Personnel Policies: Records, Leaves, Retirement, Benefits](#)

[Promotion Policy for Lecturers](#)

[Selection and Periodic Review of Academic Administrative Personnel](#)

[Standards of Conduct for Faculty](#)

[Tenure](#)

[Workload, Reporting, and Evaluation for Full-Time Faculty](#)

[Workplace Violence Prevention Guideline](#)

Definition and Types of Faculty

TBR Policy 5-02-01-00 contains the Board's official definition of faculty:<https://policies.tbr.edu/policies/definition-faculty>

TBR 5:02:01:00; 09/30/83; Effective 03/06, policy changes will appear on the webpage cited TBR Policy 5:02:07:10 <https://policies.tbr.edu/policies/faculty-appointments-universities> defines the following types of faculty appointments.

Temporary Appointments

Temporary appointments are appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the contract of employment or appointment. Temporary appointments ordinarily should be used only for lecturers, adjunct or part-time faculty, faculty employed to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where the permanent and continued need for the position has not been established, provided that such appointments normally should not be in excess of three academic years. After that, the position can be re-advertised, and the instructor can apply again and be hired if he/she is the best candidate. Appointments of faculty members supported by more than fifty percent (50%) grant funds or other soft money sources, may be approved by the university presidents for periods in excess of three years.

East Tennessee State University

Other extensions of temporary appointments for periods in excess of three (3) years require the approval of the Chancellor.

Post Retirement

Refer to the Tennessee Board of Regents policy 5:01:03:03 at:

<https://policies.tbr.edu/policies/retirement-plans>

Refer to the Tennessee Board of Regents Guideline P-160 at:

<https://policies.tbr.edu/guidelines/post-retirement-service-program-tenured-faculty>

Tenure-Track Appointments

Tenure-track appointments are appointments 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 prior to consideration for tenure. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.

Tenured Appointments

Tenure appointments are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy. To protect academic freedom, tenure appointments include the assurance of continued employment for the appointment 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, position, or employment during summer sessions or intersessions.

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

Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit.

Clinical-Track Appointments

East Tennessee State University

Clinical-track appointments (a) are full-time faculty appointments, (b) are non-tenurable appointments for a fixed term, (c) are renewable, (d) permit promotion in rank, and (e) permit conversion of the appointment to tenure-track at any time prior to but not later than the expiration of the first three-year term, depending on funding availability and faculty performance. In instances where the appointment is converted to tenure-track, the three (3) years served in the clinical-track appointment, at the discretion of the president, may be credited toward the individual's probationary status. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.

Convertible and Non-convertible Clinical-Track Appointments

A college, academic department or other academic program unit seeking to fill a particular clinical-track appointment may indicate the position is potentially convertible to a tenure track appointment (convertible clinical-track appointment). Convertible clinical-track appointments permit conversion of the appointment to tenure-track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and faculty performance. Convertible clinical-track appointments must follow the search process as defined for tenure-track appointments. Convertible track appointments not converted within the three year period, as defined above, automatically revert to non-convertible clinical-track appointments. Unless specifically identified as convertible, all clinical-track appointments are non-convertible.

Research-Track Appointments

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

Convertible and Non-convertible Research-Track Appointments

A college, academic department or other academic program unit seeking to fill a particular research-track appointment may indicate the position is potentially convertible to a tenure track appointment (convertible research-track appointment). Convertible research-track appointments permit conversion of the appointment to tenure-track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and faculty performance. Convertible research-track appointments must follow the search

East Tennessee State University

process as defined for tenure-track appointments. Convertible track appointments not converted within the three year period, as defined above, automatically revert to non-convertible research-track appointments. Unless specifically identified as convertible, all research-track appointments are non-convertible.

Lecturer-Faculty Appointments

Lecturer-faculty appointments (a) are full-time faculty appointments, (b) are non-tenurable, (c) are renewable, and (d) permit promotion in rank. The primary assignment of lecturer-faculty is usually instruction at the undergraduate level.

Initial lecturer-faculty appointments may be granted for up to three years with an annual performance review conducted by the appropriate academic administrator or supervisor. Appointments may be renewed for further terms of up to three years following any satisfactory performance review.

Coordinator Appointments

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

Graduate Faculty Appointments

Guidelines for appointment to the Graduate School Faculty are located in the ETSU Graduate Catalog at: <https://www.etsu.edu/gradstud/documents/forms/gradfacproc212.pdf>

04/27/90; 05/15/91; 4/27/99; 10/18/00; 10/19/00; 02/01; 03/06, Effective 03/15 policy changes will appear on the webpage cited

Emeritus Appointments

East Tennessee State University will honor select faculty members, upon retirement, as emeritus faculty. These individuals will be granted certain rights and privileges in recognition of their honored role in the University community and their ongoing potential for contributions to the intellectual and cultural life of the University.

To be awarded emeritus status, faculty must have served the University for at least 10 years. Faculty should have attained the rank of Professor, Associate Professor or Assistant Professor (under exceptional circumstances Instructors may be considered). When a faculty member's written notice of retirement is received at the Office of Human Resources, that office will notify the faculty member and respective department chair of eligibility for emeritus status. The retiring member will be asked if he/she wishes to participate in the emeritus procedure. Within one month of receiving the retirement notice from the Office of Human Resources, the chair will convene the department's faculty to review the qualifications of

East Tennessee State University

the emeritus faculty candidate as presented in CV and other supporting documentation. Candidates will be nominated for emeritus status by majority vote. Those nominated will have materials submitted for recommendation by respective Deans and the Academic Vice President/Health Affairs Vice President, and then sent to the Office of the President where final decision will be made. (The President will have access to the Department's nomination and assessment materials, as well as decisions of approval by Deans and the appropriate Vice President.)

The title Emeritus will follow the faculty member's rank upon retirement, i.e., Professor of History, Emeritus. If the recipient is a woman, the feminine ending is used, i.e., Professor of History, Emerita. Emeritus or Emerita status will become effective July 1 of each year, and public recognition of this status will occur annually. A list of all emeritus faculty should be included in the University catalog and other appropriate documents.

Emeritus faculty, as all retired faculty, shall be privileged to maintain an identification card entitling them to certain University privileges. These will include library use, faculty parking permit, reduced rates for athletic events and other privileges which do not exert undue financial burdens on the University. In addition, Emeriti may request the use of available office or laboratory space or may apply, upon approval, for University grants under the same rules as other faculty.

04/95; 07/01/95; 11/15/07

Joint Administrative Appointments: Faculty Role in Departmental Matters-Administrators with Faculty Status

In order to ensure free discussion, clarify roles, and avoid any semblance of conflict of interest or undue influence, faculty members in administrative positions other than departmental chairs will not participate or vote in department matters or meetings. Exceptions to this university policy may be made only by the affirmative majority vote of the faculty of the affected department. The protocol for documenting any exception to this policy will be implemented at the time of initial administrative appointment of any individual who has faculty status but is serving in an administrative position. If a department by affirmative majority vote accords an exception to the policy for an individual, that fact will be noted in writing by the department chair and will be recorded in documentation of the administrative appointment.

03/10; 10/13/11

[Back to Top](#)

Employee Grievance/Complaint Procedures

Purpose

The purpose of these procedures is to provide a clear, orderly, and expedient method through which all employees of East Tennessee State University may process bona fide grievances or complaints.

East Tennessee State University

Policy Statement

It is the intention of East Tennessee State University to provide an effective process for the resolution of problems arising from the employment relationship or environment. To this end, a formal grievance/complaint procedure has been established for the use and benefit of all employees. It is the responsibility of administrative, academic, and line supervisors to inform and make available to all employees information concerning these procedures. When an employee believes a condition of employment affecting him/her is unjust, inequitable or a hindrance to the effective performance of his/her employment responsibilities, he/she should seek resolution through this mechanism without fear of coercion, discrimination or reprisal.

The objective of East Tennessee State University's Grievance/Complaint Procedures is to make every effort to resolve a grievance/complaint at the lowest possible step. Toward this end, faculty are encouraged to communicate openly with their immediate supervisors and to consult with a trained procedural consultant (so designated by the Faculty Concerns and Grievance Committee for the university and trained appropriately for the position) for clarity about definitions of grievances and complaints and procedures for advancing either.

Scope

These procedures apply to all employees and cover all employment related issues with the exception of Sexual Harassment, Affirmative Action Matters, and Tenure. The institution has a separate set of guidelines for the processing of Sexual Harassment complaints and matters involving Affirmative Action (i.e., unlawful discrimination on the grounds of race, religion, color, sex, age, handicap, nation origin, or veteran status). Sexual Harassment complaints should be filed with those individuals outlined in the Sexual Harassment Plan while Affirmative Action matters should be filed with the Affirmative Action Director. Furthermore, a separate Committee on Promotion/Tenure appeals exists for the disposition of matters involving tenure or promotion.

Moreover, an employee may choose to utilize these procedures for review by the grievance committee (established pursuant to the within guidelines) in the following situations:

Actions relating to the suspension of employees for cause or termination in violation of an employment contract which fall under TBR Policy 1:06:00:05 (cases subject to TUAPA); or,

Actions related to TBR Policy 5:02:03:00, Section III. 16. b. (2) (suspension of tenured faculty). Furthermore, the University may choose to utilize these procedures for review by the grievance committee (established pursuant to the written guidelines) when resolving a matter initiated pursuant to TBR Policy 5:02:02:00 (faculty promotion).

Definitions

Matters Subject to the Grievance or Complaint Procedure

There are two (2) types of matters that may be addressed by these procedures: (1) grievances subject to committee review; and, (2) complaints that must be resolved without committee review.

East Tennessee State University

1. Grievance (committee review available)

An employee may only grieve those matters which result from any action the Institution has taken against the employee which:

- Violates school or TBR policy, or involves an inconsistent application of those policies; or,
- Violates any constitutional right including, but not limited to the First, Fourth, or Fourteenth Amendments to the Federal Constitution and specifically, but again not limited to, actions that hamper free speech, freedom of religion, the right to association, personal and professional property rights, provides for improper search and seizure, or denies constitutionally required notice or procedures.

2. Complaint (committee review not available)

A complaint is a concern an employee wants to discuss with supervisory personnel in an effort to resolve the matter. Personnel actions such as performance evaluations, rates of pay, position reclassification, or position termination due to reduction in force are not defined as complaints.

In effect, in order for a personnel action such as those described in the preceding paragraph to be formally challenged by an employee or faculty member, the action must be the result of an alleged violation of school or TBR policy, an inconsistent application of those policies, a violation of any constitutional right, et. seq. (Note: bases for challenges are listed in "Scope" and "Definitions.")

This section recognizes that the informal "give-and-take" traditionally associated with the employment process will not be altered and that an employee should feel free to express dissatisfaction with the working environment; however, there is an appropriate framework for expressing personal dissatisfaction, which this policy attempts to outline.

Employees

All references to the term "employee(s)" contained in these procedures only include administrators, faculty (full-time or temporary contracts), professionals, clerical, and support personnel. Probationary employees are also included in the definition; however, student workers, graduate assistants, adjunct faculty, and temporary workers are not included in the definition of employee as it pertains to the grievance procedure.

Grievance Committee

There are two grievance committees utilized by the University. The two types are the (1) Faculty Concerns and Grievances Committee, and (2) Non-Faculty Grievance Committee.

1. Faculty Concerns and Grievances Committee

The Faculty Concerns and Grievance Committee shall (a) designate a panel of three faculty members to serve the university as procedural consultants; (b) participate with

East Tennessee State University

the University Attorney in training procedural consultants in the definitions, policies, and procedures related to filing both grievances and complaints; (c) serve, when asked by the faculty member, as a consultative body for the development of any grievance or complaint, subject to guidelines and restrictions of this process stated in the section on Faculty Senate Policy for Faculty Grievances; and (d) shall only consider and forward recommendations to the President on those matters which meet the criteria for grievances—with those problems which are deemed complaints to have their ultimate resolution through the Office of the President of the University.

2. Non-Faculty Grievance Committee

The Non-Faculty Grievance Committee shall only consider grievances brought by non-faculty members. The Non-Faculty Grievance Committee shall also be selected from a Non-Faculty Grievance Pool and shall be activated for individual grievances only.

a. Non-Faculty Grievance Committee Pool

The President shall select a pool of potential committee members who will receive training by the Office of Human Resources regarding the University's Grievance procedure. Six (6) full-time permanent employees from each non-faculty EEO category will be selected by the President to serve as Pool Members. Their terms of service will be staggered such that two (2) members from each EEO category will serve a one (1) year term, two (2) members will serve a two (2) year term, and two (2) members will serve a three (3) year term. These individuals may serve subsequent terms but may not succeed themselves and the President shall replace all vacated positions. Furthermore, the percentage of females and minorities on the Non-Faculty Grievance Pool shall reflect as closely as possible their representation at the University at large. The following personnel, however, shall not be eligible to serve as members of the Non-Faculty Grievance Pool: personnel in the Office of the President; personnel employed in the Offices of the Vice Presidents; or employees of the Office of the Internal Auditor, Payroll Office, or Office of Human Resources.

b. Non-Faculty Grievance Committee Selection

The President shall select the Grievance Committee which shall consist of three (3) members selected from the Grievance Committee Pool. At least one member of the grievant's peer group must serve on the committee; however, relatives, employees who have supervisory responsibility over the aggrieved employee, or anyone working in the same department under the same manager or supervisor are ineligible to serve on the committee. The committee shall select a chairperson and conduct an impartial hearing on the grievance at which it would accept and review all pertinent information presented by the employee as well as any other information it deems appropriate. The committee's review shall be thorough and independent and its recommended action shall be based on a full and fair consideration of all the facts and circumstances.

Immediate Supervisor

That person who is directly responsible for the supervision of the employee's activities.

Next-higher-level Supervisor

East Tennessee State University

That person who is directly responsible for the supervision of the immediate supervisor's activities.

Working Days

Days on which the business offices of the Institution are officially open.

Date of the Decision

Date the decision is communicated to the employee if communicated in person; or, three (3) days after mailing of the decision, if communicated by mail.

Responsibility for Implementation and Compliance

The President of the University has ultimate responsibility for the implementation of these procedures and is the final decision maker in the resolution of complaints. The final decision making authority in any action involving a grievance, pursuant to TBR Policy 1:02:11:00, resides with the Chancellor of the Tennessee Board of Regents.

General Rules of Implementation

The primary responsibility for resolving grievable matters rests with the employee/faculty member and his or her immediate supervisor. Initial steps should always be taken to resolve disputes at this level before proceeding to the following rules of implementation.

When a concern or issue has not been resolved informally, and the concern might be foreseen to result in a formal complaint or grievance, the immediate supervisor will refer the faculty member to an appropriate procedural consultant or consultants for consultation and guidance by giving the faculty member a referral card developed and provided by Faculty Senate.

Employees using these procedures shall be entitled to do so without fear of retaliation, interference, coercion or discrimination.

A grievance which is the subject of an action filed with an external body shall not be processed through the University's grievance procedures. The term external body includes a court or federal or state administrative body such as the Equal Employment Opportunity, Office of Civil Rights, or Tennessee Human Rights Commission.

A grievance/complaint must be presented to the employee's immediate supervisor within ten (10) working days after the occurrence of the incident. Any claim not presented within the time frame provided shall be deemed to have been waived. For repetitive or ongoing incidents or circumstances, the grievance/complaint must be filed within ten (10) working days of the last occurrence of such incident or circumstance or of the discovery by the employee of the occurrence. This policy presumes that all employees or faculty members will use good faith and diligence in the discovery of grievable matters.

East Tennessee State University

The grievant/complainant is entitled to be accompanied by an advisor at each step of the procedure; however, the advisor may not act as an advocate on behalf of the individual.

Employees shall be given the opportunity to pursue grievances/ complaints during their assigned work time.

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

Supervisors to whom a grievance is raised and the Grievance Committee may consult the Director of Human Resources for advice on resolving grievances (except for grievances involving an action taken against the grievant by the Director of Human Resources). Copies of all written and associated documentation will be filed in the Office of Human Resources.

There shall be a one-semester time limit placed on all grievable matters. In essence, no grievance may be heard unless the grievable incidence(s) occurred within the semester immediately preceding the current semester or within the current semester.

Grievance/Complaint Process

Steps for Filing a Grievance Only

Discussion with Immediate Supervisor

A grievance must be brought to the attention of the employee's immediate supervisor within twenty (20) working days after the employee becomes aware of the problem. The employee should state the basis for the grievance and the corrective action desired in temperate and reasonable terms. The employee and the supervisor shall discuss the grievance in an attempt to resolve the matter in a mutually satisfactory manner. The supervisor shall conduct any necessary or appropriate investigation and inform the employee of a decision based upon full and fair consideration of all the facts within five (5) working days of the initial discussion. The immediate supervisor will assure that the decision is clearly communicated to, and understood by, the employee. If the employee is satisfied with the decision, no additional action is required. If the employee is not satisfied, the employee may proceed to Step 2 and will be referred to an appropriate procedural consultant or consultants for consultation and guidance by giving the faculty member a referral card developed and provided by the Faculty Senate. If no decision is communicated to the employee within five (5) working days of the initial discussion, the employee may proceed directly to Step 2.

Discussion with Higher-Level Supervisor

If the employee and the immediate supervisor are not able to reach a mutually satisfactory resolution to the grievance, the employee may proceed to discuss the matter with the next-higher-level supervisor within ten (10) working days of the date of the decision of the immediate supervisor. Failure to comply with Step 2 in a timely manner shall be deemed a waiver by the employee for this particular occurrence and the grievance may not be raised

East Tennessee State University

again. The next-higher-level supervisor and the employee shall then follow the procedures required in Step 1.

If the employee is satisfied with the decision reached by the next-higher level supervisor, no additional action is required. If the employee is not satisfied, the employee may proceed to Step 3; if the employee has not already seen a procedural consultant, she or he will be referred to an appropriate procedural consultant or consultants for consultation and guidance by giving the faculty member a referral card developed and provided by the Faculty Senate.

If no decision is communicated to the employee within five (5) working days of the initial discussion between the employee and the next-higher-level supervisor, the employee may proceed directly to Step 3.

Written Grievance Statement

If the employee and the next-higher-level supervisor are not able to reach a mutually satisfactory resolution to the grievance the employee may file a written grievance with his/her vice president on the designated form, available online at:

<https://www.etsu.edu/humanres/relations/ppp27.php>

This form shall allow the employee to clearly indicate whether she or he is filing a formal grievance or complaint – or the university may choose to make available two different forms, one for a grievance and one for a complaint: It is the faculty member's responsibility to make her or his own case for the problem being addressed appropriately as either a grievance or a complaint as delineated in this policy. The grievance must be filed within ten (10) working days of the date of the decision of the higher-level supervisor. Failure to comply with Step 3 in a timely manner shall be deemed a waiver by the grievant for this particular occurrence and the grievance may not be raised again.

A copy of the grievance, along with any supporting documentation, shall be given to the immediate supervisor and the next-higher-level supervisor. The vice president may request either or both supervisors to respond in writing to the grievance statement. If the employee is satisfied with the decision reached by the vice president no additional action is required.

If the employee is not satisfied the employee may proceed to Step 4. If no decision is communicated to the employee within fifteen (15) working days after filing the grievance with the vice president, the employee may proceed directly to Step 4.

Written Grievance Statement to be Received by the President and Grievance Committee

If the employee and the vice president are unable to reach a mutually satisfactory resolution the employee may file with the President of the institution. Any grievant, who may otherwise be entitled to a hearing before the grievance committee, may waive such a hearing and accept the findings of the President. Any faculty member considering such a waiver shall first be referred to an appropriate procedural consultant or consultants for a consultation on the advisability of signing a waiver of this right by giving the faculty member a referral card developed and provided by the Faculty Senate. Any such waiver shall be in writing and signed by the grievant. The waiver should state the matter involved and should expressly

East Tennessee State University

state that the right of the grievant to a formal hearing by the Grievance Committee is knowingly and voluntarily waived.

If the grievant waives his/her rights to a hearing, the President shall within twenty (20) days after receipt of the grievant's file, advise the grievant of the decision. The President's decision will be final and shall be directed to the employee. If no decision is communicated to the employee within twenty (20) working days of filing the grievance the employee may file directly with the Chancellor of the Tennessee Board of Regents.

If the grievant does not waive the right to a hearing, the President shall, within five (5) days of receipt of the grievant's file, refer the grievance and all relevant documentation to the appropriate grievance committee. Within twenty (20) days after receipt of the grievant's file the committee shall advise the President and the grievant of its decision.

The recommendation shall be based on a full and fair consideration of all the facts and circumstances. The report shall also contain a summary of the committee's investigation and findings.

Appeal of Grievance to the Chancellor, Tennessee Board of Regents

In any case where the President makes a decision adverse to the grievant, the President shall advise the grievant of his/her right to appeal the decision to the Chancellor. The employee's appeal to the Chancellor must be filed within fifteen (15) working days of the date of notification of the President's decision.

Steps for Filing a Complaint Only

The steps involved in the resolution of complaints follow the same procedures as those outlined for the resolution of grievances with the following exceptions:

1. Complaints do not include a right to a hearing or adversarial proceeding before the grievance committee; and,
2. The President is the final decision maker involving complaints; that is, the complainant does not have the right to appeal to the Chancellor of the Tennessee Board of Regents.

Maintenance of Records

Copies of all written grievances/complaints and accompanying responses and documentation will be maintained with the Office of Human Resources for at least three (3) years.

Committee Membership and Selection

A Faculty Concerns and Grievances Committee shall serve as an advisory body to advise the Senate and, through the Senate, either the Vice President for Academic Affairs or the Vice President for Health Sciences on matters arising from either a concern or a grievance filed by a faculty member or members. The committee shall consist of one faculty senator from each college and school. An alternate may be asked, by the Senate president, to sit in

East Tennessee State University

place of a regular committee member in those cases in which the regular committee member is unable to serve or cannot be present for one or more scheduled meetings. A committee member who has a particular interest in the case outcome will excuse him or herself from the committee and be replaced by an alternate for that hearing.

The committee will be appointed by the Faculty Senate, as a committee of the Senate. The chair shall be elected by the committee members at their first meeting of each academic year.

Faculty Senate Policy for Faculty Grievances

All formal complaints and grievances by faculty are now governed by the East Tennessee State University's Employee Grievance/Complaint Policy and Procedure (1.4). Any faculty member wishing to formally challenge an administrative decision should carefully follow the procedures outlined there and it is recommended that she or he consult with an appropriate procedural consultant or consultants with regard to policy, procedures, and rights.

However, faculty members occasionally want an opportunity to discuss their concerns with their peers and to obtain their peers' advice, without becoming mired in formal grievance procedures. East Tennessee State University provides two avenues for such discussions/consultations—either or both of which are available to all faculty members: The first is a consultation with a trained procedural consultant or consultants, and the second is through a formal consultation (specified and limited below) with selected members of the Faculty Senate Committee on Faculty Concerns and Grievances. Members of the Committee on Faculty Concerns and Grievances who provide formal consultation on a case will not sit on a formal grievance hearing of that case.

Therefore, we recommend that the Senate Committee on Concerns and Grievances will serve two functions in addition to those specified in the Senate By-Laws 1.5.1.3.

1. The Committee will discuss concerns filed by individual faculty members. A concern is defined as any matter that could be subject to a complaint or grievance as outlined under the University's Complaint and Grievance Policy. In addition, the committee will have the discretion to discuss any other matters it deems appropriate. Prior to meeting with the committee, the faculty member will submit a brief statement of her/his concern. In discussing such matters, the Committee will not function as an adversarial hearing board. Rather the committee members will listen to the faculty member's/members' complaint and advise her/him as they see fit. They will advise the faculty member about the proper way to proceed. However, the committee's deliberations, since they are merely advisory, cannot become part of any formal grievance the faculty member chooses to file. Deliberations will be confidential, unless all parties agree otherwise. The committee will maintain no records.
2. If the faculty member chooses to file a formal grievance, the committee, in conjunction with the President of the Faculty Senate, will select a five-member committee who will formally hear the grievance in accordance with university policy. This committee will report its findings to the University President.

East Tennessee State University

[Back to Top](#)

Equal Opportunity for Employment

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/humanres/relations/ppp04.php>

09/15/79; 02/15/91; 08/15/96; 10/18/00; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

Faculty Ranks and Promotion

See ETSU policy on faculty ranks and promotion: https://www.etsu.edu/trustees/documents/academic/academic_promotion.pdf

01/29/88; 07/91; 05/92; 12/888; TBR 4/2/04; 02/12/09; 10/13/11; 3/20/2015; ETSU BOT 05/08/2017

[Back to Top](#)

Promotion Policy for Lecturers

Lecturer appointments (a) are full-time faculty appointments, (b) are non-tenurable, (c) are renewable, and (d) permit promotion in rank. The primary assignment of a lecturer is usually instruction at the undergraduate level.

Initial lecturer appointments may be granted for up to three years with an annual performance review conducted by the appropriate academic administrator or supervisor. Appointments may be renewed for further terms of up to three years following any satisfactory performance review.

Academic ranks for lecturers and the means by which they are distinguished at ETSU are as follows:

Lecturer

To be renewed as Lecturer, the candidate must have:

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

East Tennessee State University

3. Demonstrated ability in instruction and student development.

Senior Lecturer

To be promoted to Senior Lecturer, the candidate must have:

1. Master's or terminal degree from an accredited institution in the instructional discipline or related area. **
2. Evidence of good character, mature attitude, and professional integrity.
3. Documented evidence of high quality teaching and contributions to student development.

Master Lecturer

1. Master's or terminal degree from an accredited institution in the instructional discipline or related area. **
2. Evidence of good character, mature attitude, and professional integrity.
3. Documented evidence of teaching excellence and superior contribution to student development.

Colleges and/or departments shall be responsible for developing written criteria, guidelines, and timelines for lecturer promotions. Criteria, guidelines, and timelines shall be approved by the dean. To ensure criteria and guidelines are consistently meeting the goals of the department, as well as the professional development goals of the lecturers, criteria and guidelines should be reviewed by academic departments and approved by the dean of the college every three years.

Applications for promotion may be made after a minimum of five years in rank and should be submitted to the chair of the department by September 15.

Departmental promotion committees should consist of all tenured, tenure-track, clinical and research faculty, and lecturers of higher rank than the applicant.

Departmental recommendations for promotion shall be submitted through the chairs and approved by the dean. The candidate may appeal the dean's decision following the guidelines for promotion appeals outlined in the faculty handbook.

Salary increments for promotion will be an 8% increase in base salary upon promotion to Senior Lecturer, and a 10% increase in base salary upon promotion to Master Lecturer.

** Exceptions to the degree requirement may be made in accordance to SACS standard 3.7.1

05/19/2016

[Back to Top](#)

East Tennessee State University

Financial Exigency Policy

Definition of Financial Exigency

Financial Exigency is the formal declaration by the Tennessee Board of Regents that East Tennessee State 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 only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments.

Actions Required Prior to the Declaration of Financial Exigency

Financial exigency results from an imminent fiscal crisis characterizing the entire institution; thus, the condition of financial exigency may not be declared at a level below that of the institution (i.e., it may not be declared at the level of an academic or administrative unit such as a school, department, or similar account-level unit). In light of the gravity of consequences resulting from a declaration of financial exigency, the process leading to an institutional recommendation to the Tennessee Board of Regents that financial exigency be declared must be cautious, fair, well informed, and as responsive as possible to the interests of various segments of the institution.

The responsibility for initiating the proposal for declaration of financial exigency resides with the President of East Tennessee State University. Since recommending the declaration of financial exigency is an extreme measure, that responsibility requires the President to provide all appropriate assurances and documentation that available and reasonable procedures to reduce the expenditure levels of the institution are exhausted, and that no efforts have been spared to enhance revenues.

Prior to proposing the declaration of financial exigency, the President shall share with the entire faculty or its representative body and with representatives of other campus personnel constituencies all pertinent analysis and documentation that, in his or her opinion, demonstrate an imminent fiscal crisis for the entire institution that would warrant a declaration of financial exigency. That analysis and documentation should be shared promptly and with sufficient notice to all personnel constituencies including the Faculty and Staff Senates; and opportunities should be provided for discussions with and advice from those bodies, answers to appropriate questions, and general deliberations befitting an educational institution.

After discussion and review of any advice from various personnel constituencies, the President shall, if he/she remains convinced that conditions warrant a recommendation for declaration of financial exigency, present the recommendation with full documentation to the Chancellor of the Tennessee Board of Regents.

If his/her review supports the conclusion that conditions warrant a declaration of financial exigency, the Chancellor shall so recommend to the Board of Regents. In addition to providing the Board of Regents with a recommendation to declare financial exigency, the

East Tennessee State University

Chancellor in consultation with the campus president shall also submit a statement of findings and conclusions including at least the following:

1. A description of the current fiscal condition of the institution, including the projected amount of deficit that would result from failure to declare financial exigency.
2. A projection of the fiscal condition that would result, in the opinion of the President and the Chancellor, from general types of action anticipated to be taken subsequent to a declaration of financial exigency.
3. An analysis of the reason for the current imminent fiscal crisis characterizing the entire institution, specifying with appropriate documentation those identifiable factors contributing to the crisis.
4. A statement of assurance, with supporting evidence, that available and reasonable procedures to reduce expenditure levels of the institution are exhausted, that further retrenchment within existing policies is not compatible with the objective of assuring maximum protection for the academic programs of the institution and the educational needs of students, and that efforts to enhance revenues have been carried out in a responsible manner.
5. A transmittal of any advice, alternatives, or information in writing by any institutional personnel constituencies including the Faculty and Staff Senates.

Actions Required Subsequent to the Declaration of Financial Exigency

Should the Board of Regents formally declare a state of financial exigency at East Tennessee State University, the President shall in a reasonable time and with appropriate documentation initiate a proposed plan to allocate necessary funding reductions among the primary budgetary sub-units (e.g., academic affairs, student affairs, fiscal affairs, etc.) within the institution. The following procedures shall be followed:

The President shall convene an ad hoc University Council, which shall serve as the institution's Financial Exigency Committee. The membership of this council includes: the President of the University, the President of the Faculty Senate, the President of the Staff Senate, the President and one elected member of the Student Government Association, the President and one elected member of the Graduate and Professional Student Association, three elected members of the staff, one full-time, tenured faculty members elected by faculty from each existing college, the School of Continuing Studies and Academic Outreach, and the University Libraries one dean elected by the deans (not to include the Deans of the College of Medicine and College of Pharmacy), and the vice presidents of Academic Affairs, Health Affairs, Student Affairs, Finance and Administration, and University Advancement

The President's proposed plan for allocating necessary funding reductions to primary budgetary sub-units shall be reviewed by the Financial Exigency Committee. The Committee shall review the amounts of proposed reductions, evaluate proposed reductions in the light of institutional priorities, and consider administrative organization and academic priorities.

It shall also consider the magnitude of proposed reductions in each primary budgetary

East Tennessee State University

sub-unit in the light of factors prescribed by applicable state or federal laws regarding fair employment practices.

The Committee shall submit in writing within thirty days to the President its response to the President's plan, which shall include either an endorsement or a recommendation of alternatives.

The President shall consider any alternatives recommended by the Committee and, within thirty days, shall indicate to the Committee a final decision relative to the internal allocation of necessary funding reductions. This financial plan should be communicated broadly to all personnel constituencies including the Faculty and Staff Senates.

Heads of primary budgetary sub-units, with broad and clearly defined faculty and staff consultation, shall recommend to the President plans for effecting their designated budget reductions. Those recommendations from heads of primary budgetary sub-units shall include proposed reductions in programs or personnel, shall achieve the designated reductions, and shall respond to any inquiries the President or the Financial Exigency Committee may direct.

As a primary component of his or her review of plans submitted by heads of primary budgetary sub-units, the President shall — prior to accepting them — submit the plans for review by the Financial Exigency Committee.

The Committee shall review plans submitted by heads of primary budgetary sub-units with consideration for the following general principles:

Performance evaluations are an inherent part of promotion and tenure decisions. Therefore, performance is a determinant of the tenure, rank and longevity factors listed above. If equality of all the above factors exists, then a special performance evaluation covering the academic careers of the faculty members involved shall be the final deciding factor.

The Financial Exigency Committee shall submit in writing to the President its response to the plans for recommended reductions submitted by heads of primary budgetary sub-units. That response shall include either an endorsement or a recommendation of alternatives.

After appropriate review of response by the Financial Exigency Committee, the President shall indicate acceptance, rejection, or amendments to reduction plans submitted by heads of primary budgetary sub-units. The President shall communicate his or her composite plan for reducing expenditures to the entire campus community. The President shall submit for approval by the Chancellor the composite plan for effecting budgetary reductions as required by the fiscal condition of the institution. That transmittal must include the written response by the Financial Exigency Committee to both (1) the President's plan for allocating necessary funding reductions to primary budgetary sub-units, and (2) plans for primary budgetary sub-units for effecting their designated budget reductions. If the Chancellor approves the plan for implementation, he/she shall submit it as information, together with any analysis he/she may deem appropriate, at the next meeting of the Tennessee Board of Regents.

Procedures for Termination of Personnel Under Conditions of Financial Exigency

East Tennessee State University

Following declaration by the Tennessee Board of Regents that a condition of financial exigency exists at East Tennessee State University, the President of the University — having complied with those actions required subsequent to the declaration of financial exigency — is authorized to carry out those actions, including reduction-in-force, which are included in the plan approved by the Chancellor. Reduction-in-force under this policy may include any personnel classification, including tenured faculty members or probationary faculty members prior to the end of their terms of appointment.

The procedures for termination described in this policy are in force only during a period in which the Tennessee Board of Regents has declared that East Tennessee State University is in a condition of financial exigency. An individual selected for termination shall receive prompt written notification from the President. That notification shall include the following:

1. a statement of the basis on which the individual was selected for termination;
2. an indication of the data or reasons supporting the choice if it is not a clearly defined factor such as rank or tenure status;
3. a statement of the date on which the termination is to become effective;
4. a copy of the declaration of financial exigency adopted by the Tennessee Board of Regents; and e. such other information as the President may deem appropriate.

An individual who receives notice of termination may appeal the decision under the conditions indicated in this section.

1. Faculty who receive notice of termination shall appeal to a Faculty Hearing Committee, which shall consist of nine members of the faculty and administration; five appointed by the Faculty Senate and four appointed by the President. Staff who receive notice of termination shall appeal to a Staff Hearing Committee which shall consist of nine members of the staff and administration; five appointed by the Staff Senate and four appointed by the President.
2. The Faculty or Staff Hearing Committee shall ensure prompt hearings that are thorough and fair but need not be judicial in nature. Strict rules of procedure (e.g., confrontation, cross-examination and formal rules of evidence) need not be required.

The following conditions constitute grounds for appeal by an individual of notice of termination.

1. Established institutional procedures or provisions of Board Policy 5:02:06:00 were not followed.
2. Appropriate criteria were not applied, including but not limited to the allegation that his or her selection constituted a violation of the individual's academic freedom or that unfounded or arbitrary assumptions of fact were made.

The Hearing Committee shall not review the decision concerning the declaration of financial exigency of the President's plan for the amount of reduction to be assumed by each primary budgetary sub-unit.

East Tennessee State University

A recommendation will be sent from the Faculty or Staff Hearing Committee to the President recommending that he/she uphold or reverse the action of termination, and the President will inform the appropriate hearing committee and the individual of a final decision.

The President's final decision may be appealed to the Chancellor and, after he/she has reached a decision, to the Tennessee Board of Regents.

Continuing Rights of Persons Terminated Under Conditions of Financial Exigency

No vacancy caused by a termination under conditions of financial exigency shall be filled for a period of three years from the time of notice of termination without first offering the position to the person terminated (academic or non-academic), provided that the person terminated keeps the institution informed of his or her current mailing address. If the person previously terminated is offered the position and accepts, he/she will be returned to the same rank and tenure status.

Termination of Declaration of Financial Exigency

The policies and procedures established by this policy shall continue in effect during the period of a state of financial exigency. If the financial health of the institution improves sufficiently, the President shall initiate a proposal for the termination of a declared state of financial exigency. At the termination of a declared state, that action by the Tennessee Board of Regents shall cause all policies, procedures, and bodies created in this policy for the sole purpose of making and implementing exigency decisions to cease to exist.

Definitions

The following are general definitions of words and terms used in this policy that are not defined above. These words and terms are subject to further qualification and definition in the previous sections of this policy.

Reduction-in-force — the termination of employment of faculty or staff resulting from a budgetary crisis reflected in a declared state of financial exigency.

Entire institution — any one of the institutions of the Tennessee Board of Regents System for which funds are separately appropriated by the Tennessee General Assembly.

Academic or administrative unit — an academic department or other similar account-level unit.

Representative faculty body — the major faculty organization devoted to governance (as implied in Board Policy 1:03:10:00).

Primary budgetary sub-unit — a major budgetary area of an institution (e.g., academic affairs, student affairs, fiscal affairs) usually headed by an administrator reporting directly to the President.

East Tennessee State University

03/04/85; 06/28/11

[Back to Top](#)

Hiring Procedures for Faculty

The Board empowers the president of the University to appoint individuals to faculty positions. Faculty members - instructors and those holding professorial ranks - are appointed for one-year periods of service. Full-time employees in one of these ranks may be granted continuing employment under the provisions of the tenure policies outlined subsequently and may be terminated only in accordance with these provisions.

The terms of every new appointment shall be stated in writing and be in the possession of both the prospective faculty member and the administration before the appointment is confirmed. Each time a faculty member is reappointed the terms of the reappointment including salary, contract year, department of assignment, and rank shall be stated in writing and be in his/her possession before the expiration of his/her previous assignment, to the extent possible. Since no agreement may become final until the Board of Regents has approved annual budgets, and since such approval may sometimes not be given until after termination of the academic year, it may not be possible to guarantee any upcoming year's salary before the expiration of a previous appointment. In such instances, a faculty member will be furnished in writing the terms of his/her reappointment that will become effective with the approval of the University's budget.

At the time of his/her employment, a new faculty member shall be informed of the current University, college, and department standards by which he/she can expect to be judged for eligibility for tenure. All faculty have access to the complete and updated ETSU Faculty Handbook, which is available online at: <https://www.etsu.edu/senate/facultyhandbook/>.

Chairs and deans shall keep a faculty member informed of their expectations for her/his performance, including requirements for promotions and tenure. Any dramatic alterations in these expectations should be made explicit.

05/04/87; 07/91; 03/06/08

Faculty hiring procedures are located in the ETSU Personnel Policies and Procedures Manual, PPP-35:

<https://www.etsu.edu/humanres/relations/ppp-35.php>

09/15/79; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

Personnel Policies: Records, Leaves, Benefits, and Retirement

Personnel Records

East Tennessee State University

Pursuant to Tennessee Board of Regents Policy 5:01:00:10, all personnel records are filed in the Office of Human Resources. State Board of Regents and East Tennessee State University policies referred to above are available for review in the Office of Human Resources.

Refer to PPP-03:

<https://www.etsu.edu/humanres/relations/ppp03.php>

and

TBR Policy 5:01:00:10:

<https://policies.tbr.edu/policies/personnel-records>

REFERENCE TBR meetings: June 25, 1976; March 4, 1977; June 26, 1981; September 18, 1981; September 30, 1983; September 16, 1988; Effective 03/06, policy changes will appear on the webpage cited

Personnel records are public records subject to inspection and copying

Refer to Financial Procedures Manual, FP-12:

<https://www.etsu.edu/bf/fp/12.php>

TBR 5:01:00:10; 9/88; Effective 03/06, policy changes will appear on the webpage cited

Leaves

Adoptive Parents Leave

The previous policy on Adoptive Parents Leave has been replaced with the policy on Parental Leave. Refer to ETSU Personnel Policies and Procedures Manual, PPP-22:

<https://www.etsu.edu/humanres/relations/ppp22.php>

Effective 03/06, policy changes will appear on the webpage cited

Annual Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-17:

<https://www.etsu.edu/humanres/relations/ppp17.php>

Effective 03/06, policy changes will appear on the webpage cited

Bereavement Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-18:

East Tennessee State University

<https://www.etsu.edu/humanres/relations/ppp18.php>

Effective 03/06, policy changes will appear on the webpage cited

Civil Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-19:

<https://www.etsu.edu/humanres/relations/ppp19.php>

Effective 03/06, policy changes will appear on the webpage cited

Disaster Relief Service Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-56:

<https://www.etsu.edu/humanres/relations/ppp56.php>

Effective 03/06, policy changes will appear on the webpage cited

Educational Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-52:

<https://www.etsu.edu/humanres/relations/ppp52.php>

Effective 03/06, policy changes will appear on the webpage cited

Family and Medical Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-46:

<https://www.etsu.edu/humanres/relations/ppp46.php>

Effective 03/06, policy changes will appear on the webpage cited

Holidays

Refer to ETSU Personnel Policies and Procedures Manual, PPP-14:

<https://www.etsu.edu/humanres/relations/ppp14.php>

Source: TBR Meetings, October 12, 1972; September 30, 1983; December 14, 1984; December 13, 1985; September 18, 1992; Effective 10/13/11, policy changes will appear on the webpage cited

Leave of Absence

East Tennessee State University

Refer to ETSU Personnel Policies and Procedures Manual, PPP-21:

<https://www.etsu.edu/humanres/relations/ppp21.php>

Effective 03/06, policy changes will appear on the webpage cited

Leave Transfer Between the State University and Community College System and State Agencies

Refer to ETSU Personnel Policies and Procedures Manual, PPP-25:

<https://www.etsu.edu/humanres/relations/ppp25.php>

Effective 03/06, policy changes will appear on the webpage cited

Military Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-23:

<https://www.etsu.edu/humanres/relations/ppp23.php>

Effective 03/06, policy changes will appear on the webpage cited

Parental Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-38:

<https://www.etsu.edu/humanres/relations/ppp38.php>

Effective 03/06, policy changes will appear on the webpage cited

Sick Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-24:

<https://www.etsu.edu/humanres/relations/ppp24.php>

Effective 03/06, policy changes will appear on the webpage cited

Voting Leave

Refer to ETSU Personnel Policies and Procedures Manual, PPP-49:

<https://www.etsu.edu/humanres/relations/ppp-49.php>

Effective 03/06, policy changes will appear on the webpage cited

East Tennessee State University

Retirement

Refer to Personnel Policies and Procedures Manual, PPP-09

<https://www.etsu.edu/humanres/relations/ppp09.php>

Effective 10/13/11, policy changes will appear on the webpage cited

Benefits

Information on retirement benefits, health insurance, and other benefits is available online at the Office of Human Resources web site:

<https://www.etsu.edu/humanres/benefits/default.php>

Effective 03/06, policy changes with The Tennessee Board of Regents has established a procedure to ensure that survivors of deceased employees are promptly informed regarding payment of earned wages and any other benefits to which they may be entitled. The procedure can be found at:

<https://policies.tbr.edu/guidelines/benefit-event-employee-death>

Effective 10/13/11, policy changes will appear on the webpage cited

Information on retirement benefits, health insurance, and other benefits is available online at the Office of Human Resources web site:

<https://www.etsu.edu/humanres/benefits/default.php>

Effective 10/31/11, policy changes will appear on the webpage cited

[Back to Top](#)

Selection and Periodic Review of Academic Administrative Personnel

Selection

Chairs

When a vacancy for the position of department chair exists, it may occur simultaneously with a job opening in the department or it may occur when a chair will no longer serve in that capacity but will remain in the department as a member of the faculty. In both cases, however, the college/school dean will notify the department concerning a vacancy or an impending vacancy.

1. Vacancy Occurring Simultaneously with a Job Opening

East Tennessee State University

The search committee will be composed of at least eight members. The dean of the school or college in which the department is located will ask the departmental faculty to elect five of their own tenured members from the department. If there are less than five tenured faculty in the department, the departmental faculty will choose the remaining members from full-time members of the department. If there are less than five full-time faculty of any designation within the department, then the additional requisite committee members will be chosen by the departmental faculty from full-time faculty from outside the department. The department has the option of selecting one undergraduate or graduate student majoring in the department as one of the five designees. The dean will appoint three additional members of the search committee. If the members chosen by the departmental faculty happen not to be sufficiently diverse in any way, the dean will use his/her appointments to ensure diversity of the search committee. The dean will name as chair of the search committee a committee member who is tenured and not a member of the department.

If the dean and department wish to establish a committee larger than the minimum of eight, this may be done as long as at least 60 percent of the voting members are chosen by the departmental faculty following the previously cited criteria. Individuals who wish to be considered for the vacancy will not serve on the committee.

2. The dean will meet with the search committee and full-time departmental faculty to discuss mutual expectations and needs regarding the department chair. The search committee and full-time departmental faculty will be involved in developing the job description and advertisement for the chair's position. The search committee will seek input from all the faculty in the department and from others as desired, screen candidates for the position, and submit to the dean the names of two or more candidates who they think are best fitted for further consideration. Interviews, if held, will include, at a minimum, meetings with the dean, the search committee, and full-time departmental faculty. If the dean agrees, the committee may submit the name of only one candidate. Candidates may or may not be ETSU faculty.

After the interview process and other due diligence, if the dean finds one or more nominations from the search committee acceptable, the dean will consult with the faculty concerning the preferred candidate(s) and determine that these are acceptable to the majority of the departmental faculty. One acceptable candidate will then be recommended by the dean to the appropriate vice president who, if in agreement, will recommend a nominee to the president. If the dean's nominee is disapproved, the dean may submit other nominations made by the committee. If none of the committee's nominees is acceptable to the dean, or if all of the dean's nominees are disapproved, the dean may request that the committee submit additional names for consideration (and for review and approval by the majority of the department) or may terminate the search and institute procedures for a new search.

When a nominee has been approved by the President, the department will be advised by the dean. Vacancies will be filled as expeditiously as is feasible. If for any reason a chair's position is left vacant pending the appointment of a new chair, the dean of the school/college will, after seeking the advice of the department and with the concurrence of administrative superiors, appoint an interim chair to serve during the interim.

East Tennessee State University

3. Vacancy Occurring Without a Job Opening

Prior to the selection of a search committee the dean will obtain from the President, via the appropriate vice president, a statement as to whether or not an additional position can be created within the department. If a new position is created, the dean will appoint a committee according to the guidelines in section "Chairs" above. If a new position is not created, the dean will appoint a committee according to the same guidelines with the added restriction that the search must be confined to the present members of the faculty.

Academic Dean

When a vacancy of a position of an academic dean exists, or when it is known that such a vacancy will exist within the next twelve months, the appropriate vice president will inform the faculty of the affected college or school. A search committee will be appointed or otherwise secured by the vice president, who will also appoint the committee chair. This committee will include faculty members and a student or students from the affected college or school, together with other individuals who must never constitute a majority of the committee.

Candidates may or may not be ETSU faculty. Individuals who wish to be considered for the vacancy will not serve on the committee. The search committee will seek the advice of the faculty in the affected college or school and others as desired; will screen candidates for the position; and will submit to the vice president the names of two or more candidates whom they think to be best fitted for the position. The vice president may accept or reject any or all names submitted. If the latter be the case, the committee may be instructed to furnish additional names until an acceptable list is submitted. If, however, one or more nominees is considered to be satisfactory the committee will be consulted regarding these preferences.

The preferred candidate will then be recommended to the President. If the nominee is disapproved, further nominations from the search committee may be submitted. In the event all nominations are disapproved the vice president may request that the committee submit additional names until a satisfactory nominee has been submitted.

There may be deviations from this policy where necessary to conform to the requirements of the accrediting agency having jurisdiction over any college or school.

Vacancies will be filled as expeditiously as is feasible. If a deanship is left vacant pending the selection of a new dean, the appropriate vice president, after consultation with department chairs and such others as are deemed appropriate will, with the concurrence of the President, appoint an acting dean to serve during the interim.

Vice President for Academic or Health Affairs

When a vacancy of the position of the Vice President for Academic Affairs, or Vice President for Health Affairs exists, or when it is known that such a vacancy will exist within the next twelve months, the President will inform the faculty of the affected units of the vacancy. A search committee will be appointed or otherwise secured by the President, who will also appoint the committee chair. This committee will include faculty members and a student or students from the affected colleges and schools, together with other individuals who must never constitute a majority of the committee. Individuals who wish to be considered for the

East Tennessee State University

vacant position will not serve on the committee. The search committee will seek the advice of the faculty and others as desired; will screen candidates for the position; and will submit to the President the names of one or more candidates whom its members think best fitted for the position. The President may accept or reject any or all names submitted. If the latter be the case the committee may be instructed to furnish additional names until an acceptable list is submitted, or other means may be used to fill the position.

Vacancies will be filled as expeditiously as is feasible. If the position is left vacant pending the selection of a new vice president for academic or health affairs, the President will appoint an acting vice president to serve during the interim.

Periodic Review

In addition to annual personnel reviews of all staff, East Tennessee State University conducts periodic reviews of administrators. Ordinarily these reviews occur every four years from the start of an individual's time in a particular position. ETSU's Personnel Policies and Procedures Manual [<https://www.etsu.edu/humanres/relations/ppp-59.php>] describes the periodic review process in detail, including the calendar, criteria by which administrators will be evaluated, who will participate in the review process, and provisos regarding who is exempt from review.

09/15/79; 12/90; 11/6/97; 04/23/09; 08/01/13

[Top of Page](#)

Standards of Conduct for Faculty

Academic Freedom and Responsibility

East Tennessee State University endorses the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors as revised and refined since 1940, and also the Statement on Professional Ethics of the same organization, insofar as these are not limited by State law or the policies of the Tennessee Board of Regents. The University recognizes the principle of academic freedom, pursuant to which: The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching unrelated subject matter.

The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties and subject to conditions of a sponsored grant or contract, if any, supporting the research and the University's Financial Conflict of Interest Policy. Research for financial gain must be based upon an understanding with the authorities of the university, which is documented, reduced to writing and signed by the faculty member and the appropriate academic officer(s).

The faculty member is a citizen, a member of a learned profession, and an officer of an educational university/college. When the faculty member speaks or writes as a citizen, he/she should be free from university/college censorship or discipline, but his/her special

East Tennessee State University

position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should remember that the public may judge the profession and the university/college by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she does not speak for the university/college. Academic freedom is essential to fulfill the ultimate objectives of an educational university/college-the free search for and exposition of truth-and applies to both 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, failure to carry out assigned duties, serious moral dereliction, arbitrary and capricious disregard of standards of profession conduct-these and other grounds as set forth in TBR and university policy may constitute adequate cause for dismissal or other disciplinary sanctions against faculty members subject to the provisions of Article III. The right to academic freedom imposes upon the faculty an equal obligation to take appropriate professional action against faculty members who are derelict in discharging their professional responsibilities. The faculty member has an obligation to participate in tenure and promotion review of colleagues as specified in university policy. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter. While academic tenure is essential for the protection of academic freedom, all faculty members, tenured or non-tenured, have an equal right to academic freedom and bear the same academic responsibilities implicit in that freedom.

Source: TBR April 2, 2004; approved by Academic Council February 17, 2005

05/04/87; 07/91; 03/06/08

[Back to Top](#)

Romantic Relationships between Faculty and Students

A Statement by the Faculty Senate and the Academic Council

Because those who teach are entrusted with guiding students, judging their work, assigning grades for papers and courses, and recommending students to colleagues, instructors are in a delicate relationship of trust and power. This relationship must not be jeopardized by possible doubt of intent, fairness of professional judgment, or the appearance to other students of favoritism.

One of the unstated tenets of the teaching profession indicating the commitment of its membership to a climate free from sexual harassment is the view that it is unwise and inappropriate for faculty who have or have had romantic relations with students to:

1. teach such students in a class,
2. supervise them in research or graduate work, or

East Tennessee State University

3. recommend them for fellowships, awards, or employment.

Prudence and the best interest of the students dictate that in such circumstances of romantic involvement, the student(s) should be aided to find other instructional or supervisory arrangements.

Faculty should keep in mind that initial consent to a romantic relationship does not preclude a charge of sexual harassment in the future.

05/04/87; 07/91; 03/06/08

[Back to Top](#)

TENURE

See ETSU policy on tenure: https://www.etsu.edu/trustees/documents/academic/academic_tenure.pdf

05/04/87; 07/91; 05/92; 07/92; 09/96; 07/97 (Effective 1998-99 review cycle); 01/02; TBR 04/02/04; 02/12/09; 10/13/11; 08/01/13; 3/23/2015; 7/2/2015; ETSU BOT 5/8/2017

[Back to Top](#)

Workload, Reporting, and Evaluation for Full-Time Faculty

Faculty Workload

Faculty appointments are governed by Tennessee Board of Regents Policy No. 5:01:00:00, and TBR Guideline A-052, which address, among other subjects, the length of the work week, holding office hours, and non-instructional assigned time. Although the traditional classification of faculty workload is in terms of teaching, research and service, this simple breakdown does not capture well the complexity of faculty activities in a modern university. Instruction takes many forms; research, scholarship and creative activity are highly dependent on the nature of the discipline; and university, professional and community service and outreach defy uniform classification across disciplines. In many instances, activities can be considered as falling within two or even three of these categories. Determining an appropriate workload for an individual faculty member that will prepare him/her for tenure and/or promotion, and lead him/her to make meaningful contributions to the university requires consideration of each of the above, as well as the particular strengths and interests of that individual within the context of departmental, college and university needs. It is evident that a uniform approach to determining faculty workload across the university, within a college, or even within a department or academic program, will rarely be productive.

Departmental Workload Policy

Each department or equivalent administrative unit shall develop a faculty workload policy that addresses the university's mission and goals, as well as those of the college, department

East Tennessee State University

and, where applicable, the appropriate accrediting or approval body. The policy shall be decided by all departmental faculty to whom it will apply, and it should involve sufficient flexibility that it would allow the department to draw upon each faculty member's unique ability to contribute. Each departmental faculty workload policy shall be approved by the appropriate dean and vice-president. Departmental workload policies shall be reviewed by the departmental faculty at least once every five years and be re-affirmed or revised as appropriate to the department. The departmental workload policy shall be made available to all faculty members within the department to whom it pertains.

The policy shall include a clearly delineated appeals process. Each college shall establish a workload review committee, to which appeals may be addressed; this committee shall make recommendations for resolution to the dean. It is recommended that each department also establish such a committee in order to seek to resolve disputes at the department level.

Individual faculty workloads should be developed by the faculty member and his/her chair working within the guidelines set by the department. The proposed workload should be stated in writing and signed by the faculty member, the chair and the dean. Individual workloads should be set annually for nontenured faculty, who receive annual contracts. For tenured faculty, individual workloads should be established for a typical period of three to five years. However, since each faculty member is evaluated annually and new opportunities may become available in the areas of teaching, research/scholarship and/or service, faculty workloads may be subject to review and adjustment as reasonable and necessary. The appropriate time of year to establish individual faculty workloads should be determined at the department level, bearing in mind such matters as deadlines for submission of teaching schedules, periods of service on boards or committees, or grant submission deadlines.

Workload Review

If a faculty member and his/her chair cannot agree upon an appropriate workload, the faculty member may submit a request for resolution, as outlined in the departmental workload policy appeals process. He/She should submit the request to the departmental review committee, if such a committee has been established. If a departmental committee has not been established, or the faculty member is not satisfied with the response of the departmental committee, he/she should forward the request to the college workload review committee. This committee will make a recommendation to the dean, who will inform the faculty member and the chair of his/her decision. If the faculty member is not satisfied with the dean's decision, he/she may seek guidance from a Faculty Senate Procedural Consultant and, if appropriate, file a complaint or grievance through appropriate channels.

Workload Limits and Overloads

The agreed upon faculty workload will normally set limits on the expected activities of a faculty member. In rare instances, a faculty member may be asked to assume an additional responsibility, for example, to teach an additional course. In such circumstances the faculty member may qualify for overload pay. All overloads must be documented and agreed to by the faculty member, his/her chair and the dean, and recommended in advance by the

East Tennessee State University

Provost and approved by the President. Overload pay should be based on the rate set by the Tennessee Board of Regents.

09/25/79; 03/15/91; 12/11/08

Faculty Reporting and Evaluation Process

East Tennessee State University implements an annual reporting and evaluation process for all tenure-track, tenured, and non-tenurable clinical and research faculty, including department chairs. After each academic year, the faculty member submits a report that includes the following items:

A description and documentation of the teaching, research/creative activities, service activities, and administrative activities in which s/he has engaged for that year, a report of professional development activities for that year and how they have contributed to enhanced effectiveness in the areas of teaching, scholarship, service, or administration, a self-evaluation and a proposed professional development activities for the coming year.

Faculty members throughout the university are expected to submit the required information at the designated time and in the university's standard, designated format. Some departments or colleges may require additional information.

For each faculty member, students will complete Student Assessment of Instruction (SAI) in at two classes during fall and spring semesters, if the faculty member teaches courses for which such assessment is appropriate. Following the completion of the semester, SAI results are reported to the faculty member, as well as to deans and department chairs. Information about teaching effectiveness, including but not limited to the results of Student Assessment of Instruction, is used in annual evaluation of faculty members and in evaluation of applications for tenure and promotion. 1989; 02/18/07

Department chairs and deans use the report of the faculty member's activities, the faculty member's self-evaluation, the results of Student Assessment of Instruction, and other appropriate sources of information to assess each faculty member's professional performance. An important part of the evaluation process, according to Tennessee Board of Regents and ETSU policy, is appraisal of progress toward tenure for individuals on tenure track appointments. Compliance with these policies is accomplished in part by department chair and dean's responses regarding progress toward tenure in the annual evaluation of faculty. Additionally, department chairs and deans should also comment on progress toward promotion when appropriate.

The faculty evaluation process culminates with an individual conference between the department chair and each faculty member or between the department chair and dean. The professional development plan for the coming year will be approved in consultation with the department chair or dean. During the evaluation process, the department chair or dean may add professional development or improvement objective(s). These objectives are to be considered important directions for the faculty member, especially for tenure, promotion, and merit pay considerations. These recommended professional development objectives will be

East Tennessee State University

included as part of the faculty member's professional development plan and report for the next academic year.

The department chair forwards the results of her/his evaluation of the faculty member's performance for the year and the results of the department chair/faculty evaluation conference to the college dean. After reviewing the documents and the results of the department chair/faculty conference, the college dean adds her or his assessment of the faculty member's performance with comments or suggestions.

Evaluation Guidelines

In evaluating the activities of a tenure-track faculty member or one eligible for promotion, the department chair and dean should refer to the discussions of teaching, research/creative activity, and service that appear in the tenure and promotion sections of the ETSU Faculty Handbook and in the department's supplementary criteria for tenure and promotion. In evaluating the activities of a faculty member who has been awarded tenure and promoted to professor or who is otherwise not eligible for tenure or promotion, the department chair and dean should assess the faculty member's continued productivity in teaching, research/creative activity, and service as appropriate to his/her workload assignments and professional development plan.

Upon completion of the post-evaluation conference between a faculty member and department chair, the faculty member may request a meeting with the dean to review the department chair's evaluation and/or may submit additional information for the dean's consideration. Such a request must be made in writing within one week of the completion of the post-evaluation conference. Having reviewed the faculty member's activities report and met with the faculty member and the department chair, the dean will write her or his evaluation of the faculty member's performance.

Action if a Faculty Member Refuses or Fails to Make Adequate Progress

If a tenured, tenure-track, or non-tenurable clinical or research faculty member, judged to be performing below her or his department or college's professional standards, refuses to engage in self-generated or recommended self-improvement efforts or fails to demonstrate adequate progress on an approved plan, appropriate action will be taken. Actions may include, but are not limited to, implementation of the procedures for termination of tenured faculty as stipulated in the ETSU Faculty Handbook or contract non-renewal.

10/24/96; 02/18/07

Faculty Progressive Discipline Guidelines

The purpose of these guidelines is to facilitate a productive and harmonious working environment, protect faculty from arbitrary application of disciplinary sanctions, and assure the ultimate and enduring success of East Tennessee State University through adherence to the University core values. These guidelines are predicated on the faculty members' responsibility to maintain and exhibit competence and professionalism in their capacity

East Tennessee State University

as faculty; exercise professional and personal integrity and behavior; follow the ethical principles of the academic profession as expressed in the AAUP Statement of Professional Ethics; and adhere to federal and state laws and the rules and policies adopted by Tennessee Board of Regents and the University. The University will respond progressively to faculty members whose behavior fails to meet these expectations through neglect of or failure to perform their responsibilities by imposing sanctions in a manner that assists the faculty member to understand the impact of his or her behavior, and when appropriate, protects the University's ability to carry out its mission by terminating employment.

In applying these guidelines, Chairs are encouraged to contact the Director of Human Resources to discuss the faculty member's situation and to explore whether there are opportunities for professional development workshops, continuing educational opportunities, sensitivity training, or matters that should be referred to the Employee Assistance Program, Office of Disability Services, or other entities.

Application of Policy

This policy applies to all faculty except adjunct and volunteer faculty.

Definitions

Progressive Discipline. "Progressive Discipline" means the process of imposing sanctions in a gradual manner that corresponds to the nature, seriousness and impact of the behavior on the University.

Sanctions. "Sanctions" means corrective measures imposed on a faculty member for disciplinary purposes. Sanctions may range from mild to severe and from informal to formal. However, the imposition of any sanction must be regarded as a serious disciplinary step and even a first offense may warrant the most extreme penalty, including termination.

Chair. "Chair" includes the appropriate supervisor in academic units that do not follow the traditional administrative structure.

Misconduct. "Misconduct" is violation of standards of conduct, behavior, attendance, and job performance consistent with the requirements of the position.

Faculty Member Rights or Recourse

The faculty member may, at any stage of the process, contact a faculty procedural consultant.

The faculty member may submit a written rebuttal to any written reprimand.

The faculty member may, at any time during this process, retain legal counsel at his or her expense.

Procedures and Responsibilities

East Tennessee State University

The following procedures must be followed when a faculty member fails to achieve and maintain standards of conduct, behavior, attendance, and job performance consistent with the requirements of the position. Allegations of discrimination, felonious or illegal conduct, or harassment will be resolved in accordance with appropriate university policies.

Procedures

The Chair shall be responsible for investigating any allegation of misconduct, including employment offenses other than discrimination and harassment, made against faculty members in his or her department and for determining whether an investigation should be conducted. The Chair may determine that the nature of the misconduct may first only require informal discussion. This approach is meant to problem-solve and improve performance, and is not meant to punish the faculty member.

Informal Discussion

Chairs are encouraged to resolve misconduct matters informally. In cases of minor misconduct or performance issues, the Chair should discuss the misconduct and/or performance problems with the faculty member and develop solutions. Written documentation of these discussions should be maintained by Chairs at the department level.

Any documentation that results from informal discussions should not enter into the faculty member's personnel record and may be discarded if the problem is resolved. If the problem persists, or the nature of the problem warrants more stringent action, the Chair shall proceed to another form of counseling or discipline.

Departmental Counseling Memo

If informal discussions have not solved the problem, or if the nature and severity of the problem warrants more stringent action, the Chair shall give the faculty member a Counseling Memo that his/her conduct does not meet acceptable standards. It is recommended that the Chair consult with the Dean prior to developing the memo. The Counseling Memo should be specific as to the reason for the action and should include a description of corrective action that the faculty member should take. The Chair should clearly state that this is a Counseling Memo and that future incidents or failure to improve job performance, conduct or attendance may result in more progressive discipline. The Chair shall meet with the faculty member to discuss the memo. The faculty member's signature is requested to acknowledge receipt, not necessarily agreement.

The faculty member may provide a written response to the allegations. A response should include any evidence or information the faculty member wants the Chair to add to the record. Any response and/or request for a meeting with the Chair shall be made within 10 working days from the receipt of the Counseling Memo.

A copy of the Counseling Memo and any documentation shall be kept in the Chair's files.

Suggestions for developing a Counseling Memo may be found in [Appendix A](#).

East Tennessee State University

Departmental Written Warning

If a Counseling Memo does not resolve the problem, or if the nature and severity of the problem warrants more stringent action, the Chair shall discuss the matter with the Dean.

If the Chair and Dean concur, the Chair shall give the faculty member a departmental Written Warning that his/her conduct does not meet acceptable standards. While there is an expectation that the normal chain of command would be followed, if the Chair and the Dean do not agree, the Chair may appeal directly to the appropriate Vice President. The Written Warning should be specific as to the reason for the action and should include a description of corrective action that the faculty member should take. This Written Warning must identify any rules, policies or laws that may have been violated, provide any evidence obtained by the Chair, and inform the faculty member of the possible sanctions and of his or her right to respond to allegations. The Chair should clearly state that this is a Written Warning and that future incidents or failure to improve job performance, conduct or attendance may result in more progressive discipline. The Written Warning shall be delivered in a meeting between the Chair and the faculty member (an appropriate third party witness is strongly encouraged). The faculty member's signature is requested to acknowledge receipt, not necessarily agreement.

The faculty member may provide a written response to the allegations. A response should include any evidence or information the faculty member wants the Chair to add to the record. Any response and/or request for a meeting with the Chair shall be made within 10 working days from the receipt of the Written Warning. The Written Warning and any written response shall be placed in the faculty member's official personnel file maintained in the University's Office of Human Resources.

Suggestions for developing a Written Warning may be found in [Appendix B](#).

Further Steps

If the Chair determines that the faculty member's performance has not improved within the time frame detailed in the Written Warning, the Chair shall discuss with the Dean and if they concur the Chair will notify the faculty member in writing. The faculty member must be given 10 calendar days to respond in writing. The Chair should then provide the Dean with any additional/supporting documentation, including any response provided by the faculty member. If the Dean determines further action is necessary, the Dean shall inform the appropriate Vice President of the allegations before any further action is taken. While there is an expectation that the normal chain of command would be followed, if the Chair and the Dean do not agree, the Chair may appeal directly to the appropriate Vice President.

The Chair, Dean, and appropriate Vice President shall discuss all facts related to the allegation and the rules, policies, and laws that may have been violated. If the Vice President determines further action is necessary, the Vice President shall inform Human Resources and the General Counsel before any further action is taken. The president's office shall be notified that the issue has been referred to the office of General Counsel. Depending upon the severity of the alleged misconduct, the President or the President's designee may place a faculty member on leave with pay or reassign him or her to other duties pending

East Tennessee State University

completion of an investigation. This shall be effective immediately upon written approval from the President or the President's designee and notice to the faculty member. The Chair, Dean, Human Resources representative, General Counsel, and appropriate Vice President will consider the nature of the behavior and its impact on the University, and the faculty member's employment history, including any past disciplinary actions, to determine the appropriate sanction(s).

Types of Sanctions

One or more types of sanction may be imposed as necessary to address the nature and seriousness of the misconduct. Sanctions include, but are not limited to those listed below. These sanctions do not appear in hierarchical order.

1. Reduction in additional duties (program director, administrative duties or appointments, etc.) with associated reduction in compensation.
2. Loss of summer teaching employment for those on less than twelve month contracts.
3. Loss of financial support for travel and professional development.
4. Loss of raises for a period not to exceed one year.
5. Reduction in salary for a period of one year. The reduction will take place with the next academic year.
6. Reduction in rank with loss of salary not to exceed the prevailing promotional increment. This sanction does not abrogate tenure.
7. Suspension with or without pay.
8. Reduction in contract period.
9. Loss of years of service credit towards tenure.
10. Loss of access to campus facilities.
11. Notification of sanctions to the departmental tenure or promotion committee.
12. Termination. (Termination of a tenured faculty member will follow the University's revocation of tenure procedure).

The Chair and Dean (and applicable Vice President and University Counsel depending on the severity of the sanction) shall meet with the faculty member and notify him/her in writing of sanctions. Sanctions begin immediately. The faculty member shall be given 15 working days from receipt of notification of the sanction to appeal the sanction(s) in accordance with University policy.

Record Retention

East Tennessee State University

Unless otherwise required by law, records shall be retained according to the ETSU records retention policy.

05/2016

[Back to Top](#)

Workplace Violence Prevention Guideline

Refer to ETSU Personnel Policies and Procedures Manual at:

<https://www.etsu.edu/humanres/relations/ppp58.php>

01/26/90; November 3, 1999 - TBR President's Meeting; 12/01; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

East Tennessee State University

Policy: Section 3: Professional Development

[Advanced Degree Study for Full-Time Faculty Members](#)

[Educational Expenses Support for Faculty and Staff](#)

[Faculty Awards: Nomination, Selection, Presentation, and Criteria](#)

[Faculty Development](#)

[Fees and Tuition -- Classification of Employees, Their Spouses and Their Children, and Graduate Assistants](#)

[Instructional Development Grants](#)

[Non-Instructional Assignments](#)

[Presidential Grant-in-Aid](#)

[Research Development Committee Grants](#)

[Advanced Degree Study for Full-Time Faculty Members](#)

Faculty members may be admitted to the School of Graduate Studies through established procedures, or may enroll for graduate coursework on a non-degree seeking basis. Though faculty members are generally ineligible to receive graduate degrees from East Tennessee State University, exceptions to this policy may be granted by the Dean of the Graduate School if graduate study at ETSU will be a special advantage to the University and when graduate study elsewhere is not feasible.

The faculty member will be subject to all policies governing graduate study as specified in the graduate catalog at the time of first enrollment. A faculty member will not retain graduate faculty status while matriculating in a graduate program.

01/91; 11/08; 10/11;

[Back to Top](#)

[Educational Expenses Support for Faculty and Staff](#)

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/humanres/relations/ppp13.php>

TBR G P-130; 08/94; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

[Faculty Awards: Nominations, Selection, Presentation, and Criteria](#)

Each year, ETSU will recognize outstanding faculty achievement with three awards, one each for teaching, research/scholarship/creative activity, and service. Each college Dean

East Tennessee State University

can nominate one candidate for each award from his or her college's faculty. Criteria for each award as well as materials required for the nomination packets are outlined below. These awards are meant to recognize excellence in teaching, service, and research/scholarship/creative activity while employed at ETSU. While each award is intended to highlight excellence in a single area, the nominees are expected to demonstrate contributions in the areas that are not directly related to their award nomination.

Nominations

During the first week of January, nomination forms for the three awards will be distributed by the Academic Affairs Office to faculty members. Forms will be available to students through the Office of Student Affairs and to Alumni through the Alumni Office. Individual students, individual faculty members, or groups of students and/or faculty members can complete these nominations. Individuals may also nominate themselves if they meet the award criteria.

An outstanding nominee is to be chosen for superior achievement in teaching, research/scholarship/creative activity, or service cited in the nomination statements submitted in the nominee's behalf. The nomination statement should clearly indicate how the nominee has demonstrated outstanding achievement in the area of the award--teaching, research, or service. The statement should also indicate the faculty member's accomplishments in other areas of responsibility. While each award focuses on only one area of faculty achievement, nominees should be faculty who are generally productive, constructive members of the academic community.

A copy of the nomination form will be made available through the Office of Academic Affairs.

The completed nomination forms for all three awards are to be returned to the appropriate Dean no later than Friday of the first week of March. Deans should also notify the appropriate chairs of nominations within each department no later than Friday of the second week of March.

Selection

Each college dean will select three to five faculty members from his/her college, or use an appropriate existing committee, to serve on a Screening Committee for that individual college. Each College Screening Committee shall seek to identify the outstanding nominees in its college, based on the nomination statements submitted for each award. A college is not required to submit nominations for university awards. In the event that a single outstanding nominee cannot readily be identified for a particular award, the Screening Committee may select more than one nominee, subject to the restriction that the total number of nominees selected shall not be more than one (1) per fifty (50) full-time faculty members in the college. The definition of a full-time faculty member according to current TBR policy will apply here.

Each College Screening Committee may submit its outstanding nominees for each category with a composite supporting statement and nomination materials to a campus-wide ad hoc Final Selection Committee through the Provost's office by May 15. This Final Selection Committee is to be chosen by the Provost in consultation with the deans to ensure

East Tennessee State University

appropriate representation. Members of College Screening Committees are not eligible to serve on the Final Selection Committee for that year.

The task of the Final Selection Committee is to choose from the outstanding nominees the faculty member to receive each faculty award--teaching, research/scholarship/creative activity, or service. This committee will also submit a composite supporting statement for the nominees, along with the nomination materials.

A list of the nominees will not be released; nomination statements will be kept strictly confidential, and the name of the person chosen to receive each award will be maintained in strict confidence until the awards are presented.

All completed nomination forms will be maintained until the awards have been presented, after which time they will be destroyed. Any materials provided by the faculty nominee(s) will be returned to him/her.

Presentation

All these awards shall be presented by the Provost at the Annual Faculty Convocation. Each award shall consist of an appropriately inscribed plaque and a monetary award of no less than five thousand dollars (\$5,000).

A faculty member may receive a particular award (teaching, research/scholarship/creative activity, or service) only once, but may receive each of the three awards.

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Faculty Teaching Award Criteria

The award will be given for consistently superior teaching accomplishments.

The nominee must be a full-time, faculty member as defined by current TBR policy in service for at least three (3) full years at ETSU, and only teaching that applies to ETSU students, regardless of the teaching venue, will be considered in making this award. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible.

The nominee must have a completed nomination form, at least one letter of support from another faculty member at ETSU, and a letter of support from his/her Dean.

The teaching considered may be either undergraduate or graduate or both.

Documentation should focus on the effectiveness of instruction and multiple sources of evidence.

Areas of documentation may include such things as:

- quality of presentation in classroom or field;
- command of subject matter;
- development and use of innovative methods;

East Tennessee State University

- student's achievement;
- ability to motivate students;
- peer evaluation;
- student evaluation;
- current and professional development;
- advising, tutoring, direction of theses and dissertations, and other forms of assisting students;
- textbooks or other published instructional materials indicative of teaching effectiveness;
- design or revision of courses, curricula, and materials;
- management of instructional programs or components;

Unless they are related to teaching effectiveness or pedagogy, copies of the nominee's publications should not be included.

Faculty Research/Scholarship/Creative Activity Award Criteria

The nominee must be a full-time faculty member as defined by current TBR policy in service for at least three (3) full years at ETSU. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible. The work for which the award is given must result in publication(s) or in comparable accomplishment(s) in the arts and will only be considered if it was accomplished while serving as a faculty member at ETSU.

The nominee must have a completed nomination form, at least one letter of support from another faculty member at ETSU, and a letter of support from his/her Dean.

Documentation for this award should include:

- A brief description (approximately 1 page) of the research/scholarship/creative activity in non-technical language;
- Full bibliographic information for publications, presentations, exhibitions, or creative activity that resulted from the work;
- If applicable, copies of all publications stemming from ETSU that apply to the work;
- Information for all grants and contracts that apply to the work;
- If available, communications from experts in the field who have reviewed the work.

Faculty Service Award Criteria

The award will be given for distinguished service accomplishments achieved during a substantial period prior to the award.

The nominee must be a full-time, faculty member as defined by current TBR policy in service for at least three (3) full years at ETSU, and only service while employed at ETSU will be

East Tennessee State University

considered in making this award. Faculty who have achieved emeritus status no more than one year prior to the nomination are also eligible. The nominee must have a completed nomination form, at least one letter of support from another faculty member at ETSU, and a letter of support from his/her Dean.

The service considered may have been provided to department, college, institution, professional organizations, community organizations, or the general public or a combination of these.

Service for which the faculty member received compensation will not be considered in making this award. (Expenses and modest honoraria are not considered compensation.)

Documentation should focus on the nature of the faculty member's contribution, its quality, its impact, its relation to the general welfare of the university, and its effect on the university community. The types of documentation for this award are expected to vary greatly, but they must adhere to the criteria below in regards to the amount of documentation allowed.

Guidelines for Faculty Award Nominations

Materials for award nominations should be limited to a 1.5 inch 3-ring binder. Publications applicable to the Research/Scholarship/Creative Activity Award nominees can be in addition to the binder. Materials within the binder should be well tabulated and logically organized to facilitate the work of the college-level and the Final Selection Committee. The binder should include the original nomination form, the nominee's vita, at least one letter of support from a fellow faculty member at ETSU, a support letter from the nominee's Dean, and any additional supporting material specific to the award.

Nominees and college-level Selection Committees are expected to use discretion with regards to the content of the nomination packets. Packets should include only material relevant to the award criteria. Examples of materials that are typically non-essential and should be excluded from the packet are as follows:

1. Conference program booklets;
2. Student evaluation forms;
3. Committee meeting announcements, agendas, minutes, etc.,
4. Thank you letters from the nominee;
5. Copies of anything that can be equally accounted for in vita;
6. Extra title pages.

Colleges should consider re-nominating worthy candidates, even though they have not been chosen before.

Colleges should adopt specific policies and procedures for submitting nominations for University Faculty Awards.

01/94; 08/96; 2/05; 11/09

East Tennessee State University

[Back to Top](#)

Faculty Development

The Tennessee Board of Regents recognizes the need for the continued professional growth and development of all faculty at East Tennessee State University.

Link to TBR policy on faculty development (5:02:01:05):

<https://policies.tbr.edu/policies/faculty-development>

The continued professional growth and development of faculty is necessary for institutions of higher education to continue to provide educational programs that: (a) include all new developments and knowledge in academic disciplines; (b) reflect new instructional, research, and public service techniques and strategies; and (c) meet the changing needs and expectations of students. While all faculty are responsible for their own continued professional development, it is essential that the Board of Regents and the University provide planned, organized faculty development programs to encourage professional growth in accordance with their missions and goals. Pursuant to the foregoing considerations, the University hereby sets forth the following minimum guidelines concerning faculty development:

The University implements on an annual basis a structured, coordinated program for faculty development. The program is designed to achieve predetermined institutional objectives and utilizes an appropriate variety of activities including, but not limited to, the following:

Systematic evaluation of instruction by students, faculty, and appropriate administrators to provide bases for planning means of increasing the effectiveness of the instructional program.

Encouragement of innovation and improvement of instruction by a recognition system, i.e., outstanding faculty awards.

Effective use of grants-in-aid and scholarships pursuant to Board of Regents Policy No. 5:01:04:00.

Provision of financial support through grant awards and other means for research, scholarly and creative activity, and professional service, and for faculty participation in major activities of their respective professional associations.

Sponsorships of local forums, lectures, and workshops on scholarly developments and activities.

04/19/89; 10/11;

[Back to Top](#)

East Tennessee State University

Fees and Tuition -- Classification of Employees, Their Spouses and Children, and Graduate Assistants

Classification of Employees, spouses and children, and graduate assistants for purposes of fees and tuition may be found in TBR Policy 5:01:04:10 at:

<https://policies.tbr.edu/policies/classification-benefits-fees-tuition>

Effective 10/11, policy changes will appear on the webpage cited

[Back to Top](#)

Instructional Development Grants

Instructional Development Grants for faculty instructional improvement and innovation are funded annually in the East Tennessee State University budget. The Instructional Development Grants are administered by an ad hoc Committee composed of representatives from each college/school and the Faculty Senate. The representatives are nominated by the college/school dean and Faculty Senate president. The committee chair will be elected annually from its membership; the chair may be re-elected. The committee is responsible for reviewing applications and for making recommendations to the Provost.

Policy

The purpose of the instructional development program is to provide funding for special activities and projects directly related to improving instruction and curriculum. Funds may be allocated for released time, educational resources, and travel that may be necessary in support of activities undertaken to improve individual instructional activities, departmental instruction, or curriculum development. Grants are intended to support the development of new and innovative approaches that will not only stimulate faculty to develop new teaching methods and curricula, but will also enhance student learning. Upon completion of an activity or project, the faculty member will provide a written summary of what has been achieved and, where appropriate, results will be shared with departmental or college/school faculty.

Application forms for instructional development grants are available online at:

[IDG Application](#)

Requests for funding should be submitted according to the instructions communicated electronically to all faculty. All requests for funding must be supported by the department chair and dean. The chair of the Instructional Development Committee will forward instructional development proposals recommended for funding to the Office of the Provost. Examples of previously awarded instructional development grants are posted on the [Instructional Development Grant website](#) so other faculty may be aware of creative steps to improve instruction.

Full-time, tenured, tenure-track, clinical and research faculty, and lecturers at East Tennessee State University are eligible to apply for Instructional Development Grants.

East Tennessee State University

Temporary or part-time faculty are not eligible, nor are graduate assistants. Should an individual recipient of an Instructional Development Grant leave the university or no longer be employed by ETSU during the term of the grant, the grant funding will be forfeited.

Number of Grants

While the number and size of the instructional development grants will depend on the overall funding available each year, no upper limit has been established. It is expected, however, that individual grants will not normally exceed \$5,000. It is also recognized that instructional development grants may be supplemented by resources within schools and colleges, and such supplemental support is strongly encouraged.

Selection Criteria

The committee weighs teaching innovations more heavily than requests for equipment. In judging the merits of a proposal, the following criteria will be used:

1. Clear rationale for project, including a well-defined set of objectives
2. Originality and creativity of the proposal
3. Number of students who would benefit from the project
4. Applicability of project to courses or departments beyond those in which the project will occur
5. Clearly defined protocol for assessing outcomes of the project
6. Feasible calendar for implementing and assessing the project, including specific target date for completion.

Grant Periods/Deadlines/Other Information

Proposals should be submitted according to disseminated instructions no later than March 15 (if the 15th is on a Saturday/Sunday, the deadline will be the Monday immediately following). Grant recommendations will be made by May 15th of each year and will ordinarily run from July 1 through June 30 of the next fiscal year. Award recipients must submit final reports to the Office of the Provost by September 30 of the year following grant award. Failure to submit the report will result in ineligibility to receive subsequent Instructional Development Grants.

Projects may be completed in a shorter time period or, under special circumstances, be granted an extension without any additional cost. While faculty members may receive more than one instructional development grant, they will not be eligible for two consecutive years. It is expected that a faculty member receiving an instructional development grant will communicate regularly with the department chair/dean concerning the progress of the project. Instructional development funds should not be used to purchase materials or services that are already available at ETSU or normally provided by departments. Any materials and items of equipment that can be used by the grantee's department will become the property of the department when the project terminates. Computers (monitors, CPUs, or printers) are not funded and faculty stipends receive a low priority. Other electronic

East Tennessee State University

equipment necessary to complete the project is acceptable although innovative methods and activities define preferable consideration.

10/28/92; 05/24/01; 10/11; 2/20/14; 11/20/2014; 02/14/2017

[Back to Top](#)

Non-Instructional Assignments

ETSU Policy: <https://www.etsu.edu/policies/academic/faculty/non-instructional.php>

12/11/89; 07/90; 9/92; 01/93; BOT 04/27/2018

[Back to Top](#)

Presidential Grant-in-Aid

The Presidential Grants-in-Aid for faculty development are funded annually in the East Tennessee State University budget. These funds are in lieu of external funding and in addition to resources in departments or other sources in the University. The Presidential Grants-in-Aid are administered by an ad hoc Committee composed of representatives from each college/school. The representatives are nominated by the college/school dean. The committee chair is appointed by the Vice President for Academic Affairs. The committee is responsible for reviewing applications and for making recommendations for awards to the Vice President for Academic Affairs.

Policy

The Presidential Grants-in-Aid may be awarded for planned programs of faculty development that enhance teaching, research development, or service. The awards may include funding for either credit or non-credit activities for continuing development in the applicant's current discipline, preparation in a new area or discipline, or study leading to a degree. Individual faculty applications for a Presidential Grant -in-Aid will be given the highest priority. Full-time, tenured, tenure-track, clinical and research faculty, and lecturers are eligible to apply for an individual grant-in-aid. The maximum funding for an individual award is \$5,000.

A department, school/college, or an interdisciplinary group may apply for an award to provide development activities of value to a number of faculty. However, group awards will be considered as an exception and must be carefully designed in detail. The application will require special scrutiny and special approval. Recipients of individual awards and the applicant for a group award must agree to submit a brief written report to the Presidential Grant -in-Aid Committee following completion of the activity.

General Information

East Tennessee State University

The criteria used by the committee will include the merit of the activity for enhancement of teaching, research development, or service activities. The committee will rate submitted proposals and funding will be based upon the scores received. There are no restrictions on the number of awards an individual or faculty group (school/college, department, etc.) may receive over the years. However, if funds are not available to meet all requests, and all other factors are equal, preference will be given to those who have not received awards previously. Some types of activities will not be funded or will receive low priority. Applications to attend courses, training programs, seminars, etc. of short duration (e.g. 1-2 days) that require high costs of travel, per diem and registration fees, will receive low priority for funding. Research proposals will not be funded; however, preparation to conduct research may receive positive consideration. Funding to attend professional meetings or to present papers should be requested from department resources. On occasions where development activities occur in conjunction with professional meetings, partial funding may be approved.

Procedure for Submitting Applications

Complete the Presidential Grant-in-Aid form, available online in Microsoft Word format from the link below, and email as noted:

<https://www.etsu.edu/senate/facultyhandbook/forms.php>

Supporting material should be provided as a link in the document, an inserted image, or a separate scanned file. Applicant, chair, and Dean signatures are not required at the time of submission but will be needed before funds are released. However, the applicant may solicit positive comments from the Chair or Dean prior to review by the Committee. Examples of previously awarded Presidential Grants-in-Aid are posted on the [Presidential Grant-in-Aid website](#).

Grant Administration Procedures

Following are the deadline months and the activity period for the deadlines. A specific deadline date within these months will be determined by the Committee Chair and distributed as a reminder to all faculty through the e-mail system.

May, for activity period July – September

September, for activity period October – December

November, for activity period January – March

February, for activity period April – June

Funding Procedures

All awards will be made through existing ETSU processes (e.g., travel, supplies, honorarium, etc.) Awards normally must be expended or, where permitted, encumbered by the end of the fiscal year (June 30). If an activity extends into a new fiscal year, the applicant(s) must divide the proposed budget to show which expenditures will fall into each fiscal year.

East Tennessee State University

03/23/88; 11/19/01; 01/25/0; 11/05; 10-24-2017

[Back to Top](#)

Research Development Committee Grants

The Research Development Committee of East Tennessee State University serves as an advisory body to the Vice Provost for Research and Sponsored Programs. The Research Development Committee is also responsible for distribution of Research Development Committee Funds following the guidelines provided below. The budget of the Research Development Committee provides funds for assistance to faculty members in support of individual research projects. These funds are in addition to departmental and college/school resources, including the award of released time.

Policy

Research Development Committee research funds are administered by the Office of Research and Sponsored Programs on behalf of the Research Development Committee.

The Office of Research and Sponsored Programs also provides administrative support services to the Committee. The Committee approves budgetary allocation of the funds available for the year, evaluates applications for grants, and approves those to be supported.

Three types of financial assistance are available from the Research Development Committee: Major, Small and Interdisciplinary Grants.

Major Research Grant (up to \$10,000)

Major Grants support research and scholarship costs as student assistants, supplies and equipment, travel necessary to engage in research, development of collaborations and released time. Specific guidelines for the use of the funds are updated and posted each year. Applications are submitted once per year and reviewed by the Research Development Committee members and ad hoc reviewers. Grants are approved on the bases of merit and of priority of the individual proposal and appropriate justification of specific needs to carry out the research. Grants are made for the university fiscal year.

1. **Summer Research Stipends.** A request for a summer stipend may be included in an application for a research grant. The amount of the stipend for the summer research grant will be equivalent to the teaching of one three hour course during the summer, up to a maximum of \$2500. During the entire summer term, the recipient of a summer research stipend will not be permitted to teach more than one course or a maximum of four semester hours. The total amount of other summer salary support (e.g., from an extramural grant) must follow the Tennessee Board of Regents policy (TBR Policy 5:02:04:10) concerning total compensation permitted for academic year appointees during the summer.
2. **Research Graduate Assistants.** The funding of a graduate assistant may be included in an application for a research grant. The graduate assistant will receive the approved stipend rate for the academic year during which the appointment is held. Such support

East Tennessee State University

is to be included in the total budget of a research grant and money to pay the in-state maintenance fee (i.e., tuition) must be included.

Small Grants (\$1,500 maximum)

Small Grants may be requested up to a maximum of \$1,500 to support modest costs of research, such as supplies, chemicals, travel to libraries and travel for the purpose of data collection. Small Grant funds may also be used to defray journal article publication costs and purchase of reprints for pre-tenured faculty. Applications for small grants may be made at any time during the year until funds are exhausted; however, awards must be spent by the end of the current fiscal year (see below). The Research Development Committee uses a rapid review process to make timely decisions on these applications.

Interdisciplinary Grants (\$50,000 maximum)

Interdisciplinary Grants may be requested up to a maximum of \$50,000 to support the costs of developing interdisciplinary research interactions among ETSU faculty. The funds may be used in the same manner as those for Major Grants (see above), and may include equipment purchases as well. Applications are submitted once per year and reviewed by the Research Development Committee members and ad hoc reviewers. Grants are approved on the bases of merit of the individual proposal and appropriate justification of specific needs to carry out the research. Grants are made for the university fiscal year.

Cut-off Dates

All funds must be expended by the end of the university fiscal year, currently June 30, of the year for which the award is made. The chairperson of the Research Development Committee will establish appropriate cut - off dates prior to June 30th for the initiation of grant expenditures.

Eligibility

Any tenured, tenure-track, or full-time employee of the University who holds faculty rank is eligible apply for funding from the Research Development Committee. However, in the case of individuals on renewable yearly contracts the department employing the individual must guarantee that if the award is made, the recipient will be in the employ of the University during the time period in which the grant is in effect. Students of the University are ineligible.

The Committee will not award a Major Research Grant to the same individual two years in a row, and no more than two Major Research Grants to the same individual in any five-year period. In a single funding cycle, an individual may submit no more than one Major Research Grant application as Principal Investigator and no more than one as Co-Investigator.

An individual may only be funded on one Small Grant during any fiscal year.

There are no limitations on participation in Interdisciplinary Grants.

Priority Funding

East Tennessee State University

The Research Development Committee will consider applications from all eligible faculty members; however, priority will be given to those applicants who meet the following criteria:

1. new researchers;
2. researchers at all levels for whom an RDC grant will enable completion of preliminary work that will help the researcher become competitive for external funding;
3. experienced researchers in need of additional funding to sustain a research project pending receipt of external funds or whose track record is such to suggest a high likelihood of successful results;
4. experienced researchers entering new research fields; and
5. researchers for whom external funding realistically is not available.

Faculty members who have some external funding are not automatically precluded from receiving a Major Research award from the Research Development Committee if the project is not the same project as that receiving external support and the researcher is a new faculty member or an experienced investigator in process of changing direction in their research or scholarly activity. However, Major Research Grants may not be used to duplicate existing extramural support. Additionally, the applicant must inform the Research Development Committee if he/she is submitting a proposal to an external funding source requesting support for the same project described in the application to the Research Development Committee. In the event that the award is made by the external agency before the Research Development Committee grant begins the money will be returned to the Committee for assignment to another applicant. If the external award is made after Research Development Committee funding has begun the disposition of the remaining funds will be determined by the Chair of the Committee and the Vice-Provost for Research and Sponsored Programs after discussion with the Researcher.

Review Criteria and Rating

Major Grant Review Criteria

Major Grant Reviewers will rank applications based on both Priority and Merit criteria.

Major Grant Review Priority Criteria

- New researchers
- Researchers at all levels for whom an RDC grant will enable completion of preliminary work that will help the researcher become competitive for external funding
- Experienced researchers in need of additional funding to sustain a research project pending receipt of external funds or whose track record is as such to suggest a high likelihood of successful results
- Experienced researchers entering new research fields
- Researchers for whom external funding realistically is not available

East Tennessee State University

Major Grant Review Merit Criteria

- The description of the research is detailed enough to permit adequate evaluation.
- The research problem is of sufficient importance, significance, and originality.
- The problem is not more complex than stated.
- The specific aims are measurable.
- The project is likely to produce new and useful information.
- The methodology is adequate and appropriate to the research.
- The overall design of the research or scholarly activity has been carefully thought out.
- The investigator appears to be familiar with pertinent literature and methodology.
- If a scientific investigation, the proposed research is based on a sound hypothesis that rests on sufficient evidence.
- The proposed budget is reasonable and sufficiently justified.
- There is a good possibility of external sponsored support.

Major Grant Review Summary Ratings

Each application is given a score for Priority and for Merit according to the descriptions above. The following table shows how scores should be assigned, with final decisions to be made by the individual reviewers prior to the formal meeting of the review group.

Score	Priority Descriptors	Merit Descriptors
1	New Researchers	Exceptional
2	Outstanding	
3	Research enabling preliminary work increasing competitions for external funds	Excellent
4	Very Good	
5	Experienced researchers needing bridge funds or previous successful track record	Good
6	Satisfactory	

East Tennessee State University

7	Experienced researchers entering new research fields	Fair
8	Marginal	
9	All other researchers	Poor

The final score for the proposal is determined by the reviewer based on these two scores.

The final score is typically, but does not have to be, the average of the two scores. Each reviewer's final score will be discussed at a reviewer group meeting. Changes in scores will be made as desired after discussion, and then all members of the review group will record their scores to be used in calculating a Summary Score.

After all review groups have completed scoring, all the Major Grant scores are combined and normalized for determining the pay line. Final authorization of the pay line is made by vote at the annual Spring meeting of the RDC membership, including ad hoc reviewers, using blinded grant information.

Small Grant Review Criteria

Small Grants are reviewed and awarded based on merits and justification of specific needs to carry out the specific research that advances the stature of the university. Additionally, review includes consideration as to whether the proposal will increase the likelihood of extramural funding flowing into the university; "leveraging" of funds is a critical aspect of the review. Reviewers are given wide latitude in the personal determination of these criteria for each small grant. Scoring is made as either Acceptable or Not Acceptable by each reviewer.

Final determination is based on the majority of reviewer scores.

Interdisciplinary Grant Review Criteria

Interdisciplinary Grants are awarded on the basis of the individual proposal and appropriate justification of specific needs to carry out the seed grant research or the interdisciplinary symposium, according to the following criteria:

- The research is interdisciplinary.
- The project establishes cooperative and interdisciplinary research programs at ETSU.
- The description of the research is detailed enough to permit adequate evaluation.
- The research problem is of sufficient importance, significance and originality.
- The problem is not more complex than stated.
- The specific aims are measurable.
- The project is likely to produce new and useful information.

East Tennessee State University

- The methodology is adequate and appropriate to the research.
- The overall design of the research or scholarly activity has been carefully thought out.
- The investigator appears to be familiar with the pertinent literature and methodologies proposed.
- If a scientific investigation, the proposed research is based on a sound hypothesis that rests on sufficient evidence.
- There is a good possibility of external sponsored support.

Interdisciplinary Grant Review Ratings

Each application is scored for Merit according to the descriptions above. The following table shows how scores should be assigned, with final decisions to be made by the individual reviewers prior to the formal meeting of the review group.

Score	Rating Descriptor
1	Exceptional
2	Outstanding
3	Excellent
4	Very Good
5	Good
6	Satisfactory
7	Fair
8	Marginal
9	Poor

The final score for the proposal is determined by the reviewer based on these descriptors.

Each reviewer's final score will be discussed at a reviewer group meeting. Changes in scores will be made as desired after discussion, and then all members of the review group will record their scores to be used in calculating a Summary Score.

After all review groups have completed scoring, all the Interdisciplinary Grant scores are combined and normalized for determining the pay line. Final authorization of the pay line is made by vote at the annual Spring meeting of the RDC membership, including ad hoc reviewers, using blinded grant information.

Exclusions

Grants from the Research Development Committee may not be used for support in obtaining advanced degrees, the research for or preparation of theses or dissertations, the publication

East Tennessee State University

of thesis or dissertations, or any other use specifically mentioned in the current pertinent Guidelines.

Submission Procedures

Application forms for Research Development Grants may be obtained in electronic format from the Office of Research and Sponsored Programs or online via the Research Development committee website. The Research Development Committee will establish and publish deadlines for a single funding competition for Major and Interdisciplinary Grants, typically at the end of February. For all grants, the completed application must be routed through the appropriate chair and dean, or supervisor and director, then submitted to the Office of Research and Sponsored Programs. The application must be signed by all these individuals before it will be considered for review.

Although a proposal may be submitted to the RDC before approval is received, research projects involving special approvals for human subjects, animals, hazardous materials or other items listed in the Guidelines must be approved by the appropriate University committee before the funds are released and the project can begin.

Major Grants

For Major Grants, one (1) paper copy of the signed application and the electronic version of the Grant must be submitted to the Office of Research and Sponsored Programs by the published deadlines (date and time) for distribution to the Research Development Committee. Applications submitted after the published deadline will be returned to the applicant.

Small Grants

Applications for Small Grants are accepted at anytime during the year until funds dedicated for support of this program are exhausted. One (1) paper copy of the signed application and the electronic version of the Grant must be forwarded to the Office of Research and Sponsored Programs for distribution to the Small Grant Review Subcommittee of the Research Development Committee.

Interdisciplinary Grants

For Interdisciplinary Grants, one (1) paper copy of the signed application and the electronic version of the Grant must be submitted to the Office of Research and Sponsored Programs by the published deadlines (date and time) for distribution to the Research Development Committee. Applications submitted after the published deadline will be returned to the applicant.

University Expectations

The Research Development Committee makes awards to support research with the following understandings:

East Tennessee State University

Research grants are awarded for the purpose of conducting professional academic research.

Acceptance of the award signifies the intent of the employee to continue at the University for the following academic year. Recipients of awards must sign the acceptance form before an account is established and expenditures can be made.

The University exercises no direction or supervision over the details of the research to be performed, but it does require adherence to the original objectives and purposes of the research and adherence to the established policies of the University.

Each recipient of an award must report to the Committee upon completion of the project or the grant period as to the final expenditure of funds, the results of the research, and proposed or resulting publications. The report must be submitted to the Office of Research and Sponsored Programs using the electronic forms available on the Research Development Committee website no later than 180 days after the termination date of the grant. No person shall be eligible for consideration for a Research Development Committee award unless final reports from previously funded projects have been filed and approved by the Committee.

Each publication resulting from a research grant must carry an acknowledgment that the research was supported by the East Tennessee State University Research Development Committee. Each recipient of a Grant is required to provide one copy of any resulting papers or publications to the Office of Research and Sponsored Programs and one copy to the University Library.

Recipients of a summer stipend will devote a large part of the summer period to the research proposed in the grant. No other substantial effort, such as teaching more than one course or the equivalent in sponsored program activity, will be permitted. Persons employed under a twelvemonth contract will not receive a stipend in addition to their regular salary.

If a patentable invention or copyrightable material results from grant support, the Principal Investigator must follow procedures described in the East Tennessee State University Policy on Patents and Copyrights.

Grant Administration Procedures

Following notification of award, the Principal Investigator will be contacted by the Office of Research and Sponsored Programs to discuss and finalize the project budget. The Office of Research and Sponsored Programs will request an account number on behalf of the Principal Investigator, and provide the Principal Investigator with this number, a copy of the final budget, and the Research Development Committee expenditure guidelines. The Principal Investigator is expected to carry out the research project as specified in the proposal, and to administer the account in accordance with established University fiscal procedures and regulations. Payment of any overdrafts on Research Development Committee accounts will become the responsibility of the Principal Investigator's department.

Any changes in the budget for the project must be approved by the chair of the Research Development Committee and the Vice Provost for Research. Requests for such adjustments must be made in writing.

East Tennessee State University

Grant funds must be expended or, where permitted, encumbered by the end of the university fiscal year. The Principal Investigator is responsible for meeting this deadline and for not exceeding the budget allocated in the grant. If expenditures exceed the amount granted the Principal Investigator's department will be responsible for provision of funds to cover the overdraft.

01/05/89; 10/17/96; 08/04/11; 10/11;

[Back to Top](#)

East Tennessee State University

Policy: Section 4: Compensation

[Extra Compensation](#)

[Outside Employment](#)

[Part-Time Instruction](#)

[Travel](#)

[Uncompensated Adjunct Faculty](#)

[Winter/Summer/Intersession Faculty](#)

Extra Compensation

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/humanres/relations/ppp07.php>

In all cases of outside employment not covered by this document, the President of the University shall be notified of employment in accordance with Board of Regents Policy No. 5:01:05:00, "Outside Employment and Extra Compensation" at <https://policies.tbr.edu/policies/outside-employment-and-extra-compensation>

09/08/80; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

Outside Employment

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/humanres/relations/ppp07.php>

In all cases of outside employment not covered by this document, the President of the University shall be notified of employment in accordance with Board of Regents Policy No. 5:01:05:00, "Outside Employment and Extra Compensation" at <https://policies.tbr.edu/policies/outside-employment-and-extra-compensation>.

09/08/80; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

Part-Time Instruction

Refer to TBR Personnel Guideline P-050 at:

East Tennessee State University

<https://policies.tbr.edu/guidelines/part-time-faculty-compensation>

Effective 10/11, policy changes will appear on the webpage cited

[Back to Top](#)

Travel

Refer to ETSU Financial Procedures Manual at

https://www.etsu.edu/trustees/documents/finance/fa_general-travel.pdf

04/01/87; 05/10/01; Effective 03/06, policy changes will appear on the webpage cited; 03-24-2017 approved by the BOT

[Back to Top](#)

Uncompensated Adjunct Faculty

The purpose of this policy is to define uncompensated adjunct faculty and provide a process for the appointment of individuals to this position at East Tennessee State University.

Definition

According to Tennessee Board of Regents Policy No. 5:02:01:00, adjunct faculty are defined as "professional staff members of businesses, industries and other agencies and organizations who are appointed by institutions and schools on a part-time basis to carry out instructional, research or public service functions." In addition, the title "adjunct faculty" may be given to administrators and others within the University who provide part-time instructional, research, or public service functions to an academic department in which they do not hold faculty rank.

Title

Academic rank is an element of faculty status, and shall be limited to the regular, full-time personnel of the institution (TBR Policy No. 5:02:01:00); therefore, the title "Adjunct Faculty" without rank designation will be used for all individuals in this affiliated status.

Privileges

While uncompensated adjunct faculty provide service to the University without monetary remuneration, they are eligible for certain faculty privileges during the term of appointment.

These may include the option to purchase an ETSU Recreational Pass (<https://www.etsu.edu/students/campusrec/membership.php>), the option to buy a faculty/staff

East Tennessee State University

parking decal (<https://www.etsu.edu/facilities/parking/>), and faculty discounts to athletic events (<http://www.etsubucs.com/tickets/TixMain/>). Adjunct faculty also qualify for a library courtesy card.

Term of Appointment

Adjunct appointments are normally made for two academic years and are renewable upon review at the end of the appointed term.

Appointment Procedures

Adjunct faculty appointments are made by the president of the University upon the recommendation of the department chair and academic dean, and the endorsement of the appropriate vice president.

1. The academic chair initiates the appointment by completion of the Uncompensated Adjunct Faculty Appointment Form which provides data on the candidate's credentials and a statement of the reason for the appointment, i.e. what will be the function of the adjunct faculty member-clinical instruction, periodic or part-time instruction, and public service. A copy of the form is available online at: <https://www.etsu.edu/humanres/forms.php#2>.
2. The term of appointment will be noted on the form.
3. A complete curriculum vitae for all adjunct faculty nominees will be kept on file in the dean's office.
4. The completed appointment form is forwarded to the appropriate academic dean and to the appropriate vice president for review and approval.
5. Appointments will be made once each year; therefore, completed forms should be forwarded to the president for approval no later than July 1 preceding the academic year of appointment.

Letter of Appointment

Upon the recommendation of the appropriate vice president the Office of Human Resources will prepare, for the President's signature, a letter of appointment indicating the department to which the appointment is made, the term of appointment, the title, and a request for a letter of acceptance of the appointment.

Notification of Appointment

A copy of the President's letter of appointment will be forwarded to the appropriate vice president and to the academic dean. Copies of the candidate's letter of acceptance will also be forwarded to the appropriate vice president and dean upon receipt in the president's office.

Exceptions

East Tennessee State University

Exceptions to the policy can be made upon the recommendation of the appropriate vice president and upon approval by the President.

08/18/86

[Back to Top](#)

Winter/Summer/Intersession Faculty

Refer to TBR Policy 5:02:04:10 at:

<https://policies.tbr.edu/policies/faculty-compensation-during-summer-session-and-inter-sessions>

ETSU's Winter Session is under pilot in the 2011-12 academic year and inclusion in policy will be addressed.

04/18/90; TBR Meetings: March 4, 1977; March 17, 1989; March 16, 1990; October 2, 1998; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

East Tennessee State University

Policy: Section 5: Academic and Other Policies Pertaining to Student Matters

<https://www.etsu.edu/reg/catalog/graduate.php> Academic and Other Policies Pertaining to Student Matters

For academic and other policies pertaining to students, refer to the appropriate link below:

Gatton College of Pharmacy Student Handbook at:

https://www.etsu.edu/pharmacy/current_students/handbook.php

Quillen College of Medicine Student Policies and Procedures at:

<https://www.etsu.edu/com/sa/admissions/collegeinfo/files/Catalog1516.pdf#page=81>

Graduate Catalog at:

<http://catalog.etsu.edu/index.php?catoid=22>

Undergraduate Catalog at:

<https://www.etsu.edu/reg/catalog/undergraduate.php>

East Tennessee State University

Policy: Section 6: Curriculum

[Course Credit](#)

[Cost of Textbooks](#)

[Curriculum Proposals](#)

[Electronic Courses](#)

[Experimental Courses](#)

[SACS COC Substantive Changes](#)

[Study Abroad Programs, Development and Operation of](#)

[Summer and Winter Sessions](#)

Course Credit

Purpose

East Tennessee State University determines credit awards for its courses and programs based on the professional judgment of its faculty in applying accepted practices in higher education and in alignment with its mission. Faculty, department chairs, deans, the Undergraduate Curriculum Committee, the Graduate Council, and the Academic Council are responsible for the implementation of the policy. The Vice Provost for Academic Affairs oversees the implementation and determines the effectiveness of the policy and procedures as part of the university's planning and institutional effectiveness (PIE) process. If needed, revisions of the policy or procedures would be developed by an Academic Council ad hoc committee and approved or amended by the Council.

The purpose of this document is to define credit, the criteria for determining credit, process for determining credit, and external confirmation. The U.S. Department of Education Regulatory Language is included. Note that ETSU prefers not to use "hour" in its policy as it places emphasis on learning outcomes not time.

This policy and procedures are approved by the East Tennessee State University Academic Council and published in the Faculty Handbook, Chairs Handbook, and Curriculum Process System. Compliance with the policy is assured. All course and program credit awards are documented electronically on the Curriculum Process System by the various proposal approvers.

Definition

A semester credit is a unit of educational accomplishment represented by learning outcomes.

Criteria for Determining Credit for Courses

East Tennessee State University

Faculty and review committees determine the quantity of credits for a course in accordance with commonly accepted practice in higher education. Institutionally established criteria reflect professional standards and include some or all of the following:

- discipline-specific best practices;
- purpose and goals of the course;
- intellectual/learning outcomes;
- content and topics;
- major assignments;
- assessment methods;
- class level: lower or upper division undergraduate, undergraduate/graduate combined, graduate (master and/or doctoral).
- course type: lecture, lab, clinical, studio, study abroad, internship, field placement, independent study, thesis, or dissertation;
- course delivery method: synchronous, asynchronous, or combined
- articulation and transferability of credit to other institutions; and
- other factors as appropriate.

In accordance with federal regulation (34 CFR 600.2 and subsequent guidance), one semester credit reasonably approximates the learning outcomes expected from one hour of direct faculty instruction and a minimum of two hours of out-of-class student academic engagement each week for 15 weeks. Courses offered in alternative calendars and course types require an equivalent amount of faculty and student engagement and learning outcomes.

Criteria for Determining Credit for Programs

Faculty and review committees determine the quantity of credits for a program in accordance with commonly accepted discipline-specific best practices for undergraduate, graduate, or professional degrees and policies of the Tennessee Board of Regents and the Tennessee Higher Education Commission.

Process for Determining Credit

- Faculty develop courses and programs and provide justification for proposed credit amounts.
- College and university faculty committees conduct rigorous reviews of course and program proposals, including justifications for credit to be awarded, and are responsible for final approval of proposals. Final acceptance of a proposal by each appropriate review committee denotes the review and acceptance of the proposed number of credits.

East Tennessee State University

External Confirmation

- Accreditation and program reviewers assess ETSU programs of study in accordance with discipline-specific best practices, including credits awarded for courses.
- ETSU provides its policy and procedure for awarding of credit for compliance with Comprehensive Standard 3.4.6 and Federal Requirement 4.8 of the Principles of Accreditation, Southern Association of Colleges and Schools, Commission on Colleges and others.

U.S.D.O.E. Regulatory Language

In 34 CFR 600.2 of the final regulations (March 2011), ETSU defined a credit hour for Federal programs, including the Federal student financial assistance programs, as—

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonable approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. USDOE, Office of Postsecondary education, <http://www2.ed.gov/about/offices/list/ope/index.html>

6/9/11; 08/11

[Back to Top](#)

Curriculum Proposals

East Tennessee State University's curriculum proposal, review, and internal approval process is in accord with the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The process is also consistent with policy and guidelines regarding program review and approval of the Tennessee Board of Regents (TBR), the governing board for the universities and colleges within the System.

Finally, the ETSU process complies with Tennessee Higher Education Commission (THEC) requirements regarding the authorization of new programs. Specifically, ETSU's curriculum review and approval process complies with TBR Policy 2:01:01:00 (Program Review and Approval), TBR Guideline A-010 (Academic Program Proposals), and THEC Policy A:1 (New Program Review Criteria).

Other sites of interest regarding curricular matters at ETSU include the following:

ETSU Graduate Catalog <https://www.etsu.edu/reg/catalog/graduate.php>

East Tennessee State University

ETSU Undergraduate Catalog <https://www.etsu.edu/reg/catalog/undergraduate.php>

ETSU Proficiency-Intensive Course Listing Update in process

TBR Academic Policies:

<https://policies.tbr.edu/policies/academic-policies>

TBR Form A-010:

<https://policies.tbr.edu/guidelines/program-modifications-and-new-academic-programs>

THEC New Program Review Criteria:

<https://www.tn.gov/thec/bureaus/academic-affairs-and-student-success/academic-programs/program-approval---academic-policies/redirect-program-approval---academic-policies/academic-policies--checklists-and-forms.html>

06/01; 07/11

[Back to Top](#)

Electronic Courses

Definition of Terms

1. Distance education courses – any course in which a minimum of 50% of the content is delivered electronically and the student and instructor are not in the same physical location. Courses may be synchronous or asynchronous and delivered via online technologies, videoconferencing technologies, or virtual classroom technologies. The term distance education, for the purpose of this handbook section, is intended to include all types of courses delivered electronically.
2. Instructional Television (ITV) – any course delivered through videoconferencing technologies utilizing the ETSU multipoint control unit bridge. Courses may be delivered to another videoconference enabled room at a remote location and/or delivered to individual desktop computers.
3. Web-based courses – any course delivered using an asynchronous pedagogy utilizing online course technologies. ETSU defines any Web-based course in which more than 50% of the content is delivered via online technologies as an asynchronous online course.
4. Web-enhanced courses – any course in which less than 50% of the course content is delivered via online technologies in an asynchronous or synchronous format.
5. Telecourse – a commercially prepared course purchased by the Office of eLearning for delivery for credit as an ETSU course.

East Tennessee State University

6. Virtual classroom – any course in which a virtual classroom tool is used to deliver the course in a synchronous format. This may include a portion or all of the course content.

TBR Guidelines

ETSU follows TBR Guideline A-070 in the administration of distance education courses.

Program Planning And Implementation

The mission statement for the Office of eLearning is to provide academic support services to ETSU students, faculty, and staff, to provide support for the synchronous and asynchronous delivery of course content, and to provide a robust reliable Web presence for the university.

The goals of the Office of eLearning are to:

1. provide high-quality academic support services for faculty who teach Web-based and Web-enhanced courses;
2. increase student access to learning resources by providing faculty with the necessary tools and resources to create pedagogically sound Web-based and Web-enhanced courses;
3. support faculty use of software applications and multimedia classroom equipment available at ETSU;
4. provide quality multimedia assistance for faculty and staff through workshops, individual assistance, and phone and email support while always searching for new and creative uses for technology in the academic environment;
5. support the integration of technology into education; and
6. provide a reliable, robust Web presence for ETSU.

The Office of eLearning complies with the TBR definition for distance education. The Office of eLearning complies with TBR policies, when applicable, related to Program Review, Admissions, Undergraduate Academic Retention Standards, Classification of Students, Faculty Promotion, Payment of Student Fees and Enrollment of Students. The Office of eLearning also complies with TBR's Guideline A-020 Inter-institutional Relationships and Off-Campus Affairs.

Academic Standards

Each distance education course is consistent with ETSU's mission, level, and nature. Academic standards for distance education courses are determined by the academic unit offering the course. All distance education courses (synchronous and asynchronous) carry the same code, title, and credit as other sections of that course. Academic departments determine faculty load and compensation for all distance education courses. The Office of eLearning makes administrative and academic information available online at <https://www.etsu.edu/online/> to distance education students, faculty, and administrators.

East Tennessee State University

All students in distance education courses have access to academic support, library services, and other instructional support that other students have. Links for these services are provided online at <http://online.etsu.edu> for all distance education students and faculty.

Identification Of Distance Education Courses

Responsibility

The Office of eLearning is responsible for courses identified as distance education courses in compliance with TBR, SACS, and institutional policy. Courses are identified as distance education courses through appropriate section numbers and methods of instruction.

Telecourses

The Office of eLearning is responsible for providing academic chairpersons materials to review in the consideration of telecourses for broadcast, video checkout, and video streaming for college credit. Potential courses may be identified by faculty or academic chairs and recommended for offering as a telecourse.

Internet (Web-based) Courses

In consultation with the Director of Academic Technology Support, academic departments identify synchronous and asynchronous Web-based courses. Academic Technology Support provides training and support for Internet courses.

Instructional Television (ITV) Courses

Academic departments/colleges, in consultation with the Director of Instructional Television Services (ITV), identify instructional television courses. All new distance education faculty receive training. The Director of ITV Services is responsible for interactive television and telecourse training. A copy of the ITV Handbook is updated annually and available online at: https://www.etsu.edu/academicaffairs/elearning/itv/documents/teacher_handbook_5.2010..pdf

Distance Education Faculty Responsibilities

Responsibilities

Faculty teaching synchronous and asynchronous courses, depending upon the course delivery medium, are responsible for the best practice guidelines set forth in the Office of eLearning Memorandum of Understanding related to electronic delivery of courses. https://www.etsu.edu/onlinehelp/course_development/onlinemou.php

Intellectual Property

Tennessee Board of Regents Guideline A-075 on Intellectual Property Rights (<https://policies.tbr.edu/guidelines/distance-education-and-intellectual-property>) addresses faculty

East Tennessee State University

development of instructional materials for Web-based courses. ETSU complies with the TBR policy regarding intellectual property rights.

ETSU Memorandum of Understanding

A web-based course is defined as a course in which more than 50% of the course content or traditional contact hours are delivered via some form of Internet activity. All Web-based courses at ETSU must be coordinated through the Office of eLearning, and faculty are advised to contact this office for information and assistance early in the process of developing an Internet-based course.

Faculty who plan to develop an Internet-based course to be offered at ETSU should complete a memorandum to formally clarify the nature of the course and establish a record of understandings regarding rights to the Internet-based course and course materials. The form to be used for the memorandum of understanding is available online at

If a faculty member is being employed or assigned specifically to create the Internet-based course or materials for the university/department, faculty and administrators should also consult TBR Guideline A-075, Distance Education and Intellectual Property (<https://policies.tbr.edu/policies/intellectual-property>) and, when appropriate, complete a Work Made for Hire Agreement.

Roles, Responsibilities, and Duties of ITV Administrators and Staff

All Instructional Television (ITV) administrators and staff have written job descriptions that are updated periodically. Current job descriptions are on file in the Office of eLearning and Office of Human Resources.

An overview of professional staff responsibilities is covered in the ITV Faculty Handbook.

Job descriptions for part-time support staff (e.g., production assistants, faculty assistants, classroom assistants) are included in the appendix.

Distance Education Evaluation and Assessment

The sponsoring school/college is responsible for evaluating course instructors as it does in all other instructional situations (see TBR Guidelines A-070, 1[4] <https://policies.tbr.edu/guidelines/distance-education>).

The Office of eLearning administers distance education student surveys for faculty in selected distance education courses every fall and spring semester. The student surveys also evaluate the effective use of the medium of instruction.

The Office of eLearning administers faculty questionnaires for all distance education courses every semester.

Results of distance education faculty questionnaires and student surveys provide data on assessing and/or improving distance education services.

East Tennessee State University

Distance Education Funding

No distinction shall be made between student credit hours generated through distance education and credit hours generated through on-campus instruction.

The Office of eLearning shares revenue, after expenses, for all distance education courses funded from the regular academic year and summer budgets. The Office of eLearning maintains a budget to acquire and maintain distance education hardware and courseware.

The Office of eLearning maintains records of revenue and operating costs.

Distance Education Enrollment Data

The Office of eLearning is responsible for generating and providing student enrollment data on distance education and for reporting to the University and TBR.

Data is maintained in files in the Office of eLearning.

Scheduling Distance Education Courses

Academic units schedule distance education courses in the same manner that other courses are submitted. Distance education course scheduling follows the same semester timetable and procedures determined by the Registrar's Office.

Faculty and chairs will be involved in the determination of maximum enrollments for distance education courses in consultation with eLearning staff.

Specific section numbers and instructional delivery methods must be identified for all distance education courses. Academic units can contact the Office of eLearning for scheduling information.

Course scheduling information for ITV is available at: <https://www.etsu.edu/its/services/class-lab-print.php#itv>

Telecourse Management

Telecourses are available via streaming services

Final approval for offering a video check-out telecourse is dependent upon:

1. the past record of the telecourse (if any exists),
2. marketability of the course,
3. availability of course materials, and
4. cost of course.

Telecourse Program Sources

East Tennessee State University

1. Course software is obtained by satellite broadcast or by purchasing master copies of the telecourse series.
2. The Office of eLearning will supply catalogs and review materials for those who wish to review sources for telecourses.
3. Faculty will be provided sample videos of telecourse programs for preview and planning purposes only.

Instructional Support

1. The Office of eLearning will pay reasonable costs for mailing student course materials, duplication, advertising, telecourse license fees, student royalty fees, and faculty assistants.
2. The Office of eLearning makes arrangements for students to take exams at off- locations (in cooperation with the faculty member.)

Web-Based Course and Web-Enhanced Course Management

Per ETSU policy, a Web-based course is defined to be a course in which more than 50% of the course material is delivered via the Internet.

The Office of eLearning provides a course management system site for all ETSU course sections. In compliance with the Higher Education Opportunity Act (HEOA), access to all courses defined as distance education courses must be via the ETSU course management system. Faculty must comply with ETSU's Web-based course standards and policies, as described in the Memorandum of Understanding for Web-based course development available at: <https://www.etsu.edu/online/>.

Instructional Television Course Management

The Director of ITV Services works with academic units and off-campus center staff to schedule courses. The Director of ITV Services hires, trains, and supervises production assistants and classroom facilitators for courses at off-campus sites. The Operations Coordinator maintains the on- and off-campus courier service. The Office of eLearning maintains equipment at off-campus sites. The Office of eLearning staff works with off-campus center staff to deal with problems and improve services for distance education courses.

Distance Education Faculty Assistance and Instructional Support

The Office of eLearning offers faculty assistance and instructional support, depending upon course medium, for:

1. logistics between faculty on-campus and off-campus sites via courier services
2. faculty assistants
3. faculty handbook and policies available at <https://www.etsu.edu/online/>.
4. copyright compliance

East Tennessee State University

5. training, including teaching guidelines, instructional design, course management
6. course scheduling information
7. library services at on-campus and off-campus sites
8. off-campus testing services
9. classroom facilitators and production assistants for on-campus overflow classrooms and off-campus sites
- 10 student assessment of instruction
- 11 procedures for inclement weather or missing class.

Marketing, Publicity, and Promotion of Distance Education

The Office of eLearning is responsible for marketing, publicity, and promotion of distance education courses. Faculty may be asked to participate in marketing.

08/11

[Back to Top](#)

Experimental Courses

Experimental courses may be offered twice with approval by the dean of the respective college or school and the Vice President for Academic Affairs or the designee. The proposal for an experimental course should include clear purpose for offering it, an outline of course content, and criteria for evaluating the course. Only under unusual circumstances will an experimental course be approved to be offered more than two times. If a course is to be offered after the second time, it should be made permanent on the course title file with the curriculum review process being initiated by the department chair.

In addition, courses for ETSU Study Abroad submitted for initial approval as “experimental” courses must include logistical descriptions and a complete budget. Forms are provided on the ETSU Curriculum Process System and also are available from the Office of International Programs & Services. Logistics and budget must be reviewed and approved by the International Advisory Council (or its designated committee) prior to final approval of an experimental Study Abroad course.

09/15/79; 03/91; 07/11

[Back to Top](#)

SACS COC Substantive Changes

East Tennessee State University maintains compliance with substantive change policy and procedures of the Southern Association of Colleges and Schools (SACS) as delineated in Substantive Change for Accredited Institutions of the Commission of Colleges. East Tennessee State University notifies the Commission on Colleges (COC) of significant

East Tennessee State University

modification or expansion of the nature and scope of the university and, when required, seeks approval prior to the initiation of changes. If unclear as to whether a change is substantive in nature, East Tennessee State University contacts Commission staff for consultation.

East Tennessee State University recognizes the responsibility of the COC to review substantive changes that occur between decennial reviews and to determine if the University continues to meet defined standards and federal regulations.

East Tennessee State University faculty and administrative officials that approve substantive changes at appropriate levels of the institution are identified in the Substantive Change Procedures for Academic Programs, Distance Education, Off-campus Sites, and those unlikely to be proposed by ETSU. The campus community accesses the policy and procedures from the ETSU Faculty Handbook, ETSU SACS Web site, ETSU Curriculum Process System, and ETSU Chairs Handbook [these resources should eventually be linked].

05/03/10

[Back to Top](#)

Study Abroad Courses

See ETSU Policy on Development and Operation of Study Abroad Programs: https://www.etsu.edu/trustees/documents/academic/academic_development-operation-of-study-abroad-programs.pdf

02/11; 03-24-2017

[Back to Top](#)

Summer and Winter Sessions

Summer and Winter Sessions are considered non-standard and accelerated terms. Winter Session offers four-week online courses and is considered part of the spring term. Summer session are broken into three segments which may be combined in several ways and, thus, affect the amount of time available for instruction. These segments include Pre-summer, Summer I and Summer II. Segments are combined in sequence to determine course length.

For example, a course may be offered Pre-summer and Summer I, Summer I and Summer II or Pre-Summer, Summer I and Summer II. The most common configuration is Summer I and Summer II. Teaching during summer sessions is also funded separately and funding may affect course availability and teaching loads.

7/13

[Back to Top](#)

Textbooks, Cost of

East Tennessee State University

See ETSU policy on cost of textbooks: Cost of Textbookshttps://www.etsu.edu/trustees/documents/academic/academic_cost-of-textbooks.pdf

09/15/79; 03/17/95; 02/07/08; 03/24/2017

[Back to Top](#)

East Tennessee State University

Policy: Section 7: Facilities

[Facilities Use Policy](#)

[Quillen College of Medicine Medical Library](#)

[University Libraries](#)

Facilities Use Policy

Refer to ETSU D. P. Culp University Center at:

<https://www.etsu.edu/students/univcent/policies/default.php>

7/31

[Back to Top](#)

Quillen College of Medicine Medical Library

The ETSU Quillen College of Medicine (QCOM) Medical Library acquires, organizes, manages, and facilitates access to medical and bio-medical sciences' learning resources and information to support the education, research, patient care, and collaborative programs of the College of Medicine.

The Mission Statement of the Medical Library

Refer to the ETSU QCOM Medical Library at:

<https://www.etsu.edu/medlib/>

Free Inquiry and the Medical Library

Refer to statement as defined in the initial sections of this policy.

Collection Development Policies

Book Order Policy

All faculty, administrators, staff and students at ETSU QCOM are encouraged to participate in building the library's book collection. Requests for books should be channeled through the appropriate academic department's library representatives/liaisons, who can evaluate and route requests in a manner consistent with the library and departmental policy. All requests are subject to available funds.

Consideration is also given to the priority level assigned by the requestor:

1. Essential for instruction or research

East Tennessee State University

2. Supplementary for reading or research
3. Developmental: useful in the growth of the existing collection

To assist in book selection and recommendations, publisher's catalogs and Internet databases may be used. Submit titles directly to the QCOM Library administration.

It is the policy of the QCOM Medical Library to purchase only one copy of a book or monograph for addition to any collection, unless there is a demonstrated need for additional copies for reserve or curriculum support.

Gift Book Policy: Information for Prospective Donors

Donors contribute significantly to strengthening the collection and fulfilling the mission of QCOM Medical Library through their gifts of books. Gifts of library materials are subject to acceptance by the library faculty. Items will be evaluated in terms of institutional value, considering whether materials duplicate library holdings and support the curriculum.

When the library accepts a gift, it becomes the property of the QCOM Medical Library, which reserves the right to determine whether the gift will be retained, where it will be located and how it will be cataloged and circulated. Materials not retained may be disposed of by the library administration as they see fit.

The library will provide appropriate acknowledgment of gifts. However, university policy does not permit including the dollar value of the gift in the acknowledgment. This is the donor's responsibility.

The Acquisitions Department will receive gifts. For questions regarding gifts or the gift policy, contact the Department Coordinator.

Periodicals Acquisition Policy

The QCOM Medical Library Periodicals Department manages the library periodical collection. The selection and recommendation of periodicals and journals are made by individual departments and are subject to final approval of the Medical Library Director with the advice of the Learning Resources Advisory Committee.

The library honors requests from programs reviewed for re-accreditation purposes.

The collection is maintained at current cost levels. This means that for each new title added to the collection, one or more titles must be cancelled.

Library Circulation/Reserve Policy

Circulation Policy

1. Patron Eligibility - Refer to Library Circulation/Reserve/E-Reserve, section a., under main University Libraries above.

East Tennessee State University

2. Library Patron Loan Categories:

- a. Faculty/staff loan period: 90 days for books and 3 days for periodicals, subject to recall; renewals possible if there are no holds.

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section b. (1), under main University Libraries above.

2. Student loan period: 4 weeks for books and 3 days for periodicals; renewals possible if there are no holds.

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section b. (2), under main University Libraries above.

3. Reserve loan period

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section b. (3), under main University Libraries above.

c. Fines

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section c., under main University Libraries above.

d. Encumbrances

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section d., under main University Libraries above.

e. Disposition of Charges

All money paid for fines go into the QCOM Medical Libraries "Revenue" account.

Course Reserve Policy

Materials placed on reserve include materials from the QCOM Medical Library collections, materials owned by a faculty member, and photocopies of materials. Photocopying of all materials is the responsibility of the faculty member for purposes of copyright compliance. Copyright law guidelines require the library to hold no more than one photocopy of a work on reserve. Students may make their own study copy from the reserve item. Faculty members are asked to sign acknowledgment of copyright responsibility in the space provided on the Course Reserve Materials List.

a. Personal Copy

Refer to Course Reserve/E-Reserve Policy, Forms, (2), b., (2), (b), under main University Libraries above.

b. Photocopies

East Tennessee State University

Refer to Course Reserve/E-Reserve Policy, Forms, (2), b., (2), (c), under main University Libraries above.

c. Loan Periods

Refer to Course Reserve/E-Reserve Policy, Loan Periods, under main University Libraries above.

d. Faculty Loan Privileges

Refer to Course Reserve/E-Reserve Policy, Faculty Loan Privileges, under main University Libraries above.

e. Periodicals

Refer to Course Reserve/E-Reserve Policy, Periodicals, under main University Libraries above.

f. Reserve Fines

Refer to Course Reserve/E-Reserve Policy, Reserve Fines, under main University Libraries above.

g. Removal from Reserve

Refer to Course Reserve/E-Reserve Policy, Removal from Reserve, under main University Libraries above.

Copyright Guidelines with Respect to Books and Periodicals

Refer to Copyright Guidelines with Respect to Books and Periodicals under main University Libraries above.

Faculty Borrowing Policy

Refer to Faculty Borrowing Policy under main University Libraries above.

Tennessee Academic Library Collaborative (TALC)

Refer to Faculty Borrowing Policy under main University Libraries above.

Confidentiality of Records Policy

Refer to Faculty Borrowing Policy under main University Libraries above.

Photocopy Services

East Tennessee State University

A copy card may be used in the self-service copiers in the library at \$0.05 per copy. A copy card vending machine, which dispenses cards at a cost of \$0.40 per card, is available. ETSU personnel may use their University I.D. card as a copy card. Ask for assistance at the Circulation Desk.

ETSU Faculty may request photocopies of articles from journals held by the Medical Library. The cost is \$0.10 per page. If the request is for "Rush" and/or to be faxed, an extra \$2.00 per article will be added to the charges.

Interlibrary Loan Policy

The Interlibrary Loan (ILL) department obtains materials from other libraries to support the teaching and research of all ETSU faculty. First-time users and all faculty with special or rush requests should contact the ILL Department to discuss policies. ILL costs are as below:

ETSU Students: \$1.00 non-refundable processing fee per article plus lending library/faxing fee, if applicable;

University Departments/Faculty and Staff/Affiliated Hospital Libraries: \$2.00 non-refundable fee per article plus lending library/faxing fee, if applicable;

Community Health Professionals: \$15.00 per article plus lending library/faxing fee, if applicable;

LoansomeDoc Requests for affiliated members: \$2.00 per article plus lending library/faxing fee, if applicable;

LoansomeDoc Requests for non-affiliated members: \$10.00 per article plus lending library/faxing fee, if applicable.

Request forms are available at the Reference Desk or via the QCOM Medical Library WebPages.

ILL users are responsible for careful handling and prompt return of all borrowed materials.

Any charges from a lending library are passed on to the faculty member. Faculty authorized to charge their departments or university accounts should so indicate on request forms.

Library Instruction

The library instruction and orientation services program is geared toward the curricular needs of the university faculty. Instruction requests should be scheduled in advance through the QCOM Medical Library Reference Department. Faculty members should discuss with a librarian any class assignments related to library use, in order to increase the value of the learning experience related to library instruction. Faculty members who plan to have their classes do independent work in the library should schedule such visits with the Reference

East Tennessee State University

Services staff. Faculty or graduate teaching assistants should remain with their classes while in the library.

Database Access

Refer to Database Access Policy under main University Libraries above.

Library Internet Access and Use Policy

Mission Statement for Internet Use

Internet access at the James H. Quillen College of Medicine Library is an extension of our library's commitment to meeting the medical community's information needs. In addition to using the Internet as an information resource, the library also provides Internet access to information for the public.

Acceptable Use

The James H. Quillen College of Medicine library does NOT monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content

Internet resources provided by the library are primarily provided for students, faculty and staff of ETSU and its colleges. We also provide access for community users as a courtesy.

The computer and Internet settings may not be changed.

The workstations may not be used for any fraudulent or unlawful purpose, including activities prohibited under any applicable federal, Tennessee, or local laws.

It is the responsibility of the user to be aware of the display of all notices concerning copyright and to respect the copyright laws of the United States.

Guidelines for Public Internet Use

1. Computer use by patrons may be limited to 30 minutes per session.
2. Extension of the time limit may be granted at the library staff's discretion and only if the computer does not need to be accessed by another patron.
3. Internet use on the public terminals does not include the use of Email or online chat rooms.
4. James H. Quillen College of Medicine Library is not responsible for the quality or accuracy of information found through Internet resources.

Internet access privileges will not be given to anyone who breaches this usage policy.

2/2001; 07/11

[Back to Top](#)

East Tennessee State University

University Libraries

(Sherrod and Extended Campuses)

The following library policies are reviewed periodically and are revised as necessary. Current library policies may be found on the University libraries website at: <http://www.sherrod.etsu.edu/>

Free Inquiry and the East Tennessee State University Libraries

The ETSU libraries provide a wide range and representation of published and electronic information to serve the objectives of the institution. The concept of free inquiry and its relation to the resources of the University libraries is self-evident; however, it is important to recognize and reaffirm the freedoms that are essential to the selection, organization, and use of the resources of the University.

The first essential freedom is to allow the selection of library books and other materials according to the instructional and research needs of the University faculty, recognizing the importance of representing all major views including those that may be currently unorthodox or controversial. The classification and arrangement of these library resources must also be based upon principles of free access, balanced with the need for preservation of resources.

The second essential freedom is to allow free inquiry by the individual. Under no circumstances should a faculty member, employee or student of East Tennessee State University be denied access to the library's collections or its facilities, or have any limitations imposed on use because of age, sex, color, race, religion, national origin, disability, veteran status, or sexual orientation.

Collection Development Policy

All faculty, administrators and students at ETSU are encouraged to participate in building the library's collections. Requests for materials should be channeled through the appropriate academic department, which can evaluate and route requests in a manner consistent with the library and departmental policy.

Book Requests

All books requested for the library are subject to available funds. Consideration is also given to the priority level assigned by the requestor:

1. Essential for instruction or research
2. Supplementary for reading or research

Book requests can be made through the Acquisitions Department, departmental library coordinator, or via the Electronic Request Form (<http://libraries.etsu.edu>) on the Sherrod Library website. To assist in book selection and recommendations, several online review and selection resources are available from the acquisitions department.

East Tennessee State University

It is the policy of the University Libraries to purchase only one copy of a book or monograph for addition to any collection, unless there is a demonstrated need for additional copies for reserve or curriculum support. It is also policy to purchase only books that are not held by the NEW Libraries (Northeast State Community College, East Tennessee State University, and Watauga Regional Library), as reflected in the University Libraries catalog (<http://sherrod.etsu.edu>) as all books in the federation are available via regular courier service. Purchase of duplicate material will be considered if there is demonstrated need.

Gift Book Policy – Information for Prospective Donors

Refer to Sherrod Library at:

<http://sherrod.etsu.edu/about/giving>

Periodicals & Database Acquisition

Each title in the University Libraries periodical collection is assigned to departments within the various colleges campus-wide on basis of relevancy to discipline. Selection and recommendation of periodicals and journals are made by individual departments and are subject to final approval of the periodicals and acquisitions librarians.

The library honors journal requests from programs preparing for accreditation reviews as the budget allows. The collection is maintained at current cost levels, and for each additional title requested the department must suggest cancellation of one or more journals in their discipline of equal value.

The library prefers to subscribe to electronic journals to provide the broadest access to university students and personnel regardless of their location. Online periodicals (<http://sherrod.etsu.edu/tools/articles.html>) that are accessible by IP address are made available through a proxy server and are preferred over those requiring a password for access. Most of the library's electronic journals are obtained through subscriptions to vendor aggregated databases. New databases are selected based on recommendations from teaching faculty and library faculty. Some databases are provided through the Tennessee Electronic Library or the Regents Online Degree Program. Individual journals are also purchased when they are not available in one of the library's subscribed databases.

Library Circulation/Reserve/E-Reserve Policy

Circulation Policy

All persons checking out library materials must use their ETSU identification or library borrowers card.

Students are encumbered for overdue outstanding library materials and/or fines totaling \$10 or more. Failure to pay fines and charges for lost materials may result in students being encumbered and not being permitted to register for subsequent terms or receive transcripts from the Registrar's Office. However, grades are not withheld.

East Tennessee State University

e. Disposition of Charges

All money paid for fines goes into the University's general fund, not to the Library.

Course Reserve/E-Reserve Policy

Materials placed on reserve include materials from the Sherrod Library collections, materials owned by a faculty member, photocopies of materials, and materials that are scanned and posted to a server in PDF format (E-Reserve). Photocopying of all materials is the responsibility of the faculty member for purposes of copyright compliance. Copyright law guidelines require the library to hold no more than one photocopy of a work on reserve. Students may make their own study copy from the reserve item. Faculty members are asked to sign acknowledgment of copyright responsibility in the space provided on the Course Reserve Materials List.

a. New Lists

Reserve Lists should be submitted at least 5 working days prior to the time the assignment is announced to students. The period of time required for processing a reserve list varies according to the volume of reserve requests, availability of materials and delays in retrieving books on loan. Please keep in mind that processing delays increase during the beginning of each semester.

NOTE: Lists will be processed in the order in which they are received.

1. Limitations

- a. Faculty should not request more than 20 items for a course without consulting the reserve staff prior to submission of the list. Lists should be limited to required readings. Suggested or recommended reading lists and/or resource materials are used infrequently, and students benefit more from direct loan of suggested readings from the general collection for the regular 4-week loan period.
- b. The faculty member should retrieve library materials from the stacks to be submitted along with the Reserve Materials List form. Forms are also available at the Reserve Desk. Note: For best results, change the print page margins (all) to 0.25" and make sure the header and footer information is not being printed. In Netscape or Internet Explorer, these settings are under the File menu then the Page Setting Menu.
- c. Materials are processed during weekdays only. Staff are not available for processing nights or weekends.

b. Forms

1. The Reserve Materials List form must include the following information:
 - a. Faculty name
 - b. Department
 - c. Faculty extension number

East Tennessee State University

- d. Semester and year
- e. Course number
- f. Date materials are to be removed from reserve
- g. Type of loan period desired
- h. Complete call numbers
- i. Building name/room number for return of materials
- j. Acknowledgment of copyright responsibility (faculty signature).

NOTE: If the assignment is to be a chapter in a book, please list the source by the book author and title, and then the chapter number.

2. Identification of reserve material for retrieval and records purposes uses one of the following designations.

- 1. a. Call Numbers. Materials from the Sherrod Library collections are identified by Dewey Decimal or Library of Congress call numbers.
- b. Personal Copy. Materials owned by a faculty member and loaned to the Reserve Desk will be shelved on Personal Copy shelves, alphabetically by faculty surname. When personal copies of titles on reserve are lost by users, the library is not liable for the loss; however, the library reserve staff will contact the faculty member concerning fines and/or replacement charges which would be consistent with library fine policies.
- c. Photocopies. Photocopies of materials are placed in folders, labeled by author and title, and are filed under faculty surname and then by author's surname (or title if there is no author). Photocopying of all material is the responsibility of the faculty member. For purposes of copyright compliance, a full bibliographic citation (author, title, publisher, date, etc.) documenting the source must accompany each photocopied article.

Copyright: Recent Copyright Law interpretations require the library to hold no more than one photocopy of a work for more than one term. From this copy, students may make their own study copy (Public Law 94-533, Sections 107 & 108; House Report 94-1476 and House Report 94-1733). Attached are "Copyright Guidelines with Respect to Books and Periodicals." Further information on the Copyright Law is available from the Library Circulation Department Supervisor. Faculty members must sign the space provided on the Reserve Materials List form acknowledging copyright responsibility.

c. Loan Periods

Faculty members select the most appropriate loan period for their reserve materials from the following categories.

East Tennessee State University

1. Two-hour, NOT TO LEAVE LIBRARY. Material may be used in the library for only two hours at a time and must be returned at the end of the two (2) hour limit.
2. One-day, material may be checked out for one day.
3. Three-day, material may be checked out for three days. Holds and renewals are not permitted on reserve materials. When multiple requests are received for a title, the reserve staff will select the more restrictive loan period.

d. Faculty Loan Privileges

Faculty members, including those who placed the material on reserve, are subject to the same reserve loan periods as students.

e. Periodicals

Periodical issues (bound or unbound) will not be placed on reserve in the Circulation/ Reserve Department since these non-circulating materials are available in the Periodicals Department. Only personal photocopies of periodical articles will be placed on reserve. If a faculty member places an article from a periodical article on reserve, the article must be copied by the faculty member before submitting it to the Reserve Department staff. A full citation (author, title, publisher, date, etc.) documenting the source must accompany the photocopied article.

f. Reserve Fines

1. 2-hour reserve material - \$0.50 per hour overdue
2. 1-day and 3-day reserve material - \$1.00 per day overdue

The reserve fine schedule is designed to assure return of materials on time because high demand and accessibility to the material is the library's priority. Fines accrue to a maximum of \$50.00.

g. Removal from Reserve

Materials will be removed from the reserve collection as soon as possible after the date designated by the faculty member on the Reserve Materials List form as the termination date. Personal materials will be returned to the faculty member.

Materials are not automatically kept on active reserve status. All reserve materials will be reviewed periodically by the reserve staff and those materials not used frequently or recently will be removed.

Copyright Guidelines with Respect to Books and Periodicals

Public Law 94-553 is a major revision of federal copyright law and has been in effect since January 1, 1978. Almost all aspects of the use of copyrighted materials in any form or medium are governed by this law. A part of the law which is especially important for educators

East Tennessee State University

at ETSU to be aware of is the concept of "fair use" as it applies to the reproduction of copyrighted works.

Faculty and Fair Use

The definition of fair use related to books and periodicals is provided in guidelines that were prepared as part of the Congressional Report accompanying the copyright law. Selections from the "Agreement of Guidelines for Classroom Copying in Not-For-Profit Educational Institutions" (H.R. Report 94-1476, p. 68-70) are summarized below using examples. The guidelines state the minimum and not the maximum standards of fair use under section 107 of the law.

Faculty MAY:

1. Make or request a single copy for use in scholarly research, or in teaching, or in preparation for teaching a class, of the following:
 - a. A chapter from a book;
 - b. An article from a periodical or newspaper;
 - c. A short story, short essay, or short poem, whether or not from a collective work; or
 - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
2. Make or request multiple copies for classroom use only, and not to exceed one per student in a class, of the following:
 - a. A complete poem, if it is less than 250 words and printed on not more than two pages;
 - b. An excerpt from a longer poem, if it is less than 250 words;
 - c. A complete article, story, or essay, if it is less than 2,500 words, or an excerpt from any prose work if it is less than 1,000 words or 10 percent of the work, whichever is less but in any event a minimum of 500 words; or
 - d. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

Each copy must include a notice of copyright.

If there is sufficient time, permission must be obtained to reuse any copy from the copyright holder. NOTE: Copying shall not be repeated with respect to the same item by the same teacher from term to term.

Faculty MAY NOT:

1. Make multiple copies of a work for classroom use if it has already been copied for another course in the same institution.

East Tennessee State University

2. Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term.
3. Make multiple copies of works more than nine times in the same class term.
4. Make a copy of works to take the place of an anthology.
5. Make a copy of consumable materials, such as workbooks.

In general, short portions of works may be copied to be used for criticism, commentary, news reporting, teaching, scholarship, or research by library patrons.

Copying by Faculty or Students with University Equipment: In unsupervised copying of copyrighted material by faculty or students using University duplication equipment (e.g., coin operated or unsupervised photocopying machines or audiovisual equipment), compliance with the copyright law is the responsibility of the individual.

Questions relating to copying for educational purposes can be directed to the Dean, University Libraries; or, consult an attorney.

Faculty Borrowing Policy

Faculty can borrow 100 library books for 90 days. Materials may be renewed in person, by phone, or via the patron account option on the online catalog.

Books borrowed by faculty will be recalled if another patron requests use of the item, and the faculty member has had the book at least 28 days. If a recalled book is not returned within 7 days from date of notification, it will be considered lost and the faculty member will be billed by the library for its replacement and processing costs.

A courtesy notice is sent to faculty members two weeks prior to the actual due date of an item. At the end of the 90-day loan period overdue notices will be sent via email or snail mail to faculty members. Fines on library materials will accumulate after the 90-day loan period. Faculty will be responsible for these fines and any costs regarding lost or damaged items.

Non-print materials, including videos, motion pictures, filmstrips, and audio recordings are checked out from the Library Media Center (LMC), located in 311 Sherrod Library, with no limitations except that material which is on reserve for another user must be returned in time for that user. No overdue fines are charged against a faculty member using LMC materials. Faculty will be responsible for any costs regarding lost or damaged materials. NOTE: Library faculty using videos for class presentations must reserve in advance since students are permitted to check out videos.

Visiting Faculty Library Privileges

The Sherrod Library recognizes the scholarly research and curriculum needs of the University's designated full-time visiting faculty through interlibrary loan privileges that are subject to the conditions and procedures described below:

East Tennessee State University

a. Temporary Faculty Borrowing Policy

Upon written notification by an ETSU vice-president, dean, or departmental chair, the Circulation Services Supervisor will authorize borrowing privileges to full-time visiting faculty. This notification will include the full name of the visiting faculty member, starting and ending dates of visit, and the sponsoring department's name and mailing address. The borrowing privileges will be accessed by presentation of an ETSU identification card issued at the time of registration with the sponsoring department. Sherrod Library faculty loan policy allows faculty to borrow books from the main circulating collection for 90-days. Materials may be renewed by telephone. A temporary faculty card expires on the ending date of the semester in which the card is issued but is renewable should the faculty member's work at ETSU continue past that date.

b. Procedure for Recall and Retrieval

Books borrowed by faculty will be recalled if another ETSU patron requests use of the item. Faculty members are not charged standard overdue fines for materials returned late, but must pay replacement charges for lost books and recall and reserve desk late charges. Replacement costs are based on the average cost of a book, currently \$45 for books from the main circulating collections.

Should materials charged out to visiting faculty remain outstanding after the visiting faculty member has left ETSU, the sponsoring University officials and offices will be asked to aid the library in retrieving the materials. All correspondence concerning recall or retrieval of library materials will be conducted through the appropriate departmental University offices.

Tennessee Academic Library Collaborative (TALC)

The Tennessee Academic Library Collaborative was created to foster collaboration activities among the libraries of Tennessee's public institutions of higher education. TALC is comprised of the libraries of the State University and Community College System of Tennessee (TBR) and the University of Tennessee System. The driving force behind TALC is a commitment to meeting the information needs of its collective clientele while striving to reduce the rate of increase of costs.

TALC has implemented a Universal Borrower's Card for approved members that can be used by faculty and students in obtaining library materials from sister institutions.

Confidentiality of Records Policy

The ETSU Libraries protect patrons' privacy regarding use of the library and library material. The patron records maintained in the library are considered private and confidential.

Library record is defined as a "document, record or other method of storing information retained by a library that identifies a person as having requested or obtained specific information or materials from such library. Library record does not include non-identifying

East Tennessee State University

material that may be retained for the purpose of studying or evaluating the circulation of library materials in general." Tennessee Code Annotated 10-8-101 (b).

TCA 10-8-101 through 10-8-103 provides that, "No employee of a library shall disclose any library record that identifies a person as having requested or obtained specific materials, information or services or as having otherwise used such library. Such Library records shall be considered an exception to the provisions of Section 10-7-503 (which provides that all public records shall be open for public inspection)."

Requests for confidential library information that cannot be honored:

1. A request for the circulation records of a patron.
2. A request by a faculty member for the identities of students who borrowed reserve items.
3. A request to review the circulation records of a student suspected of plagiarism.
4. A request to see interlibrary loan borrowing records.
5. A request for addresses, phone numbers, ID numbers, or other personal information contained in the patron database.
6. A request to see a list of individuals who are not members of the University community but who have been granted library borrowing privileges.
7. A request to reveal the nature of a patron's reference request or database search.
8. A request for a list of suggested acquisitions submitted by a particular person.
9. A request from law enforcement authorities for the identity of anyone conducting research on a particular subject.
- 10A request for the names of persons who have used audio-visual materials.
- 11A request for a list of items photocopied for or faxed to a particular person.
- 12A request by a parent for information such as fines or other fees by the library without the student's permission.
- 13A request to review past use of study room, listening room, study carrel, or CD-ROM workstation.

Library records may be disclosed only under the following circumstances:

1. Upon the written consent of the library patron.
2. Pursuant to the order of a court of competent jurisdiction. Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.
3. When used to seek reimbursement for the return of lost, stolen, misplaced or otherwise overdue library materials.

East Tennessee State University

Interlibrary Loan Policy

The Interlibrary Loan (ILL) department obtains materials from other libraries to support the teaching and research of all ETSU faculty and staff and the scholarly activity of enrolled students. Online access to an account for requesting and tracking books and other material is available to all current employees and students. ILL users are responsible for careful handling and prompt return of all borrowed materials. The Sherrod Library uses funds from indirect costs of grants to subsidize interlibrary loan fees and copyright fees for faculty, staff, and graduate students. Any fines from overdue or lost material are the responsibility of the patron.

Library Instruction

The library instruction program's purpose is to instill students and faculty with skills necessary to access, retrieve, capture, and evaluate information resources in print and electronic media. The information skills taught in the library instruction program support the University's mission by educating students to locate and use information that supports their scholarship, and whose aims are to help them become responsible, enlightened, and productive citizens; improve the human community; and enhance the cultural environment of the region. Instruction sessions are developed in conjunction with teaching faculty to meet the specific goals of their classes and pedagogical styles are developed to fit the needs of students in various disciplines and level of academic skill. The information seeking skills taught in library instruction classes are designed to assist students in fulfilling their information needs, not only for a particular class, but also for future topical interests. Instruction classes are continually revised and adapted to the changing information requests of teaching faculty and to embrace new information resources acquired by the library.

The library instruction and orientation services program is geared towards the curricular needs of the University faculty and is available for their classes. Faculty should schedule their library instruction needs two weeks in advance through the Faculty Outreach Librarian (1642 Sherrod Library). Faculty should be prepared to discuss with the assigned library faculty member any class assignments related to library use since they increase the learning experience related to library instruction. Faculty who plan to have their classes do independent work in the library should schedule such visits with the Faculty Outreach Librarian. Faculty or graduate teaching assistants should remain with their classes while in the library.

Database Access

The Sherrod Library offers access to commercial databases via end-user searching via the Internet. Access to a variety of bibliographic databases is available utilizing authentication with a current, valid ETSU ID log-on from any computer.

Library Assigned Study Rooms

East Tennessee State University

There are a total of 54 lockable Assigned Study Rooms in the central bookstack areas of the Sherrod Library, distributed 18 per floor. Six Assigned Study Rooms, two per floor, are reserved as open rooms.

The lockable Assigned Study Rooms include a work surface, chair, and electrical and data outlets for the use of personally owned equipment. There is no telephone service available in the study rooms. The proper installation of personal computers in the study rooms is the responsibility of the assignee.

Policies

Based on guidelines approved by the University Libraries Advisory Committee, the library Assigned Study Rooms are reserved only for the use of faculty and graduate students engaged in ETSU related research projects where access to the library collections and services is necessary as a contribution to that research.

NOTE: Long-term assignments of the study rooms are not made due to the demand for this important library resource.

Eligibility for Application

- a. All full-time ETSU tenured and tenure-track faculty working on an research project requiring library materials.
- b. All ETSU emeritus faculty working on a research project requiring library materials.
- c. Visiting resident faculty sponsored by an ETSU department working on a research project requiring library materials.
- d. Graduate students in the thesis or designated paper stage of their studies.

EXCLUSIONS: Graduate students in their first year of study, graduate research assistants who have access to faculty offices and spouses or family members of eligible faculty and graduate students.

Term of Assignment

The term of assignment for study rooms is one semester, renewable, but contingent upon demand by other applicants. The maximum period of assignment is limited to two semesters after which the assignee must vacate and reapply for post-assignment consideration.

Method of Assignment

Applicants will complete a library Assigned Study Room application available in the Sherrod Library Administration Office, Room 417. The application will then be reviewed by library administration and forwarded to the academic department chair or academic thesis committee chair to confirm and approve eligibility. The department or committee chair then

East Tennessee State University

forwards it to the Dean of Libraries. Approved applicants will be put on a list for assignment of a study room and will be notified by the office of the Dean of Libraries when one is available. All applicants will need to obtain a key from the Library Administration office for the Assigned Study Room. Lost keys will be charged to the applicant's account with an additional service charge when a lock change is required.

Library Media Center (LMC)

The Library Media Center (LMC) is housed in Sherrod Library, Room 311. It acquires, maintains, and circulates the University's collection of audiovisual media (including DVDs, videotapes, CD recordings, audio books, multimedia material, anatomy models, etc.) in support of all curriculum areas except those in the Quillen College of Medicine.

Acquisition Policy

All items requested for the LMC are subject to available funds. Consideration is also given to the priority level assigned by the requestor:

1. Essential for instruction or research
2. Supplementary for reading or research

Media requests can be made through the LMC, the Acquisitions Department, departmental library coordinator, or via the Electronic Request Form on the Sherrod Library website.

Requestors should check the online catalog for current holdings before submitting requests, and whenever possible, include copy of catalog description, review, or other citation.

Circulation

Circulation is free to students, faculty, and community borrowers. Loan periods, restrictions, and fines vary by type of material and patron category. All patrons must have a current ETSU ID.

a. Advance Bookings

Faculty are encouraged to make advance bookings of all materials to be used in class during the course of a semester. Bookings will be received in person, by phone, and email.

b. Course Reserves

Faculty are encouraged to place on reserve for in-house only materials of materials they assign for supplemental listening/ viewing during the course of a semester.

c. Type of Materials

East Tennessee State University

1. Audiobooks (CD or cassette). 28 day loan, renewable once if no hold, no limit for faculty/staff; limit of 2 for students. Overdue fines: \$.25 per day to a maximum of \$10.00; replacement fee of \$45.00.

2. DVD and Videotapes: one week loan for faculty staff and students, renewable once if no hold; no limit for faculty, 2 limit for students ; overdue fine \$1 per day to maximum of \$50 ; if lost, replacement fee of \$100 plus accumulated fine.

3. Anatomy models: 2 hour checkout (In Library Use Only) for Students, Faculty, Staff. \$.50 per hour late fee up to \$10.00. Replacement cost is \$100.00

4. Microcomputer software (media that accompanies, monographs, etc.): 28 day loan; otherwise 7 day loan ; no limit ; overdue fine \$1 per day to maximum of \$50; if lost, replacement fee of \$100 plus accumulated fine.

5. Media Equipment: LMC will circulate media equipment for short-term use only. This includes video projectors and TurningPoint Audience Response Systems Patron must fill out an Equipment Loan Contract form.

Viewing Facilities and Room Bookings

The LMC has viewing facilities available with 20 individual carrels, four small group rooms, two large group rooms, and a multimedia room.

Except for the room temporarily assigned to Supplemental Instruction, rooms are not available for long-term booking. Large and small group rooms, located on the third floor of Sherrod Library, are available on a first-come, first-serve basis or may be booked in advance by phoning the Library Media Center. The Multimedia Room (Room 309) should be booked at least 24 hours in advance, and presenters must have training in operating the equipment. This room is well suited for videoconferences and other multimedia presentations.

10/11; 7/13

[Back to Top](#)

East Tennessee State University

Policy: Forms

Distinguished Faculty Nomination Form - [contact the Office of Academic Affairs]

[Instructional Development Grant Application](#)

[Non-Instructional Assignment Application](#)

[Online Tenure and Promotion System Information and Forms](#)

[Presidential Grant-in-Aid Application](#)

East Tennessee State University

Policy: College and Department Tenure and Promotion Criteria
[Clemmer College of Education](#)

[College of Arts and Sciences](#)

[College of Business and Technology](#)

[College of Clinical and Rehabilitative Health Sciences](#)

[College of Nursing](#)

[College of Public Health](#)

[Gatton College of Pharmacy](#)

[Quillen College of Medicine](#)

[School of Continuing Studies and Academic Outreach](#)

[Sherrod Library](#)

East Tennessee State University

Policy: Clemmer College of Education Tenure and Promotion Criteria
Counseling and Human Services

[Tenure](#) || [Promotion](#)

Curriculum and Instruction

[Tenure](#) || [Promotion](#)

Education Leadership and Policy Analysis

[Tenure](#) || [Promotion](#)

Exercise and Sport Science

[Tenure](#) || [Promotion](#)

Kinesiology, Sport, and Recreation Management

[Tenure](#) || [Promotion](#)

Teaching and Learning

[Tenure](#) || [Promotion](#)

University School

[Tenure](#) || [Promotion](#)

East Tennessee State University

Policy: College of Arts and Sciences Tenure and Promotion Criteria
Appalachian Studies

[Tenure](#) || [Promotion](#)

Art and Design

[Tenure](#) || [Promotion](#)

Biological Sciences

[Tenure](#) || [Promotion](#)

Chemistry

[Tenure](#) || [Promotion](#)

Communication and Performance

[Tenure](#) || [Promotion](#)

Criminal Justice and Criminology

[Tenure](#) || [Promotion](#)

Geosciences

[Tenure](#) || [Promotion](#)

History

[Tenure](#) || [Promotion](#)

Literature and Language

[Tenure](#) || [Promotion](#)

Mass Communication

[Tenure](#) || [Promotion](#)

Mathematics and Statistics

[Tenure](#) || [Promotion](#)

Music

[Tenure and Promotion](#)

Philosophy and Humanities

[Tenure](#) || [Promotion](#)

Physics and Astronomy

East Tennessee State University

[Tenure](#) || [Promotion](#)

Political Science, International Affairs, and Public Administration

[Tenure](#) || [Promotion](#)

Psychology

[Tenure](#) || [Promotion](#)

Sociology and Anthropology

[Tenure](#) || [Promotion](#)

Theatre and Dance

[Tenure](#) || [Promotion](#)

East Tennessee State University

Policy: College of Business & Technology Tenure and Promotion Criteria
Accountancy

[Tenure](#) || [Promotion](#)

Computer and Information Sciences

[Tenure](#) || [Promotion](#)

Economics and Finance

[Tenure](#) || [Promotion](#)

Engineering Technology, Surveying, and Digital Media

[Tenure](#) || [Promotion](#)

Management and Marketing

[Tenure](#) || [Promotion](#)

East Tennessee State University

Policy: College of Clinical & Rehabilitative Health Sciences Tenure and Promotion Criteria
Allied Health Sciences

[Tenure](#) || [Promotion](#) || [Workload Policy](#)

Audiology and Speech-Language Pathology

[Tenure](#) || [Promotion](#) || [Workload Policy](#)

Physical Therapy

[Tenure](#) || [Promotion](#) || [Workload Policy](#)

Social Work

[Tenure and Promotion](#)

East Tennessee State University

Policy: College of Nursing Tenure and Promotion Criteria
College of Nursing

Nursing Promotion and Tenure 2018[Tenure](#) || Nursing Promotion and Tenure
2018[Promotion](#)

East Tennessee State University

Policy: College of Public Health Tenure and Promotion Criteria
Biostatistics/Epidemiology

[Tenure](#) || [Promotion](#)

Community and Behavioral Health

[Tenure](#) || [Promotion](#)

Environmental Health

[Tenure](#) || [Promotion](#)

Health Sciences

[Tenure](#) || [Promotion](#)

Health Services Management and Policy

[Tenure](#) || [Promotion](#)

East Tennessee State University

Policy: Gatton College of Pharmacy Tenure and Promotion Criteria
[College of Pharmacy Policies and Procedures](#)

Pharmacy Practice: [Guidelines for Appointments, Promotion, and Tenure](#)

Pharmaceutical Sciences: [Tenure & Promotion](#)

East Tennessee State University

Policy: Quillen College of Medicine Tenure and Promotion Criteria
Biomedical Sciences

[Tenure](#) || [Promotion](#)

Family Medicine

[Tenure](#) || [Promotion](#)

Internal Medicine

[Tenure](#) || [Promotion](#)

Obstetrics & Gynecology

[Tenure](#) || [Promotion](#)

Pathology

[Tenure](#) || [Promotion](#)

Pediatrics

[Tenure](#) || [Promotion](#)

Psychiatry & Behavioral Sciences

[Tenure](#) || [Promotion](#)

Surgery

[Tenure](#) || [Promotion](#)

East Tennessee State University

Policy: School of Continuing Studies and Academic Outreach Tenure and Promotion Criteria
Cross-Disciplinary Studies

[Tenure](#) || [Promotion](#)

East Tennessee State University

Policy: Sherrod Library Tenure and Promotion Criteria
Library

[Tenure](#) || [Promotion](#)