



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY

**An Online  
Model**

# **EMPLOYEE HANDBOOK**

**Personnel Policies**

*Prepared by*  
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2013 Maxine Smith Fellow

All campuses of Tennessee Colleges of Applied Technology are accredited by the Accrediting Commission of the Council on Occupational Education. This office is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. The telephone number is (770)396-3898. The Website address is [www.council.org](http://www.council.org).

## ACKNOWLEDGEMENTS

My journey in the Tennessee Board of Regents system started 28 years ago. My goal was to feed and educate my little boys. I began by starting work at the State Area Vocational Technical School in Whiteville, Tennessee. After five years, I transferred to the Crump facility. In 1994, the system was re-named Tennessee Technology Centers. Now our system is called Tennessee Colleges of Applied Technology. By serving in this system, my goals for my sons have been met! My sons have gone out into the world and made a difference in the lives of so many others. Erric is a lieutenant in the National Guard and a foreman with Jackson Energy Authority. Ethan is a surgeon working now in Boston. I share this with you because leadership is about helping others to reach their goals. Guiding others to succeed is what our mission is all about, whether it is our students or our family members, we must continue to commit to providing leadership and guidance.

My thank you list is long. I am grateful to Chancellor Morgan and the Board Members, and so many others, for keeping this system alive and serving all Tennesseans who desire education and training.

Let me start by thanking my director, Mrs. Arrita Summers, for nominating me. I thank the selection committee for believing in me. Then, I have a big thank you to my mentors: Mr. James King, Dr. Lynn Goodman, and Mrs. Carol Tomlinson. They went way beyond the call of duty. Then, special thanks to my husband, Marvin Lusk. While on vacation this summer (family reunion), I took my work with me and he has given up many of our weekends together for me to work on my project. I would be remiss not to mention the twenty-seven or more Human Resource Personnel who have for years put the Employee Handbook together on their respective campuses.

Dr. Wendy Thompson and Mrs. Deanna Morris-Stacey planned and implemented a very rewarding program. Each presenter either taught me something new or re-enforced what I already knew.

My 2013 Fellows, what a dynamic group of young men and women they are! We have learned together, shared together, laughed together, and even cried together. I will always remember the evening out at the Cheesecake Factory when we celebrated July birthdays. Then we were saddened to hear about the death of Dr. Maxine Smith, the namesake of the program and the death of Representative Lois DeBerry added to that sadness. But as we reflected on the lives of these two wonderful ladies, we know that they gave so much to make the State of Tennessee better for all its citizens. I can only hope that by participating in this program that we will continue to make Tennessee better for future generations.

Thank You!  
Henrietta Kellum Lusk  
Tennessee College of Applied Technology – Crump  
2013 Maxine Smith Fellow

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## LETTER OF WELCOME

Dear Colleague:

Welcome to employment at the Tennessee College of Applied Technology (TCAT). We hope that your tenure will be a long and successful relationship with a TCAT.

This handbook shall be used as a reference for all employees and is being furnished to inform you of some of the policies and guidelines that have been established regarding employment. Complete policies and guidelines information is available online at [www.tbr.edu](http://www.tbr.edu). Your questions are welcomed by the Director's office and assistance is always available should you need further information.

If you have any questions or need additional information, I encourage you to check with your immediate supervisor or with me at any time.

Sincerely,

Director

## **TENNESSEE COLLEGES OF APPLIED TECHNOLOGY**

### **MISSION STATEMENT**

The Tennessee Colleges of Applied Technology will continue to serve as the premier provider for workforce development for the State of Tennessee.

The Colleges fulfill the mission by:

- Providing competency-based training through traditional and distance learning instruction delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economical and accessible to all residents of our Service Delivery Area, thereby contributing to the economic and community development of the communities we serve.
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

○ Revised September 20, 2013

### **PHILOSOPHY: PURPOSE AND OBJECTIVES**

The philosophy of the Tennessee Colleges of Applied Technology is that every citizen should have the privilege and opportunity to reach as high a station in life as he/she is capable of reaching or desires to reach. Recognizing that all people do not have the same background, abilities, or desires and therefore cannot be fitted into the same mold, the objective of the Tennessee Colleges of Applied Technology is that each student is treated as an individual. Our Colleges policy provides that a student may enter a program when a vacancy occurs, start training at his/her own level, and progress at his/her own rate to the level he/she desires within the limitations of the school. Individualized instruction provides the student with the highest quality instruction possible in the occupational area of his/her choosing. The basic philosophy is that every citizen should have the opportunity and privilege to enroll into a training area of his/her choice as a vacancy occurs, begin training at his/her own level, and progress at his/her own rate to the level so desired.



# TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

## VISION STATEMENT

Each Tennessee Colleges of Applied Technology (TCAT) will be a leader in the Tennessee Colleges of Applied Technology system in delivering excellent workforce development activities that will be of benefit to the entire service delivery areas of Tennessee. We will forge mutually-beneficial partnerships with industry, business and other educational institutions and will become a critical component of each region's economic development activities. Our instructional programs will be innovative in their use of technology to enrich our student's overall learning experience. We will value the talents of our students, faculty and staff and will strive to contribute positively to overall well being of our service delivery area's quality of life.

Our Colleges will be characterized by:

- Excellence in instruction, to be evidenced by above peer-average completion, placement and licensure exam pass rates, as well as positive feedback from our alumni and the business and industry in our service delivery area. Integration of technology into our instructional programs, faculty members who excel in their discipline, along with superior staff support will result in a quality educational experience for all of our students.
- An outstanding faculty and staff who demonstrated effective teaching and communication skills, leverage new technologies and innovative teaching strategies, which will enable each student to reach their maximum level of learning. We will fully support each faculty and staff member's own educational attainment aspirations. We firmly believe in the "life-long learning" concept.
- An organizational structure and leadership philosophy that will reflect our belief in the importance of accountability, a sense of "community", and will value the contributions of each individual staff and faculty member. We will carefully evaluate and assess the results and outcomes of all our processes – academic and business. Our budgeting and financial systems will provide for efficient and effective operations of each College.

We are committed to providing a challenging and invigorating educational experience for all of our students. We will leverage all of our resources to develop the technical and job readiness skills that our graduates will need to be productive in a technology-driven society.

People are at the center of all that we do – our students, our staff, our area employers and our community. We will continue to grow and provide quality services as we strive for excellence.

## **MOTTO**

Career and Technical Education for High Skill, High Wage, High Demand Careers

## **CODE OF ETHICS**

### **CONDUCT:**

All Tennessee Colleges of Applied Technology personnel shall maintain a high standard of professionalism at all times.

### **LOYALTY:**

Personnel of the Tennessee Colleges of Applied Technology shall abstain from criticizing a fellow worker's character, ability, or activities in the presence of others but rather shall help a fellow worker do his/her best in the workplace.

### **RELATIONSHIPS:**

Every effort shall be made by all personnel to the Tennessee Colleges of Applied Technology to establish and maintain harmonious working relationships.

### **BUSINESS DEALINGS:**

Except for the receipt of such compensations as may be provided for the performance of an employee's duty, it shall be unacceptable for any employee to be privately interested in, or profit directly or indirectly from, business dealings with the Tennessee Colleges of Applied Technology.

### **ACCEPTANCE OF GRATUITY:**

Employees of the Tennessee Colleges of Applied Technology shall not accept any money or other considerations of favors from anyone for the performance of any act, which would be required or expected in the regular course of the employee's duties. No employee shall accept, directly or indirectly, any gratuity of favors of any kind which might be interpreted as an attempt to influence those employees' actions with respect to the operation of the College.

**EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE ACTION AND DISCRIMINATION**

It is the policy of the Tennessee Colleges of Applied Technology not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (except where sex is a bona fide occupational qualification, disability), where he/she is a qualified person with a disability, age, or because of their status as a qualified veteran with a disability or veteran of the Vietnam era.

It is the intent of these Colleges to be free of harassment on the basis of sex, race, color, religion, national origin, age or any other protected status and the school shall fully comply with the anti-harassment provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, as amended, the federal and state constitution and all applicable federal and state statutes.

These Colleges will take affirmative action to insure compliance with the above to maintain non-discrimination in hiring, training, promotions of persons in all job titles, and all personnel actions. Persons wishing to learn more about the College's Equal Opportunity, Affirmative Action, and related policies and programs should contact the Director's office on that campus for further information.

**(Reference TBR Policy 5-01-02-00)**

<b>SECTION I</b>	<b>ORGANIZATION &amp; GOVERNANCE</b>
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## **AUTHORIZATION**

Chapter 838 of the Public Acts of 1972 authorized establishment of the State University and Community College System of Tennessee. The elements of the system include the state universities and state community colleges (which had been under the State Board of Education), the Board of Regents, and the Chancellor. The new system of governance became effective on July 1, 1972.

Chapter 181 of the Public Acts of 1983 transferred the governance of the state technical institutes and area vocational-technical schools from the State Board of Education (State Board of Vocational Education) to the Tennessee Board of Regents. The transfer became effective July 1, 1983.

The Board of Regents and the Board of Trustees of the University of Tennessee System are coordinated by the Tennessee Higher Education Commission. The Tennessee Higher Education Commission was created by the General Assembly in 1967 in order to achieve better coordination and unity in the programs of public higher education in Tennessee.

**(Reference TBR Policy 1-01-00-00)**

# **ORGANIZATIONAL CHART**

{Insert Organizational Chart}

## **TENNESSEE BOARD OF REGENTS**

The Tennessee Board of Regents is responsible for the operation of the State Universities, Community Colleges, Tennessee Colleges of Applied Technology, and the State Technical Institutes system of Tennessee as provided by the laws of the State of Tennessee. The Board shall be responsible for the government, management, and control of the system.

Members: The Board shall consist of nineteen\* members including four ex-officio members who shall be the Governor, the Commissioner of Education, the Commissioner of Agriculture, and the Executive Director of the Tennessee Higher Education Commission, who shall be a non-voting member. Twelve public members shall be appointed by the Governor subject to confirmation by the Senate, but appointments shall be effective until adversely acted upon by the Senate. One member shall be the immediate past Commissioner of Education as of July 1, 1972, who shall serve for a term of twelve years there from.\* One member of the Board shall be a student who shall be appointed annually by the Governor for a term of one year commencing on July 1 following his or her appointment, provided that the student must retain status as a student in good standing for the duration of his or her term on the Board. One member of the Board shall be a current faculty member at an institution or technology center of the Board of Regents. The faculty member shall be appointed annually by the Governor for a term of one year.

Terms: Except for the appointment of the original public members on July 1, 1972, who shall serve for the variable terms, all subsequent terms shall be for six years. Public members may be appointed to succeed themselves. If a vacancy occurs, except by reason of expiration of term, it shall be filled for the remainder of the term.

**(Reference TBR Policies 1-02-02-00 and 1-02-04-00)**

## **POLICIES AND GUIDELINES**

Tennessee Board of Regents has established policies and guidelines that are implemented on a system-wide basis. These policies and guidelines go through an approval process before they are considered as rules of operation.

All Tennessee Colleges of Applied Technology are required to follow all applicable system policies and guidelines. Policies and guidelines are reviewed, updated or revised; then posted to the Website. All policies and procedures may be viewed at [www.tbr.edu](http://www.tbr.edu).

### CODE INDEXES

The following codes will help with understanding and finding correct policy or guideline:

- **A** = Academic Guidelines (A-010, etc.)
- **2** = Academic Policies (2-01-00-00, etc.)
- **B** = Business and Finance Guidelines (B-010, etc.)
- **4** = Business and Finance Policies (4-01-00-00, etc.)
- **G** = General Guidelines (G
- **1** = Governance, Organization, and General Policies
- **P** = Personnel Policies
- **5** = Personnel Policies
- **S** = Student Guidelines
- **3** = Student Policies
- **TCAT** = Tennessee College of Applied Technology Guidelines
- **6** = Policy Appendices



Applicable Guidelines to Tennessee Colleges of Applied Technology (TCATs)

TCAT-010	Instructional Projects at TCAT's
TCAT-023	Uniform Procedures for Grievances by Students at TCAT's
TCAT-030	Extraordinary Maintenance Account
TCAT-050	Employee Service Award Program
TCAT-060	TCAT Programs, Changes, and Modifications
TCAT-080	Fees and Refunds
TCAT-090	Executive Committee

## **TENNESSEE BOARD OF REGENTS CHANCELLOR**

The Chancellor shall be the chief executive officer of the State University and Community College System and shall perform all of those duties that are prescribed by the Board. The Chancellor shall be responsible to the Board of Regents for the prompt and effective execution of all resolutions, policies, rules, and regulations adopted by the Board for the ordering and the operation of the entire System, and for the governance of any and all of its branches. The discretionary powers of the Chancellor shall be broad enough to enable him or her to discharge these responsibilities. The Chancellor shall review recommendations from the Presidents and Tennessee Colleges of Applied Technology Directors regarding annual appointments, promotions, and salaries of employees of the several institutions and schools of the System, and shall be responsible for compliance by the Presidents and Directors with Board policies and procedures on personnel matters. The Chancellor shall make recommendations regarding the establishments or discontinuance of staff positions in the Office of the Board of Regents, and shall recommend the appointment of administrative officers and other employees of the Office of the Board of Regents.

The Chancellor shall be empowered to act for the Board in the interim when the Board is not in session. He or she shall speak for the Board and shall represent it at meetings and before the public consistent with established policies of the Board. The Chancellor shall be the channel of communication with the Presidents of the institutions and the Directors of the Tennessee Colleges of Applied Technology, and shall present recommendations concerning System policy to the Board.

The Chancellor shall be authorized upon the authority of the Board and in its name to execute all notes, bonds, deeds, contracts, and other documents of an official nature. He or she shall submit, in behalf of the Board and with its approval the annual report at the end of each fiscal year, which report shall go to the Governor and the legislature.

**(Reference TBR Policy 1-04-01-00)**

## **VICE CHANCELLOR, TENNESSEE COLLEGES OF APPLIED TECHNOLOGY**

The Chief Tennessee Colleges of Applied Technology education officer for the Board staff reports directly to the Chancellor and supervises other division personnel and the directors of the 27 Tennessee Colleges of Applied Technology governed by the Tennessee Board of Regents.

## **DIRECTOR, TENNESSEE COLLEGE OF APPLIED TECHNOLOGY**

The Director of each Tennessee College of Applied Technology in the System shall be the executive head of the College of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the College. He or she shall be responsible to the Board and the Chancellor, through the senior member of the Board staff for career and technical education, for the execution of all directives of the Board and of the Chancellor. The Director shall have access to the Board by submitting reports to the Board at its regular meetings through a representative Director who shall meet with the Board on such occasions. The Director shall be the official medium of communication between the faculty and the Chancellor, and between the council, senate, assembly, or any such body, either of the faculty or of the students, and the Chancellor. He or she shall make an annual report to the Board, through the Chancellor, of the work and condition of the school under his or her control. The Director shall have specific responsibilities as delegated by the Chancellor for the operation and management of the College.

**(Reference TBR Policy 1-03-02-00)**

<b>SECTION II</b>	<b>FACUTLY AND STAFF DEFINITIONS AND RESPONSIBILITIES</b>
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## **DEFINITION OF FACULTY**

The term **faculty** shall be limited to regular, full-time, personnel whose regular assignments include instruction, research, and/or public service as a principle activity, and who hold academic rank as associate instructor, instructor, senior instructor, and master instructor.

1. The term **regular, full-time personnel** as used in the definition of **faculty** are limited to those persons whose appointments are for a complete academic or fiscal year.
2. The term **faculty** shall not, for the purpose of this statement, include part-time instructors or supporting faculty who are appointed on a part-time basis to carry out instructional, research, or public service functions.

If not otherwise included within the above definition of **faculty**, the term **faculty** may include, provided they hold academic rank, Counselor, Assistant Director and Director, who have direct line authority over faculty as hereinabove described, and associates or assistants for the above positions. In addition, the term **faculty** may include persons previously designated as members of the faculty who are assigned to other positions at the school.

Academic rank is an element of faculty status, and shall be limited to **faculty** within the above definition. Academic rank may be assigned only to faculty who meet the minimum rank criteria under **Minimum Criteria for Initial Rank Appointment and for Promotion in Rank**, Section V, and page 2 of this document.

Exceptions to this policy can be made only upon recommendation by the Director of the school and approval of the Chancellor.

**(Reference TBR Policy 5-02-01-00)**

## **DEFINITION OF STAFF**

The term **staff** shall include personnel of the college not included in the above definition of **faculty**; this includes the Director; Assistant Director; Coordinators and assistants to these positions as well as the clerical and maintenance personnel.

**(Reference TBR Policy 5-01-00-01-00)**

## **WORK WEEK**

All full-time personnel shall be required to devote a minimum of 37.5 hours per week to the school, and shall maintain appropriate office hours as determined by the Director. Within the requirement of 37.5 hours per week, faculty shall normally be required to carry thirty (30) contact hours per week of teaching.

**(Reference Guideline P-020)**

## **MEETINGS**

Faculty and staff are expected to attend and participate in all campus meetings unless otherwise directed.

## **CURRICULUM DEVELOPMENT**

Instructors should submit course and program proposals, course description changes, and similar requests to the Director for consideration. The Director will submit proposals to the area coordinating committee for review and recommendations.

## **STUDENT AFFAIRS**

Instructors are urged to assist the Student Services office by serving in the traditional faculty roles as faculty advisors to student clubs or out-of class activities, as supervisors of student activities, and/or by reporting to the Director problems involving students needing special consideration.

## **MEETING OF SCHEDULED CLASSES**

Faculty shall meet all scheduled classes for the full class time at the location indicated. Should a faculty member find that he/she cannot schedule a class the immediate supervisor must be notified as quickly as the situation becomes known. Should the faculty member find it necessary to dismiss a class before the end of the scheduled period, the Director must be notified of the fact and given the reason for early dismissal. All faculty members are required to be in the classroom or training area when students are present.

## **CLASS ROLL**

Each faculty member shall be responsible for verifying the accuracy of his/her class data and maintaining the class data throughout the instructional period.

## **SAFETY**

Safety is an important part of campus daily lives; therefore, it is imperative that each instructor/teacher develop and maintain an on-going safety program. Students should be made aware of safety rules and regulations and be required to follow these rules and regulations at all times while enrolled in the Tennessee Colleges of Applied Technology. Safety Manual and Emergency Manual are in place at every TCAT Campus. These are updated and revised as need. Each TCAT campus must document all safety training.

## **HOUSEKEEPING**

Orderliness and organization go hand in hand with good housekeeping habits. No area with poor housekeeping conditions can present a good instructional atmosphere. Instructors/teachers are enjoined to set and maintain acceptable housekeeping standards. Regular cleaning periods should be set aside at which time a complete cleanup should be accomplished. Periodically a thorough renovation should be undertaken with removal and disposition of all accumulated material not being utilized. Poor housekeeping contributes appreciably to hazardous conditions, accidents and health problems.

## **SEXUAL HARASSMENT**

Sexual harassment and racial harassment have been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972.

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individuals employment or of the individuals status in a program, course, or activity.

2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive work environment.

Persons who feel they have been subjected to such treatment or those who have witnessed such acts should immediately report the activity to the local Affirmative Action Officer. At the Tennessee Colleges of Applied Technology, the Assistant Director shall function as the Affirmative Action Officer or other staff, as appointed by the Director. The Affirmative Action Officer shall attempt to resolve all complaints in a timely manner.

To assist all new employee in understanding TCAT's stands against harassment in the workplace online training called Respect in the Workplace will be given during new employee orientation and annually for all employees.



## **SAMPLE LIST OF JOB DESCRIPTIONS**

1. Director
2. Assistant Director
3. Coordinator
4. Administrative Support Associate
5. Financial Support Associate
6. Academic Student Support Associate/Financial Aid
7. Academic Student Support Associate/Student Services
8. Part –Time Staff and Faculty, as needed
9. Facilities Support Associate
10. Associate Instructor
11. Instructor
12. Senior Instructor
13. Master Instructor
14. Technology Foundations Instructor
- 15.
16. Evening and Special Faculty, as needed

## **JOB TITLES AND JOB DESCRIPTIONS**

Job titles and job descriptions will vary across the system due to the uniqueness of each TCAT and the demands of that College from the region that is served. A larger TCAT will employ more faculty and staff to carry out the mission. Medium-sized colleges may have less staff than a larger college and more than a smaller college.

## **DIRECTOR**

### **General Duties:**

The Director of the Tennessee College of Applied Technology shall be responsible for a wide range of duties including planning, organizing, controlling, and directing all aspects of the college. The communication between area employers, schools, and the Tennessee Colleges of Applied Technology to ensure services being offered meet with customer needs. The Director shall ensure the mission of the College and that of the Tennessee Board of Regents is consistently achieved. The Director reports to the Vice Chancellor for Tennessee Colleges of Applied Technology.

### **Specific Duties:**

1. Formulates and administers budgets with the Tennessee Board of Regents and staff input to ensure expenditures are consistent with customer needs, funding availability, and prudent expense control practices.
2. Develops, with the support of college personnel, a public relations program designed to promote productive relationships with schools, businesses, industries, and other community agencies, groups, and individuals.
3. Prepares staff development programs, utilizing in-service and formal educational programs to perpetuate faculty and staff learning experiences.
4. Facilitates faculty and staff efforts to develop and execute effective student recruitment programs.
5. Coordinates the development of local operating procedures to ensure effective operation of the school.
6. Conducts formal evaluations of instructional programs, staff and plant facilities.
7. Oversees the formulation and execution of the schools safety and environmental programs.
8. Directs the continuing development of effective curricula and schedule of instruction for all students.
9. Coordinates counseling, placement, and follow-up programs, consistent with student employer needs.
10. Develops long and short-range plans and directs their implementation to ensure continued success of the Tennessee College of Applied Technology.

11. Develops with the staff personnel, measures of school performance, monitors these measures and takes appropriated action to ensure the school missions and staff goals are achieved.
12. Coordinates the activities of the General Advisory Committee while ensuring individual craft committee's function within programs of instruction.
13. Manages the efforts of staff personnel engaged in controlling inventories of materials and equipment.
14. Monitors the activities of the school business and purchasing office to ensure published policies and procedures are followed for purchasing, payables, and receivables.
15. Manages capital programs approved by the Tennessee Board of Regents for the Tennessee College of Applied Technology
16. Directs department heads involved in providing effective maintenance and security programs for all buildings, grounds, and equipment.
17. Supervises directly assigned heads and faculty in the execution of daily tasks.
18. Provides direction for department heads and staff personnel engaged in admissions, records, and guidance activities.
19. Provides counseling for students/staff reaching the applicable level for disciplinary or grievance reasons.
20. Ensures and adequate Human Resources program is in place to meet associates needs while strengthening the staff.
21. Directs hiring activities for the College to ensure the recruitment of quality personnel consistent with Affirmative Action Guidelines.

**(Reference TBR Policy 1-03-02-00)**

## **ASSISTANT DIRECTOR**

### **General Duties:**

The Assistant Director is directly responsible to the Director and assumes delegated authority in the Director's absence. The Assistant Director will assist the Director in planning, organizing, coordinating and directing the instructional programs, operating and maintaining the college plant, equipment, and facilities. The Assistant Director will supervise instructional programs, instructors and other personnel and shall perform other duties as directed by the Director.

### **Specific Duties:**

1. Participates with the Director, Financial Support Associates and others in the formation of the budget and expense reports.
2. Completes various reports for institutional accountability and growth.
3. Presides as the Affirmative Action Officer for the college, compiling the Affirmative Action Plan; overseeing compliance with all federal and state Equal Employment Opportunity Laws; and ensuring employee interviews meet federal and state laws.
4. Coordinates the activities of the business department and reviews all work ensuring quality control.
5. Serves as the facility coordinator, along with the Facilities Support Associate, surplus sales, when needed.
6. Assist the Director with in-service and professional development training for faculty and staff.
7. Perform departmental (business, maintenance and faculty) performance evaluations.
8. Develops, with the Director, operating policies and procedures to supplement and support Tennessee Board of Regents' policies and guidelines.
9. Serves as the ADA coordinator, working with outside-agencies to provide services to students with disabilities.
10. Serves as the Safety Coordinator, working with outside agencies to keep abreast of updates or changes in the safety program. Sharing this information with Safety Committee to ensure the college is safe for all students, faculty, and staff as well as all visitors on campus.
11. Serves as the Title VI and Title IX Coordinator.
12. Investigates and coordinates employee grievances dealing with employee misconduct and/or complaints.
13. Participates in public relations activities in area high-schools, businesses, industries and community agencies.

14. Serves as the Coordinator for the Outstanding Student Program.
15. Participates in the grants writing processes and other RFP's.
16. Serves as the Self-Study Coordinator, when applicable.
17. Other duties as assigned.

Large campuses may have two assistant directors with different duties. A campus the size of the TCAT-Nashville would have two assistant directors.

## **COORDINATOR**

### **General Duties:**

The Coordinator is responsible for the coordination of Student Services activities, for all financial aid activities, and other administrative support duties as needed.

### **Coordinator's Duties:**

1. Provide recruitment, enrollment, orientation, records, counseling, reporting and all activities of the Student Services Department and personnel.
2. Coordinates TBR Performance Funding Standards in relationship to placement, follow-up and exit interviews.
3. Provide individual or group counseling and guidance as needed.
4. Oversee the maintenance of Vocational Rehabilitation, WIA, TRA, WN and Veterans Administration records and reports.
5. Participates in school, community, business, industry and professional relationship endeavors.
6. Provides individualized counseling for students to aid in program selection and/or personal improvement issues.
7. Administers all Title IV and State Financial Aid Programs. Provides technical expertise as needed to the TCAT System upon request of the Director and Central Office.
8. Conduct research studies and other reports as assigned including the COE Annual Report, USDE FISAP, TBR Monitor Report, EGrands, NSLDS, COD, and IPEDS.
9. Maintains and adequate security system for student records as well as a working knowledge of student record maintenance in the Student Information Management System, including serving as a system liaison for the Financial Aid Module in SIM.
10. Assist with public relations and advertising.
11. Facilitate monitoring Satisfactory Attendance and Progress.
12. Functions when needed as the liaison person between the College and areas guidance counselors, principals, superintendents, teachers, and students in high school programs; also with the Tennessee Department of Employment Security, Vocational Rehabilitations, Welfare, Veterans, and other agencies who direct prospective students to the College.
13. Performs all queries of the SIM for school reporting needs.
14. Assists in the publication of College catalogs and including handbooks, pamphlets, periodicals forms, ensuring all contain timely pertinent data as prescribed by COE standards and TBR policies.
15. Performs related tasks as assigned by the Director.

## **ADMINISTRATIVE SUPPORT ASSOCIATE**

### **General Duties:**

The Administrative Support Associate provides clerical support for the Director and the Assistant Director as needed. Functions as the school's time keeper, part-time payroll, and Human Resources Officer.

### **Specific Duties:**

1. Perform secretarial duties for the Director as required. Maintain general office procedures.
2. Maintain the personnel files for full-time and part-time employees.
3. Assist employees in data regarding personnel benefits, insurances, etc.
4. Conduct new employee orientations.
5. Collect and process the part-time and non-exempt payroll and all affiliated time sheets.
6. Participates in the preparation of annual and quarterly reports to include data collections, organization, narratives, ratios, and preparation.
7. Prepares and executes Payroll for full-time and part-time employees.
8. Coordinates facility travel scheduling. Prepare travel expense reports and submit for employee reimbursement.
9. Functions as the facility's timekeeper, tracking submissions of annual leave, sick leave, comp time, holidays, military leave, civil leave, family leave, etc. Maintains records and prepares reports regarding employee leaves.
10. Maintains the Faculty and Staff Handbook along with local policy and procedures in accordance to the Tennessee Board of Regents policies and guidelines.
11. Performs duties as the recording secretary for the General Advisory Committee and staff functions.
12. Keeps staff, conference room, and state vehicle schedules.
13. Participates in the hiring process to include advertising of positions, collection of applications/resumes, letters to applicants, etc.
14. Answers and directs all incoming calls.
15. Prepare monthly TBI report.
16. Takes bank deposit to bank.
17. Reads and routes all incoming mail.
18. Logs incoming mail.
19. Performs related tasks as assigned by the Director.

## **FINANCIAL SUPPORT ASSOCIATE**

### **General Duties**

The overall purpose of this job is to oversee accounting activities ensuring all accounting functions are completed timely, accurately and compliant with all policies and guidelines. Responsibilities of this job include purchasing, accounts receivable, budget, and account ledger reconciliations. The Financial Support Associate reports to the Assistant Director on the day-to-day activities and ultimately the Director.

### **Specific Duties**

1. Banner
  - a. Maintain accounts with lead institution through an online live system – Banner;
  - b. Complete journal entries;
  - c. Balance and reconcile all general accounts.
2. Purchasing
  - a. Input requisitions in Banner for assignment of purchase order numbers by Lead Institute's Purchasing Coordinator;
  - b. Obtain bids and quotes as needed;
  - c. Order supplies, equipment, books, etc. for the college after receiving an approved purchase requisition.
  - d. Collect W-9 information on new vendors and companies.
3. Accounts receivable
  - a. Maintain and post accounts receivable in QuickBooks or other database;
  - b. Balance with Banner
  - c. Prepare monthly statement for the lead institution;
  - d. Prepare invoices for accounts receivable billing at trimester end or as needed by sponsors or companies;
  - e. Maintain accounts receivable spreadsheet;
  - f. Noting past due accounts with collection agencies.
4. Inventory
  - a. Track capitalized and sensitive equipment items purchased
  - b. Assist with the yearend bookstore inventory
  - c. Provide Assistant Director with itemized list of capitalized equipment
5. Budget
  - a. Estimate, allocate and post expenditures and revenue for annual and revised budgets to create budget forms;
  - b. Complete budget analysis forms;



- c. Complete labor reconciliation report;
  - d. Submit reports and forms to Tennessee Board of Regents (TBR) Office of Tennessee Colleges of Applied Technology
  - e. Work with the Director in ensuring the accuracy of the budget
6. Registration.
    - a. Assist in registration process during the beginning of the term
    - b. Collecting fees
    - c. Acquiring student signatures
    - d. Other tasks as needed
  7. Deposits
    - a. Record deposits in Business Office Receipt Book
    - b. Allocate all income to appropriate revenue account
    - c. Post deposits in Banner
    - d. Work with the Lead Institute
  8. Assist Coordinator in balancing the financial aid and scholarship accounts with state and federal records
    - a. PELL
    - b. WN/Lottery
    - c. Gear UP
  9. Reporting
    - a. Directors Expenditures
    - b. Operating Appropriations
    - c. Audits (compile and report information as requested)
    - d. Technology Access Funds
      - i. Track and plan expenditures
      - ii. With input from faculty and administration
      - iii. Complete the annual report
    - e. Prepare annual sales tax report
      - i. In December
      - ii. Submit payment
    - f. Reconcile the monthly Petty Cash Report
      - i. Request account reimbursement check from the Lead Institute
  10. Keep files on all vendors
  11. Internal control process verification of account payables
  12. Notify the Assistant Director of any problems or concerns with the accounting
  13. Attend weekly accounting meetings and other staff meetings
  14. Other Related Duties as assigned

## **ACADEMIC STUDENT SUPPORT ASSOCIATE**

### **Specific Duties:**

1. Responsible for bookstore inventories and book sales. Conducts annual year-end inventory for audit purposes.
2. Maintains live work receipts and reporting.
3. Answers phone as needed.
4. Greet and assist with visitors to campus as needed.
5. Maintains student permanent paper files and placement of appropriated terminations data. Works with part-time employees scanning these records into a permanent database.
6. Serves as receptionist for Student Services Department by greeting visitors. Ascertain nature of business and provide proper information. Directs visitors to appropriated person as needed. Assists with campus tours as needed.
7. Performs mailing and maintains surveys for Performance Funding Standards including alumni and employer surveys and Exit Interview Forms. Directly enter Exit Interview Form data into the Student Information Management System.
8. Responsible for maintenance of official NET test scores for this College as well as transfer scores and purging of records due to time limitations.
9. Coordinates timesheet preparation and submission of students' attendance to WIA/TRA/WIN and other agencies on a timely, predetermined schedule.
10. Performs related tasks as assigned.

## **FINANCIAL SUPPORT ASSOCIATE 1**

### **General Duties**

This job has the responsibilities of accounts payable, shipping and receiving, accounts receivable, registration, inventory, and processing petty cash checks. The Financial Support Associate I reports to the Assistant Director on the day-to-day activities and ultimately the Director.

### **Specific Duties**

1. Accounts Payable
  - a. Match and reconcile purchase requisitions, purchase orders (items over \$100.00), packing slips, and invoices to pay the account;
    - i. Obtain approval signatures
  - b. Resolve any invoice discrepancies, when needed;
    - i. Communicate with vendors in a timely manner
  - c. Complete check requisitions for all items under \$100.00 and local;
    - i. Assign the appropriate account
    - ii. Obtain approval signatures
  - d. Scan for data entry
  - e. Cut petty cash checks using Quicken
    - i. Match requisition, packing slip, check requisition and invoice
    - ii. Get two approved Signatures
      1. Director
      2. Assistant Director
      3. Use alternate, if first two are not available
        - a. Administration Assistant
2. Record Retention
  - a. Scan all petty cash items
  - b. Copy
  - c. File all payables sent to the Lead Institute
  - d. Coordinate and Schedule campus document shredding
3. Deposits
  - a. Record deposits in the Business Office Receipt Book
  - b. Submit receipt to appropriate party when needed
4. Accounts Receivable
  - a. Post tuition receipts in QuickBooks database

- b. Assist in preparing statements for accounts receivable billing at trimester end or when needed
- 5. Inventory
  - a. Tag and track all sensitive items under \$5000.00
  - b. Assist in yearend bookstore inventory
  - c. Provide Assistant Director with the itemized inventory list
- 6. Shipping/Receiving
  - a. Receive shipment
    - i. Log all incoming shipments
    - ii. Disburse to the appropriate department
    - iii. Maintain the packing slips
  - b. Prepare outgoing shipment
    - i. Using FedEx, UPS or another traceable carrier
- 7. Registration
  - a. Assist in registration process during the beginning of the term
  - b. May include assisting with account receivables
- 8. Reporting
  - a. Compile information for business office reports
  - b. May include audit information
- 9. Keep vendor files up-to-date
- 10. Notify the Assistant Director of any problems or concerns with the accounting
- 11. Attend weekly accounting meetings and other staff meetings
- 12. Other related duties assigned

## **ACADEMIC STUDENT SUPPORT ASSOCIATE /FINANCIAL AID**

### **General Duties:**

The Academic Student Support Associate/Financial Aid is under the direction of the Coordinator and ultimately to the Director. The Academic Student Support Associate is responsible for all secretarial and clerical duties appropriate to the Financial Aid Office. Assists with financial aid operations including verification, collection of student financial aid data, and maintenance of records. The Academic Student Support Associate/Financial Aid also maintains crucial student information in the permanent software management system.

### **Specific Duties:**

1. Facilitate current students and prospective students with their financial aid applications. File applications electronically for students as needed. Conduct financial aid verification on selected files, resolve conflicting information, make corrections with students and after completion of verification give the file to the SCC for processing.
2. Fax or mail check requisitions for PELL, SEOG, TSAA and WN. Void any needed Pell checks.
3. Assist with monitoring attendance for Satisfactory Attendance and Progress Policies for financial aid. Mail violation letters of SAP for financial aid and school purposes.
4. Helps with registering new students and continuing students.
5. Maintains the Student Information Management (SIM) software programs on a continuous basis, monitors class rolls, registration and submits appropriate reports to TBR and other agencies. Makes all corrections for instructors on class rolls as needed.
6. Prints “Review Attendance by Day” report from SIM as needed by administration.
7. Process student termination papers which consists of printing awards of achievements and transcripts. Entering all information in SIM system.
8. Prepares transcripts as needed for current and former students.
9. Prepares Quarterly Trainee Progress Reports for Vocational Rehabilitation counselors and Ayers Foundation.
10. Prepares deposits as needed and performs related tasks as assigned.

## **ADMISSIONS COUNSELOR/RECRUITER**

### **General Duties:**

The Admissions Counselor/Recruiter works under the direct supervision of the Student Services Coordinator (and ultimately the Director). The Admissions Counselor/Recruiter works with the Student Services Coordinator in counseling and recruitment.

### **Specific Duties:**

1. Travels throughout the service area. Contact and refer students to the nearest campus
2. Makes regular visits to community agencies to keep them informed of program offerings, updates to current programs, and other vital information.
3. Responsible for continuing to develop and implement recruitment plan for all program offerings.
4. Assist in evaluating the on-going effectiveness of student recruitment.
5. Work with instructors to maintain acceptable levels of student enrollment in all programs.
6. Develop and implement a working plan to increase student retention.
7. Coordinate potential job openings for students with Student Services and instructional staff.
8. Assist the Coordinator with absentee counseling.
9. Assist the Coordinator with reporting responsibilities as needed.
10. Manage registration and book vouchers for online students.
11. Manage online registration (eGrandS website) for dual-enrollment students.
12. Effectively counsel potential students regarding TCAT programs that assist in obtaining gainful employment and achieving educational goals.
13. Conduct tours of the school.
14. Research and requisition promotional items used as advertisement for prospective students and visiting groups.
15. Assist in developing newspaper and radio ads to promote the school and/or specific programs.
16. Coordinate the dissemination of information to prospective students and interested groups.
17. Maintain interest list for various programs offered.
18. Be familiar with all admission requirements, including policies and procedures.
19. Assist in maintaining documentation necessary in permanent student records.
20. Other duties as assigned by Coordinator.
21. Other duties as assigned by Director

## **FACILITIES SUPPORT ASSOCIATE**

### **General Duties:**

The Facilities Support Associate is responsible for the sanitation, neatness, and overall appearance of the school and its grounds. This position assists in mechanical maintenance projects while performing non-complex repetitive mechanical tasks. The Facilities Support Associate reports to the Assistant Director and ultimately to the Director.

### **Specific Duties:**

1. Collects and disposes of trash from parking lots and lawn.
2. Maintain maintenance of State Vehicles
3. Replenish building supplies such as toilet paper, paper towels, soap, trash bags, etc.
4. Seal floors, waxes, buff, cleans and strips to maintain a neat appearance.
5. Cleans carpeted areas on a regular basis.
6. Keep storage room organized.
7. Perform security functions such as unlocking, locking, and checking doors, and windows. Patrol parking lots and grounds to ensure security during hours of operation and at the close of school.
8. Raise and lower flags.
9. Assist with organizing surplus property sales.
10. Keep inventory of janitorial supplies.
11. Make local trips for repair parts and supplies when directed.
12. Monthly check of all septic tanks per building.
13. Utilize work study students to assist with cleaning and maintenance of campus.
14. General maintenance of campus buildings, equipment, and property.
15. Perform related tasks as assigned.

The following faculty job descriptions are common to all TCATs:



## **ASSOCIATE INSTRUCTOR**

### **General Duties:**

This individual provides classroom/lab instruction and counseling for students in their chosen field of study. This individual will administer his/her assigned program and public service to the community and its employers. This position reports to the Assistant Director and ultimately the Director.

### **Specific Duties:**

1. Instructs students daily, utilizing lesson plans developed per the approved curriculum utilizing accepted instructional practices.
2. Counsels students pursuant to school policies/procedures, accepted workplace behaviors and procurement of jobs in their chosen field.
3. Collects and/or analyzes data pursuant to class performance including, but not limited to, test scores, attendance, drop outs, placements, and general student satisfaction. Takes action as indicated.
4. Participates in professional development activities to ensure a continuous upgrading of technical and instructional skills.
5. Provides technical and teaching expertise for local employers needing assistance.
6. Consults with area educational institutions in matters of articulation, curriculum development, special activities, etc.
7. Formulates, under the guidance of the Director, program budgets as assigned.
8. Recommends for purchase, program supplies and equipment necessary for classroom excellence.
9. Facilitates the activities of the craft advisory committee to ensure timely, constructive input for the program.
10. Facilitates and/or participates in student campus activities.
11. Participates in community service activities.
12. Performs related tasks as assigned.



## **INSTRUCTOR**

### **General Duties:**

This position provides classroom/lab instruction and counseling for students in their chosen field of study. This person administers his/her assigned program and public service to the community and its employers. The instructor reports to the Assistant Director and ultimately the Director.

### **Specific Duties:**

1. Instructs students daily, utilizing lesson plans developed per the approved curriculum utilizing accepted instructional practices.
2. Counsels students pursuant to school policies/procedures, accepted workplace behaviors and procurement of jobs in their chosen field.
3. Collects and/or analyzes data pursuant to class performance including, but not limited to, test scores, attendance, drop outs, placements, and general student satisfaction. Takes action as indicated.
4. Participates in professional development activities.
5. Provides technical and teaching expertise for local employers needing assistance.
6. Consults with area educational institutions in matters of articulation, curriculum development, special activities, etc.
7. Formulates, under the guidance of the Director, program budgets as assigned.
8. Recommends for purchase, program supplies and equipment necessary for classroom excellence.
9. Facilitates the activities of the craft advisory committee to ensure timely, constructive input for the program.
10. Facilitates and/or participates in student campus activities.
11. Participates in community service activities.
12. Assists, as required, new instructors in developing teaching skills.
13. Performs related tasks as assigned.

## **SENIOR INSTRUCTOR**

### **General Duties:**

This position provides classroom/lab instruction and counseling for students in their chosen field of study; administers his/her assigned program and public service to the community and its employers. This position reports to the Assistant Director and ultimately the Director.

### **Specific Duties:**

1. Instructs students daily, utilizing lesson plans developed per the approved curriculum utilizing accepted instructional practices.
2. Counsels students pursuant to school policies/procedures, accepted workplace behaviors and procurement of jobs in their chosen field.
3. Collects and/or analyzes data pursuant to class performance including, but not limited to, test scores, attendance, dropouts, placements, and general student satisfaction. Takes action as indicated.
4. Participates in professional development activities.
5. Provides technical and teaching expertise for local employers needing assistance.
6. Consults with area educational institutions in matters of articulation, curriculum development, special activities, etc.
7. Formulates, under the guidance of the Director, program budgets as assigned.
8. Recommends for purchase, program supplies and equipment necessary for classroom excellence.
9. Facilitates the activities of the craft advisory committee to ensure timely, constructive input for the program.
10. Facilitates and/or participates in student campus activities.
11. Participates in community service activities.
12. Assist, as required, new instructors in developing teaching skills
13. Performs related tasks as assigned.

## **MASTER INSTRUCTOR**

### **General Duties:**

The master instructor provides classroom/lab instruction and counseling for students in their chosen field of study; administers his/her assigned program and public service to the community and its employers and reports to the Assistant Director and ultimately the Director.

### **Specific Duties:**

1. Instructs students daily, utilizing lesson plans developed per the approved curriculum utilizing accepted instructional practices.
2. Counsels students pursuant to school policies/procedures, accepted workplace behaviors and procurement of jobs in their chosen field.
3. Collects and/or analyzes data pursuant to class performance including, but not limited to, test scores, attendance, drop outs, placements and general student satisfaction. Takes action as indicated.
4. Participates in professional development activities.
5. Provides technical and teaching expertise for local employers needing assistance.
6. Consults with area educational institutions in matters of articulation, curriculum development, special activities, etc.
7. Formulates, under the guidance of the Director, program budgets as assigned.
8. Recommends for purchase, program supplies and equipment necessary for classroom excellence.
9. Facilitates the activities of the craft advisory committee to ensure timely, constructive input for the program.
10. Facilitates and/or participates in student campus activities.
11. Participates in community service activities.
12. Assists, as required, new instructors in developing teaching skills.
13. Performs related tasks assigned.

## **TECHNOLOGY FOUNDATIONS INSTRUCTOR**

### **General Duties:**

The instructor provides classroom/lab instruction and counseling for students in the chosen field of study. He/she administers assigned program and public service to the community and its employers and reports to the Assistant Director and ultimately the Director.

### **Specific Duties:**

1. Instructs students from skill training classes in improving reading, math, and study skills, utilizing computerized lesson plans developed per the approved curriculum with acceptable instruction practices.
2. Coordinates with instructors setting up time for all students to take the diagnostic test.
3. Administers the General Educational Development (GED) test, observing all policies and procedures of the GED program.
4. Administers Nursing Entrance Testing (Compass Test) to all applicants for the nursing program.
5. Substitute teacher for trade instructors when needed.
6. Participates in professional development activities to ensure a continuous upgrading of technical and teaching skills.
7. Provides technical and teaching expertise for local employers needing assistance.
8. Recommends for purchase program supplies and equipment necessary for class excellence.
9. Facilitates and/or participates in student campus activities.
10. Recruits and helps with retaining students and participates in community activities.
11. Work with the administration and other departments on campus to ensure the mission of the institution.
12. Performs related tasks as assigned.

## **FACULTY DEVELOPMENT**

The Tennessee Colleges of Applied Technology, in keeping with its overall philosophy and objectives, recognizes the need for continue growth and development of its faculty members in order to maintain excellence in the delivery of occupational education and training.

The following is a systematic professional faculty development plan for the TCAT. Each faculty member will develop and submit a plan for his/her own professional development following the guidelines of this overall plan each June for the following fiscal year. Each individual plan must include but is not limited to the following primary objectives: (1) enhancement of skill development; (2) obtaining technical information; and, (3) increasing instructional ability and/or educational achievements. The Director and faculty member will review the plan together.

### **Components of the Plan**

#### **Enhancement of Skill Development**

- A. Each faculty member must submit a plan for his/her personal skill development program. The plan should include but not be limited to the type of skill development, dates of training if known, method of obtaining the planned skill development, and the estimated cost. The Director will request funding and will provide financial assistance provided funds are appropriated for faculty participation in workshops, demonstrations, seminars, short courses, or other means designed to carry out the skill development plan. (This financial support will cover travel expenses including meals and lodging, registration costs, and materials fee.)

#### **Providing Technical Information**

- A. The College will provide funding for trade publications.
- B. At least one technical workshop will be sponsored jointly by the TBR and the TCAT's organized and sponsored by Colleges in a geographic area, or locally sponsored and conducted each year. Faculty members will be expected to attend this technical workshop.
- C. The Director will request funding and will provide financial assistance provided funds are appropriated for travel, meals, lodging, registration and materials fees for faculty members to attend trade seminars, short technical courses, or other means of obtaining technical information.

Increasing Instructional Ability and/or Educational Achievement

- A. Each faculty member shall include as a part of his/her development plans for attending college level courses designed to enhance the faculty member's instructional ability and/or complete degree requirements.
- B. The Director will request funds and will provide financial assistance provided funds are appropriated for registration fees.

Faculty members will be expected to plan these professional development activities during scheduled in-service training periods and/or after regular instructor duties at the Center. Exceptions may be made in unusual circumstances with the approval of the Director.

**(Reference TBR Policy No. 5-02-01-08)**

<b>SECTION III</b>	<b>BENEFITS</b>
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## **HOLIDAYS**

The Tennessee Colleges of Applied Technology under the governance of the Tennessee Board of Regents will observe a maximum of seven holidays per year and six additional administrative closing days as specified in Policy 5-01-01-11. The following days shall be designated as official holidays:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

When a recognized holiday falls on Saturday, the Friday preceding the holiday shall be substituted. This includes New Year's Day and can result in December 31<sup>st</sup> of the previous calendar year being substituted. When a recognized holiday falls on Sunday, the Monday following the holiday shall be substituted. Where work schedules or duties make it necessary for an employee to work on a holiday, a corresponding amount of time off shall be granted.

**(Reference TBR Policy No. 5-01-01-10  
Revised September 20, 2013)**



## **ADMINISTRATIVE CLOSING DAYS**

### **Administrative Closing Days with Pay**

In addition to the seven holidays granted in TBR Policy 5-01-01-10, six administrative closing days shall be designated as time off from work with pay for regular full-time and part-time employees. Certain days, such as the Friday after Thanksgiving Day and those during the week of Christmas when classes are not in session, may be designated as days of administrative closing each year by the President and school Directors, with the approval of the Chancellor.

### **Emergency Closing**

At times it may be necessary for the TCAT Director to declare specific hours as emergency closing as the result of inclement weather or other emergency situations. In such cases, regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency closing.

If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours, annual leave or leave without pay will be charged; or, the employee may be allowed with institutional approval to make up the time lost.

**(Reference TBR Policy No. 5-01-01-11)**

## **LEAVE BENEFITS**

### **Annual Leave**

Faculty and administrators on fiscal (12-month) contracts accrue annual leave at the rate of 15 hours per month to a maximum of 315 hours.

Regular full-time clerical and support personnel shall accrue annual leave in accordance with the following schedule:

<u>Years of Service</u>	<u>Accrual Rate Per Month</u>
0 – 5	7.5 hours
5 – 10	11.3 hours
10 – 20	13.2 hours
20 or more	15.0 hours

Annual leave in excess of this may be used during the year in which the excess accrues; in the event it is not used, it will be transferred to the employee's accumulated sick leave. Upon termination of employment, if an employee has accrued leave, the employee may be compensated at the time of termination for such accrued annual leave. An employee shall not accrue annual leave during a terminal leave period. An employee dismissed or terminated for gross misconduct, shall not be entitled to receive any compensation for unused accrued annual leave. Request for leave is subject to the discretion of the approving authority, who will consider unit work load and when employee can best be spared.

**(Reference TBR Policy 5-01-01-01)**

### **Bereavement Leave**

It is the policy of the Tennessee Board of Regents to provide all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member as defined below, consistent with T.C.A. § 8-50-113.

- A. An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three (3)

regularly scheduled work days. Immediate family shall be deemed to include (1) spouse; (2) child, step-child; (3) parent, step-parent, foster parent, parent-in-law; (4) sibling(s); (5) grandparents and grandchildren, and (6) other members of the family who reside within the home. TBR Sick Leave Policy references the use of sick leave in the event of death of other family members not covered under the definition of immediate family above.

- B. In addition to the three (3) regularly scheduled work days, sick leave not to exceed two (2) days may be granted at the discretion of the appropriate approving authority in the instance of death of one of the immediate family members listed above. At the discretion of the approving authority, the day off do not have to be consecutive.
- C. Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load of its equivalent, regardless of probationary status, shall be eligible to receive bereavement leave on a prorated basis equal to the percentage of their employment to full-time employment.

**(Reference TBR Policy 5-01-01-09  
Revised September 20, 2013)**

### **Civil Leave**

Regular employees shall be granted civil leave when, in obedience to a subpoena or direction by proper authority, an employee appears as witness for the federal government, the State of Tennessee, or a political subdivision of the State, or when it is necessary to attend any court in connection with official duties or serve on a jury in any State or Federal court. The employee shall retain all compensation or fees received as a witness or juror. The employee may be required to provide a statement from the court which includes dates and times of service and any compensation received.

The employee shall receive his/her regular institutional compensation as follows: Payment for time served on civil leave and time spent traveling to and from court shall be made at the employee's regular rate of pay, except that such compensation shall not exceed the total of the employee's regularly scheduled daily pay. Travel expenses and parking fees will not be paid by the College.

Employees involved in personal litigation or serving as a witness in private litigation shall be charged with annual leave or leave without pay.

**(Reference TBR Policy 5-01-01-05)**

### **Family and Medical Leave**

In compliance with the Family Leave Act of 1993, it is the policy of the Tennessee Board of Regents to provide employees up to twelve (12) work weeks of leave during a twelve (12) month period for specified family and medical reasons, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or an equivalent position following the leave period. In order to be considered “eligible” under the Family Medical Leave Act guidelines and employee must: (1) have worked for the State at least 12 months, and (2) have worked at least 1,250 hours during the year preceding the start of the leave. Family Medical Leave Act leave and sick leave shall run concurrently. Employees should notify the supervisor of the need for leave and the anticipated timing and duration of the leave. The supervisor may request additional information to determine if the employee is requesting FLMA leave specifically and to obtain the necessary details of the leave being taken.

**(Reference TBR Policy 5-01-01-14)**

### **Leave of Absence**

Leave of absence without pay not to exceed one year, may be approved by the Director of the Tennessee Colleges of Applied Technology for justifiable absences wherein it is not desirable to terminate the employee. Examples of such absences are illness, injury, disability of an employee who has insufficient accumulated leave, and educational purposes. Leave of absence exceeding one year must be recommended by the Director and approved by the Chancellor. An employee on leave of absence retains accumulated sick and annual leave, but does not accrue additional leave; nor is the employee on leave of absence entitled to compensation for official holidays occurring within the leave period.

**(Reference TBR Policy 5-01-01-03)**

### **Military Leave**

Faculty and other employees who are members of the armed forces reserves or the Tennessee National Guard shall be entitled to leave of absence without loss of time, pay, regular leave or vacation, or any other rights or benefits for all periods of military service during which they are engaged in the performance of duty or training. An employee on military leave shall be paid hi/her salary for a period not exceeding 20 working days in any one calendar year, plus such additional days as may result from any call to active

state duty pursuant to T.C.A. § 7-106. The employee must furnish certification from competent military authority of the dates active duty was actually performed.

**(Reference TBR Policy 5-01-01-04)**

### **Parental Leave**

It is the policy of the Tennessee Board of Regents to provide a period of up to four (4) months of leave to eligible employees for adoption, pregnancy, childbirth and nursing the infant, where applicable, in accordance with T.C.A. § 4-21-408. With regard to adoption, the four (4) month period shall begin at the time the employee receives custody of the child. Employees who are eligible must have been employed full-time by the State for at least 12 consecutive months.

Upon receipt of the regular employee's written request for parental leave, the director or his/her designee will process the request in accordance with the provisions of this policy and the employee's eligibility for leave under TBR Family and Medical Leave Policy (5:01:01:14).

**(Reference TBR Policy 5-01-01-08)**

### **Sick Leave**

All full-time faculty and staff accrue sick leave at the rate of 7.5 hours or one day each month of actual service. Sick leave may not be advance. Employees otherwise eligible to earn sick leave do not earn or accrue sick leave while on leave of absence. It is generally applicable to absences due to illness, injury, medical examinations, dental appointments, and serious illness or death in the immediate family. When accrued sick leave is exhausted, and employee on twelve-month contract may request use of accumulated annual leave for continued absence. When all accumulated sick and annual leave has been exhausted, the employee may request approval of leave of absence without pay. An employee may be required by their supervisor or appropriate approving authority to provide documentation in support of the reason for sick leave.

When an employee must be absent because of serious illness in the immediate family, sick leave may be granted by the appropriate approving authority. For purposes of this section "immediate family" shall be deemed to include: (1) spouse, (2) children; (3) Parents; foster parents, and parents-in-law; and (4) other members of the family who reside within the home of the employee.

In instances of death of a member of the immediate family as defined above, sick leave may be granted at the discretion of the appropriate approving authority for a maximum of five days. In instances of death of one of the following relatives, sick leave may be granted at the discretion of the appropriate approving authority for a maximum of three days: (1) brothers and sisters; (2) grandparents; (3) grandchildren; (4) sons and daughters-in-law; (5) brothers and sisters-in-law; and (6) foster brothers and sisters.

**(Reference TBR Policy 5-01-01-07)**

### **Sick Leave Bank**

The Sick Leave Bank serves to provide participating TCAT employees additional leave in the event of serious and catastrophic illness or circumstances when all other leave options have been exhausted. Sick Leave Banks have been established for both Faculty and Non-Faculty employees. The banks are administered by appointed Trustees through the Office of Tennessee Colleges of Applied Technology.

An employee is eligible to become a member of the bank as soon as they accrue enough sick leave hours for the initial assessment. The initial assessment is 22.5 sick leave hours. Eligible employees may enroll during specified enrollment periods in July and January each year. The employee must complete enrollment forms during the enrollment period for approval by school administrator. Forms are available from your Human Resource Office.

To be eligible to receive sick leave bank hours, an employee must have been a bank member for 30 calendar days from the date of enrollment. The maximum number of Sick Leave Bank hours that may be awarded to an individual is 75 hours per application not to exceed 150 hours per fiscal year or more than 300 hours for any one illness or recurring diagnosed illness or accident. An employee must exhaust all sick and annual leave time balances prior to receiving hours from the bank.

To request Sick Leave from the bank, an eligible member must complete the appropriate Sick Leave Bank Request Form for review and approval by the Sick Leave Bank Trustees. Should sick leave bank be denied, the bank member may be eligible to receive donations from other employees as provided in TBR Policy 5:01:01:15.

If at any time the number of sick leave bank hours fall below 250 hours, the bank trustees reserve the rights to reassess the membership 7.5 sick leave hours. Since the establishment of the bank in August 2002, the membership has not had to be reassessed.

## **Transfer of Sick Leave To Employees**

In accordance with T.C.A. §8-50-802, which became effective April 12, 1994, this policy establishes guidelines and procedures for transferring sick leave to members of the Sick Leave Bank who experience a continuing disability due to illness or injury.

### **I. Eligibility Criteria for Receiving Sick Leave**

- A. In order to receive sick leave donated by another employee, all of the following criteria must be met.
- B. The recipient must
  - a. Be a current member of the institution's sick leave bank;
  - b. Have used all accumulated sick leave, annual leave, compensatory time, and made application through the Sick Leave Bank(s) for each separate illness or recurring diagnosed illness or accident;
  - c. Have a continuing disability resulting from personal illness or injury and be unable to work; and
  - d. Not be receiving any other form of compensation including social security disability benefits, TIAA or Hartford long term disability benefits, Division of Claims Administration benefits, or compensation through the State Retirement Plan or Sick Leave Bank.
- C. Before an employee is eligible to receive donated leave, his or her physician must provide current certification that the employee has a disability resulting from personal illness or injury and is unable to work.
  - a. Upon receipt of such medical certification, the employee is eligible to receive up to 20 days of leave for which he/she would otherwise be without pay, including holidays.
  - b. Eligibility for additional increments of 20 working days may be based on current medical certification of the continuing disability.
  - c. The maximum amount that may be transferred to an employee is limited to 90 days for which the employee would otherwise not be paid as stated above.
  - d. Transfer of sick leave to an employee may not be denied if all eligibility criteria are met.
- D. For regular full-time employees receiving transferred leave, a "day" is define as 7.5 hours for employees on a 37.5-workweek schedule and 8 hours for employees on a 40-hour workweek schedule.

- E. Regular part-time employees shall receive sick leave on a prorated basis equal to the percentage of their employment to full-time employment.
- F. Recipients shall continue to accrue leave and service in accordance with the provisions of the appropriate policies and guidelines, which shall be used prior to any donated leave.

## II. Criteria for Donating Leave

- A. A donating employee is not required to be a member of the Sick Leave Bank. If has both Faculty and Staff Sick Leave Banks, employees may donate to members of both banks of the home institution. No transfers may be made beyond the home institution.
- B. In order to donate sick leave to a member of the Sick Leave Bank, an employee must have a current minimum balance of 20 sick leave days based on his/her accrual rate. (Example:  $20 \times 7.5$  hours accrual rate = 150.0 hours.)
- C. In addition, the donor must agree to donate a minimum of 5 days of accrued leave. However, in the event the donor's percentage of employment exceeds that of the recipient, the minimum donation will be based on the recipient's accrual rate.
- D. Regular part-time employees will donate leave equal to their accrual rate. (Example:  $10$  days  $\times$   $3.75$  hours accrual rate =  $37.50$  hours.)
- E. The maximum amount of sick leave an employee may donate during his/her employment at the home institution is the equivalent of 90 accrued days.
- F. An employee may donate more than one time to a single individual.
  - a. However, the employee may not donate more than one-half of his/her leave balance in effect at the time of the initial transfer.
  - b. For example, an employee with a leave balance of 200 hours may donate 100 hours to a sick leave bank member.
  - c. If the recipient only used 75 hours during the first occurrence, the donor could only give that same recipient a total of 25 hours at a later date.

**(Reference TBR Policy No. 5-01-01-15  
Revised September 20, 2013)**



## **Voting Leave**

Employees who are registered voters may receive reasonable time off to vote if they request such time off before 12:00 noon the day before the election. The supervisor may specify the hours during which the employee may be absent to vote, and the time off may not exceed three hours. No time off will be granted if the polls in the county where the employee is a resident are open three (3) or more hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the employee's work schedule ends.

Time off to vote shall be recorded as non-duty pay hours. Time off to vote is recorded for non-exempt employees as non-worked time when calculating overtime.

In accordance with T.C.A., § 2-9-103, any full-time employee appointed by a county election commission to work part-time as a voting machine technician, shall be granted unpaid leave for the day(s) required for the technician's duties. Supporting documentation may be required by the appropriate approving authority for the period of duty.

An employer may not require the employer to use accrued annual leave and/or compensatory time for this period. However, either may be used at the employee's option.

**(Reference TBR Policy 5-01-01-12)**

## **State Retirement Programs**

All full-time employees shall be members of the Tennessee Consolidated Retirement System.

Participation in the retirement program referred to above is required for all employees. There is no payroll deduction required for these programs. The expense for the employee's membership is a part of the benefit package.

**(Reference TBR Policy 5-01-03-00)**

## **Retirement Age**

Employees who are members of the Tennessee Consolidated Retirement System are eligible to retire upon attainment of age sixty (60) or upon completion of thirty (30) years.

**(Reference TBR Policy 5-01-03-00)**

## **Workmen's Compensation**

Claims related to work are sent by the Director's office to the State Board of Claims for disposition. All accidents occurring at school or while on school business must be reported to the Director's office at the earliest possible time. An Employee Accident Report must be filled out for all injuries. If you have an on-the-job accident which requires medical treatment, you must choose a provider who is authorized in the state's workers' compensation network.

The administrative office will contact authorized medical personnel for your medical treatment. As soon as possible after the accident occurs, you or your supervisor/administration should call the Workers' Compensation Call Center and complete and accident form via telephone at 1-866-245-8588 report a claim and 1-800-526-2305 for Provider Directory.

## **Payroll Deductions**

Various payroll deductions are available to employees. They include, but are not limited to: savings bonds, United Way and other charities, annuities, various insurance, credit union accounts, etc. Some of these options have a thirty (30) day time limit for enrollment from beginning date of employment. Employees interested in any of the options are to contact the personnel office as soon as possible for information and necessary membership forms.

## **Faculty and Staff Support For Educational Expenses**

The Tennessee Board of Regents is committed to the need for the continued professional growth and development of faculty and staff. It considers support for educational expenses of personnel as an important vehicle for addressing that need. This program is available subject to funds being budgeted and available within each institution.

## **Types of Support for Educational Expenses**

There are four (4) programs by which the TBR institutions may provide for staff support for personnel to further their formal education.

The programs are:

### **1. Faculty or Professional Staff Grant-in-Aid Program**

This program is designated to provide tuition or maintenance fees and/or living allowance for an individual who, on an approved leave of absence, is enrolled on a full-time basis in credit courses.

### **2. Faculty or Professional Staff Tuition or Maintenance Fee Reimbursement Program**

This program is designed to provide tuition or maintenance fees only for an individual who takes credit courses on a part-time basis, either at his or her own or another institution, while continuing work responsibility at the home institution.

### **3. Faculty or Professional Staff Audit Program**

This program is designed to provide tuition or maintenance fees only for an individual who takes courses on an audit basis at the home institution while continuing work responsibilities.

### **4. Clerical and Support Staff Maintenance Fee Payment Program**

This program is designed to provide maintenance fee payment only for an individual who takes credit courses in a degree program or non-credit courses that are directly job related and who takes the courses at the home institution while continuing work responsibilities at that institution.

### **Fee Waiver For TBR/UT System Employees Program (PC-191)**

(Pertains only to credit courses taken at Tennessee Board of Regents and University of Tennessee Institutions)

Pursuant to Chapter 191 of the Public Acts of 1985, full-time employees of the TBR and UT systems are eligible to enroll in one course per term at any state of Tennessee public postsecondary institution, with fees waived for the employee, on a space available basis.

The following guidelines are proposed for the uniform administration of PC-191 by TBR institutions and Tennessee Colleges of Applied Technology, effective July 1, 1985, and shall have no effect on the existing Faculty and Staff Development Programs at the institution or Tennessee Colleges of Applied Technology. This program is available subject to funds being budgeted and available within each institution.

### Eligibility

All full-time employees (faculty, administrators, and support staff) of the universities, community colleges, technical institutes, Tennessee Colleges of Applied Technology, and Central Office staff are eligible to participate.

The employment status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in employment status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

### Fee Paid/Type Course Paid/Number of Hours

One for credit graduate or undergraduate course which includes tuition, maintenance fee, debt service fee, student activity fees, technology access fees, and registration fees is paid per term. Term shall mean any period of time in which a student may receive a grade for the completion of a course. Employees are responsible for special course fees, books and supplies, application fees, applied music lab fees, off-campus facility fees, parking fees, and traffic fines. It is the intent of this guideline that employees will normally be eligible for one course per term, with a maximum of 4 terms per year. However, an employee may enroll in more than one course during a summer term as long as the summer terms in which the courses are not to be taken do not overlap. Employees are not eligible for fee waivers at more than one institution per term.

Courses under this program must be for credit, and employees must meet the regular academic rules and regulations of the institution offering the course. Exception: fee waivers may not be used for correspondence courses. Auditing a course is allowed if the course is a credit course.

## Procedure

An employee must complete an Application for Fee Waiver (PC-191) form and receive approval from his/her supervisor prior to registering for a course.

If the employee is attending the employer institution, the expenditure is charge to employee benefits. If the employee is attending another institution, the institution attended charges the expenditure to scholarships and fellowships. The employer institution does not recognize the expenditure when an employee attends another institution.

Employee enrollments will be monitored.

The University of Tennessee and the Tennessee Board of Regents do not exchange fund for employees taking courses between the systems.

### **Fee Discount for Spouse and/or Dependent Children Program**

The Board also considers it appropriate to assist regular employees of the system by providing a student fee discount for their spouses and dependent children when enrolled in undergraduate courses at the institutions and Tennessee Colleges of Applied Technology. Employee will need to fill out a Fee Discount for Spouse and/or Dependent Form and receive approval from his/her supervisor prior to registering for a course. This program is available subject to funds being budgeted and available within each institution.

### **Discount**

1. The amount of student fee discount for spouses and dependent children of full-time employees shall be no more than one-half of the undergraduate maintenance fee. Spouses and dependent children of eligible part-time employees shall receive a prorated portion of the one-half discount based upon the employee's percentage of work effort.
2. The discount shall not be applicable to other fees, i.e., application for admission, lab fees, special course fees, etc.
3. The amount of the discount shall be rounded to the nearest dollar.

## **Courses**

1. The student fee discount for eligible spouses and dependent children shall be applicable only to undergraduate courses at Regents institutions and Tennessee Colleges of Applied Technology.
2. Eligible spouses and/or dependent children may enroll in any number of courses up to and including full-time study.
3. The student fee discount does not apply to correspondence or non-credit courses, except those at the Tennessee Colleges of Applied Technology.

**(Reference TBR Guidelines P-130 and P-131)**

## **EMPLOYEE ASSISTANCE PROGRAM (EAP) PROFESSIONAL COUNSELING**

A benefit is offered to employees and their immediate families to help address a wide-range of personal or work related problems. Professional counseling services are available through an independent contractor. These counseling services are voluntary and strictly confidential.

Employees or their immediate family member may call intake coordinators 24 hours a day, 7 days a week to request EAP services. The EAP provides problem assessment and an action plan within a limited number of counseling sessions. The telephone number is 1-800-308-4934. [www.magelanhealth.com](http://www.magelanhealth.com).



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY

## **LOCATION AND CONTENT OF EMPLOYEE PERSONNEL RECORDS**

The Tennessee Colleges of Applied Technology maintains in the Director's office, a permanent personnel file for each employee. This file contains such records as are relevant and necessary, in the discretion of the school, to document the complete employment history of the employees. Records which are confidential and/or employee evaluations are maintained in separate files in the Director's office. The permanent personnel file includes, but is not limited to, the following; the employee's application for employment, any transcripts and other information related to said application, employment contracts, federal and state employment forms, salary history, job description, performance evaluations and ratings (except for those hereinafter designated as confidential), non-confidential recommendations, promotion, tenure, honors and awards of the school or recognized by it, and adverse personnel actions.

## **ACCESS TO RECORDS**

The Tennessee Colleges of Applied Technology, under the provisions of T.C.A. § 10-7-503, considers personnel records as public records and a such may be inspected, extracted, or copied by any citizen of Tennessee during normal business hours in accordance with reasonable rules of the office having custody of such records. Such records will be managed by the Director's office in such a way that an individual's right to privacy and the need of the College and the public are served. No records may be removed from the personnel office, except by the Director or his/her authorized designee.

## **DISCLOSURE OF EMPLOYMENT RECORDS**

The Tennessee Colleges of Applied Technology shall not disclose any employment records except pursuant to T.C.A. §10-7-503 or a written request with the prior written consent of the employee to whom the record pertains, to any person, agency, or organization other than the following:

1. Officers and employees of the College and the Board who have a need for the record in the performance of their duties.
2. Persons who require access as part of the routine use of the record, consistent with the purpose for which the record was collected.
3. Accrediting organizations in order to carry out their accrediting functions, provided that the access of such organizations shall be limited to non-confidential records.



4. Federal and State officials or authorities by law regulation have access to the records.
5. Any person representing the school in relation to any claim or action by any person or agency which has a need for the record in connection with such representation.
6. Any person or agency pursuant to the order of a court of competent jurisdiction.
7. The comptroller of the Treasury or his authorized representative.

Nothing contained in this section shall preclude the disclosure of appropriate information from records contained in a permanent personnel file through the preparation and dissemination of any document published by the school, including but not limited to budgets and work programs, catalogs, annual reports, newspapers and brochures, and other publications generated in the normal course of business of the school, or pursuant to any open meeting or hearing where the information is relevant to the purpose of the meeting.

#### **DIRECTORY AND PUBLIC INFORMATION**

Directory and public information may include but is not limited to the following information related to an employee: the employee's name, address, telephone number, date and place of birth, degrees and major fields of study, job title and responsibilities, salary, membership in professional organizations, participation in campus activities, dates of employment, previous employment, and honors and awards received: provided that the school may exclude the address and/or telephone number of an employee upon written request.

**(Reference TBR Policy 5-01-00-10)**

**SECTION IV**

**EVALUATION AND PROMOTION**

# **FACULTY RANK AND PROMOTION**

## **INTRODUCTION**

Initial appointment to a faculty rank reflects an assessment of credentials in light of various criteria which define each rank. Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is usually recognition of future potential and a sign of confidence that the individual is capable of greater accomplishments and of assuming greater responsibilities. The policy of the State Board of Regents is to make promotions strictly on consideration of merit tempered by school and fiscal considerations. In maintaining this policy, promotions are made objectively, equitably, impartially, and as recognition of merit in line with the following policy guidelines.

## **MINIMUM CRITERIA FOR INITIAL RANK APPOINTMENT AND FOR PROMOTION IN RANK**

Full-time faculty appointed to the tenure track must be assigned one of the following four (4) ranks: Associate Instructor, Instructor, Senior Instructor, or Master Instructor.

The following criteria for initial appointment in rank also serves as criteria for promotion in rank:

### **Associate Instructor**

1. Evidence of potential ability in instruction.
2. Evidence of good character, mature attitude, and stable personality.
3. Credential indicating high school graduation or equivalent.
4. Three (3) years of employment experience in the occupation to be taught and appropriate occupational certification.
5. Indication of a willingness to remain current in the occupation to be taught.
6. Indication of a willingness to establish and maintain positive relationships with business, industry and government.

### **Instructor**

1. Evidence of potential ability in instruction.
2. Evidence of good character, mature attitude, and stable personality.
3. Evidence of study in the instructional or related discipline aimed toward an associate degree or higher from an accredited institution (such evidence would include acquiring a minimum of 30 semester hours of academic credit of which 18 hours should be in technical education courses designed for technical educators.
4. Three (3) years of teaching experience in the occupational discipline and three (3) years of employment experience in the occupation to be taught.
5. Evidence that the instructional program being taught by the instructor is certified or accredited if applicable.
6. Evidence of a developed plan to remain current in the occupation to be taught.
7. Evidence of maintain positive relationships with business, industry and government.

### **Senior Instructor**

1. Evidence of good ability in instruction (as reflected by performance evaluation).
2. Evidence of good character, mature attitude, and stable personality.
3. Credential from and accredited institution indicating an associate degree in the occupation area or a related area.
4. Six (6) years of teaching experience in the occupational discipline and three (3) years employment experience in the occupation.
5. Evidence of having carried out a planned program to remain current in the occupation to be taught.
6. Evidence of maintain positive relationships with business, industry and government.

## **Master Instructor**

1. Evidence of excellent ability in instruction (as reflected by performance evaluation).
2. Evidence of good character, mature attitude, and stable personality.
3. Credential from an accredited institution from and accredited institution indicating a bachelor's degree (or above) in the instructional discipline or a related area.
4. Nine ((9) years of teaching experience in the occupational and three years employment experience in the occupation.
5. Evidence of a well conceived on-going plan and program to remain current in the occupation to be taught.
6. Evidence of maintaining positive relationships with business, industry and government.

## **PROCEDURES FOR INITIAL RANK APPOINTMENT**

It is the responsibility of the Director to insure that all positions are filled in compliance with Board Policy and any special directions from the Chancellor.

When full-time faculty are appointed in the tenure track, it is also the responsibility of the Director to insure that such appointments reflect clearly the criteria for ranks as previously described.

## **PROCEDURES FOR PROMOTION IN RANK**

It is the responsibility of the Director to recommend at a time stipulated by the Chancellor or his/her designee only those individuals who warrant promotion in light of the criteria for ranks as previously described.

A letter of promotion recommendation from the Director of the Tennessee Colleges of Applied Technology shall be forwarded to the Chancellor for his or her review. This letter should be accompanied by an attached College Promotion Report.

The Chancellor's recommendation for promotion will be forwarded to the Board Committee on personnel and subsequently to the Tennessee Board of Regents.

Promotions in rank for tenured or tenure-track faculty may not become effective until they have received positive action by the Tennessee Board of Regents.

### **EXCEPTIONS**

If the Director wished to make an appointment or a promotion that does not reflect adherence to the criteria previously described, he or she must appeal to the Chancellor for an exception prior to making any commitment to the candidate.

### **Distribution of Information to Faculty**

This policy of the Tennessee Board of Regents on faculty and promotion at Tennessee Colleges of Applied Technology is applicable to all Colleges governed by the Board. It should be incorporated in those personnel policy manuals by which each college normally communicates with its faculty.

(Reference **Policy 5-02-02-10**)

## **PROCEDURAL STEPS FOR PROMOTION RECOMMENDATIONS**

### **(Approximate Date)**

- |                     |   |
|---------------------|---|
| <b>April 1 – 15</b> | The Director/Assistant Director evaluates each faculty member who has met minimum rank criteria for promotion.  |
| <b>April 15</b>     | The Director/Assistant Director considers evaluation and promotion information and notified in writing each faculty member who has met minimum rank criteria for promotion. |
| <b>April 15</b>     | No later than April 15, the Director submits his recommendations for promotion to the Chancellor for review, approval and submission to the Tennessee Board of Regents.     |
| <b>June 30</b>      | No later than June 30, the Director/Assistant Director notifies all faculty members who are being considered for promotion of their promotion status.                       |

**July 15** No later than July 15, the Director/Assistant Director notifies all faculty members who were recommended to the Chancellor of the action of the Tennessee Board of Regents regarding their promotion.

### **APPEAL PROCEDURE**

Recommendations for promotion are considered to be school determined by specific Promotion criteria developed by the school, including the Faculty Evaluation Committee and the Administration, within the parameters established by the general guidelines of the Tennessee Board of Regents. The appeal procedure for promotion, therefore, is considered to be a school matter not to progress beyond school bounds. The only exception to this policy will be when a faculty member believes and can document that prejudice or malice has entered into the decision concerning a recommendation for his/her promotion. Final authority for appeal, except for documented prejudice or malice, will be the Director of each Tennessee College of Applied Technology.

### **STEPS OF APPEAL**

A faculty member who appeals a promotion decision must appeal directly to the Director of the College. The faculty member may appeal at any stage of the promotion process but not later than ten (10) calendar days after receiving written notification of the promotion recommendations by the Director.

**SECTION VI**

**ACADEMIC FREEDOM  
RESPONSIBILITY AND TENURE**



## **ACADEMIC FREEDOM**

### **INTRODUCTION**

The following policy of the Tennessee Board of Regents on academic freedom, responsibility, and tenure to all Tennessee Colleges of Applied Technology governed by the Board. It should be incorporated in those personnel policy manuals by which each school normally communicates policies to its faculty.

### **ACADEMIC FREEDOM AND RESPONSIBILITY**

The Board recognizes the principle of academic freedom, pursuant to which:

- A. The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching controversial matter which has no relation to the subject;
- B. The faculty member is entitled to full freedom research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary gain must be based upon an understanding with the authorities of the school; and
- C. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When the faculty member speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he or she should remember that the public may judge the profession and the school by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise proper restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she does not speak for the school.

Academic freedom is essential to fulfill the ultimate objectives of an educational institution – the free search 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 principles of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct – these and other

grounds as set forth in the Termination for Adequate Cause section 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 and equal obligation to take appropriate professional action against faculty

members who are derelict in discharging their professional responsibilities. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter. While academic tenure is essential for the protection of academic freedom, all faculty members, tenured or non-tenured, have an equal right to academic freedom and bear the same academic responsibilities implicit in that freedom.

## **POLICY ON ACADEMIC TENURE**

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

1. **Academic Tenure** – a personal status in a Tennessee College of Applied Technology pursuant to which the appointments of full-time faculty who have been awarded tenure are continued at a school until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
2. **Adequate Cause** – a basis upon which a faculty member, either with academic tenure or on a tenure-track or temporary appointment prior to the end of the specified term of appointment, may be dismissed or terminated. The specific grounds which constitute adequate cause are set forth in the policy.
3. **Financial Exigency** – the formal declaration by the Tennessee Board of Regents that Tennessee Colleges of Applied Technology face an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the colleges as a whole to maintain current programs and activities at a level sufficient to fulfill their 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.
4. **Faculty Member** – a full-time employee who holds academic rank as Associate Instructor, Instructor, Senior Instructor, or Master Instructor; and, for purposes of this policy, who meets the minimum requirements for tenure in Section C and whose responsibility primarily include instruction.
5. **Probationary Employment** – a period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which

he or she does not have tenure and in which he or she is evaluated by the school for the purpose of determining his or her satisfaction of the criteria for a recommendation for tenure.

6. **Temporary Appointment, Tenure-Track Appointment, Tenure Appointment and Term Appointment** – these four types of faculty appointments are defined in Types of Appointment of this policy.

### **Academic Tenure**

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

The Tennessee Board of Regents does not award tenure in non-faculty positions. Notwithstanding the above, this section shall not be interpreted as diminishing the rights of non-faculty employees previously awarded tenure in positions at the state technical institutes or technology centers by the Board of Education, whose rights are governed by TBR Policy on Tenure in Non-Faculty Positions (5:02:03:20).

### **Minimum Eligibility Requirements for Consideration for Academic Tenure**

The following statements clarify minimum eligibility requirements for consideration for academic tenure:

Academic tenure may only be awarded to full-time faculty members who: (1) hold academic rank as Associate Instructor, Instructor, Senior Instructor or Master Instructor; (2) have been employed pursuant to tenure-track appointments and have completed not less than the minimum probationary period of service; and (3) have been determined by the Tennessee Colleges of Applied Technology to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.

1. A faculty member holding the rank of instructor is not eligible to be awarded tenure. If an Instructor is not promoted prior to the end of the probationary period, he or she

will not be reviewed for tenure. All regulations concerning the maximum probationary period will apply.

2. Faculty holding temporary appointments or term appointments are not eligible for tenure.

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

### **Types of Appointments**

There are four types of faculty appointments: temporary appointments, tenure-track appointments, tenure appointments, and term appointments.

1. 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 appointments. Temporary appointments that are full-time should be called Interim Teacher; others should be designated Part-time Teacher. Temporary appointments ordinarily should be used 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 areas where the permanent and continued need for the position has not been established, provided that such appointments shall not be in excess of three academic years.
2. Tenure-track appointments are appointments for regular full-time faculty with academic rank. They are for faculty who are employed in a probationary period of employment preliminary 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 school.

3. Tenure appointments are appointments of full-time faculty that have been awarded tenure by the Board pursuant to the provisions of this policy. Tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment or termination of tenure as hereinafter provided. Tenure appointments do not include assurance of continued employment at any specific salary or position.



4. Term appointments are provided only for the faculty at Tennessee Colleges of Applied Technology. They are non-tenured appointments in a traditional rank (e.g., instructor, teacher, etc.) for a fixed period of no more than one (1) year and may be renewed with no presumed maximum number of re-appointments.

### **Probationary Employment**

1. Untenured faculty may be employed on annual tenure-track appointments for a maximum probationary period which may not exceed seven years. A recommendation for tenure of a faculty member following a probationary period of not less than five years may be made by the Director of the school; provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the Director and the Chancellor and approval by the Board.
2. The minimum probationary period of five years may include credit for prior service when agreed to by the Director and subject to the maximum permissible credit for prior service, pursuant to the section of Credit for Prior Service.
3. Employment during summer terms, in part-time positions, or during periods of leave of absence (except in the circumstance described in 4 below) shall not be credited toward satisfying the probationary period.
4. Only full-time continuous service at a school will be included in determining completion of the probationary period, except where a break in service was pursuant to an approved leave of absence. The period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the Director of the school specifies in writing prior to the leave of absence that it shall be included in the probationary period. In no case may more than one year of approved absence be included in determining completion of the probationary period.
5. Where a faculty member is appointed to an administrative position prior to being awarded tenure at the school, if he or she maintains a significant involvement in teaching, the time or a prorated portion of the time spent in the administrative position may be credited toward completion of the probationary period. The Director has final responsibility for determining what constitutes significant involvement in teaching.

### **Non-renewal of Non-tenured Faculty**

1. When the tenure-track appointment of a faculty member is not to be renewed for a subsequent year, the faculty member shall receive notice of his or her non-retention for the ensuing year by April 15. Notice on non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his or her current home address of record at the institution.
2. When a faculty member on a tenure-track appointment completes the sixth year of the probationary period, the faculty member will either be recommended for tenure by the Director or will be given notice of non-renewal of the appointment following the seventh year of service. Such notice of non-renewal will be given not later than June 30 of the sixth academic year. The faculty member's right in an instance where timely notice is not given is described in Section I.
3. Faculty members on tenure-track appointments shall not be terminated during the annual specified term of the appointment except for reasons which would be sufficient for the termination of tenured faculty.
4. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his or her work or conduct has been unsatisfactory. A faculty member whose tenure-track appointment is not renewed shall be given an oral statement of the reason or reasons for the non-renewal by the Director or his or her designated representative (s).
5. The institution shall provide the non-renewed faculty member an opportunity to discuss his or her case. Responsibility for providing that opportunity with the Director (or his or her designee).

### **Credit for Prior Service**

1. Credit toward completion of the probationary period may, in the discretion of the Director, be given for a maximum of three years of previous full-time service at other technology centers or similar teaching assignments, provided that the prior service is relevant to the school's own needs and criteria. Any credit for prior service which is recognized and agreed to must be confirmed in writing at the time of the initial appointment.

2. Credit toward completion of the probationary period may, in the discretion of the Director be given for a maximum of three years of previous full-time service in a temporary faculty appointment or term appointment at the same school (see Types of Appointments) or in an earlier tenure-track appointment at the same school which has been followed by a break in service.

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

### **Criteria to be Considered in Tenure Recommendation**

The tenure-track faculty member being considered for tenure must be assessed with respect to the following criteria:

1. Evidence of teaching effectiveness in the occupation being taught.
2. Evidence of an on-going commitment to remaining current in the occupation being taught.
3. Evidence of service to the college and the community in furthering the goals of the Tennessee College of Applied Technology.
4. Demonstrated potential for continuous professional growth.
5. Participation in professional activities, including membership and leadership in professional organizations supportive of the goals of vocational-technical education.
6. Projected staffing needs in the teaching area and in the college as a whole.
7. Ability to set and achieve clear objectives that are shared by the college.

### **Tenure Appointments: Authority to Grant**

No faculty member shall be entitled to or acquire any interest in a tenure appointment at a school without a recommendation for tenure by the Director of the school 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 school.

### **Expiration of Tenure**

Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by a appropriated medical authority, to continue to perform his or her essential functions.

### **Relinquishment of Tenure**

A faculty member shall relinquish or waive his or her right to tenure upon resignation from the school or upon willful failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the Director, the faculty member ha shown good cause for such failure to report. Tenure shall not be relinquished during periods of approved leaves of absence or during periods of service in administrative positions at the school.

### **Termination of Tenure for Reasons of Financial Exigency**

A tenured faculty member may be terminated as a result of financial exigency subject to TBR declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at Tennessee Colleges of Applied Technology will comply with the provisions here stated:

- A. Financial exigency results from an imminent fiscal crisis characterizing the Tennessee Colleges of Applied Technology in the State Board of Regents System; thus, the condition of financial exigency may not be declared at a level below that of the aggregate Tennessee Colleges of Applied Technology (e.g., it may not be declared at the level of an individual Tennessee College of Applied Technology).
- B. In light of the gravity of consequences resulting from a declaration of financial exigency, the process leading to recommendation to the State 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 schools.
- C. The responsibility for initiating the proposal for declaration of financial exigency resides with the Chancellor. Since recommending the declaration of financial

exigency is an extreme measure, that responsibility requires the Chancellor to provide all appropriate assurances and documentation that available and reasonable procedures to reduce the expenditure levels of the colleges are exhausted and that no efforts have been spared to enhance revenues.

- D. If his or her review supports the conclusion that conditions warrant a declaration of financial exigency, the Chancellor shall so recommend to the Tennessee Board of Regents. The review should include significant participation by the Directors of the individual Tennessee Colleges of Applied Technology.

In addition to providing the Tennessee Board of Regents with a recommendation to declare financial exigency, the Chancellor shall also submit a statement of findings and conclusions which shall include at least the following:

- a) A description of the current fiscal condition of the colleges, including the projected amount of deficit that would result from failure to declare financial exigency.
  - b) A projection of the fiscal condition that would result, in the opinion of the Chancellor, from general types of action anticipated to be taken subsequent to a declaration of financial exigency.
  - c) An analysis of the reason for the current imminent fiscal crisis characterizing the institutions, specifying with appropriate documentation those identifiable factors contributing to the crisis.
  - d) A statement of assurance, with supporting evidence, that available reasonable procedures to reduce expenditure levels of the colleges are exhausted, that further retrenchment within existing policies is not compatible with the objective of assuring maximum protection for the academic programs of the colleges and the educational needs of students, and that efforts to enhance revenues have been carried out in a responsible manner.
  - e) A transmittal of any advice, alternatives, or information submitted in writing by individual Directors from Tennessee Colleges of Applied Technology.
1. Should the TBR formally declare a state of financial exigency, the Chancellor shall in a reasonable time and with appropriate documentation initiate a proposed plan to allocate necessary funding reductions among the individual Tennessee Colleges of Applied Technology. The following procedures shall be followed:
    - a) The Chancellor shall convene a Financial Exigency Committee, the composition of which shall be broadly representative of all personnel constituencies in Tennessee Colleges of Applied Technology.
    - b) The Chancellor's proposed plan for allocating necessary funding reductions to individual Colleges will be reviewed by the financial Exigency Committee. The Committee will review the amounts of proposed reductions and evaluate proposed reductions in the light of college priorities. It shall also consider the magnitude of

proposed reductions in the light of factors prescribed by applicable state or federal laws regarding fair employment practices.

The Chancellor 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 final plan should be communicated broadly to all personal constituencies.

- c) The Chancellor shall submit the plan—together with any analysis he may deem appropriate—to the Tennessee Board of Regents as information. He shall also submit to the Board any written response to the plan from the Financial Exigency Committee.
2. Following declaration by the TBR that a condition of financial exigency exists, the Directors are authorized to carry out those actions, including reduction in force, which are included in the Chancellor’s plan. 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.
- a) The procedures for termination described in this section of the policy are in force only during a period in which the TBR has declared a condition of financial exigency.
  - b) An individual selected for termination shall receive prompt written notification from the Director. 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.
  - c) An individual who receives notice of termination may appeal the decision under the conditions in the Section. That appeal will be directed to a Hearing Committee, which shall be appointed by the Chancellor to represent broadly personnel constituencies at Tennessee Colleges of Applied Technology.



The Hearing Committee shall insure 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. that established school procedures or provisions of this policy were not followed:
2. that appropriate criteria were not applied, including but not limited to the allegation that his or her selection constituted a violation of the individuals academic freedom or that unfounded or arbitrary of fact were made.

The Hearing Committees shall not review the decision concerning the declaration of financial exigency or the Chancellor's plan for the amount of reduction to be assumed by the Tennessee Colleges of Applied Technology.

A recommendation will be sent from the Hearing Committee to the Chancellor recommending that he or she uphold or reverse the action of termination, and the Chancellor will inform the Hearing Committee and the individual of his final decision on the recommendation.

The final decision of the Chancellor may be appealed to the Tennessee Board of Regents.

- d) 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 school informed of his or her current mailing address. If the person previously terminated is offered the position and accepts, he or she will be returned in the same rank and tenure status.
- e) If the financial health of the colleges improves sufficiently, the Chancellor shall initiate a proposal for the termination of a declared state of financial exigency. The policies and procedures established by this policy shall continue in effect during the period of a 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.

### **Termination of Tenure for Curricular Reasons**

The employment of a tenured faculty member may be terminated because (1) a program is deleted from the curriculum, (2) because of substantial and continued reduction of student enrollment in a field, or (3) because staff reduction is warranted as a result of courses or curricula within a school being reorganized or consolidated. Responsibility for determining that one of these conditions exists resides with the Director, but the Chancellor must be informed so acknowledge before termination proceedings for curricular reasons are initiated.

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the three reasons cited above, the Director shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The Director's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate objections to the Director's written statement(s) and request(s) a review, the Director may appoint a faculty committee consisting of a minimum of five tenured faculty members, that committee shall conduct a hearing on the proposed termination(s). The committee shall report its findings and recommendations to the Director, who shall in a reasonable time inform in writing the faculty member(s) proposed for termination either that the decision for termination stands or that it has been altered.
3. The Director's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board (Policy No. 1-02-11-00)
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his or her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the Director, would constitute the raise that would have been awarded during the period that he was not employed).

5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the Director shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division. Termination for curricular reasons presumes a staffing pattern in a

Tennessee College of Applied Technology as compared to overall patterns in the school and to other schools similar enough to warrant assessment.

5. When a tenured faculty member is to be terminated for curricular reasons, the Director will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he or she is qualified. The final decision on relocation is within the discretion of the Director.

### **Termination for Adequate Cause**

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

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

## **Procedures for Termination for Adequate Cause**

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

1. No termination shall be effective until steps 4 through 10 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure.
  - a) A faculty member may not be suspended pending completion of steps through 10 unless it is determined by the institution that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the institution. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
  - b) In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board.
4. Upon recommendation by the chief academic officer of the institution to the Director or upon a decision by the Director that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.

5. If a mutual resolution is not reached under step 4, the Director shall appoint a faculty committee consisting of tenured faculty members, whose appointments should be, but are not required to be, agreed to by the faculty member. The faculty committee shall conduct an informal inquiry of the facts giving rise to the proposed termination and seek a mutually acceptable resolution. Should no such resolution be reached, the committee shall recommend to the Director whether in its opinion further proceedings

will be taken in pursuit of the termination. The recommendation shall be in writing and shall be accompanied by reasons for the recommendation. The committee's recommendation shall not be binding on the Director.

6. If no mutually acceptable resolution is reached through step 5 and/or if after consideration of the faculty committee's recommendation the Director determines that further proceedings are warranted to consider termination the following steps shall be taken.
  - a) The faculty member shall be provided with a written statement of the specific charges alleged by the institution which constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the date of the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
  - b) A committee consisting of members of faculty or faculty and administration shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure hereinafter described. The committee shall be appointed by the Director and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the institution. The committee may not include any member of the faculty committee referred to in item 5 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the Director who shall notify all parties of the communication.
7. The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extension.

8. The chairman of the hearing committee may in his/her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. The pre-hearing conference may be for purposes which may include but is not limited to one or more of the following:
  - a) Notification as to procedure for conduct of the hearing.
  - b) Exchange of witness lists, documentary evidence and affidavits.
  - c) Define and clarify issues.
  - d) Effect stipulations of fact.

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

9. A hearing shall be conducted before the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
  - a) During the hearing, the faculty member will be permitted to have an academic advisory present and may be represented by legal counsel of his/her choice.
  - b) A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
  - c) The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by clear and convincing evidence and the record considered as a whole.
  - d) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in securing witnesses and making available documentary and other evidence.
  - e) The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their

statements, the committee will identify the witnesses, disclose their statements, and if possible, provide for interrogatories.

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

- f) In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the institution or other institutions or higher education.
- g) The hearing committee will not be bound by strict rules of legal evidence and may admit evidence which is of probative value in determining the issues involved.

Every effort will be made to obtain the most reliable evidence available.

- h) The findings of fact and the report will be based solely on the hearing record.
  - i) The Director and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.
10. After consideration of the committee's report and the record, the Director shall notify the faculty member of his/her decision, which if contrary to the committee's recommendation, shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the Director's decision, the faculty member may appeal the Director's action to the Chancellor as provided in the policy on appeals (TBR Policy 1:02:11:00). Review of the appeal shall be based upon the record of hearing. If upon review of the record, the Chancellor notes objections regarding termination and/or its proceedings, the matter will be returned to the Director for reconsideration, taking into account the stated objections, and, in the discretion of the Director, the case may be returned to the hearing committee for further proceedings.

**(Reference TBR Policy 5-02-03-10)**



## **POLICY ON TENURE FOR NON-FACULTY POSITIONS**

### **Introduction**

The following policy of the Tennessee Board of Regents on tenure in non-faculty positions is applicable to all non-faculty employees tenured as of July 1983 in the technical institutes and Tennessee Colleges of Applied Technology (formerly the area vocational-technical schools), the governance of which transferred from the State Board of Education to the Tennessee Board of Regents pursuant to Chapter 181 of the Public Acts of 1983.

All references in this policy to “institutions” includes Tennessee Colleges of Applied Technology.

### **Policy Statement**

Non-faculty employees of Tennessee Board of Regents institutions who were previously granted permanent tenure by the Board of Education in positions at the technology Colleges of Applied Technology of state technical institutes under the authority of T.C.A.

Section 49-5-501 retain their tenure if their employment at a Tennessee Board of Regents institution or school has been continuous since the transfer of the technical institutes and area schools to the

### **Expiration of Tenure**

Tenure status shall expire upon retirement of the employee. Tenure shall also expire upon the event of permanent physical or mental inability, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

### **Relinquishment of Tenure**

A non-faculty employee shall relinquish or waive his/her right to tenure upon resignation from the institution or college, or upon failure to report for service as scheduled which shall be deemed resignation unless, in the opinion of the President/Director, the employee has shown good cause for such failure to report.

### **Transfer and Reassignment of Duties**

A non-faculty tenured employee does not hold tenure in a particular position. A tenured non-faculty employee may be transferred to any other position or may be reassigned any duties for which he/she is qualified. Upon transfer or reassignment, an employee's salary may be adjusted consistent with newly assigned duties. Adjustments in salary shall be made consistent with the provisions of any contract of employment.

### **Termination of Tenure for Reasons of Financial Exigency**

Tenured non-faculty employees may be terminated as a result of financial exigency at an institution subject to Board declaration that such financial conditions exist. Such terminations shall be subject to the provisions below.

1. **Definition of Financial Exigency** - The formal declaration by the Tennessee Board of Regents that one of its institutions 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 non-academic appointments.
2. **Procedure for Termination** – Personnel decisions (including those pertaining to tenured employees) that result from a declaration of financial exigency at a Board of Regents institution will comply with Board Policy on Financial Exigency (5:02:06:00).

### **Termination of Tenure for Reasons of Restructure of Institution**

A tenured non-faculty employee may be terminated as a result of a reorganization of the institution or department, division or school within the institution. Upon determining that termination of one or more tenured non-faculty employees is warranted, the Director shall base his/her decision about which employee least seriously compromises the efficient and effective administration of the department, division and/or institution or school. In his/her discretion, the Director shall utilize the following considerations which shall not be construed as mandatory in determining the order of reductions in a department, division or institution or school; in performance of assigned responsibilities as reflected in performance evaluations and other objective measurements of performance.

1. Upon determining that termination of one or more tenured non-faculty employees is required due to reasons cited above, the Director shall furnish each employee to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the circumstances which warrant the termination and shall indicate the manner and the information upon which the decision as to the employee to be terminated was reached. The Director's written statement shall also indicate that the employee has the opportunity to respond in writing stating any objections to the decision.
2. If a tenured non-faculty employee who is to be terminated indicates objections to the President/Director's written statement and requests a review, the Director will appoint a committee of **three** (3) non-faculty employees (who have no personal interest in the personal outcome) which shall conduct a hearing on the proposed termination or terminations. The hearings shall be limited to the issue of whether this policy was consistently and properly applied to the specific employee involved. The committee shall report its findings and recommendations to the Director, who shall, within a reasonable time, inform the employee proposed to be terminated in writing either that the decision for termination stands or that it has been altered.
3. The Director's decision to terminate a tenured non-faculty employee for reasons under this section may be appealed to the Chancellor and the Board pursuant to the policy on Appeals to the Board (TBR Policy No. 1-02-11-00).
4. When a tenured non-faculty employee is terminated due to a reorganization he/she shall be given preference for appointment for any position requiring the same qualifications and responsibilities for a period of one (1) year from the date of

termination provided the employee applies for the position and attaches a request for such preference to his/her application. Any previously terminated tenured non-faculty employee who is re-appointed may be appointed at his/her previous salary (with the addition of an appropriate increase which, in the opinion of the Director, would constitute any increase in salary that would have been given.

\*For Tennessee Colleges of Applied Technology, the Director may appoint faculty members in lieu of non-faculty employees as needed to insure an appropriate number of unbiased members on the committee.

### **Termination for Adequate Cause**

A tenured non-faculty employee may be terminated for adequate cause subject to the following provisions.

1. Adequate cause includes the following:
  - a) Incompetence
  - b) Dishonesty
  - c) Conviction of a felony or a crime other than a misdemeanor unrelated to the ability of the employee to perform his/her duties and responsibilities in an effective manner.
  - d) Willful failure to perform the duties and responsibilities, for which the employee was employed, or refusal or continued failure to comply with the policies of the Board, institution or department/division or to carry out specific assignments when such policies or assignments are reasonable and nondiscriminatory.
  - e) Improper use of narcotics and/or intoxicants which substantially impairs the employee's ability to perform his/her duties and responsibilities.
  - f) Capricious disregard of accepted standards of professional conduct.
  - g) Falsification of information on an employment application or other information concerning qualifications for a position.

- h) Failure to maintain the level of professional excellence and ability demonstrated by other members of the institution or department/divisions.
2. The following procedure shall be followed in termination of a tenured non-faculty employee for adequate cause.
- a) Non termination shall be effective until steps d through j below have been completed.
  - b) Suspensions pending termination shall be governed by the following procedure.
    - 1. A tenured non-faculty employee may not be suspended pending completion of steps d through j unless it is determined by the institution that the employee's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the institution. Reassignments of responsibilities are not considered suspension; however, the employee must be reassigned responsibilities for which he/she is qualified.
    - 2. In any case of suspension, the employee shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and if there are disputed issues of fact or cause and effect, the employee shall be provided a hearing on the suspension as soon as possible at which time the employee may cross-examine his/her accuser, present witnesses on his/her behalf and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
  - c) Except for such simple announcements as may be required, concerning the time of proceeding and similar matters, public statements and publicity about these proceedings by either the employee or administration will be avoided so far as possible until the proceedings have been completed, including consideration by the Board.
  - d) Upon a decision by the Director that these procedures shall be undertaken in consideration of the termination of a tenured non-faculty employee, one or more appropriate members of the administration shall meet privately with the employee for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.

- e) If a mutual resolution is not reached under step d, the Director shall appoint a committee consisting of tenured faculty and/or non-faculty employees whose appointments should be, but are not required to be, agreed to by the employee. The committee shall conduct an informal inquiry of the facts giving rise to the proposed termination and seek a mutually acceptable resolution. Should no such resolution be reached, the committee shall recommend to the Director whether in its opinion further proceedings should be taken in pursuit of the termination. The recommendation shall be in writing and shall be accompanied by reasons for the recommendation. The committee's recommendation shall not be a finding on the Director.
- f) If no mutually acceptable resolution is reached through step e and/or if after consideration of the informal inquiry committee's recommendation the Director determines that further proceedings are warranted to consider termination, the following steps shall be taken.
1. The employee shall be provided with a written statement of the specific charges alleged by the institution which constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the date of the hearing. The employee shall respond to charges in writing at least Twenty (20) days prior to the date of the hearing. The employee shall respond to charges in writing at least five (5) days prior to the hearing. The employee may waive the hearing by execution of a written waiver.
  2. A committee consisting of non-faculty employees shall be appointed by the Director to hear the case and to determine if adequate cause for termination exists according to the procedure hereinafter described. The committee may not include any member of the informal inquiry committee referred to in e. Members deeming themselves disqualified for bias or interest shall remove themselves from the case either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President/Director who shall notify all parties of the communication.
- g) The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of

time at the request of any party and upon the showing of good cause for the extension.

h) The chairperson of the hearing committee may in his/her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:

1. Notification as to procedure for conduct of the hearing.
2. Exchange of witness lists, documentary evidence and affidavits.
3. Define and clarify issues.
4. Effect stipulations of facts.

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

i) A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the employee exists. The hearing shall be conducted according to the following procedures.

- 1) During the hearing, the employee will be permitted to have an advisor present and may be represented by legal counsel of his/her choice.
- 2) A verbatim record of the hearing will be taken and a typewritten copy will be made available to the employee, upon request, at the employee's expense.
- 3) The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
- 4) The employee will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in securing witnesses and making available documentary and other evidence.

- 5) The employee and the administration will have the right to confront and cross examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interest of justice requires admission of their statements, the committee will identify the witnesses, disclose their statements, and if possible, provide for interrogatories.

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

- 6) In a hearing on charges of incompetence, the testimony shall include that of qualified persons from the institution or other institutions of higher education.
- 7) The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- 8) The findings of fact and the report will be based solely on the hearing record.
- 9) The Director and the employee will be provided a copy of the written committee report. The committee's written report shall specify findings of

fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found.

In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.

- j) After consideration of the committee's report and the record, the Director shall notify the employee of his/her decision, which, if contrary to the committee's recommendation, shall be accompanied by a statement of the reasons.

If the employee is terminated or suspended as a result of the President/Director's decision, the employee may appeal the President/Director's action to the Chancellor as provided in the policy on appeals (TBR Policy 1:02:11:00). Review of the appeal shall be based upon the record of hearing. If upon review of



the record, the Chancellor notes objections regarding the termination and/or its proceedings, the matter will be returned to the President/Director, for reconsideration, taking into account the stated objections, and, in the discretion of the President/Director, the case may be returned to the hearing committee for further proceedings.

**(Reference TBR Policy 5-02-03-20)**

<b>SECTION VII</b>	<b>POLICIES AND PROCEDURES</b>
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## **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

Each Tennessee Colleges of Applied Technology will admit students who have been diagnosed as having AIDS in programs and activities to the degree that they are physically capable. Similarly, employees diagnosed as having AIDS will, as a general rule, be permitted to continue their work to the degree they are physically able.

The school shall reserve the right to review the individual circumstances of AIDS victims who are students and employees. These circumstances would include but not necessarily be limited to such areas as programs involving close personal contact such as those providing training in mouth-to-mouth resuscitation; and work or training experience in certain areas such as health care, campus security, and food preparation. No student participating in laboratory or clinical programs shall be required to process the blood or body fluids of others unless the student or employee is provided gloves, disposable gowns, or any necessary safety equipment designed to reduce the transmission of the virus.

In the event an AIDS victim develops open skin lesions, uncontrolled diarrhea, or other evidence of clinical deterioration of his/her disease to the extent that the possibility of transmission of the disease might be increased, the Director will review the individual's circumstances in consultation with medical authorities. Appropriate action in such cases will be taken when necessary to protect the public health, as is currently done in the event of the occurrence of other infectious diseases on the campus.

Because of the communicable nature of AIDS, those students or employees who have tested positive to the virus are encouraged to inform school health authorities in order that the college can provide proper medical attention and education.

The college shall exercise reasonable effort to insure protection of the privacy rights of those persons reported but only to the extent such can be done without endangering the health of others.

## **OUTSIDE EMPLOYMENT**

This policy does not apply to normal short-term professional activities such as speaking at engagements, exhibitions, accreditation visits, and participation in seminars, even though honoraria may be received. Guidelines for full-time faculty, administrators, and professional staff are as follows:

Prior to engaging in outside professional employment or continuing business activity, the individual shall notify the Director of the nature of the employment and the expected commitment of time. The Director shall determine whether the proposed employment is consistent with policies listed in the paragraph below and shall notify the individual of his decision. The faculty member may appeal a negative decision through normal school channels for handling grievances.

The proposed outside professional employment or continued business activity –

1. Must not interfere with assigned duties and responsibilities.
2. Must not constitute a conflict of interest or compete with the educational programs of the school.
3. If involving employment with other agencies, departments, or institutions of state government, including state institutions of higher education, it is subject to the prior approval of the Director and the appropriate representative of the other agency, department, or school.
4. Must not be undertaken with claim that the individual is an official representative of the school in connection with the employment.
5. If involving the use of college equipment, facilities or services, must have school approval and provide for compensating the college at the rates established by the college.

**(Reference TBR Policy 5-01-05-00)**

## **NEPOTISM**

Pursuant to Chapter 789 of the Tennessee Public Acts of 1980, the following shall be the nepotism policy for the Tennessee Board of Regents.

- a) No employees of an institutions/college who are relatives shall be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative; provided, however, that to the extent possible, this policy shall not be construed to prohibit two or more such relatives from working for the same college. For the purposes of this policy, a “relative” means a parent, parent-in-law, child, spouse, brother, foster brother, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, or other family member who resides in the same household.
- b) When employees of the college become in violation of subsequent (a) as a result of marriage, the violation shall be resolved by means of transfer within the institution, transfer to another college, or resignation as may be necessary to remove the violation. If transfer alternatives are available, the employees shall be given the opportunity to select among the available alternatives, provided that if the employees are unable to agree upon any such alternative within sixty (60) days, the appointing authority shall take appropriate action to remove the violation.
- c) In the case of employment relationships which would otherwise violate subsections (a) but which were in effect prior July 1, 1980, the employment of the employees shall not be affected by this policy, provided that the school takes appropriate action to insure that employees neither initiate nor participate in college decisions involving a direct benefit (retention, promotion, salary, leave, etc.) to a relative.
- d) Each college shall apply the foregoing in a non-discriminating manner, and shall insure that the implementation of this policy does not adversely affect employees of one sex over those of the opposite sex.

**(Reference TBR Policy 5-01-00-06)**

## **FACULTY DEVELOPMENT PLAN**

To maintain excellence in the delivery of technical education, the Tennessee Colleges of Applied Technology recognizes the need for continuing growth and development of all its faculty members.

While all faculty members are responsible for their own professional development, the administration recognizes its responsibility for developing a master plan for faculty development.

The following is a systematic professional faculty development plan for the Tennessee Colleges of Applied Technology.

Each faculty member will develop and submit a plan annually, in March for the next fiscal year, for his/her own professional development. Each plan will include, but not be limited to:

1. enhancement of skill development;
2. acquiring technical information;
3. increase instructional or teaching ability.

### **Components of the Plan**

#### **I. Enhancement of Skill Development**

- A. Each faculty member will submit a plan for his/her own skill development program. These plans will include, but not be limited to methods of skill development, dates of skill development training and the cost.
- B. The Director and faculty member will review the plan and decide on the proper method of obtaining required skill development.
- C. The Director will budget, provided funds are appropriated, funding for travel registration for workshops, seminars, short courses, lodging and meal expenses necessary to carry out the skill development program.

Note: Faculty members will be expected to carry out the skill development plan during scheduled in-service training periods, and/or after regular class schedules. Exceptions can be made in rare unusual circumstances with approval of the Director.

## **II. Providing of Technical Information**

- A. The College will provide funding for trade publications.
- B. Instructors will be required to attend at least one technical workshop annually.
- C. Technical workshops will be sponsored jointly by TBR and Tennessee Colleges of Applied Technology, or will be organized and sponsored by schools in a geographical area, or locally sponsored and conducted.
- D. The Director will budget, provided funds are appropriated, funding for travel, meals, lodging and registration for faculty members to attend trade seminars and short technical courses.

## **Increasing Instructional or Teaching Ability**

Faculty members will include, in their faculty development plan, a plan for attending college level teacher educational courses. These courses will be structured to enhance the teaching abilities of faculty members.

### **I. Annual Program Evaluation**

Instructional programs will be evaluated annually to ascertain the faculty member's instructional growth, the instructional standards, number of students served and number employed in jobs related to training. The evaluations will be a four (4) phase evaluation:

1. by students enrolled in the program,
2. by the faculty,
3. by the administration, and
4. external customer, the employer.

Evaluation instruments will be criterion reference based and objectively scored.

**(Reference TBR Policy 5-01-00-06)**

## **IN-SERVICE ACTIVITY**

Employees are encouraged to participate in in-service each fiscal year. If not provided by the school, activities by be planned by the employee and submitted to the Assistant Director



## **LEAVE REQUESTS**

In accordance with the Tennessee Board of Regents 5-01-01-00, each Tennessee College of Applied Technology will establish the following guidelines and procedures for leave requests and/or approval.

### I. Annual Leave

- A. Employee submits request for leave to their supervisor in advance for approval. In his or her absence approval can be obtained by the College Director.
- B. The supervisor approves request for leave and forwards to Human Resources.
- C. Human Resources process the completed approved form.
- D. In emergency situations the same procedure as above is followed, with the exception that the employee should communicate orally with the supervisor and with the Human Resource Department with the forms to be completed the day the employee returns to work.

### II. Sick Leave

Short Term Sick leave (3 days or less)

- A. Follow same procedure as in annual leave, if leave is anticipated, such as with medical or dental appointments.
- B. If sudden illness occurs, the employee should notify the Director prior to their normally scheduled hours. Should the Director not be available, the employee may contact the Assistant Director. Appropriate leave sheets should be submitted upon the employee's return to work

### III. Long Term Leave

- A. Leaves, other than annual and short-term sick leave, require prior notification of the director and the Human Resource Department for processing of TBR required authorization. In addition, the employee may be required to submit documentation in support of the leave or for pay purposes. In cases where prior notification is not feasible, the employee should contact his/her supervisor and the

Human Resource Department as soon as possible. Such leave shall include but not be limited to: Family Medical Leave, Parental Leave, Military Leave, Civil Leave, Bereavement Leave, Leave of Absence, and Leave without Pay.

## **PURCHASING PROCEDURES**

### **Purchasing**

In accordance with the Tennessee Board of Regents policy 4-02-10-00 and the purchasing agreements with the lead institution, the Tennessee College of Applied Technology complies with the following:

### **Procedures**

Faculty and staff should maintain an inventory of supplies sufficient to sustain the program or department for approximately a three (3) month period. After determining the materials needed, the following procedures should be followed:

#### **Faculty and Staff:** Submit Purchase Requisitions

1. Initiate a purchase requisition noting a description and quantity of the items (s) and estimated cost being requested. A vendor may be suggested. An estimate may be obtained if the requested purchase is under \$10,000.00. Please attach any estimates.
2. Submit the signed requisition to the Director in a timely fashion to ensure on time delivery.

#### **Director:** Approval

1. Review requests weekly for adequacy of need and adequacy of funding.
2. If approved, sign the requisition and forward to the business office.
3. If not approved, the Director will return the requisition to the initiator and explanation or a request for additional information.

#### **Business Office Financial Support Associate III:** Process Purchase Requisitions

1. Review for adequacy of funding.
2. Obtain three (3) written, telephone or electronic-bids for purchases over \$10,000 (excluding state contracts).
3. Solicit fifteen (15) written sealed bids for items over \$50,000 (excluding state contracts).
4. Choose appropriate vendor for purchase considering state contracts, quotes, bids, pricing, etc.
5. For orders over \$100 enter the purchase requisition into Banner.

Lead Institute Purchasing Director

of Purchasing will assign a purchase order number. Purchase orders will feed

- from Lead Institute and print in the TCAT Business Office.
6. Place order with vendor using the purchase order number.
  7. Forward purchase order, purchase requisition and any attachments to the Business Office Part-Time Financial Support Associate for payable process.

**Part-Time Financial Support Associate: Receiving**

1. Check incoming materials and verify count with packing slip.
2. If accurate, initial packing slip.
3. Contact appropriate vendor regarding discrepancies or damaged materials.
4. Forward purchases to requisitioned.

**Requisitioned: Verify Materials Received**

1. Check materials for accuracy in product and count.
2. Report any discrepancies to the Business Office after inspection.

**General Information**

1. Emergency purchase requisitions will be reviewed and approved on an individual Basis, as requested.
2. Routine office supplies are available through the Business Office after submitting a signed requisition.
3. For immediate needs, credit cards may be used by the Director, Assistant Director, Administrative Support Associate, Facilities Support Associate or Financial Support Associates. Signed requisitions must be submitted with store receipt.
4. Repetitive supplies (such as welding gases, fuel and postage) will be handled with yearly standing purchase orders.
5. Repetitive services (such as telephone, pest control and garbage disposal) will be handled with yearly standing purchase orders.

**(Reference TBR Policy 4-02-10-00)**

## **GRIEVANCES**

### **Purpose**

The purpose of this procedure is to provide a clear, orderly and expedient process by which employees may resolve bona fide complaints or grievances.

### **Scope**

This policy covers all Tennessee College of Applied Technology employees.

### **Complaint**

A concern an employee wishes to discuss with a supervisor in an effort to resolve the matter. Personnel actions such as performance evaluation, rates of pay, position reclassifications, or position terminations due to reduction in force do not fall under the classification of complaint.

### **Grievance**

Any action the college has taken against the employee which -

- A. Violates institution or Tennessee Board of Regents policy, or involves inconsistent application of these same policies;
- B. Violates state or federal discrimination statutes in that the adverse action is based solely on race, sex, national origin, age, handicap, or veteran status;
- C. Violates any constitutional right. The most likely are actions which might hamper free speech, freedom of religion, the right to association, improper search and seizure or which denies constitutionally required notice or procedures.

### **Grievance Committee**

A pool of people who may be called upon to hear grievance cases. The Director shall determine the details of the committee such as appointment, committee membership, term, etc. The Tennessee College of Applied Technology shall seat a committee on an individual case basis, insuring adequate peer representation. Only persons having no conflict of interest will be seated. (Normally three (3) individuals serving). A chairperson shall be elected by the committee. This person shall have the authority

to conduct a thorough investigation of the allegations.

### **Procedure**

An employee feeling a grievance action has taken place (as defined), shall first discuss the event with their immediate supervisor no later than ten (10) work days from the events occurrence or the day the event became known to the employee. The purpose of such a meeting is to resolve the issue at the earliest possible time. Any claim not presented within the time provided shall be deemed to have been waived.

In the event a resolution is not reached between the immediate supervisor and the employee, a written grievance may be submitted to the Assistant Director within ten (10) working days from the events occurrence or the day the event became known to the employee. The purpose of such a meeting is to resolve the issue at the earliest possible time. Any claim not presented within the time provided shall be deemed to have been waived.

The written grievance shall provide:

The grievants name and job title.

The department in which the grievant is employed.

Explanation of grievance.

Names of persons to whom the grievance has previously been presented and date on which the grievance was presented to each.

Correction action desired.

Date the written grievance is filed.

Signature of grievant.

The Assistant Director shall request the Director to appoint a grievance committee to hear the grievance. A meeting of the grievance committee shall take place within ten (10) working days or receipt of the notice by the Assistant Director.

The grievance hearing shall be conducted in such a manner that both parties may present their views and the facts of the case per accepted grievance proceedings procedures.

The grievance committee shall within five (5) working days of their meeting submit their findings of fact to the Director, grievant, and immediate supervisor.

Appeal to the Director may be made if the grievant or the immediate supervisor is not satisfied with the decision of the grievance committee. (In the event the Director is the immediate supervisor the grievance may be appealed to the Chancellor provided the grievance falls within the perimeters of the TBR policy 1-02-11-00, i.e. {those grievance issues listed in Definition of Grievance subsection A of this policy). This appeal must be submitted within ten (10) working days of the decision of the grievance committee. The appeal to the Director or Chancellor shall be accompanied by the written grievance, decision of the grievance committee, documentation upon which with good cause shown were not previously, considered by the grievance committee.

Following a hearing of the facts and allegations and a review of documentary evidence, the Director shall issue a written decision within ten (10) working days. The Director may amend, reverse, modify, or affirm the decision of the grievance committee. A decision may be remanded, modified, or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of TBR or school policies.

If either party is not satisfied with the decision of the Director or Chancellor, the employee shall be advised of his/her right to appeal pursuant to Tennessee Board of Regents policy. All appeals must be made within ten (10) days of notification of findings. Any appeal not submitted within the time provided shall be deemed to have been waived.

### **General**

A grievance may be withdrawn at any step by submitting a written notice to withdraw to the Director.

Employees shall be given time during normal work hours to pursue grievances provided normal workflow is not interfered with.

A grievance, which is the subject of an action filed with an external body, shall not be processed through the school.

A grievance which is the subject of a harassment complaint, which is being pursued through the sexual or racial harassment procedures (Guidelines P-080) shall not be processed through the grievance procedure.

Copies of written grievances shall be kept on file in the Director's office for a period of three (3) years.

**(TBR Guideline P-110)**

### **GENERAL TRAVEL**

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

- A. Travel which is necessary for proper execution of official system business or in justifiable pursuit of the school's educational objective.
- B. Travel to meetings and conferences of a professional nature which will increase the attending faculty member's usefulness to the system, provided that travel to such a meeting or conference shall be limited to one trip per fiscal year unless the faculty member is invited to deliver papers at more than one meeting, or unless the faculty member is an association officer whose attendance is required at more than one meeting.

Reimbursement for travel expenses shall be allowed only for actual expenses incurred, subject to the maximum limitations contained herein. Receipts are required prior to reimbursement for all expenses exceeding the amounts shown on the addendum contained in policy 4:03:03:00, except for meals, taxi fares, bus fares, and toll ferry fees. Lodging receipts are required and must have itemized room charges and applicable taxes shown.

### **Authorization of Travel**

All employees of the Tennessee College of Applied Technology must obtain prior written authorization for in-state and out-of-state travel by use of a school travel authorization and/or Travel Advance Form. The form must show the purpose of the trip, destination, dates of departure and return, mode of transportation, classes missed and a statement as to how they will be covered, and estimated expenses. Approval must be given by the Director before travel commences.

If the estimated expense of an employee on temporary travel exceeds \$100, advance travel funds may be requested using the same form. Each employee receiving travel advance funds must sign a payroll deduction authorization form which will allow the school to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim.



Each Travel Authorization and/or Travel Advance Form must be submitted to the Director no less than five (5) working days prior to the date of travel, and, if applicable must be accompanied by a list of passengers. Upon travel completion, a Claim for Traveling Expenses must be submitted within 30-days following the completion of the trip.

Employees whose employment requires frequent in-state travel may obtain blanket authorization for travel with approval of Travel Authorization Form for such travel no later than 15 days after the first day of the fiscal year, or at times frequent need occurs within the fiscal year. Authorization must be renewed annually as provided by this policy.

### **Authorized Operators and Passengers of College-Owned Vehicles**

Employees of the Tennessee College of Applied Technology, with proper authorization, may operate a school vehicle for official business. Authorization for use of a school vehicle shall be limited to official use within the scope of employment of the employee. Non-employees of the college shall not drive a school vehicle.

Passengers in college vehicles shall be limited to the following.

- Employees of the college when it's within the scope of employment.
- Students of the college engaged in college sponsored activities. (Hold Harmless Agreement needs to be in place prior to any student riding in a state vehicle.)
- Other persons when it is necessary for them to accompany an employee on official business, or as guest of the college.

### **Notice of Liability and Penalties for Misuse of Motor Vehicles**

In the case of accidents involving employees of the institution or school operating state vehicles, claims may be made against the institution or school only through the Tennessee Claims Commission. Claims against the state filed with the Claims Commission shall operate as a waiver of any cause of action, based on the same act or omission, which the claimant has against any state officer or employee. The waiver shall

be void if the commission determines that the act or omission was not within the scope of the employee's office or employment. State employees are absolutely immune from liability for wrong which occur within the scope of the employee's employment.

In the event an employee misuses a state vehicle, he/she will be subject to one or more of the following penalties: written reprimand or warning, suspension without pay, dismissal, or payment for damages to the vehicle.

Any employee who operates a state vehicle should obtain appropriate liability insurance for his/her own protection.

**(Reference TBR Policy 4-03-02-00)**

### **Reservation of College Vehicle and Trip Completion Requirements**

Reservation of a school vehicle must be made with the Director. A mileage report verifying beginning and ending mileage must be completed and left in the vehicle upon completion of trip.

### **Personal Vehicle Use Reimbursement Rate**

The rate for reimbursement where personally-owned cars have been authorized for daily performance of duties or where state cars are not available is per the addendum section of TBR Policy 4-03-02-00.

### **Lodging**

The lodging rate is contained in the addendum section of TBR Policy 4-03-03-00. Rates vary by location.

### **Additional Lodging Expenses**

Sales taxes on lodging costs will be reimbursable. A check-in expense up to the maximum indicated on the addendum will be reimbursable. When an employee stays at an officially designated hotel or motel for a convention or meeting, any additional expense may be reimbursable, provided the rate is that shown in the convention or conference brochure. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. In all cases the employee should attempt to secure a government rate. The employee must show documentation of the convention/conference rates.

### **Shared Lodging**

When a room is shared with a fellow employee on authorized travel, each employee should share a proportionate share of the room cost, and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared.

### **Time Schedule for Determining Meal Allowance**

Only overnight travel is involved in reimbursement for the meals. Reimbursement for meals and incidentals for the day of departure and return shall be three-fourths of the

appropriate M&I prescribed for the lodging location. Reimbursement for meals will not be permitted when overnight travel is not involved.

**(Reference TBR Policy 4-03-03-00)**

### **Miscellaneous Expenses**

Expenses for entertainment, laundry, valet services, tips and gratuities, etc., are personal expenses and will not be reimbursed in excess of the incidental portion of the M&I rate.

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

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

**(Reference TBR Policy 4-03-03-00)**

### **Travel Guidelines for Non-Exempt (hourly) Employees**

The following is guidance for appropriately recording hours worked, as defined by the Department of Labor for non-exempt employees who travel as part of the job. The following information comes from the Electronic Code of Federal Regulations, Title 29; Part 785.

**§785.35 Home to work; ordinary situation.** An employee who travels from home before his regular workday and returns to his home at the end of the workday is engaged in ordinary home to work travel which is a normal incident of employment. This is true whether he works at a fixed location or at different job sites. Normal travel from home to work is not work time.

**§785.37 Home to work on special one-day assignment in another city.** A problem arises when an employee who regularly works at a fixed location in one city is given a special 1-day work assignment in another city. For example, an employee who works in Washington, DC, with regular working hours from 9 a.m. to 5 p.m. may be given a special assignment in New York City, with instructions to leave Washington at 8 a.m. He arrives in New York at 12 noon, ready for work. The special assignment is completed at 3 p.m., and the employee arrives back in Washington at 7 p.m. Such travel cannot be regarded as ordinary home-to-work travel occasioned merely by the fact of employment. It was performed for the employer's benefit and at his special request to meet the needs

of the particular and unusual assignment. It would thus qualify as an integral part of the “principal” activity which the employee was hired to perform on the workday in question; it is like travel involved in an emergency call (described in §785.36), or travel

like travel that is all in the day’s work (see §785.38). All the time involved, however, need not be counted. Since, except for the special assignment, the employee would have had to report to his regular work site, the travel between his home and the railroad depot may be deducted, it being in the “home-to-work” category. Also, of course, the usual meal time would be deductible.

**§785.38 Travel that is all in the day’s work.** Time spent by an employee in travel as part of his principal activity, such as travel from job site to job site during the workday, must be counted as hours worked. Where an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and to carry tools, the travel from the designated place to the work place is part of the day’s work, and must be counted as hours worked regardless of contract, custom, or practice. If an employee normally finishes his work on the premises at 5 p.m. and is sent to another job which he finishes at 8 p.m. and is required to return to his employer’s premises arriving at 9 p.m., all of the time is working time. However, if the employee goes home instead of returning to his employer’s premises, the travel after 8 p.m. is home-to-work travel and is not hours worked. (*Walling v. Mid-Continent Pipe Line Co.*, 143 F. 2d 308 (C. A. 10, 1944))

**§785.39 Travel away from home community.** Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee’s workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Regular meal period time is not counted. As an enforcement policy the Divisions will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

**§785.40 when private automobile is used in travel away from home community.** If an employee is offered public transportation but requests permission to drive his car instead, the employer may count as hours worked wither the time spent driving the car or the time he would have had to count as hours worked during working hours if the employee had

used the public conveyance.

**§785.41 Work performed while traveling.** Any work which an employee is required to perform while traveling must, of course, be counted as hours worked. An employee who drives a truck, bus, automobile, boat or airplane, or an employee who is required to ride therein as an assistant or helper, is working while riding, except during bona fide meal periods or when he is permitted to sleep in adequate facilities furnished by the employer.

### **Field Trips**

Field trips are encouraged only if they assist in the learning process. Prior to a field trip the instructor/teacher must coordinate through the Director's office such matter as (1) advance notification of the field trip schedule and student participants, and (2) arrangements for school transportation or clearance for use of private automobiles. All students involved in school sponsored field trips must complete a Hold Harmless Form prior to the designated field trip. Instructors or other school staff organizing field trips must complete a Travel Authorization Form.

### **Grading**

Numerical grades will be assigned in accordance with criterion referenced proficiency tests.

Grades will be assigned as follows and reported every trimester

### **Grading Scale**

A= 93 - 100	D= 70 - 76
B= 85 - 92	F= 0 – 69
C= 77 – 84	

### **Practical Nursing Grading Scale**

A = 94 - 100	B= 87 - 93
C= 81 - 86	F= 81 and below

Practical Nursing students must maintain a theory average of 81 in all subjects.

**PROGRESS/ATTENDANCE**

Progress reports, attendance records, and work evaluations are kept on each trainee and are filed in the school office, along with such information that may be pertinent to successful employment. Every term an evaluation of progress is recorded for each student. An unsatisfactory evaluation is automatic suspension for the term. Students must maintain a “C” or better average for each 72 day period of instruction or be terminated. Re-entry into training for any student so terminated must be approved by the school’s Director.

The nature of programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress. The following procedure will be followed to insure consistency in the handling of student absence.

Hours Absent

24

42

Steps Taken

Referred to Counselor

Referred to Student Services Coordinator

Occurrences Tardy

5

6

7

Steps Taken

Documented warning by Instructor

Documented probation by Counselor

Referral to Director or his designee

**(Reference TBR Policy 2-03-01-05)**



## **ACADEMIC AND CLASSROOM MISCONDUCT**

The matter of classroom discipline is properly left to the individual instructor/teacher. Perpetual violators should be reported to the Director if normal action by the instructor/teacher appears to have been insufficient. It is expected that appropriate administrative action will be taken when necessary.

It is expected that students will fulfill their academic responsibilities with the utmost degree of honesty. Cheating cannot and will not be tolerated as a way of life. It is the instructor/teacher's responsibility to discourage any type of activity which might be questioned as being cheating. The responsibility for supervision rests with the individual instructor/teacher.

The current Student Handbook informs students of the Tennessee Board of Regents policy on Academic and Classroom Misconduct. (TBR Policy 3-02-00-01)

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

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

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

The Student Handbook also states that the student may appeal through one of two procedures. The student may choose to have the case heard, using provisions of the Administrative Procedures Act (APA) or may choose the "due process" as outlined below. For more information concerning APA, contact the Assistant Director.

Any student charged with misconduct has the right to “due process” as follows:

Any charge must be made in writing by the accuser to the Director for review and further action.

If in the opinion of the Director or Assistant Director the case merits hearing by the Disciplinary Committee of the school, the accused student shall be advised in writing of the charge, the name of the person bringing the charge, the time and place of the committee hearing, and that he/she may obtain legal counsel to appear with him/her for the purpose of counsel only, but not for presenting the case for the accused within three (3) school days of the original charge.

In any case involving action by the Disciplinary Committee, the accuser must appear before the Committee and testify regarding the charge.

The student has the right to appeal the decision of the Disciplinary Committee to the Director of the school, whose decision shall be final.

**(Reference TBR Policy 3-02-00-01)**

### **DRUG AND ALCOHOL ABUSE**

The institution is always concerned about the well-being of its students and staff. Information, referral assistance, and counseling services for students are available in Student Services. Employees desiring further information concerning counseling services for themselves or family members are encouraged to contact the Employee Assistance Program mentioned in the benefits section of this handbook.

### **DRUG FREE WORKPLACE**

All employees of the Tennessee College of Applied Technology are strictly prohibited from participating in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the TCAT workplace. Each employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no more than five (5) days after such conviction. Violation of this rule, which results in a criminal conviction, will force one of the following actions against said employee: a written warning, probation, and/or termination following established Tennessee Board of Regents guidelines for disciplinary actions.

In order to complete certification for this requirement, both current and future employees of the college must sign a statement certifying compliance with this regulation. A copy of this statement will be given to the employee, placed in the employee's permanent file and maintained in the Director's office.

### **TOBACCO USE**

The Tennessee Colleges of Applied Technology are committed to promoting and maintaining a healthy work and educational setting. In addition, the institution is committed to promoting good health and well-being of all students as they prepare for a successful career. In consideration of state and federal laws and institutional goals, students, employees, and visitors are prohibited from using tobacco throughout all campus buildings and institutionally-owned vehicles.

- The use of tobacco products (smoke or smokeless) is prohibited in all buildings. This policy extends to any space leased by the institution. However, the use of tobacco products will be permitted outside as indicated by signage in designated areas as follows:
- The use of tobacco products is prohibited in state owned vehicles.
- The institution will provide educational information on tobacco use cessation programs.
- The administration and instructional staff are responsible for informing the college community of the tobacco use policy and overseeing day-to-day compliance. The Director or his/her designee will address violations and habitual offenders of this policy.

### **DESIGNATED SMOKING AREAS**

In accordance with the laws of the State of Tennessee (Public Chapter 410, "Non-Smoking Act), the Tennessee College of Applied Technology shall provide a designated smoking area on campus. All buildings and the main breezeway between the shop areas are smoke-free environments. The Smoking policy is as follows:

- Smoking is only allowed in designated areas on campus.
- Each designated smoking area is clearly posted with a sign.

Benches and other picnic tables placed in other areas of the campus are for non-smoking breaks only. Compliance with this policy is **mandatory**. Please place trash in the proper waste containers, not on the ground or in the graveled areas.

### **SANCTIONS FOR VIOLATION OF LAWS & POLICIES**

In accordance with Tennessee Public Chapter 410, known as the “Non-Smoker Protection Act”, smoking is prohibited in all public places and places of employment. Smoking is defined as “inhaling, exhaling, or carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco, and any other lighted tobacco product.”

Smoking is only permitted outside in designated areas as prescribed by the Act. The law also requires that “smoke from these areas must not infiltrate into where smoking is prohibited.”

This state law specifies that a person who knowingly smokes where smoking is prohibited shall be subject to a civil fine of up to fifty dollars and “each day on which a knowing violation occurs shall be considered a separate and distinct violation.”

Violators of the policy should be reported to the administration. Violation of institutional policies and rules will be subject to administrative review and sanctions as outlined below.

#### **Faculty and Staff:**

Disciplinary action will be taken in accordance with the institutional policy up to and including termination of employment for habitual repeat offenders.

#### **Students:**

Students who violate this policy are subject to disciplinary action in accordance with the provisions of the Student Conduct Policy. Sanctions for violations may include verbal warning, formal reprimand, probation, suspension or dismissal.

#### **Visitors:**

Visitors to the campus whose actions are in violation of this policy may be asked to leave the campus grounds.





**EMPLOYEE ACKNOWLEDGEMENT  
OF  
RECEIPT OF TCAT EMPLOYEE HANDBOOK-POLICY**

This policy is intended to be used as a guide for policies, benefits, and general information about the Tennessee Colleges of Applied Technology System. These policies and guidelines should not be taken as a contract of any kind. Tennessee Colleges of Applied Technology reserves the right to make changes in the guidelines or its application base on Tennessee Board of Regents and State Government rules and regulations. Please be advised that Tennessee is an employment-at-will state. You may terminate your employment at any time without cause and TCAT institutions reserve the right to do the same.

I hereby acknowledge receipt of the TCAT Employee Handbook-Personnel Policies and affirm that I realize the significance of the rules, policies, and information in this handbook I also understand that these policies are subject to change by the Tennessee Board of Regents and the State of Tennessee. I understand that my employment is at the will of the respective Tennessee College of Applied Technology.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



Sample  
New Employee Orientation Checklist

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Hire Date \_\_\_\_\_  
 Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

General TCAT Information	
TCAT History	Motto
Mission	Vision
Webpages (TBR & TCAT)	Accreditation
Purpose & Philosophy	C.O.E.
Job Descriptions/	Organizational Chart
Work Schedule	Name Tags
Work Contract	Worker Characteristics
Building Keys & Work Area	Outside Employment

Employee Benefits	
Holidays	Employee Assistance Program
Administrative Closings	Family Medical Leave (FMLA)
Leave Benefits	Flex Benefits
Sick Leave Banks	Insurance
State Retirement Programs	Worker's Comp
Retirement Age	Comp Time
Payroll Deductions	ID Cards
Payday	Personnel Records

**(Continued)**

<b>Policies and Procedures</b>			
	Computer Usage Agreement		Purchasing Policies
	Safety Plan		Firearms on Campus
	Emergency Procedures		Record Retention Policies
	Drug-Free Workplace		Surplus Policies
	Drug and Alcohol Abuse Plan		Workplace Violence Prevention
	General Travel Policies		Smoking
	TBR Policies and Guidelines		Grievance Procedures
	TCAT Policies		Fraud, Waste and Abuse Policy

<b>Policies and Procedures Continued</b>			
	Attendance and Progress		Faculty Development
	Academic and Classroom Management		Sexual Harassment and Guideline P-080
	Calendar		Respect in the Workplace Training
	Care of Property		Title VI
	Confidentiality of Records		Title IX
	Evaluations		Tobacco Use
	Grading Procedures		Travel for Non-Exempt Employees

<b>Other Information</b>			
	Advisory Committees		
	Lead Institutions		
	Community and Area		
	Other TCATs		
	State and Local Government		

(This form may be revised, as needed.)



## Tennessee Colleges of Applied Technology

TCAT– Athens  
PO Box 848  
Athens, TN 37371  
Phone: (731) 744-2814  
[www.TCATathens.edu](http://www.TCATathens.edu)

TCAT-Covington  
PO Box 249  
Covington, TN 38019  
Phone: (731) 475-2526  
[www.TCATcovington.edu](http://www.TCATcovington.edu)

TCAT-Crossville  
PO Box 2959  
Crossville, TN 38555  
Phone: (931) 48-7502  
[www.TCATcrossville.edu](http://www.TCATcrossville.edu)

TCAT-Crump  
PO Box 89  
Crump, TN 38327  
Phone: (731) 632-3393  
[www.TCATcrump.edu](http://www.TCATcrump.edu)

TCAT-Dickson  
740 Highway 46  
Dickson, TN 37055  
Phone: (615) 441-6220  
[www.TCATdickson.edu](http://www.TCATdickson.edu)

TCAT-Elizabethton  
PO Box 789  
Elizabethton, TN 37646  
Phone: (423) 543-0070  
[www.TCATelizabethton.edu](http://www.TCATelizabethton.edu)

TCAT-Jackson  
2468 Technology Center Drive  
Jackson, TN 38301  
Phone: (731) 424-0691  
[www.TCATjackson.edu](http://www.TCATjackson.edu)

TCAT-Knoxville  
1100 Liberty Street  
Knoxville, TN 37919  
Phone: (865) 546-5567  
[www.TCATknoxville.edu](http://www.TCATknoxville.edu)

TCAT-McKenzie  
16940 Highland Drive  
McKenzie, TN 38105  
Phone: (731) 352-5364  
[www.TCATmckenzie.edu](http://www.TCATmckenzie.edu)

TCAT-McMinnville  
241 Vo-Tec Drive  
McMinnville, TN 37110  
Phone: (931) 473-5587  
[www.TCATmcminnville.edu](http://www.TCATmcminnville.edu)

TCAT-Memphis  
550 Alabama Avenue  
Memphis, TN 38105  
Phone: (901) 543-6100  
[www.TCATmemphis.edu](http://www.TCATmemphis.edu)

TCAT-Morristown  
821 West Louise Avenue  
Morristown, TN 37813  
Phone: (423) 586-5771  
[www.TCATmorristown.edu](http://www.TCATmorristown.edu)

TCAT-Harriman  
1745 Harriman Highway  
Harriman, TN 37748  
Phone: (865) 882-6702  
[www.TCATHarriman.edu](http://www.TCATHarriman.edu)

TCAT-Hartsville  
716 McMurry Blvd  
Hartsville, TN 37074  
Phone: (615) 374-2147  
[www.TCATHartsville.edu](http://www.TCATHartsville.edu)

TCAT-Hohenwald  
813 West Main Street  
Hohenwald, TN 38462  
Phone: (931) 796-5351  
[www.TCAThohenwald.edu](http://www.TCAThohenwald.edu)

TCAT-Jacksboro  
PO Box 419  
Jacksboro, TN 37757  
Phone: (423) 566-9629  
[www.tcatjacksboro.edu](http://www.tcatjacksboro.edu)

TCAT-Paris  
312 South Wilson  
Paris, TN 38242  
Phone: (731)  
[www.TCATparis.edu](http://www.TCATparis.edu)

TCAT-Ripley  
127 Industrial Drive  
Ripley, TN 38063  
Phone: (731)  
[www.TCATripley.edu](http://www.TCATripley.edu)

TCAT-Whiteville  
PO Box 489  
Whiteville, TN 38075  
Phone: (731) 254-8521  
[www.TCATwhiteville.edu](http://www.TCATwhiteville.edu)

TCAT-Murfreesboro  
1301 Old Fort Parkway  
Murfreesboro, TN 37129  
Phone: (615) 898-8010  
[www.TCATmurfreesboro.edu](http://www.TCATmurfreesboro.edu)

TCAT-Nashville  
100 White Bridge Rd  
Nashville, TN 37209  
Phone: (615) 425-5500  
[www.TCATnashville.edu](http://www.TCATnashville.edu)

TCAT-Newbern  
340 Washington Street  
Newbern, TN 38059  
Phone: (731) 627-2514  
[www.TCATnewbern.edu](http://www.TCATnewbern.edu)

TCAT-Oneida/Huntsville  
355 Scott High Drive  
Huntsville, TN 37756  
Phone: (423) 663-4900  
[www.tcatoneida.edu](http://www.tcatoneida.edu)

TCAT-Pulaski  
PO Box 614  
Pulaski, TN 38478  
Phone: (931)  
[www.TCATpulaski.edu](http://www.TCATpulaski.edu)

TCAT-Shelbyville  
1405 Madison Street  
Shelbyville, TN 37160  
Phone: (931)  
[www.TCATshelbyville.edu](http://www.TCATshelbyville.edu)