



**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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10:30am CDT  
Tuesday  
December 5, 2017

President's Executive Conference Room  
Student Union Building  
Murfreesboro, Tennessee 37132





**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call
- III. Remarks by Committee Chairperson / President
- IV. Approval of the Minutes
  - August 15<sup>th</sup> (Action) ..... [Tab 1](#)
- V. Rule Promulgation and Related Policy (Action) ..... [Tab 2](#)
  - Classification of Students
  - Policy 501 – Classifying Students In-State and Out-of-State for Paying University Fees and Tuition and for Admission Purposes
- VI. Approval of Policy Revision (Action)..... [Tab 3](#)
  - Policy 205 – Promotion of Tenured and Tenurable Faculty
- VII. Approval to Award Expedited Tenure (Action)..... [Tab 4](#)
- VIII. Approval of New Academic Program (Action) ..... [Tab 5](#)
- IX. Notification of Academic Actions (Information) ..... [Tab 6](#)
- X. Notification of New Academic Programs Under Consideration (Information)  
..... [Tab 7](#)
- XI. Background Check as part of Admissions Application (Information) ..... [Tab 8](#)

- XII. Fall 2017 Census Data (Information)..... [Tab 9](#)
- XIII. Faculty Senate Presentation (Information) .....[Tab 10](#)
- XIV. Murphy Center and Floyd Stadium Facilities Study (Information).....[Tab 11](#)
- XV. Approval of New Board of Trustees Policy: Board Travel (Action) .....[Tab 12](#)
- XVI. Adjourn



**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

Tab 1

Approval of Minutes





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: [Minutes of August 15, 2017 Academic  
Affairs, Student Life & Athletics  
Committee Meeting](#)

DATE: December 5, 2017

PRESENTER: Mark Byrnes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

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**BACKGROUND INFORMATION:**

The Academic Affairs, Student Life & Athletics Committee met in regular session on August 15, 2017.

Attached for your review and approval are the minutes from this meeting.





## REPORT FROM THE ACADEMIC AFFAIRS, STUDENT LIFE, AND ATHLETICS COMMITTEE

August 15, 2017

The Academic Affairs, Student Life, and Athletics Committee met on Monday, August 15, 2017, at Middle Tennessee State University. Chairwoman Pam Wright called the meeting to order at 11:00 a.m. (CDT). A quorum was present with the following Committee members in attendance: J.B. Baker, Pete Delay, Joey Jacobs, Tony Johnston, Steve Smith, Pam Wright, Lindsey Weaver, Keith Huber and Chris Massaro. Also present were Trustee Darrell Freeman; Sidney McPhee, President; Joe Bales, Vice President for University Advancement; Brenda Burkhart, Chief Audit Executive; Mark Byrnes, Interim University Provost; Andrew Oppmann, Vice President for Marketing and Communications; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Alan Thomas, Vice President for Business and Finance; and, Heidi Zimmerman, University Counsel and Board Secretary.

Chairwoman Wright thanked everyone for coming and stated the agenda items were for information and discussion only; there were no action items.

Dr. McPhee greeted the committee and introduced the Dean of the College of Behavioral and Health Sciences, Dr. Terry Whiteside, and the Director of the School of Nursing, Dr. Jenny Sauls. Dr. McPhee stated the MTSU School of Nursing is ranked in the top 15 nursing programs in the country.

Dr. Sauls presented a [history of the MTSU nursing program](#) from 1988 to present. She noted NCLEX scores are very significant and that the scores of MTSU student nurses are trending up. The Tennessee State Board of Nursing requires an 85% pass rate for the program to remain in good standing. Dr. Sauls mentioned that the program is expensive due to factors such as the faculty to student ratio required by clinical sites and salary competition within the private nursing practice. Dr. Sauls recommended no expansion of the undergraduate program at this time. Currently, the School of Nursing is working on the transition of the Masters in Nursing from TN e-Campus to MTSU.

Trustee Delay asked about the marketplace for nurses. Dr. Sauls said Saint Thomas and Vanderbilt hired 85% of our May 2017 nursing graduates. 88% of the students have a job prior to graduation and 90% of our graduates stay in the Middle Tennessee area.

Board Chairman Smith asked about the cost of producing a nursing graduate, and about the value to society of producing nurses.

Trustee Freeman noted that HCA wants the program and the graduates.

Dr. McPhee said we will compare costs to Vanderbilt and the University of Memphis. There are certain requirements for accreditation, such as faculty to student ratios, to have certain programs. He noted that while the cost of programs is quite important, there are other factors that must also be considered. It was noted that affordability is one of the factors used in ranking schools of nursing.

Director Sauls spoke of the career fair her school holds for students and the fact that MTSU has one of the lowest-cost nursing programs in the state.

Dr. Sells introduced the second presentation, on [Fraternity & Sorority Life](#). The role of fraternities and sororities has changed much over the last 30 years. Dr. Sells stated that there's no doubt fraternities and sororities contribute to student satisfaction and persistence, increased participation in leadership and philanthropic activities, and make happy alumni. MTSU must find a way to balance supporting these organizations against potential liability issues created by them. We continue education efforts to combat hazing and binge drinking. Accreditation level of each fraternity and sorority determines the level of oversight by the Office of Fraternity and Sorority life.

Dr. Byrnes notified the Trustees of [new academic degrees under consideration](#) under the leadership of newly-appointed Vice Provost for Academic Programs, Peter Cunningham. Dr. Byrnes explained that proposing new academic degrees is a lengthy and faculty-driven process. In response to a question from Board Chairman Smith, Dr. McPhee noted that there is a cost-benefit analysis done for each new program proposed. Dr. Byrnes stated that the University has closed several programs over the past few years and considers carefully each year THEC's report on Low Producing Programs. That report, and the university's response, will be presented at the next meeting.

With regard to the final informational item, Dr. Sells said that the University is still researching the issue of adding a question about criminal convictions to the admissions application and conducting criminal background checks, and will report its findings at the next committee meeting. A request was made that other institutions' admissions processes be reviewed for comparison.

The next committee meeting will be held in early to mid-November. The next meetings of the full board will be September 12 and December 5.

The meeting adjourned 12:04 p.m. (CDT).

Respectfully submitted,

Academic Affairs, Student Life and Athletics Committee



**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 2**

**Rule Promulgation and Related Policy**  
**Rule Defining Residency of Students**





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: Rule Defining Residency of Students  
and University Policy 501 Classifying  
Students In-State and Out-of-State for  
Paying University Fees and Tuition and  
for Admission Purposes

DATE: December 5, 2017

PRESENTER: Heidi Zimmerman

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Approval

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**BACKGROUND INFORMATION:**

T.C.A. § 49-8-104 requires the Board of Trustees to promulgate a rule defining residency of students to be used for the purpose of determining whether or not out-of-state tuition shall be charged to a student enrolling at MTSU. The proposed rule incorporates the criteria of § 49-8-104, as well as, additional criteria from other statutes and THEC rules to define residency.

Revisions are proposed to the corresponding policy, Policy 501 Classifying Students In-State and Out-of-State for Paying University Fees and Tuition and for Admission Purposes, to be consistent with the proposed rule.



Rules  
of  
Middle Tennessee State University, Murfreesboro  
Chapter 0240-07-01  
Classification of Students

New

Table of Contents is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

Table of Contents

0240-07-01-.01 Rules for Determination of Student Status  
0240-07-01-.02 Out-of-State Students who are not Required to Pay Out-of-State Tuition  
0240-07-01-.03 Appeal Procedure  
0240-07-01-.04 Effective Date for Reclassification  
0240-07-01-.05 Regional Scholars

0240-07-01-.01 Rules for Determination of Student Status is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

0240-07-01-.01 Rules for Determination of Student Status

- (1) Students and applicants with a domicile in the state of Tennessee are to be classified in-state for fee and tuition purposes and for admission purposes. Domicile is defined for these rules as a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return when he/she leaves MTSU without intending to establish a new domicile elsewhere.
  - (a) Persons eligible to establish domicile include U.S. citizens; valid/unexpired permanent residents; asylees/refugees; and those with certain visa types, including A1 – A3; E1, E2; G1 – G5; H1B, H4; I; K1 – K4; L1, L1a, L1b, L2; NATO 1 – NATO 7; O1, O3 (dependents of O1 only); P1 – P4; R1, R2; T1 – T4; and V.
  - (b) Persons not eligible to establish domicile include persons who have not met requirements of the Eligibility Verification for Entitlement Act (EVEA); undocumented persons, regardless of length of residence in Tennessee; persons on Deferred Action (DACA/Dream Act), and those with certain visa types, including B1, B2; C1 – C3; D1; F1, F2; H1C, H2A, H2B, H3; J1, J2; M1, M2; N; O2, O3 (dependents of O2); Q1 – Q3; S5 – S7; TC, TN, TD; and U1 – U5.
- (2) Absence from Tennessee for short periods of time will not affect the establishment of a residence.
- (3) Students and applicants not having domicile in Tennessee shall be classified out-of-state.
- (4) The domicile of an unemancipated person is that of his/her parent, except as provided in paragraph (5) below. Students who are unemancipated must submit parent, legal guardian, or foster parent documentation in lieu of their own. An emancipated person is someone who has attained the age of eighteen (18) years, and whose parents have entirely legally surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed emancipated person.
- (5) Unemancipated students of divorced parents shall be classified in-state when one (1) parent, regardless of custodial status, is domiciled in Tennessee.
- (6) An unemancipated student is classified in-state for fee and tuition purposes if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and meets one (1) of the following:
  - (a) Graduated from a Tennessee public secondary school;
  - (b) Graduated from a private secondary school that is located in Tennessee; or

- (c) Earned a Tennessee high school equivalency diploma.
- (7) The spouse of a student classified as in-state will also be classified as in-state.
- (8) Regular full-time employees, their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any Tennessee Board of Regents (TBR) institution or Locally Governed Institution (LGI).
- (9) Graduate assistants shall be classified as in-state for purposes of fees and tuition at the institutions where they are pursuing graduate studies as graduate assistants.
- (10) Continuous enrollment at MTSU is defined as enrollment in at least one (1) course in successive Fall or Spring terms during the student's enrollment.

Authority: T.C.A. § 49-8-104.

0240-07-01-.02 Out-of-State Students who are not Required to Pay Out-of-State Tuition is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

0240-07-01-.02 Out-of-State Students who are not Required to Pay Out-of-State Tuition

- (1) An unemancipated, currently enrolled student will be reclassified as out-of-state should his/her parent move out of the state of Tennessee. However, the student will not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as he/she is continuously enrolled at MTSU. The waiver of out-of-state tuition granted to a student will follow the student from a public community college to MTSU, if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.
- (2) An unemancipated person whose parent is not domiciled in Tennessee but is a member of the armed forces and stationed in Tennessee or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders. The waiver of out-of-state tuition granted to a student will follow the student from a public community college to MTSU, if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.
- (3) Part-time students who are not domiciled in Tennessee but who are employed full-time in Tennessee, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall also apply to part-time students who are employed in Tennessee by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.
- (4) Military personnel and their spouses stationed in the state of Tennessee who would be classified out-of-state in accordance with other provisions of these rules will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in Tennessee primarily for educational purposes.
- (5) Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
- (6) Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and



permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.

- (7) Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.
- (8) Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.
- (9) A veteran enrolled at MTSU will not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:
  - (a) Has not been dishonorably discharged from a branch of the U.S. armed forces or the National Guard;
  - (b) Is eligible for Post 9/11 GI Bill benefits or Montgomery GI Bill benefits; and
  - (c) Enrolls at MTSU after satisfying all admission requirements, within three (3) years from the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.
  - (d) To continue to qualify for in-state tuition and fees, a veteran must:
    1. Maintain continuous enrollment at MTSU; and
    2. Demonstrate objective evidence of established residency in this state by presenting at least two (2) of the following:
      - (i) Proof of voter registration in Tennessee;
      - (ii) Tennessee driver's license;
      - (iii) Tennessee motor vehicle registration;
      - (iv) Proof of established employment in Tennessee; or
      - (v) Other documentation clearly evidencing domicile or residence in Tennessee, as determined by the Tennessee Higher Education Commission.
- (10) Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in Tennessee while enrolled as a full-time student at any public or private higher education institution in Tennessee.
- (11) Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in Tennessee, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence including, but not limited to, proof of residence and/or property ownership within Tennessee; military orders assigning the person to Tennessee; proof of full-time employment within Tennessee; proof of receiving a Tennessee state benefit including, but not limited to, TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for fee purposes at another public Tennessee higher education institution; etc.

Authority: T.C.A. § 49-8-104; T.C.A. § 49-4-704; T.C.A. § 49-7-164.

0240-07-01-.03 Appeal Procedure is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

0240-07-01-.03 Appeal Procedure

- (1) Individuals may appeal their initial classification of residency status for purposes of fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:
  - (a) Individuals who are initially classified as out-of-state for purposes of fee payment by personnel in the Admissions Office, the Graduate Office, or the Office of International Programs and Services, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.
    1. Documentation submitted by the individual will be reviewed by the appropriate staff. The individual will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
    2. In the event that the individual's application for in-state residency is denied, the individual will be advised to contact the Assistant Vice President for Student Affairs or his/her designee to initiate an appeal of the classification.
  - (b) The Assistant Vice President for Student Affairs or his/her designee will, upon request of the individual and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.
  - (c) The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual be reclassified as in-state for purposes of fee payment.
  - (d) The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
  - (e) The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of fee payment.

Authority: T.C.A. § 49-8-104.

0240-07-01-.04 Effective Date for Reclassification is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

0240-07-01-.04 Effective Date for Reclassification

- (1) If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.
- (2) However, out-of-state tuition will be charged for any term during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that term.

Authority: T.C.A. § 49-8-104.

0240-07-01-.05 Regional Scholars is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

0240-07-01-.05 Regional Scholars

- (1) The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within a specified radius of the MTSU campus, as determined by the Board of Trustees and published on the Regional Scholars website, and who meet specific academic requirements to attend MTSU at a reduced rate.
- (2) Though still classified as out-of-state, students who qualify will receive:
  - (a) A reduced tuition as determined by MTSU in accordance with approved guidelines.
  - (b) Automatic consideration for the MTSU Freshman Academic Merit Scholarships.

Authority: T.C.A. § 49-8-104.



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  - (a) Persons eligible to establish domicile include U.S. citizens; valid/unexpired permanent residents; asylees/refugees; and those with certain visa types, including A1 – A3; E1, E2; G1 – G5; H1B, H4; I; K1 – K4; L1, L1a, L1b, L2; NATO 1 – NATO 7; O1, O3 (dependents of O1 only); P1 – P4; R1, R2; T1 – T4; and V.
  - (b) Persons not eligible to establish domicile include persons who have not met requirements of the Eligibility Verification for Entitlement Act (EVEA); undocumented persons, regardless of length of residence in Tennessee; persons on Deferred Action (DACA/Dream Act), and those with certain visa types, including B1, B2; C1 – C3; D1; F1, F2; H1C, H2A, H2B, H3; J1, J2; M1, M2; N; O2, O3 (dependents of O2); Q1 – Q3; S5 – S7; TC, TN, TD; and U1 – U5.
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- (5) Unemancipated students of divorced parents shall be classified in-state when one (1) parent, regardless of custodial status, is domiciled in Tennessee.
- (6) An unemancipated student is classified in-state for fee and tuition purposes if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and meets one (1) of the following:
  - (a) Graduated from a Tennessee public secondary school;
  - (b) Graduated from a private secondary school that is located in Tennessee; or

- (c) Earned a Tennessee high school equivalency diploma.
- (7) The spouse of a student classified as in-state will also be classified as in-state.
- (8) Regular full-time employees, their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any Tennessee Board of Regents (TBR) institution or Locally Governed Institution (LGI).
- (9) Graduate assistants shall be classified as in-state for purposes of fees and tuition at the institutions where they are pursuing graduate studies as graduate assistants.
- (10) Continuous enrollment at MTSU is defined as enrollment in at least one (1) course in successive Fall or Spring terms during the student's enrollment.

Authority: T.C.A. § 49-8-104.

0240-07-01-.02 Out-of-State Students who are not Required to Pay Out-of-State Tuition is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

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- (2) An unemancipated person whose parent is not domiciled in Tennessee but is a member of the armed forces and stationed in Tennessee or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders. The waiver of out-of-state tuition granted to a student will follow the student from a public community college to MTSU, if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.
- (3) Part-time students who are not domiciled in Tennessee but who are employed full-time in Tennessee, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall also apply to part-time students who are employed in Tennessee by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.
- (4) Military personnel and their spouses stationed in the state of Tennessee who would be classified out-of-state in accordance with other provisions of these rules will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in Tennessee primarily for educational purposes.
- (5) Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
- (6) Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.

- (7) Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.
- (8) Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.
- (9) A veteran enrolled at MTSU will not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:
- (a) Has not been dishonorably discharged from a branch of the U.S. armed forces or the National Guard;
  - (b) Is eligible for Post 9/11 GI Bill benefits or Montgomery GI Bill benefits; and
  - (c) Enrolls at MTSU after satisfying all admission requirements, within three (3) years from the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.
  - (d) To continue to qualify for in-state tuition and fees, a veteran must:
    - 1. Maintain continuous enrollment at MTSU; and
    - 2. Demonstrate objective evidence of established residency in this state by presenting at least two (2) of the following:
      - (i) Proof of voter registration in Tennessee;
      - (ii) Tennessee driver's license;
      - (iii) Tennessee motor vehicle registration;
      - (iv) Proof of established employment in Tennessee; or
      - (v) Other documentation clearly evidencing domicile or residence in Tennessee, as determined by the Tennessee Higher Education Commission.
- (10) Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in Tennessee while enrolled as a full-time student at any public or private higher education institution in Tennessee.
- (11) Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in Tennessee, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence including, but not limited to, proof of residence and/or property ownership within Tennessee; military orders assigning the person to Tennessee; proof of full-time employment within Tennessee; proof of receiving a Tennessee state benefit including, but not limited to, TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for fee purposes at another public Tennessee higher education institution; etc.

Authority: T.C.A. § 49-8-104; T.C.A. § 49-4-704; T.C.A. § 49-7-164.

0240-07-01-.03 Appeal Procedure is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

0240-07-01-.03 Appeal Procedure

- (1) Individuals may appeal their initial classification of residency status for purposes of fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:
  - (a) Individuals who are initially classified as out-of-state for purposes of fee payment by personnel in the Admissions Office, the Graduate Office, or the Office of International Programs and Services, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.
    1. Documentation submitted by the individual will be reviewed by the appropriate staff. The individual will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
    2. In the event that the individual's application for in-state residency is denied, the individual will be advised to contact the Assistant Vice President for Student Affairs or his/her designee to initiate an appeal of the classification.
  - (b) The Assistant Vice President for Student Affairs or his/her designee will, upon request of the individual and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.
  - (c) The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual be reclassified as in-state for purposes of fee payment.
  - (d) The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
  - (e) The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of fee payment.

Authority: T.C.A. § 49-8-104.

0240-07-01-.04 Effective Date for Reclassification is added to Chapter 0240-07-01 Classification of Students and shall read as follows:

0240-07-01-.04 Effective Date for Reclassification

- (1) If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.
- (2) However, out-of-state tuition will be charged for any term during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that term.

Authority: T.C.A. § 49-8-104.

0240-07-01-.05 Regional Scholars is added to Chapter 0240-07-01 Classification of Students and shall read as follows:



0240-07-01-.05 Regional Scholars

- (1) The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within a specified radius of the MTSU campus, as determined by the Board of Trustees and published on the Regional Scholars website, and who meet specific academic requirements to attend MTSU at a reduced rate.
- (2) Though still classified as out-of-state, students who qualify will receive:
  - (a) A reduced tuition as determined by MTSU in accordance with approved guidelines.
  - (b) Automatic consideration for the MTSU Freshman Academic Merit Scholarships.

Authority: T.C.A. § 49-8-104.



## **501 Classifying Students In-State and Out-of-State for Paying University Fees and Tuition and for Admission Purposes**

**Approved by Board of Trustees**

**Effective Date:** \_\_\_\_\_, 2017

**Responsible Division:** Student Affairs

**Responsible Office:** Enrollment Services

**Responsible Officer:** AVP Enrollment Services

### **I. Purpose**

It is the intent of Middle Tennessee State University (MTSU or University) that uniform rules shall apply in determining whether students shall be classified in-state or out-of-state for fees and tuition purposes and for admission purposes. This policy provides the rules and criteria that will be utilized in making classification determinations.

### **II. Rules for Determination of Status**

- A. Students and applicants with a domicile in this State are to be classified in-state for fee and tuition purposes and for admission purposes. Domicile is a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return when he/she leaves MTSU without intending to establish a new domicile elsewhere.
  - 1. Persons eligible to establish domicile include U.S. citizens; valid/unexpired permanent residents; asylees/refugees; and those with certain visa types, including A1 – A3; E1, E2; G1 – G5; H1B, H4; I; K1 – K4; L1, L1a, L1b, L2; NATO 1 – NATO 7; O1, O3 (dependents of O1 only); P1 – P4; R1, R2; T1 – T4; and V.
  - 2. Persons not eligible to establish domicile include persons who have not met requirements of the Eligibility Verification for Entitlement Act (EVEA); undocumented persons, regardless of length of residence in Tennessee; persons on Deferred Action (DACA/Dream Act), and those with certain visa types, including B1, B2; C1 – C3; D1; F1, F2; H1C, H2A, H2B, H3; J1, J2; M1, M2; N; O2, O3 (dependents of O2); Q1 – Q3; S5 – S7; TC, TN, TD; and U1 – U5.
- B. Absence from the State for short periods of time will not affect the establishment of a residence.

- C. Students and applicants not having domicile in this State shall be classified out-of-state.
- D. The domicile of an unemancipated person is that of his/her parent, except as provided in Section II.E. of this policy. Students who are unemancipated must submit parent, legal guardian, or foster parent documentation in lieu of their own. An emancipated person is one who has attained the age of eighteen (18) years, and whose parents have entirely legally surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed emancipated person.
- E. Unemancipated students of divorced parents shall be classified in-state when one (1) parent, regardless of custodial status, is domiciled in Tennessee.
- F. An unemancipated student is classified in-state for fee and tuition purposes if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and has:
  - 1. Graduated from a Tennessee public secondary school;
  - 2. Graduated from a private secondary school that is located in this state; or
  - 3. Earned a Tennessee high school equivalency diploma.
- G. The spouse of a student classified as in-state will also be classified as in-state.
- H. Regular full-time employees, their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any Tennessee Board of Regents (TBR) institution or Locally Governed Institution (LGI).
- I. Graduate assistants shall be classified as in-state for purposes of fees and tuition at the institutions where they are pursuing graduate studies as graduate assistants.
- J. Continuous enrollment at MTSU is defined as enrollment in at least one (1) course in successive Fall or Spring terms during the student's enrollment.

#### **I. Out-of-State Students who are Not Required to Pay Out-of-State Tuition**

- A. An unemancipated, currently enrolled student will be reclassified as out-of-state should his/her parent move out of the state of Tennessee. However, the student will not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as he/she is continuously enrolled at MTSU. The waiver of out-of-state tuition granted to a student will follow the student from a public community college to MTSU if the student transfers from the community college

without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.

- B. An unemancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed in this State or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders. The waiver of out-of-state tuition granted to a student will follow the student from a public community college to MTSU, if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.
- C. Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.
- D. Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.
- E. Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
- F. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.

- G. Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.
- H. Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.
- I. A veteran enrolled at MTSU will not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:
  - 1. Has not been dishonorably discharged from a branch of the U.S. armed forces or the National Guard;
  - 2. Is eligible for Post 9/11 GI Bill benefits or Montgomery GI Bill benefits; and
  - 3. Enrolls at MTSU after satisfying all admission requirements, within three (3) years from the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.

To continue to qualify for in-state tuition and fees, a veteran must:

- a. Maintain continuous enrollment at MTSU; and
  - b. Demonstrate objective evidence of established residency in this state by presenting at least two (2) of the following:
    - (1) Proof of voter registration in the state;
    - (2) Tennessee driver's license;
    - (3) Tennessee motor vehicle registration;
    - (4) Proof of established employment in the state; or
    - (5) Other documentation clearly evidencing domicile or residence in the state, as determined by the Tennessee Higher Education Commission.
- J. Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while

enrolled as a full-time student at any public or private higher education institution in this State.

- K. Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in this state, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence such as proof of residence and/or property ownership within the state; military orders assigning the person to Tennessee; proof of full-time employment within the state; proof of receiving a state benefit such as TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for fee purposes at another public Tennessee higher education institution; etc.

## **II. Appeal Procedure**

Individuals may appeal their initial classification of residency status for purposes of fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:

- A. Individuals who are initially classified as out-of-state for purposes of fee payment by personnel in the Admissions Office, the Graduate Office, or the Office of International Programs and Services, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.
  - 1. Documentation submitted by the individual will be reviewed by the appropriate staff. The individual will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
  - 2. In the event that the individual's application for in-state residency is denied, the individual will be advised to contact the Assistant Vice President for Student Affairs or designee to initiate an appeal of the classification.
- B. The Assistant Vice President for Student Affairs or designee will, upon request of the individual and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.

- C. The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual be re-classified as in-state for purposes of fee payment.
- D. The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
- E. The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of fee payment.

### **III. Effective Date for Reclassification**

- A. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.
- B. However, out-of-state tuition will be charged for any semester during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that semester.

### **IV. Regional Scholars**

- A. The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within a specified radius of the MTSU campus as determined by the Board of Trustees and published on the Regional Scholars website and who meet specific academic requirements to attend MTSU at a reduced rate.
- B. Though still classified as out-of-state, students who qualify will receive:
  - 1. A reduced tuition as determined by the University in accordance with approved guidelines.
  - 2. Automatic consideration for the MTSU Freshman Academic Merit Scholarships.

Forms: none.

Revisions: June 5, 2017 (original); \_\_\_\_\_, 2017.

References: Tennessee Higher Education Commission Chapter 1540-1-1 Regulations for Classifying Persons as Tennessee Residents for the Purpose of Participating in Tennessee Higher



Education Commission Programs Authority; Eligibility Verification for Entitlement Act; Deferred Action (DACA/Dream Act); T.C.A. §§ 49-4-704, 49-7-164;



## **501 Classifying Students In-State and Out-of-State for Paying University Fees and Tuition and for Admission Purposes**

**Approved by Board of Trustees**

**Effective Date:** ~~June 5~~ \_\_\_\_\_, 2017

**Responsible Division:** Student Affairs

**Responsible Office:** Enrollment Services

**Responsible Officer:** AVP Enrollment Services

### **I. Purpose**

It is the intent of Middle Tennessee State University (MTSU or University) that uniform rules shall apply in determining whether students shall be classified in-state or out-of-state for fees and tuition purposes and for admission purposes. This policy provides the rules and criteria that will be utilized in making classification determinations.

### **II. Rules for Determination of Status**

- A. Students and applicants with a domicile in this State are to be classified in-state for fee and tuition purposes and for admission purposes. Domicile is a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return when he/she leaves MTSU without intending to establish a new domicile elsewhere.
  - 1. Persons eligible to establish domicile include U.S. citizens; valid/unexpired permanent residents; asylees/refugees; and those with certain visa types, including A1 – A3; E1, E2; G1 – G5; H1B, H4; I; K1 – K4; L1, L1a, L1b, L2; NATO 1 – NATO 7; O1, O3 (dependents of O1 only); P1 – P4; R1, R2; T1 – T4; and V.
  - 2. Persons not eligible to establish domicile include persons who have not met requirements of the Eligibility Verification for Entitlement Act (EVEA); undocumented persons, regardless of length of residence in Tennessee; persons on Deferred Action (DACA/Dream Act), and those with certain visa types, including B1, B2; C1 – C3; D1; F1, F2; H1C, H2A, H2B, H3; J1, J2; M1, M2; N; O2, O3 (dependents of O2); Q1 – Q3; S5 – S7; TC, TN, TD; and U1 – U5.
- B. Absence from the State for short periods of time will not affect the establishment of a residence.

- C. Students and applicants not having domicile in this State shall be classified out-of-state.
- D. The domicile of an unemancipated person is that of his/her parent, except as provided in Section [II.E.](#) of this policy. Students who are unemancipated must submit parent, legal guardian, or foster parent documentation in lieu of their own. An emancipated person is one who has attained the age of eighteen (18) years, and whose parents have entirely legally surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed emancipated person.
- E. Unemancipated students of divorced parents shall be classified in-state when one [\(1\)](#) parent, regardless of custodial status, is domiciled in Tennessee.
- F. An unemancipated student is classified in-state for fee and tuition purposes, if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and has:
  - 1. Graduated from a Tennessee public secondary school;
  - 2. Graduated from a private secondary school that is located in this state; or
  - 3. Earned a Tennessee high school equivalency diploma.
- G. The spouse of a student classified as in-state will also be classified as in-state.
- H. [Regular full-time employees, their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any Tennessee Board of Regents \(TBR\) institution or Locally Governed Institution \(LGI\).](#)
- I. [Graduate assistants shall be classified as in-state for purposes of fees and tuition at the institutions where they are pursuing graduate studies as graduate assistants.](#)
- J. [Continuous enrollment at MTSU is defined as enrollment in at least one \(1\) course in successive Fall or Spring terms during the student's enrollment.](#)

#### **I. Out-of-State Students who are Not Required to Pay Out-of-State Tuition**

- A. An unemancipated, currently enrolled student will be reclassified as out-of-state should his/her parent move out of the state of Tennessee. However, the student will not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as he/she is continuously enrolled at MTSU. [The waiver of out-of-state tuition granted to a student will follow the student from a public community college to MTSU if the student transfers from the community college](#)

without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.

- B. An unemancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed in this State or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders. The waiver of out-of-state tuition granted to a student will follow the student from a public community college to MTSU, if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.
- C. Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.
- D. Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.
- E. Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
- F. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.

G. Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.

H. Students who participate in a study abroad program, when the course(s)/courses in the study abroad program is/are the only course(s)/courses for which the student is registered during that entire term are not required to pay out-of-state tuition.

I. A veteran enrolled at MTSU will not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:

1. Has not been dishonorably discharged from a branch of the U.S. armed forces or the National Guard;
2. Is eligible for Post 9/11 GI Bill benefits or Montgomery GI Bill benefits; and
3. Enrolls at MTSU after satisfying all admission requirements, within three (3) years from the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.

To continue to qualify for in-state tuition and fees, a veteran must:

- a. Maintain continuous enrollment at MTSU; and
- b. Demonstrate objective evidence of established residency in this state by presenting at least two (2) of the following:

(1) Proof of voter registration in the state;

(2) A-Tennessee driver's license;

(3) A-Tennessee motor vehicle registration;

(4) Proof of established employment in the state; or

(5) Other documentation clearly evidencing domicile or residence in the state, as determined by the Tennessee Higher Education Commission.

J. Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while

enrolled as a full-time student at any public or private higher education institution in this State.

- K. Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in this state, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence such as proof of residence and/or property ownership within the state; military orders assigning the person to Tennessee; proof of full-time employment within the state; proof of receiving a state benefit such as TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for fee purposes at another public Tennessee higher education institution; etc.

## II. Appeal Procedure

~~Individuals~~~~Students~~ enrolled at MTSU may appeal their initial classification of residency status for purposes of fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:

- A. ~~Individuals~~~~Students~~ who are initially classified as out-of-state for purposes of fee payment by personnel in the ~~A~~admissions ~~O~~ffice, the ~~g~~Graduate ~~e~~Office, or the ~~e~~Office of ~~I~~nternational ~~P~~rograms and ~~S~~ervices, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.
1. Documentation submitted by the ~~student~~~~individual~~ will be reviewed by the appropriate staff. The ~~individual~~~~student~~ will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
  2. In the event that the ~~individual~~~~student~~'s application for in-state residency is denied, the ~~individual~~~~student~~ will be advised to contact the Assistant Vice President for Student Affairs or designee to initiate an appeal of the classification.
- B. The Assistant Vice President for Student Affairs or designee will, upon request of the ~~individual~~~~student~~ and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.

- C. The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual student's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual student be re-classified as in-state for purposes of fee payment.
- D. The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. ~~In any event, the student will be notified of the Vice President's decision in a timely manner.~~ Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
- E. The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of fee payment.

### III. Effective Date for Reclassification

- A. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.
- B. However, out-of-state tuition will be charged for any semester during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that semester.

### IV. Regional Scholars

- A. The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within approximately two hundred fifty (250) miles and a specified radius of the MTSU campus as determined by the Board of Trustees and published on the Regional Scholars website and who meet specific academic requirements to attend MTSU at a reduced rate.
- B. Though still classified as out-of-state, students who qualify will receive:
  - 1. A reduced tuition as determined by the University in accordance with approved guidelines.
  - 2. Automatic consideration for the MTSU Freshman Academic Merit Scholarships.

Forms: none.



Revisions: ~~none~~ [June 5, 2017 \(original\)](#); \_\_\_\_\_, 2017.

References: Tennessee Higher Education Commission Chapter 1540-1-1 Regulations for Classifying Persons as Tennessee Residents for the Purpose of Participating in Tennessee Higher Education Commission Programs Authority; [Eligibility Verification for Entitlement Act; Deferred Action \(DACA/Dream Act\)](#); T.C.A. §§ [49-4-704](#), 49-7-164; ~~49-7-704~~.





**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 3**

**Approval of Policy Revision**  
**Policy 205**  
**Promotion of Tenured and Tenurable Faculty**





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: [University Policy 205: Promotion of  
Tenured and Tenurable Faculty](#)

DATE: December 5, 2017

PRESENTER: Mark Byrnes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

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**BACKGROUND INFORMATION:**

This Committee approved University Policy 205: Promotion of Tenured and Tenurable Faculty on May 15, 2017, as part of a group of Academic and Student Affairs policies revised due to MTSU's change in governance. The Provost has discovered inconsistencies pertaining to "Exceptions to Minimum Rank Qualifications" in the Promotion (205), Tenure (204), and Faculty Definition, Roles, Responsibilities, and Appointment Types (202) policies.

Policies 202 and 204 allow the Provost to approve exceptions to the minimum rank qualifications. This request is to make Policy 205 consistent with those policies.

The attached redline version of the Promotion of Tenured and Tenurable Faculty (205) policy reflects this change.



## **205 Promotion of Tenured and Tenurable Faculty**

**Approved by Board of Trustees**

**Effective Date:** \_\_\_\_\_, 2017

**Responsible Division:** Academic Affairs

**Responsible Office:** University Provost

**Responsible Officer:** University Provost

### **I. Purpose**

This policy establishes criteria and procedures for academic promotion at Middle Tennessee State University (MTSU or University). It is intended to help ensure that promotions are made objectively, equitably, impartially, and as recognition of merit.

### **II. Applicability**

This policy relates only to promotion of MTSU faculty who are tenurable or tenured. Promotion of faculty who hold one of the ranks within the Instructor position is found in [Policy 202 Faculty Definition, Roles, Responsibilities, and Appointment Types](#).

### **III. Definitions**

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

- A. **Teaching.** Teaching includes strategies by which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, and development of course materials, courseware, and innovative approaches to instruction.
- B. **Research/Scholarship/Creative Activity.** Research/scholarship/creative activity encompasses the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge and is disseminated to an appropriate audience. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, creative activities (i.e., film-making, performances,

or other artistic creations), research in teaching and learning, and seeking grants to support such activities.

C. **Service.** Service encompasses a faculty member's activities in three (3) areas: University service, professional service, and public service.

1. University service refers to work other than teaching and research/scholarship/creative activity done at the department, college, and/or University level. Participation in University service is expected of every faculty member. University service includes, but is not limited to, participation on department, college and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, advisor to a University-wide student organization, and/or membership on a University search committee.
2. Professional service refers to the work done for organizations germane to one's discipline or to the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, journal editorships, articles and grant proposal review, guest lecturing on other campuses, and other appropriate activities. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.
3. Public service is the University's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Public service primarily involves sharing professional expertise and should directly support the goals and mission of the University.

#### **IV. Consideration for Promotion**

A. The listed criteria represent minimum standards set by MTSU. College and/or department policies relating to the promotion process must meet the criteria as specified herein, but may exceed and be more specific than the minimum standards required by the University.-All college and department policies will be reviewed for consistency with MTSU policies by the Provost and approved by the President. Approved college and department policies will be made available online.

B. **Promotion in Rank**

1. Promotion in rank is recognition of past achievements of the candidate. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming



greater responsibilities. Promotions are to be made strictly on consideration of merit tempered by University and fiscal considerations.

2. Tenure and promotion are not formally linked, but typically promotion to associate professor comes with tenure, and granting of tenure comes with promotion to associate professor.
3. The President is responsible for the master staffing plan of the University. In developing such a plan, the President will consider the fiscal impact of each promotion recommended to the Board of Trustees (Board); i.e., resources allocated and distributed within the University.

### C. Promotion Process

#### 1. Procedures for Promotion Recommendations

##### a. General Guidelines

- (1) Consideration for promotion originates in the department or academic program unit to which the faculty has been assigned. Faculty members are responsible for initiating the promotion process by written notification to the department chair/director by the deadlines specified in the promotion calendar. Candidates for promotion are also responsible for submitting to the Department Chair/Director the [Outline of Faculty Data form](#) and such pertinent supporting materials as are called for in Section IV.B.
- (2) Administrators and committees involved in the review process (department committee, Department Chair/Director, college committee, Dean, and Provost) shall only submit those materials, forms, letters, and other documentation required by the review process outlined below. This includes letters of recommendation which should specify the performance criteria used and explain how the candidate has or has not met those criteria.
- (3) No material can be added to the Outline of Faculty Data or supporting materials once the department and/or academic program unit review process has formally begun. It is important that all participants in the review process have access to the same set of materials.
- (4) Members of department and college tenure and promotion review committees shall not make individual recommendations concerning candidates to administrators or committees in the review process outside committee procedures.

- (5) [Policy 816 Nepotism](#) prohibiting nepotism will apply to all levels of the promotion process.
  - (6) The candidate for promotion may withdraw from the review process at any level without prejudice. Withdrawal from the process does not preclude the candidate from reapplying.
- b. Department and/or Academic Program Unit Review
- (1) The review process for promotion recommendations at the department and/or academic program unit level consists of separate considerations by the department chair/director and a department tenure and promotion review committee. Departments and/or academic program units may establish a single committee for both tenure and promotion review, or if deemed desirable and necessary, departments and/or academic program units may create two peer review committees (a tenure and promotion review committee and a tenure review committee) as outlined in department policies, subject to approval by the Provost and President.
  - (2) Department Promotion Review Committee. Each department and/or academic program unit will develop written policies that cover the structure, annual election of committee members, and operating procedures of the department tenure and promotion review committee. A copy of these policies will be available to faculty members in the offices of their Department Chair/Director and Dean. At a minimum, these policies will include the following:
    - (a) Committee members must be tenured;
    - (b) All full-time tenured and tenure-track faculty members in the department and/or academic program unit are entitled to a vote on the committee membership;
    - (c) Temporary faculty are not entitled to vote on committee membership;
    - (d) Candidates for promotion and the Department Chair/Director cannot be members;
    - (e) A committee chair/director will be elected by the members of the committee; and
    - (f) Whether there will be academic rank requirements for committee membership.

In situations where the staffing procedures described in the department policy cannot be implemented (for example, in the case of an inadequate number of tenured faculty or of specified academic rank), an alternate committee composition may be proposed subject to approval of the Provost, appropriate Dean, and Faculty Senate president prior to review of the candidate application(s).

- (3) Review Process. The Department Chair/Director, after examining all materials submitted by each candidate for promotion, then forwards the materials to the department tenure and promotion review committee. The department tenure and promotion review committee will separately consider each candidate's qualifications for promotion on such department, college, and university criteria as have been approved. After consideration, the committee will consult with the Department Chair/Director. If the recommendations of the department chair/director and committee are in concert, separate reports will be filed by the Department Chair/Director and by the committee to the appropriate dean. If the recommendations of the Department Chair/Director and committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting written recommendations to the appropriate dean. If the conflicts cannot be resolved, reports submitted to the dean by the committee and by the Department Chair/Director will each describe the points of conflict.
- (4) When deliberations are concluded, the Department Chair/Director and the committee will separately notify each promotion candidate of the recommendation that has been forwarded to the appropriate dean. Each candidate will be afforded the opportunity to meet with the Department Chair/Director and/or the department tenure and promotion review committee to discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate requests for a meeting with the Department Chair/Director and/or department committee chair.
- (5) In the case of departments or academic program units not affiliated with an academic college, the department tenure and promotion review committee will forward recommendations directly to the vice provost, who will serve as Dean for the purposes of the review process. When conflicting recommendations result between the Dean/Vice Provost and the department tenure and promotion review committee, they will meet in an attempt to resolve conflicts before forwarding recommendations to the provost.

c. College Review

- (1) The review process for promotion recommendations at the college level consists of separate and independent considerations by the Dean and a college promotion and tenure review committee.
- (2) College Promotion Review Committee. Each academic college will develop written policies that cover the structure, election of members to terms of three (3) years and the operating procedures for the college tenure and promotion review committee. A copy of these policies will be available to faculty members in the offices of their Department Chair/Director and Dean. At a minimum, these policies will include the following:
  - (a) Colleges with six (6) or more departments will elect one (1) faculty member from each department to the committee; colleges with five (5) or fewer will elect two (2) faculty members from each department to the committee. (To provide for committee rotation, those tenured faculty elected to serve on the first college tenure and promotion review committee will draw numbers to determine whether they serve for periods of one [1], two [2], or three [3] years; one-third [1/3] of the members will rotate off the committee each year.)
  - (b) Committee members must be tenured;
  - (c) All full-time tenured and tenure-track faculty members in the department and/or academic program unit are entitled to a vote to elect their representative(s);
  - (d) Temporary faculty are not entitled to vote on committee membership;
  - (e) Candidates for promotion and department chair/directors cannot be members. In the event that an elected committee member initiates the promotion process during his/her three (3)-year term, the department will elect a replacement;
  - (f) A committee chair/director will be elected annually by the members of the committee; and
  - (g) Colleges need to determine whether there will be rank requirements for those faculty members serving on the committee.

In situations where the staffing procedures described in the college policy cannot be implemented (for example, in the case of an inadequate number of tenured faculty or of a specified academic rank in a department), an alternate committee composition may be proposed subject to approval of the Provost, appropriate

Dean, and Faculty Senate president prior to review of the candidate application(s).

Each college Dean will provide the Faculty Senate president with the names of those elected to the college promotion and tenure review committee according to the timetable specified in the promotion calendar. The faculty senate president, in consultation with the Faculty Senate Steering Committee, may in turn appoint up to two (2) additional faculty members to each college promotion and tenure review committee to ensure diversity, which will provide for representation that reflects the make-up of the University.

(3) Review Process. Upon receipt of recommendations and other materials from the Department Chair/Director and department tenure and promotion review committee, the college Dean then forwards the materials to the college tenure and promotion review committee. The college committee is responsible for consideration of each candidate's qualifications using approved department, college and university criteria; and reviewing the promotion recommendations of the department committees and Department Chair/Director for each candidate. Deans are responsible for consideration of each candidate's qualifications using approved department, college and University criteria; and reviewing the recommendations of Department Chairs/Directors and department committees for each candidate. After consideration the committee will consult with the college Dean. If the recommendations of the Dean and committee are in concert, the committee will forward all materials submitted, along with their own recommendations, to the appropriate Dean. If the recommendations of the college Dean and committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting formal recommendations. If the conflicts cannot be resolved, reports submitted by the committee to the Dean will describe the points of conflict. Deans will forward all materials submitted, along with their own recommendations, to the Provost.

(4) When deliberations are concluded, the academic Dean and the college tenure and promotion review committee will notify each candidate considered for promotion of their recommendations. Each candidate will be afforded the opportunity to meet with the Dean and/or the college committee to discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate requests for a meeting with the Dean and/or college committee.

d. Provost's Review

(1) The Provost will review all recommendations and materials sent forward on promotion and forward his/her recommendations to the President. The

Provost is responsible for consideration of each candidate's qualifications using approved department, college and university criteria; and reviewing the recommendations of Department Chair/Director, department tenure and promotion review committee, college promotion committee, and Dean for each candidate. The Provost will forward all materials submitted, along with his/her own recommendations, to the President.

- (2) On the same date a decision is forwarded to the President, the Provost will notify each person considered, along with the appropriate Dean and Department Chair/Director, of his/her decision. The Provost will afford each person considered an opportunity to meet and discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate any request to review the process and data upon which the decision was made.

e. President's Review

The President is responsible for consideration of each candidate's qualifications using approved department, college and University criteria; and reviewing the recommendations of Department Chair/Director, department tenure and promotion review committee, college promotion committee, and dean, and Provost for each candidate. The President will prepare a list of faculty recommended for promotion and submit it to the Board. The President will notify candidates, Department Chairs/Directors, Deans, and the Provost of his/her recommendations. When notified of Board action, the President will inform the parties concerned of the Board's decisions. If a candidate appeals, the President will ~~not~~ notify the individual of a promotion recommendation after the appeal process is completed.

f. Appeals

The appeals process for official review by members of the Faculty Appeals Committee and others is outlined in [Policy 206 Tenure and Promotion Appeals Process](#). The appeal process should commence after the Provost has rendered his/her decision and notified the candidate of the decision.

2. Calendar of the Review Process. Each Spring semester, the Office of the Provost will issue a calendar for the promotion review process for the upcoming academic year, which will include key dates at each major step in the process.
3. Qualified Privilege of Academic Confidentiality for Promotion Review Committees
  - a. Peers and other faculty members serving on committees that make evaluations are expected to observe the highest appropriate standards of confidentiality

concerning deliberations. Tenure and promotion review committees have qualified privilege of academic confidentiality against disclosure of individual promotion votes unless there is evidence that casts doubt upon the integrity of the committee. This policy will be interpreted in a manner consistent with the Tennessee Public Records Act, as recorded in T.C.A. § 10-7-101 et seq.

- b. In general, no such privilege is recognized for proceedings outside of the University. The records created during the promotion process are subject to disclosure pursuant to T.C.A. § 10-7-503 et seq., and information regarding the process may be sought by subpoena or court order.

D. Minimum Eligibility Requirements for Consideration in Initial Appointment and Promotion

1. Initial appointment in academic rank is based on specific criteria and expectations as outlined in the following. Promotion in rank at any level is not simply a reward for length of service, but rather is recognition of fulfillment of higher expectations and more specific criteria at each academic rank.
2. In general, each academic rank requires an advanced degree in the academic discipline. Where the degree is from a related area, the department chair/director and dean must approve the degree as being related to the academic discipline and forward such recommendation to the Provost. Upon receipt of these recommendations, the Provost will determine whether the degree is appropriate to the teaching field, normally at the time of initial appointment of the faculty member.
3. When a faculty member's initial appointment begins in January, service for that semester will be counted toward promotion as one whole academic or fiscal year.

E. General Criteria for Initial Appointment and Promotion in Rank. The following are the minimum criteria that distinguish between academic ranks. See Section VI. below for Exceptions to Minimum Academic Rank Criteria.

1. Assistant Professor
  - a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
  - b. Evidence of potential ability in teaching if initially appointed at this rank or documented ability if promoted into this rank.
  - c. Evidence of potential ability in research/scholarship/creative activity and service.
  - d. Evidence of professional integrity.

## 2. Associate Professor

- a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
  - b. Six (6) years of full-time collegiate experience in the academic discipline or related area as an assistant professor. Thus, a typical candidate is eligible to apply for promotion to associate professor at the beginning of his/her sixth (6<sup>th</sup>) year.
  - c. Evidence of high quality professional performance in teaching.
  - d. Evidence of continuing direct participation in research/scholarship/creative activity and in service.
  - e. Evidence of high quality professional productivity in either research/scholarship/creative activity or service and quality professional productivity in the other area.
  - f. Evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the University.
3. Professor. Since there is no higher rank, promotion to professor will be considered with great care and requires a level of superior achievement within the discipline with every expectation of continuing contribution to the University and larger academic community.
- a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
  - b. Four years of full-time collegiate experience in the academic discipline or related area as an associate professor. Thus, a typical candidate is eligible to apply for promotion to professor at the beginning of his/her fourth year as an associate professor.
  - c. Evidence of sustained excellence in teaching.
  - d. Evidence of sustained high quality professional productivity in both research/scholarship/creative activity and in service. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level. National recognition must be defined in department policies with approval at the college level.



- e. Evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the University.

## **V. Criteria to be Considered in Promotion Recommendations**

### **A. General Promotion Criteria**

1. While the nature and relative importance of the criteria for recommendation for promotion depend upon the nature, missions and goals of the college and the department or academic program unit, all faculty members considered for promotion will be evaluated with respect to their performance in teaching; research/scholarship/creative activity; and service. All candidates for promotion are expected to demonstrate high quality performance in teaching. (See Section V.C.) In the remaining two (2) categories of evaluation, expectations for promotion to academic rank are described in Sections V.D. and E. In all categories of evaluation, documentation of quality as evaluated by peers will be stressed over quantity. Within the context of teaching, research/scholarship/creative activity, and service, the faculty member must demonstrate a willingness and ability to work effectively with colleagues to support the mission of the University and the common goals both of the University and of the academic organizational unit.
2. The academic units of the University must develop written policies with specific criteria for evaluating the faculty in teaching, research/scholarship/creative activity, and service. College and/or department policies relating to the promotion process must meet the criteria as specified herein, but may exceed and be more specific than the minimum standards required by the University. National recognition must be defined in department policies with approval at the college level. College and department policies will be available to faculty members in the offices of their Department Chair/Director and Dean.
3. College and department policies should use the following general criteria as minimum requirements.
  - a. evidence of high quality professional experience and performance in teaching;
  - b. evidence of continuing direct participation in scholarship through research and/or creative activity;
  - c. evidence of continuing direct participation in university service, professional service and/or public service germane to their discipline;

- d. evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the University.

## B. Outline of Faculty Data and Supporting Materials

Candidates for promotion will submit a completed [Outline of Faculty Data form](#). Candidates will also submit an orderly file of supporting materials (reprints, letters of support, creative works, etc.). A list of these supporting materials will be attached to the Outline of Faculty Data form. However, the supporting materials themselves will be stored in the department. Administrators and committees involved in the review process may ask to review any or all of these supporting materials at their discretion. Departments and/or colleges may require additional specific supplemental documentation as outlined in department and/or college policies, subject to approval by the Provost and President.

## C. Teaching

1. Overview. All faculty members are expected to demonstrate high quality performance in teaching. Teaching applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, development of course materials and courseware, and development of innovative approaches to instruction. Effective teaching is an essential qualification for promotion, and promotion should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development.
2. Performance Criteria. All faculty members are expected to demonstrate high quality performance in teaching. Although academic units of the University may assign varying degrees of significance to individual criteria, all faculty members will be evaluated with respect to each of the following criteria for teaching.
  - a. Performance in teaching of students as evaluated by students and peers;
  - b. Performance in the advisement and mentoring of students, if applicable;
  - c. Improvement of their own courses and also the curricular offerings of the department, college and University;
  - d. Effectiveness in teaching methods (including efforts to improve pedagogy with new techniques and integration of new instructional technologies);

- e. Supervision of specialized instructional activities (student research/scholarship/creative activity, thesis and dissertation direction, experiential learning, service learning, internships, student teaching, etc.);
  - f. Honors received and recognition for teaching;
  - g. Currency and continued intellectual development in the field of specialization;
  - h. Seeking internal and external funding for instructional activities. Whether funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding;
  - i. Contributions to teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) could be appropriate here or under research/scholarship/creative activity depending on the nature of the work.
3. Documentation
- a. Supporting materials as described in Section IV.B. will, at a minimum, include a statement of teaching philosophy, course materials, evidence of student projects and other forms of student mentorship, and evidence of evaluation by faculty peers.
  - b. Student evaluations for each course section evaluated since initial appointment or most recent promotion will be added to the candidate's supporting materials by the Department Chair/Director.
  - c. Other supporting material may include, but will not be limited to grant proposals, additional student input, results of alumni surveys and/or student exit interviews, textbooks or educational articles, and innovative contributions to teaching, if published or presented in a peer-reviewed forum.

#### D. Research/Scholarship/Creative Activity

1. Overview. All faculty members are expected to demonstrate quality research, scholarship, and/or creative activity. Candidates for promotion must present evidence of their research, scholarship and/or creative activity when they apply for promotion. Research/scholarship/creative activity applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of

knowledge, field-based scholarship, and creative activities (i.e., film-making, performances, or other artistic creations).

## 2. Performance Criteria.

Although academic units of the University may assign varying degrees of weight to each criterion, all faculty members will be evaluated with respect to each of the following criteria:

- a. Direct participation in research, scholarship, and/or creative activity. Faculty collaboration with undergraduate and/or graduate students may be included here;
- b. Thorough and systematic study of the research, scholarship, and/or creative activity of others; and
- c. Seeking internal and external funding for research, scholarship, and/or creative activity. Whether funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding.

## 3. Documentation

- a. The Outline of Faculty Data and supporting materials as described in Section IV. B. must include evidence of peer-review of some elements of the candidate's research/scholarship/creative activity. If the candidate chooses, the Outline of Faculty Data may also include external peer review of scholarship and research.
- b. Other supporting materials may include, but will not be limited to, the following:
  - (1) Publications (articles, monographs, books, electronic media, and other published works). Publications that are subject to a formal review process by recognized scholars in the field are considered more significant than those subject to less rigorous examination;
  - (2) Written reviews and evaluations of performances, compositions, and other creative activities by qualified peers, either in person or aided by other forms of reports, are considered appropriate documentation;
  - (3) Published programs or reviews of public performance or public display will constitute documentation of original creative work;
  - (4) Presentations before one's professional peers at regional, national, or international meetings/conferences;

- (5) Appropriate textbooks, educational articles, and/or instructional technology resources and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.
- (6) The scholarship of teaching is a valid measure of research capability;
- (7) Funded internal grants from the University or external grants from public or private sources;
- (8) Unfunded proposals for internal and external grants, where the documentation supports the quality of the proposal.

#### E. Service

1. Overview. As a vital component of the University's mission, service must be performed at the same level of quality that characterizes the teaching and research/scholarship/creative activity programs. Service encompasses a faculty member's activities in three (3) areas: University service, professional service, and public service.
  - a. University service refers to work other than teaching and research/scholarship/creative activity done at the department, college, and/or University level. Participation in University service is expected of every faculty member. University service includes, but is not limited to, participation on department, college and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, advisor to a University-wide student organization, and/or membership on a university search committee. Service includes, but is not limited to, activities that contribute to the recruitment, retention, progression, graduation, and post-graduation career placement of students.
  - b. Professional service refers to the work done for organizations germane to one's discipline or to the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, journal editorships, articles and grant proposal review, guest lecturing on other campuses, and other appropriate activities. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.
  - c. Public service is the University's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of

problems with which society is confronted. Public service primarily involves sharing professional expertise and should directly support the goals and mission of the University.

## 2. Performance Criteria

Participation in University service is expected of every faculty member. Although it is recognized that differences in emphases may exist, evaluation of service will be based on an appraisal of the candidate's performance in the three (3) areas defined above: University service, professional service, and public service. Evaluation will be based on the following criteria, with the academic unit of the University to which the faculty member is assigned determining the degree of weight for each criterion. These criteria should include community service programs, public service consultation,; University committee and administrative responsibilities, and active contributions to professional associations. In each case, documentation of the evaluation process and criteria used will be as complete as possible.

## 3. Documentation

- a. The Outline of Faculty Data and supporting materials as described in Section IV.B. must include evidence of the candidate's service.
- b. Other supporting materials may include, but will not be limited to, the following:
  - (1) A description of the candidate's service that permits evaluation of performance. This should include a statement of the mission or purpose of the activities, and of the objective(s) of the candidate's service unit, as well as the specific assigned tasks and responsibilities of the candidate.
  - (2) An evaluation of the candidate's effectiveness, as judged by his/her impact on individuals, groups, or organizations served. This should include indices of the success of his/her service, in terms of improvement of communities, programs, operating agencies, production processes, or management practices. The evaluations should also include indications of satisfaction with the service provided by the candidate, and of the magnitude and complexity of his/her work (as opposed to perfunctory activity that does not lead to useful results).
  - (3) An appraisal of the candidate's local, regional and national stature. Although the achievement of national stature is sometimes difficult for service faculty whose activities are primarily directed to groups within the state, the faculty member should take advantage of every opportunity to project his/her accomplishments among peers on a local, regional, and national basis. Service work is sometimes not publishable. The results may be in the form of

direct consultations, planning reports, or instructional time directed largely to the recipients of university service programs. Certain aspects of service work may be suitable for publication in professional journals. For example, unique techniques developed to motivate clients, or new approaches to the transfer and application of knowledge, would be of interest to peers in other service programs across the nation.

- (4) Evidence of applications seeking internal and external funding for service activities; funded grants from MTSU, public agencies, or private foundations; submitted proposals for external funding by public agencies or private foundations. The quality of the grant proposals, whether funded or unfunded, will be stressed in the evaluation.

## **VI. Exceptions to Minimum Academic Rank Criteria**

To ensure the development of a faculty of the highest caliber and to ensure access to appropriate rank for all members of the faculty, justifiable exceptions to these criteria may be recommended.

Exceptions to the minimum rank qualifications established by this policy can be approved by the Provost; however, such exceptions are not favored and should be granted only upon a showing of a candidate's exceptional merit and/or other extraordinary circumstances, such as an objective need to deviate from these minimum qualifications in filling positions and/or retaining otherwise qualified faculty within certain academic disciplines. This determination will be made at the time of hire.

Petitions for exceptions to promotion criteria may include consideration of the appropriateness of the degree, extraordinary qualities that the candidate may possess, and/or equivalent work experience credit.

The Department Chair/Director, Dean, and faculty are responsible for evaluating a candidate's professional experience and record of accomplishments and recommending consideration for an exception to the Provost.

## **VII. Terminal Degree Designation**

The University will use national discipline standards to determine which degrees are considered to be terminal within each discipline. The University may also award equivalent work experience credit when a candidate has not obtained a terminal degree, but has a record of extraordinary achievement in a germane field.

Forms:

[Outline of Faculty Data](#)

Revisions: June 5, 2017 (original policy); \_\_\_\_\_, 2017.

References: Policies 202 Faculty Definition, Roles, Responsibilities, and Appointment Types; 206 Tenure and Promotion Appeals; 816 Nepotism; T.C.A. § 10-7-101; 10-7-503; Tennessee Public Records Act.





## 205 Promotion of Tenured and Tenurable Faculty

Approved by Board of Trustees

Effective Date: \_\_\_\_\_, 2017

Responsible Division: Academic Affairs

Responsible Office: University Provost

Responsible Officer: University Provost

Deleted: June 5

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

- A. Teaching. Teaching includes strategies by which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, and development of course materials, courseware, and innovative approaches to instruction.
- B. Research/Scholarship/Creative Activity. Research/scholarship/creative activity encompasses the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge and is disseminated to an appropriate audience. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, creative activities (i.e., film-making, performances,

or other artistic creations), research in teaching and learning, and seeking grants to support such activities.

C. Service. Service encompasses a faculty member's activities in three (3) areas: University service, professional service, and public service.

1. University service refers to work other than teaching and research/scholarship/creative activity done at the department, college, and/or University level. Participation in University service is expected of every faculty member. University service includes, but is not limited to, participation on department, college and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, advisor to a University-wide student organization, and/or membership on a University search committee.
2. Professional service refers to the work done for organizations germane to one's discipline or to the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, journal editorships, articles and grant proposal review, guest lecturing on other campuses, and other appropriate activities. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.
3. Public service is the University's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Public service primarily involves sharing professional expertise and should directly support the goals and mission of the University.

#### **IV. Consideration for Promotion**

A. The listed criteria represent minimum standards set by MTSU. College and/or department policies relating to the promotion process must meet the criteria as specified herein, but may exceed and be more specific than the minimum standards required by the University.-All college and department policies will be reviewed for consistency with MTSU policies by the Provost and approved by the President. Approved college and department policies will be made available online.

B. Promotion in Rank

1. Promotion in rank is recognition of past achievements of the candidate. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming

greater responsibilities. Promotions are to be made strictly on consideration of merit tempered by University and fiscal considerations.

2. Tenure and promotion are not formally linked, but typically promotion to associate professor comes with tenure, and granting of tenure comes with promotion to associate professor.
3. The President is responsible for the master staffing plan of the University. In developing such a plan, the President will consider the fiscal impact of each promotion recommended to the Board of Trustees (Board); i.e., resources allocated and distributed within the University.

#### C. Promotion Process

##### 1. Procedures for Promotion Recommendations

###### a. General Guidelines

- (1) Consideration for promotion originates in the department or academic program unit to which the faculty has been assigned. Faculty members are responsible for initiating the promotion process by written notification to the department chair/director by the deadlines specified in the promotion calendar. Candidates for promotion are also responsible for submitting to the Department Chair/Director the [Outline of Faculty Data form](#) and such pertinent supporting materials as are called for in Section IV.B.
- (2) Administrators and committees involved in the review process (department committee, Department Chair/Director, college committee, Dean, and Provost) shall only submit those materials, forms, letters, and other documentation required by the review process outlined below. This includes letters of recommendation which should specify the performance criteria used and explain how the candidate has or has not met those criteria.
- (3) No material can be added to the Outline of Faculty Data or supporting materials once the department and/or academic program unit review process has formally begun. It is important that all participants in the review process have access to the same set of materials.
- (4) Members of department and college tenure and promotion review committees shall not make individual recommendations concerning candidates to administrators or committees in the review process outside committee procedures.

- (5) [Policy 816 Nepotism](#) prohibiting nepotism will apply to all levels of the promotion process.
- (6) The candidate for promotion may withdraw from the review process at any level without prejudice. Withdrawal from the process does not preclude the candidate from reapplying.

b. Department and/or Academic Program Unit Review

- (1) The review process for promotion recommendations at the department and/or academic program unit level consists of separate considerations by the department chair/director and a department tenure and promotion review committee. Departments and/or academic program units may establish a single committee for both tenure and promotion review, or if deemed desirable and necessary, departments and/or academic program units may create two peer review committees (a tenure and promotion review committee and a tenure review committee) as outlined in department policies, subject to approval by the Provost and President.
- (2) Department Promotion Review Committee. Each department and/or academic program unit will develop written policies that cover the structure, annual election of committee members, and operating procedures of the department tenure and promotion review committee. A copy of these policies will be available to faculty members in the offices of their Department Chair/Director and Dean. At a minimum, these policies will include the following:
  - (a) Committee members must be tenured;
  - (b) All full-time tenured and tenure-track faculty members in the department and/or academic program unit are entitled to a vote on the committee membership;
  - (c) Temporary faculty are not entitled to vote on committee membership;
  - (d) Candidates for promotion and the Department Chair/Director cannot be members;
  - (e) A committee chair/director will be elected by the members of the committee; and
  - (f) Whether there will be academic rank requirements for committee membership.

In situations where the staffing procedures described in the department policy cannot be implemented (for example, in the case of an inadequate number of tenured faculty or of specified academic rank), an alternate committee composition may be proposed subject to approval of the Provost, appropriate Dean, and Faculty Senate president prior to review of the candidate application(s).

- (3) Review Process. The Department Chair/Director, after examining all materials submitted by each candidate for promotion, then forwards the materials to the department tenure and promotion review committee. The department tenure and promotion review committee will separately consider each candidate's qualifications for promotion on such department, college, and university criteria as have been approved. After consideration, the committee will consult with the Department Chair/Director. If the recommendations of the department chair/director and committee are in concert, separate reports will be filed by the Department Chair/Director and by the committee to the appropriate dean. If the recommendations of the Department Chair/Director and committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting written recommendations to the appropriate dean. If the conflicts cannot be resolved, reports submitted to the dean by the committee and by the Department Chair/Director will each describe the points of conflict.
- (4) When deliberations are concluded, the Department Chair/Director and the committee will separately notify each promotion candidate of the recommendation that has been forwarded to the appropriate dean. Each candidate will be afforded the opportunity to meet with the Department Chair/Director and/or the department tenure and promotion review committee to discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate requests for a meeting with the Department Chair/Director and/or department committee chair.
- (5) In the case of departments or academic program units not affiliated with an academic college, the department tenure and promotion review committee will forward recommendations directly to the vice provost, who will serve as Dean for the purposes of the review process. When conflicting recommendations result between the Dean/Vice Provost and the department tenure and promotion review committee, they will meet in an attempt to resolve conflicts before forwarding recommendations to the provost.

c. College Review

- (1) The review process for promotion recommendations at the college level consists of separate and independent considerations by the Dean and a college promotion and tenure review committee.
- (2) College Promotion Review Committee. Each academic college will develop written policies that cover the structure, election of members to terms of three (3) years and the operating procedures for the college tenure and promotion review committee. A copy of these policies will be available to faculty members in the offices of their Department Chair/Director and Dean. At a minimum, these policies will include the following:
  - (a) Colleges with six (6) or more departments will elect one (1) faculty member from each department to the committee; colleges with five (5) or fewer will elect two (2) faculty members from each department to the committee. (To provide for committee rotation, those tenured faculty elected to serve on the first college tenure and promotion review committee will draw numbers to determine whether they serve for periods of one [1], two [2], or three [3] years; one-third [1/3] of the members will rotate off the committee each year.)
  - (b) Committee members must be tenured;
  - (c) All full-time tenured and tenure-track faculty members in the department and/or academic program unit are entitled to a vote to elect their representative(s);
  - (d) Temporary faculty are not entitled to vote on committee membership;
  - (e) Candidates for promotion and department chair/directors cannot be members. In the event that an elected committee member initiates the promotion process during his/her three (3)-year term, the department will elect a replacement;
  - (f) A committee chair/director will be elected annually by the members of the committee; and
  - (g) Colleges need to determine whether there will be rank requirements for those faculty members serving on the committee.

In situations where the staffing procedures described in the college policy cannot be implemented (for example, in the case of an inadequate number of tenured faculty or of a specified academic rank in a department), an alternate committee composition may be proposed subject to approval of the Provost, appropriate

Dean, and Faculty Senate president prior to review of the candidate application(s).

Each college Dean will provide the Faculty Senate president with the names of those elected to the college promotion and tenure review committee according to the timetable specified in the promotion calendar. The faculty senate president, in consultation with the Faculty Senate Steering Committee, may in turn appoint up to two (2) additional faculty members to each college promotion and tenure review committee to ensure diversity, which will provide for representation that reflects the make-up of the University.

- (3) Review Process. Upon receipt of recommendations and other materials from the Department Chair/Director and department tenure and promotion review committee, the college Dean then forwards the materials to the college tenure and promotion review committee. The college committee is responsible for consideration of each candidate's qualifications using approved department, college and university criteria; and reviewing the promotion recommendations of the department committees and Department Chair/Director for each candidate. Deans are responsible for consideration of each candidate's qualifications using approved department, college and University criteria; and reviewing the recommendations of Department Chairs/Directors and department committees for each candidate. After consideration the committee will consult with the college Dean. If the recommendations of the Dean and committee are in concert, the committee will forward all materials submitted, along with their own recommendations, to the appropriate Dean. If the recommendations of the college Dean and committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting formal recommendations. If the conflicts cannot be resolved, reports submitted by the committee to the Dean will describe the points of conflict. Deans will forward all materials submitted, along with their own recommendations, to the Provost.
- (4) When deliberations are concluded, the academic Dean and the college tenure and promotion review committee will notify each candidate considered for promotion of their recommendations. Each candidate will be afforded the opportunity to meet with the Dean and/or the college committee to discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate requests for a meeting with the Dean and/or college committee.

d. Provost's Review

- (1) The Provost will review all recommendations and materials sent forward on promotion and forward his/her recommendations to the President. The

Provost is responsible for consideration of each candidate's qualifications using approved department, college and university criteria; and reviewing the recommendations of Department Chair/Director, department tenure and promotion review committee, college promotion committee, and Dean for each candidate. The Provost will forward all materials submitted, along with his/her own recommendations, to the President.

- (2) On the same date a decision is forwarded to the President, the Provost will notify each person considered, along with the appropriate Dean and Department Chair/Director, of his/her decision. The Provost will afford each person considered an opportunity to meet and discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate any request to review the process and data upon which the decision was made.

e. President's Review

The President is responsible for consideration of each candidate's qualifications using approved department, college and University criteria; and reviewing the recommendations of Department Chair/Director, department tenure and promotion review committee, college promotion committee, and dean, and Provost for each candidate. The President will prepare a list of faculty recommended for promotion and submit it to the Board. The President will notify candidates, Department Chairs/Directors, Deans, and the Provost of his/her recommendations. When notified of Board action, the President will inform the parties concerned of the Board's decisions. If a candidate appeals, the President will ~~not~~ notify the individual of a promotion recommendation after the appeal process is completed.

f. Appeals

The appeals process for official review by members of the Faculty Appeals Committee and others is outlined in [Policy 206 Tenure and Promotion Appeals Process](#). The appeal process should commence after the Provost has rendered his/her decision and notified the candidate of the decision.

2. Calendar of the Review Process. Each Spring semester, the Office of the Provost will issue a calendar for the promotion review process for the upcoming academic year, which will include key dates at each major step in the process.
3. Qualified Privilege of Academic Confidentiality for Promotion Review Committees
  - a. Peers and other faculty members serving on committees that make evaluations are expected to observe the highest appropriate standards of confidentiality



concerning deliberations. Tenure and promotion review committees have qualified privilege of academic confidentiality against disclosure of individual promotion votes unless there is evidence that casts doubt upon the integrity of the committee. This policy will be interpreted in a manner consistent with the Tennessee Public Records Act, as recorded in T.C.A. § 10-7-101 et seq.

- b. In general, no such privilege is recognized for proceedings outside of the University. The records created during the promotion process are subject to disclosure pursuant to T.C.A. § 10-7-503 et seq., and information regarding the process may be sought by subpoena or court order.

D. Minimum Eligibility Requirements for Consideration in Initial Appointment and Promotion

1. Initial appointment in academic rank is based on specific criteria and expectations as outlined in the following. Promotion in rank at any level is not simply a reward for length of service, but rather is recognition of fulfillment of higher expectations and more specific criteria at each academic rank.
2. In general, each academic rank requires an advanced degree in the academic discipline. Where the degree is from a related area, the department chair/director and dean must approve the degree as being related to the academic discipline and forward such recommendation to the Provost. Upon receipt of these recommendations, the Provost will determine whether the degree is appropriate to the teaching field, normally at the time of initial appointment of the faculty member.
3. When a faculty member's initial appointment begins in January, service for that semester will be counted toward promotion as one whole academic or fiscal year.

E. General Criteria for Initial Appointment and Promotion in Rank. The following are the minimum criteria that distinguish between academic ranks. See Section VI. below for Exceptions to Minimum Academic Rank Criteria.

1. Assistant Professor

- a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
- b. Evidence of potential ability in teaching if initially appointed at this rank or documented ability if promoted into this rank.
- c. Evidence of potential ability in research/scholarship/creative activity and service.
- d. Evidence of professional integrity.

2. Associate Professor

- a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
- b. Six (6) years of full-time collegiate experience in the academic discipline or related area as an assistant professor. Thus, a typical candidate is eligible to apply for promotion to associate professor at the beginning of his/her sixth (6<sup>th</sup>) year.
- c. Evidence of high quality professional performance in teaching.
- d. Evidence of continuing direct participation in research/scholarship/creative activity and in service.
- e. Evidence of high quality professional productivity in either research/scholarship/creative activity or service and quality professional productivity in the other area.
- f. Evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the University.

3. Professor. Since there is no higher rank, promotion to professor will be considered with great care and requires a level of superior achievement within the discipline with every expectation of continuing contribution to the University and larger academic community.

- a. Earned doctorate or terminal degree from an accredited institution in the academic discipline or related area.
- b. Four years of full-time collegiate experience in the academic discipline or related area as an associate professor. Thus, a typical candidate is eligible to apply for promotion to professor at the beginning of his/her fourth year as an associate professor.
- c. Evidence of sustained excellence in teaching.
- d. Evidence of sustained high quality professional productivity in both research/scholarship/creative activity and in service. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national level. National recognition must be defined in department policies with approval at the college level.

- e. Evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the University.

## **V. Criteria to be Considered in Promotion Recommendations**

### **A. General Promotion Criteria**

1. While the nature and relative importance of the criteria for recommendation for promotion depend upon the nature, missions and goals of the college and the department or academic program unit, all faculty members considered for promotion will be evaluated with respect to their performance in teaching; research/scholarship/creative activity; and service. All candidates for promotion are expected to demonstrate high quality performance in teaching. (See Section V.C.) In the remaining two (2) categories of evaluation, expectations for promotion to academic rank are described in Sections V.D. and E. In all categories of evaluation, documentation of quality as evaluated by peers will be stressed over quantity. Within the context of teaching, research/scholarship/creative activity, and service, the faculty member must demonstrate a willingness and ability to work effectively with colleagues to support the mission of the University and the common goals both of the University and of the academic organizational unit.
2. The academic units of the University must develop written policies with specific criteria for evaluating the faculty in teaching, research/scholarship/creative activity, and service. College and/or department policies relating to the promotion process must meet the criteria as specified herein, but may exceed and be more specific than the minimum standards required by the University. National recognition must be defined in department policies with approval at the college level. College and department policies will be available to faculty members in the offices of their Department Chair/Director and Dean.
3. College and department policies should use the following general criteria as minimum requirements.
  - a. evidence of high quality professional experience and performance in teaching;
  - b. evidence of continuing direct participation in scholarship through research and/or creative activity;
  - c. evidence of continuing direct participation in university service, professional service and/or public service germane to their discipline;

- d. evidence of professional integrity that will ensure cooperation with colleagues and commitment to the programs and students of the department, the college, and the University.

#### B. Outline of Faculty Data and Supporting Materials

Candidates for promotion will submit a completed [Outline of Faculty Data form](#). Candidates will also submit an orderly file of supporting materials (reprints, letters of support, creative works, etc.). A list of these supporting materials will be attached to the Outline of Faculty Data form. However, the supporting materials themselves will be stored in the department. Administrators and committees involved in the review process may ask to review any or all of these supporting materials at their discretion. Departments and/or colleges may require additional specific supplemental documentation as outlined in department and/or college policies, subject to approval by the Provost and President.

#### C. Teaching

1. Overview. All faculty members are expected to demonstrate high quality performance in teaching. Teaching applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, development of course materials and courseware, and development of innovative approaches to instruction. Effective teaching is an essential qualification for promotion, and promotion should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development.
2. Performance Criteria. All faculty members are expected to demonstrate high quality performance in teaching. Although academic units of the University may assign varying degrees of significance to individual criteria, all faculty members will be evaluated with respect to each of the following criteria for teaching.
  - a. Performance in teaching of students as evaluated by students and peers;
  - b. Performance in the advisement and mentoring of students, if applicable;
  - c. Improvement of their own courses and also the curricular offerings of the department, college and University;
  - d. Effectiveness in teaching methods (including efforts to improve pedagogy with new techniques and integration of new instructional technologies);

- e. Supervision of specialized instructional activities (student research/scholarship/creative activity, thesis and dissertation direction, experiential learning, service learning, internships, student teaching, etc.);
- f. Honors received and recognition for teaching;
- g. Currency and continued intellectual development in the field of specialization;
- h. Seeking internal and external funding for instructional activities. Whether funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding;
- i. Contributions to teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) could be appropriate here or under research/scholarship/creative activity depending on the nature of the work.

### 3. Documentation

- a. Supporting materials as described in Section IV.B. will, at a minimum, include a statement of teaching philosophy, course materials, evidence of student projects and other forms of student mentorship, and evidence of evaluation by faculty peers.
- b. Student evaluations for each course section evaluated since initial appointment or most recent promotion will be added to the candidate's supporting materials by the Department Chair/Director.
- c. Other supporting material may include, but will not be limited to grant proposals, additional student input, results of alumni surveys and/or student exit interviews, textbooks or educational articles, and innovative contributions to teaching, if published or presented in a peer-reviewed forum.

### D. Research/Scholarship/Creative Activity

- 1. Overview. All faculty members are expected to demonstrate quality research, scholarship, and/or creative activity. Candidates for promotion must present evidence of their research, scholarship and/or creative activity when they apply for promotion. Research/scholarship/creative activity applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of

knowledge, field-based scholarship, and creative activities (i.e., film-making, performances, or other artistic creations).

## 2. Performance Criteria.

Although academic units of the University may assign varying degrees of weight to each criterion, all faculty members will be evaluated with respect to each of the following criteria:

- a. Direct participation in research, scholarship, and/or creative activity. Faculty collaboration with undergraduate and/or graduate students may be included here;
- b. Thorough and systematic study of the research, scholarship, and/or creative activity of others; and
- c. Seeking internal and external funding for research, scholarship, and/or creative activity. Whether funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding.

## 3. Documentation

- a. The Outline of Faculty Data and supporting materials as described in Section IV. B. must include evidence of peer-review of some elements of the candidate's research/scholarship/creative activity. If the candidate chooses, the Outline of Faculty Data may also include external peer review of scholarship and research.
- b. Other supporting materials may include, but will not be limited to, the following:
  - (1) Publications (articles, monographs, books, electronic media, and other published works). Publications that are subject to a formal review process by recognized scholars in the field are considered more significant than those subject to less rigorous examination;
  - (2) Written reviews and evaluations of performances, compositions, and other creative activities by qualified peers, either in person or aided by other forms of reports, are considered appropriate documentation;
  - (3) Published programs or reviews of public performance or public display will constitute documentation of original creative work;
  - (4) Presentations before one's professional peers at regional, national, or international meetings/conferences;

- (5) Appropriate textbooks, educational articles, and/or instructional technology resources and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.
- (6) The scholarship of teaching is a valid measure of research capability;
- (7) Funded internal grants from the University or external grants from public or private sources;
- (8) Unfunded proposals for internal and external grants, where the documentation supports the quality of the proposal.

#### E. Service

1. Overview. As a vital component of the University's mission, service must be performed at the same level of quality that characterizes the teaching and research/scholarship/creative activity programs. Service encompasses a faculty member's activities in three (3) areas: University service, professional service, and public service.
  - a. University service refers to work other than teaching and research/scholarship/creative activity done at the department, college, and/or University level. Participation in University service is expected of every faculty member. University service includes, but is not limited to, participation on department, college and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, advisor to a University-wide student organization, and/or membership on a university search committee. Service includes, but is not limited to, activities that contribute to the recruitment, retention, progression, graduation, and post-graduation career placement of students.
  - b. Professional service refers to the work done for organizations germane to one's discipline or to the teaching profession generally. Service to the profession includes, but is not limited to, association leadership, journal editorships, articles and grant proposal review, guest lecturing on other campuses, and other appropriate activities. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.
  - c. Public service is the University's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of

problems with which society is confronted. Public service primarily involves sharing professional expertise and should directly support the goals and mission of the University.

## 2. Performance Criteria

Participation in University service is expected of every faculty member. Although it is recognized that differences in emphases may exist, evaluation of service will be based on an appraisal of the candidate's performance in the three (3) areas defined above: University service, professional service, and public service. Evaluation will be based on the following criteria, with the academic unit of the University to which the faculty member is assigned determining the degree of weight for each criterion. These criteria should include community service programs, public service consultation,; University committee and administrative responsibilities, and active contributions to professional associations. In each case, documentation of the evaluation process and criteria used will be as complete as possible.

## 3. Documentation

- a. The Outline of Faculty Data and supporting materials as described in Section IV.B. must include evidence of the candidate's service.
- b. Other supporting materials may include, but will not be limited to, the following:
  - (1) A description of the candidate's service that permits evaluation of performance. This should include a statement of the mission or purpose of the activities, and of the objective(s) of the candidate's service unit, as well as the specific assigned tasks and responsibilities of the candidate.
  - (2) An evaluation of the candidate's effectiveness, as judged by his/her impact on individuals, groups, or organizations served. This should include indices of the success of his/her service, in terms of improvement of communities, programs, operating agencies, production processes, or management practices. The evaluations should also include indications of satisfaction with the service provided by the candidate, and of the magnitude and complexity of his/her work (as opposed to perfunctory activity that does not lead to useful results).
  - (3) An appraisal of the candidate's local, regional and national stature. Although the achievement of national stature is sometimes difficult for service faculty whose activities are primarily directed to groups within the state, the faculty member should take advantage of every opportunity to project his/her accomplishments among peers on a local, regional, and national basis. Service work is sometimes not publishable. The results may be in the form of



direct consultations, planning reports, or instructional time directed largely to the recipients of university service programs. Certain aspects of service work may be suitable for publication in professional journals. For example, unique techniques developed to motivate clients, or new approaches to the transfer and application of knowledge, would be of interest to peers in other service programs across the nation.

- (4) Evidence of applications seeking internal and external funding for service activities; funded grants from MTSU, public agencies, or private foundations; submitted proposals for external funding by public agencies or private foundations. The quality of the grant proposals, whether funded or unfunded, will be stressed in the evaluation.

### VI. Exceptions to Minimum Academic Rank Criteria

To ensure the development of a faculty of the highest caliber and to ensure access to appropriate rank for all members of the faculty, justifiable exceptions to these criteria may be recommended.

Exceptions to the minimum rank qualifications established by this policy can be approved by the Provost; however, such exceptions are not favored and should be granted only upon a showing of a candidate's exceptional merit and/or other extraordinary circumstances, such as an objective need to deviate from these minimum qualifications in filling positions and/or retaining otherwise qualified faculty within certain academic disciplines. This determination will be made at the time of hire.

**Deleted:** recommended

**Deleted:** but are subject to approval by the Board and the faculty in the appropriate academic department. Such exceptions will be recommended

Petitions for exceptions to promotion criteria may include consideration of the appropriateness of the degree, extraordinary qualities that the candidate may possess, and/or equivalent work experience credit.

The Department Chair/Director, Dean, and faculty are responsible for evaluating a candidate's professional experience and record of accomplishments and recommending consideration for an exception to the Provost.

**Deleted:** and

### VII. Terminal Degree Designation

The University will use national discipline standards to determine which degrees are considered to be terminal within each discipline. The University may also award equivalent work experience credit when a candidate has not obtained a terminal degree, but has a record of extraordinary achievement in a germane field.

Forms:

[Outline of Faculty Data](#)

Revisions: June 5, 2017 (original policy); \_\_\_\_\_, 2017.

Deleted: none.

References: Policies 202 Faculty Definition, Roles, Responsibilities, and Appointment Types; 206 Tenure and Promotion Appeals; 816 Nepotism; T.C.A. § 10-7-101; 10-7-503; Tennessee Public Records Act.



**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 4**

**Approval to Award Expedited Tenure**





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life & Athletics Committee

SUBJECT: [Approval of Expedited Tenure](#)

DATE: December 5, 2017

PRESENTER: Mark Byrnes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

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**BACKGROUND INFORMATION:**

The University will sometimes find it necessary to expedite tenure review in order to recruit high-quality faculty, especially when hiring for administrative positions. In these cases, the University's review will be based on the candidate's curriculum vitae rather than a traditional tenure application file. The request will originate with the Department Chair/Director and be reviewed by the department tenure and promotion review committee, the Dean, the college tenure and promotion review committee, the Provost, and the President. [[Policy 204 Tenure, Section V](#)]

The following faculty, currently serving as administrators, have been reviewed for tenure by their department chair, department committee, college committee, and college dean according to MTSU Policy 204 Tenure and their respective college and department policies. The President and University Provost recommend that tenure be granted effective December 5, 2017.

	Name	Department	Rank
1	Kimberly Douglass	Political Science and International Relations	Associate Professor
2	David Schmidt	Global Studies and Human Geography	Professor
3	Cheryl Torsney	English	Professor





**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 5**

**Approval of New Academic Program**







**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: [Approval of New Academic Program](#)

DATE: December 5, 2017

PRESENTER: Mark Byrnes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

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**BACKGROUND INFORMATION:**

The Jones College of Business proposes to elevate the existing concentration in Insurance within the B.B.A. in Finance to a Free-Standing B.B.A. degree in Risk Management and Insurance. (Effective Fall 2018)

The establishment of a freestanding BBA in Risk Management and Insurance is a natural progression from the concentration within Finance and has widespread support from the Jones College of Business and the business community. The new major will be broader in scope than the concentration and will better prepare students for careers in the risk management profession and insurance industry.

The curriculum prepares students for careers in risk management and insurance where they will identify, analyze and develop solutions for the ever-increasing uncertainties faced by individuals and businesses. This proposed program has been vetted by a committee of risk management and insurance professionals and will be the only one of its kind within the state of Tennessee.

This action is consistent with the policy of the Tennessee Higher Education Commission that permits existing concentrations with steady enrollment and graduation rate for a period of at least three years to be recognized as a freestanding degree if the establishment of the concentration as a degree does not compromise the remaining degree and does not require new faculty resources.



## Table of Contents

Table of Contents	i
Current and Proposed Program Name, Degree Designation, and CIP Code	1
Proposed Implementation Date	1
Proposed Termination Date for Any Concentrations Proposed as Free Standing	1
Anticipated Delivery Site	1
Name and Contact Information of MTSU Academic Program Liaison (APL)	1
Background for Proposed Academic Program Modification	2
Need for Program	2
Potential Impact of Modification on Current Program	3
Existing Programs Offered at Public and Private Tennessee Institutions	4
Enrollment and Degrees Awarded by Concentration	4
Student Learning Outcomes	4
Assessment	5
Accreditation	5
Current and Proposed Curriculum Requirements	5
New Courses Needed	5
Curriculum Crosswalk of Proposed Curriculum to Accreditation Competencies	5
Distance Learning	5
Current and Proposed Admission, Retention and Graduation Policies	5
Current Faculty	6
Finance	6
Comparison of Before & After Curriculum	Attachment A

**Current and Proposed Program Name, Degree Designation, and CIP Code**

<b>Before Proposed Change</b> <i>(List as it now appears on the official Academic Program Inventory at THEC.)</i>			<b>After Proposed Change</b> <i>(List as it should appear on the official Academic Program Inventory at THEC, once approved.)</i>		
<b>Title</b>	<b>Degree</b>	<b>CIP Code</b>	<b>Title</b>	<b>Degree</b>	<b>CIP Code</b>
Title of Existing Academic Program (Including all existing concentrations before program modification)			Title of New Program after program modification is approved (including all concentrations)		
Finance: <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Business Finance</li> <li>• Real Estate</li> </ul>	B.B.A.	52.0801	Finance <ul style="list-style-type: none"> <li>• Business Finance</li> <li>• Real Estate</li> </ul> Risk Management & Insurance	B.B.A.  B.B.A.	52.0801  52.1701

**Proposed Implementation Date:**

August 2018

**Proposed Termination Date for Any Concentrations Proposed as Free Standing:**

The existing concentration in Insurance as part of the Finance major will be terminated at the end of the 2020 summer term.

**Anticipated Delivery Site:**

Middle Tennessee State University campus – Murfreesboro, TN

**Name and Contact Information of MTSU Academic Program Liaison (APL):**

Dr. Peter H. Cunningham  
 Office of the University Provost  
 Middle Tennessee State University  
 615-494-7611  
[Peter.Cunningham@mtsu.edu](mailto:Peter.Cunningham@mtsu.edu)

## **Background for Proposed Academic Program Modification:**

We are requesting the establishment of a freestanding degree program in Risk Management & Insurance from an existing major in Finance with a concentration in Insurance with a steady enrollment and graduation rate for a period of at least three years.

The establishment of a freestanding BBA in Risk Management & Insurance is a natural progression from the concentration within Finance. The establishment of this major has widespread support from the College of Business and the business community. MTSU also hosts a chapter of Gamma Iota Sigma, the international collegiate risk management, insurance, and actuarial science organization.

The current Insurance concentration within the Finance major is housed in the Department of Economics and Finance within the Jennings A. Jones College of Business. The new freestanding major in Risk Management & Insurance will be housed in that department as well. The new major will be broader in scope than the concentration and will do a better job of preparing students for careers in the risk management profession and insurance industry. This broadening will be accomplished primarily from updating and revising existing courses.

The proposed program has been vetted by a committee of risk management and insurance professionals. Feedback and suggestions for modifications have been sought and received from faculty and students.

The Risk Management & Insurance major will be the only one of its kind within the state of Tennessee. Each of the eight states contiguous to Tennessee have one or more universities which offer majors in Risk Management & Insurance. Less than sixty universities in the country offer a program in Risk Management & Insurance. The major will add value to the Jennings A. Jones College of Business and MTSU expanding our regional and national reputations.

The Jones College of Business has received tremendous support from the insurance industry and risk management professionals. The department of Economics and Finance houses the Tommy Martin Chair of Insurance and over 30 endowed scholarships. Contributions to the insurance program total over \$1.6 million.

This curriculum prepares students for careers in risk management and insurance where they will identify, analyze and develop solutions for the ever-increasing uncertainties faced by individuals and businesses. Students learn to think logically, critically, and creatively and must demonstrate analytical and communication skills.

## **Need for Program:**

The insurance concentration has existed for over 25 years at MTSU. It has not undergone significant revision during that time. It has demonstrated steady enrollment and graduation rates. All the while, risk and uncertainty facing individuals and businesses has increased at an alarming rate. Emerging risks such as cyber (computer hacking), terrorism, autonomous vehicles, drones, etc. are evolving every day, as are the insurance solutions for handling them. All businesses and individuals manage risk, and risk management is of highest importance across a variety of industries like healthcare, food processing, finance and banking, transportation, etc. Insurance is the tool most frequently used in handling the risks businesses and individuals face. Risk management and insurance professionals who can successfully advise and implement risk management and insurance strategies are imperative for economic growth and stability. Risk management is now more important than ever and companies worldwide recognize this fact.

The demand for risk management and insurance professionals is very high due to the dynamic nature of the profession and the demographics of those currently working in the industry. Fifty percent of current risk management and insurance professionals will retire in the next 5 to 10 years resulting in a huge need for new talent. The insurance industry aggressively promotes diversity and pursues minority graduates and military veterans for employment. Our graduates are expected to enjoy many job opportunities.

A career in RMI offers variety, flexibility, above average income and advancement, and a sense of community. Students will have the opportunity to apply what they will learn in this major to one of the most vital and stable sectors of our economy.

The need for this program is manifested by the fact that the Risk Management & Insurance major will be the only one of its kind within the state of Tennessee. The insurance industry and risk management profession is extremely supportive of this program as evidenced by the establishment of the Tommy Martin Chair of Insurance and over 30 endowed scholarships. Contributions to the insurance program total over \$1.6 million.

The RMI major provides opportunity for interdisciplinary coordination with the Bachelor of Science in Actuarial Science degree. Students pursuing the Actuarial Science degree will be better educated and have more opportunities as a result of the Insurance program modification. The successes of each program will enhance the credibility and reputation of the other because the two areas interact professionally even though the subjects are quite different.

The hiring of a new Martin Chair of Insurance and the establishment of an industry advisory board makes this the perfect time to establish this freestanding RMI degree program from the existing concentration. The concentration has demonstrated a steady enrollment and graduation rate. Recognition as a freestanding degree does not require new resources, but creates great value for our students.

**Potential Impact of Modification on Current Program:**

This change will have no negative impact on fiscal resources, diversity or other clientele. It will not cause any change for current students in curriculum or requirements for graduation. Students currently enrolled will not be required to transition, but will have the option. The advantages of changing to the new degree program for current students will be greater visibility and ease of identification of their program of study by potential employers. We also anticipate positive enrollment growth as a result of the increased visibility and ease of identification that will result from the free-standing major.

The change to a freestanding degree, rather than a concentration within a broader degree, will provide students and graduates with a more clearly defined program of study when entering the work force and/or graduate school. This will benefit all students equally, including members of diverse and under-represented groups. This change will not impact fiscal resources as most courses and all faculty are already in place within the existing concentration.

**Existing Programs Offered at Public and Private Tennessee Institutions:**

There are no other programs in Risk Management & Insurance, Risk Management, or Insurance or within the 52.1701 CIP class in Tennessee.

**Enrollment and Degrees Awarded by Concentration:**

	Fall Headcount Enrollment*				Degrees Awarded			
	Fall 2014	Fall 2015	Fall 2016	3 Year Fall Average	Academic Year 2013-14	Academic Year 2014-15	Academic Year 2015-16	3 Year Average
Finance: Insurance	39	33	23	32	9	16	10	12

\* NOTE – Enrollment primarily reflects junior/senior level students declaring a major after achieving candidacy in the Jones College of Business.

**Student Learning Outcomes:**

The Risk Management & Insurance (RMI) major will reinforce the knowledge learned in students’ general education courses. The program will assimilate knowledge from broad areas including humanities, social science, philosophy, law, mathematics and natural science. RMI courses integrate knowledge from the business core courses including economics, marketing, finance, accounting, management, and information systems. The program also reinforces the Jones College of Business’s efforts to develop critical thinking, moral and ethical reasoning, and development of interpersonal skills. Additionally,

- Students will understand risk management and insurance issues of importance to corporations, families and individuals. They will be aware of key public policy issues

involving risk and have a deepened appreciation of the difficult trade-offs that are required to resolve public policy issues.

- Students will be able to identify, analyze, and manage risks that are inherent in both personal and business settings. Emphasis is on central concepts of managing corporate risk in an enterprise risk management framework.
- Students will understand and demonstrate knowledge of insurance coverages designed to address business and corporate risks.
- Students will understand how the insurance market is structured and regulated.

**Assessment:**

The RMI major includes a required capstone course for all majors. The capstone course involves projects requiring students to develop a risk management program for a corporate entity. The finished projects are presented to a panel of industry practitioners. Feedback from the panel is used to grade the work as well as inform further development of the curriculum.

**Accreditation:**

The Jones College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB).

**Current and Proposed Curriculum Requirements:**

See Attachment A – Comparison of Current & Proposed Curriculum.

**New Courses Needed:**

No new courses are required to make the transition to a freestanding degree. One new elective course is proposed.

**Curriculum Crosswalk of Proposed Curriculum to Accreditation Competencies:**

N/A

**Distance Learning:**

This program is not proposed to be a distance-learning program although it is possible that some courses will be in an online format.

**Current and Proposed Admission, Retention and Graduation Policies:**



Admission Policies: The current concentration in Finance: Insurance and the proposed free-standing degree in Risk Management & Insurance adhere to the University's general admission criteria. Students admitted to the university and the Jones College of Business will be permitted to pursue the Risk Management & Insurance major.

Retention Policies: The current concentration in Finance: Insurance and the proposed free-standing degree in Risk Management & Insurance both require students to be admitted to the Jones College of Business in order to continue into advanced study within the program. Students must meet the following retention requirements:

1. Completion of 30 hours before applying for candidacy
2. Minimum 2.25 GPA average is required among the following courses:  
 ACTG 2110  
 ECON 2410  
 ECON 2420  
 BIA 2610
3. Minimum Inclusive GPA in all college coursework of 2.250

Graduation Policies: Both the current concentration in Finance: Insurance and the proposed free-standing degree in Risk Management & Insurance comply with the Jones College of Business graduation requirements.

**Current Faculty:**

Name	Rank	Highest Degree	Primary Department	FTE in Program	# of Theses/ Dissertations
Dave Wood	Professor	D.B.A.	Economics & Finance	100%	N/A
Emily Zietz	Professor	Ph.D.	Economics & Finance	100%	N/A

\* Note: This program uses adjunct faculty positions when needed. Recent past and current instructors include:

- Zack Banister (Consumers Insurance Company), Property and Casualty Insurance
- David Biggs (COVA Wealth Management), Financial Planning
- Chris Jackson (State Farm Insurance Company), Computer Applications in Finance, Principles of Financial Management, Property and Casualty Insurance

**Finance:**

No new costs will result from establishing this concentration as a free-standing degree as all required courses and faculty resources already exist and are in place.

**ATTACHMENT: Comparison of Before and After Curriculum – Proposed B.B.A. in Risk Management & Insurance**

<b>CURRENT CURRICULUM</b>	Hours	<b>PROPOSED CURRICULUM</b>	Hours
<b>General Education</b> The following Gen Ed courses are required for this major: MATH 1630, 1810, or 1910 ECON 2410	<b>41</b>	<b>General Education</b> The following Gen Ed courses are required for this major: MATH 1630, 1810, or 1910 ECON 2410	<b>41</b>
<b>College of Business Core</b> Includes ECON 2410	<b>42</b>	<b>College of Business Core</b> Includes ECON 2410	<b>42</b>
<b>Insurance Concentration</b> FIN 3610 General Insurance (3 hrs) FIN 3910 Financial Modeling (3 hrs) FIN 4110 Cases in Finance (3 hrs) FIN 4750 Risk Management (3 hrs)  Choose 6 credit hours from the following: FIN 3660 Life Insurance and Health Insurance (3 hrs) FIN 3710 Property and Casualty Insurance (3 hrs) FIN 4710 Insurance in Estate Planning (3 hrs) FIN 4730 Insurance Company Operations (3 hrs)  Insurance elective (3 hrs)  FIN electives (6 hrs)	<b>27</b>	<b>Risk Management &amp; Insurance Core</b> FIN 3050 Principles of Risk Management & Insurance (3 hrs) FIN 3750 Commercial Insurance (3 hrs) FIN 3910 Financial Modeling (3 hrs) FIN 4730 Insurance Operations (3 hrs) FIN 4750 Enterprise Risk Management (3 hrs)  Choose 9 credit hours from the following: FIN 3030 Principles of Real Estate (3 hrs) FIN 3090 Financial Planning (3 hrs) BLAW 3460 Insurance Law (3 hrs) FIN 3660 Life and Health Insurance (3 hrs) FIN 3810 Investments (3 hrs) MKT 3840 Professional Selling (3 hrs) FIN 3950 Corporate Finance (3 hrs) FIN 4390 Employee Benefits (3 hrs) FIN 4790 Independent Study in Insurance (3 hrs) FIN 4850 International Insurance Markets (3 hrs) FIN 4880 Internship in Risk Management or Insurance (3 hrs)	<b>24</b>
<b>Auxiliary Courses</b>	<b>6</b>	<b>Auxiliary Courses</b>	<b>9</b>
<b>Electives</b>	<b>7</b>	<b>Electives</b>	<b>7</b>
<b>TOTAL CREDITS REQUIRED FOR DEGREE</b>	<b>120</b>	<b>TOTAL CREDITS REQUIRED FOR DEGREE</b>	<b>120</b>



**Middle Tennessee State University Board of Trustees**

*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 6**

**Notification of Academic Actions**





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life & Athletics Committee

SUBJECT: [Notification of Academic Actions](#)

DATE: December 5, 2017

PRESENTER: Mark Byrnes

ACTION REQUIRED: None

**BACKGROUND INFORMATION:**

University Policy 251, Approval of Academic Programs, Units, and Modifications, delegates to the President or Provost the power to approve certain academic actions.

A summary of academic actions approved is provided below.



## Academic Actions

### **Department Name Changes (effective July 1, 2018)**

Department of Communication Studies and Organizational Communication to  
Department of Communication Studies

Department of Computer Information Systems to Department of Information  
Systems and Analytics

Department of Foreign Languages and Literatures to Department of World  
Languages, Literatures, and Cultures

School of Journalism to School of Journalism and Strategic Media

### **Program Changes (effective Fall 2018)**

#### **Name Change of Existing Program**

B.S. in Mass Communication to B.S. in Media and Entertainment

#### **Name Change of Existing Concentration**

B.S. in Art, Art Practices Concentration to B.S. in Art, Visual Arts Concentration

B.A. in Art, Art Practices Concentration to B.A. in Art, Visual Arts Concentration

#### **Program Terminations**

Termination of Labor Relations concentration within the B.B.A. in Economics

#### **New Concentrations**

Concentration in Interdisciplinary Media within the B.S. in Media and Entertainment

Concentration in Professional Selling within the B.B.A. in Marketing

Concentration in Supply Chain Management with the B.B.A. in Management

#### **New Minors**

Minor in Criminal Investigation in the Department of Criminal Justice Administration

Minor in Professional French in the Department of World Languages, Literatures,  
and Culture

#### **Program Consolidation**

Consolidation of B.S. in Liberal Studies and B.S. in Integrated Studies into B.S. in  
Integrated Studies







**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 7**

**Notification of New Academic Programs Under  
Consideration**





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: [Notification of New Academic  
Programs Under Consideration](#)

DATE: December 5, 2017

PRESENTER: Mark Byrnes

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

Per THEC Policy A1.0 (New Academic Programs: Approval Process), “upon consideration by an institution to develop a new academic program in excess of 24 SCH and notification to the institutional governing board, the institution may submit a Letter of Notification to THEC.”

The following academic programs are under consideration. Pending the results of feasibility studies, the University may submit Letters of Notification to THEC.



## Notification of New Academic Programs Under Consideration

### Bachelor of Science in Behavioral and Health Sciences

Housed in the College of Behavioral and Health Sciences, this interdisciplinary BS degree would provide a more general and broader perspective of the six disciplines in CBHS. Students will select from courses in Criminal Justice Administration, Health and Human Performance, Human Sciences, Psychology, Nursing, and Social Work to complete their degree. Graduates will be prepared for entry-level positions working with people in social and human service organizations, recreation facilities, education, hospitals and community-based health care facilities. Graduates of this program will also be prepared for graduate education.

### Bachelor of Science in Environmental Engineering

Holders of a Bachelor of Science degree in Environmental Engineering will apply scientific principles and engineering tools to improve the natural environment, address pollution problems, and ensure environmental sustainability. Environmental engineering students will obtain the skills to provide safe drinking water, treat and dispose hazardous wastes, and clean up contaminated soil and groundwater. Graduates of this program will be responsible to maintain the quality of air, water, and land resources, manage the sustainable sources of energy, and develop new technologies to protect the environment. The program will offer a strong core curriculum, providing rigorous training in the causes, control, and prevention of environmental contamination. It builds understanding of the fate of environmental contaminants, analysis and design of solutions to real-world environmental problems, and the application of modeling and simulation methods to assess risk and estimate cost.

### Master of Science in Nutrition

The Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics has changed the entry-level registration eligibility education requirements for dietitians, beginning January 1, 2024, from a baccalaureate degree to a graduate degree. Although MTSU offers a strong and well-respected accredited undergraduate dietetics program, we will be left behind in this move forward to advance the future education of the dietetics professional, if we don't implement a graduate degree in Nutrition. Lipscomb University is the only university offering a master's degree in the middle Tennessee area.

### Master of Science in Safety and Security Management

A Master of Science in Safety and Security Management within the Department of Criminal Justice Administration would be designed for persons seeking employment or advancement in leadership and management positions in the fields of security and safety. As the demand continues to grow for public and private security and safety personnel, so will the demand for individuals who can lead these organizations. This degree would develop and enhance leadership and management skills while providing interdisciplinary knowledge on issues related to vital areas of security and safety management. This program would be designed for online delivery. Currently, only a small number of programs (estimated to be less than 10) in the US offer masters level programming directly targeted to persons in this field and even fewer of those are oriented to security operations, leadership, and management.





**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 8**

**Background Check as part of Admissions  
Application**







**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: [Background Check as part of  
Admissions Application](#)

DATE: December 5, 2017

PRESENTER: Deb Sells

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

During the May 15, 2017 meeting of the Academic Affairs, Student Life & Athletics Committee, a request was made to investigate the possibility of adding a criminal background check to MTSU's admission application.

Attached are key issues related to adding a prior conviction/criminal background question to the MTSU Application for Admission.



## Key issues related to adding a Prior Conviction/Criminal Background question to the MTSU Application for Admissions

1. There is limited national research regarding the effectiveness of collecting this information on improving campus safety. Research is limited due to the small number of students reporting prior felony convictions, and is complicated because the majority of those felony convictions reported are related to the use of marijuana. However, the studies that do exist show no conclusive findings that asking about prior criminal records reduces campus crime. <https://www2.ed.gov/documents/beyond-the-box/guidance.pdf>
2. Research does indicate that minority students are likely to be disproportionately impacted by the inclusion of a previous felony convictions question on the application.
3. In May, 2016, the US Department of Education issued recommendations discouraging the collection of prior criminal history as a part of the admissions process due to its potential impact on discouraging well qualified applicants who pose no further risk to safety from attending the university. <https://www.ed.gov/beyondthebox>
4. Currently, federal student aid may be suspended for a period of one or more years, or may be permanently suspended for students who receive a federal or state drug conviction while receiving aid. Additionally, a state or federal judge can specifically deny certain federal benefits, including federal student aid, to students convicted of drug trafficking.
5. Universities that ask for information about prior felony convictions typically review affirmative answers to the question, and then specify elements of the background check that the applicant must provide at the applicant's expense. Some universities also require letters of recommendation from prison officials or probation officers. That background check and recommendations are then evaluated by a designated individual or committee, which then renders a judgement as to whether the applicant represents a future threat to the campus community.
6. Universities declining to ask about prior criminal records typically cite evidence that the very act of asking the question reduces the number of otherwise qualified applicants to the institution. These schools further cite a lack of evidence that college personnel are qualified to analyze the answers or to tell whether someone in fact poses a threat because of a past criminal record. They point out that juvenile records are typically sealed, and would not be disclosed in response to this question on the application. Philosophically, opponents argue that it is less likely that prior offenders will be able to live successful and productive lives if they are denied educational opportunities after having served their sentences.

7. It appears that East Tennessee State University is the only TBR/LGI that asks for criminal background information in the admissions process; ETSU specifically asks for felony convictions or pending felony charges. If the student answers “yes,” then the student must submit a criminal background check for evaluation. ETSU reports that they individually review 20-25 cases per year to make determinations about whether to admit the student or not.
  
8. The U.S. Equal Employment Opportunity Commission (EEOC) has stated that “[n]ational data supports a finding that criminal record exclusions have a disparate impact based on race and national origin” and thus provides a basis for which EEOC can investigate disparate impact charges challenging the use of criminal histories as a violation of Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits discrimination in employment...” Although this federal guidance addresses the use of criminal background information in the context of employment, it does demonstrate that legal challenges may be raised by this policy. <https://www2.ed.gov/documents/beyond-the-box/guidance.pdf>
  
9. 28 states, including Tennessee, have adopted limits to the right of employers to ask for criminal background information in the job application process. Tennessee state law was enacted in 2016 (SB 2440) that prohibits a state employer from inquiring about an applicant's criminal history on the initial job application. State employers can still conduct background checks, but later on in the hiring process (after the initial screen of applications.) <https://www.intellicorp.net/marketing/tennessee/ban-the-box/criminal-background-check.aspx>



**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 9**

**Fall 2017 Census Data**





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: [Fall 2017 Census Data](#)

DATE: December 5, 2017

PRESENTER: Deb Sells

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

Attached are Enrollment Comparisons from Fall 2008 to Fall 2017 and a summary of the data.





# Enrollment Comparisons - Fall 2017

## Office of Enrollment Technical Services - Middle Tennessee State University

	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	16/17 N ±	16/17 % Change
Headcount	23,872	25,188	26,430	26,442	25,394	23,881	22,729	22,511	22,050	21,913	-137	-0.62%
Full-Time Equivalencies	20,063.63	21,049.45	21,941.42	21,750.70	20,761.83	19,560.05	18,664.18	18,295.47	18,115.92	17,914.33	-202	-1.11%
<b>Summary of New Students</b>												
First Time Freshmen	3,456	3,596	3,777	3,439	3,120	3,179	2,932	2,803	2,841	2,951	110	3.87%
New Transfer	1,935	2,137	2,254	2,182	2,048	1,907	1,809	2,018	1,865	1,958	93	4.99%
New Undergraduate Special	71	99	90	85	91	50	111	84	70	64	-6	-8.57%
Total New Undergraduates	5,462	5,832	6,121	5,706	5,259	5,136	4,852	4,905	4,776	4,973	197	4.12%
Graduate Special	112	152	93	97	98	48	62	73	66	86	20	30.30%
Masters Candidates	575	653	608	609	606	516	456	488	486	528	42	8.64%
EdS	1	0	1	0	3	3	0	1	19	12	-7	-36.84%
Doctoral	10	11	26	13	17	3	14	9	30	22	-8	-26.67%
Total New Graduates	698	816	728	719	724	570	532	571	601	648	47	7.82%
Total New Students	6,123	6,586	6,849	6,425	5,983	5,706	5,384	5,476	5,377	5,621	244	4.54%
<b>Summary of Returnees</b>												
Freshmen	1,913	1,824	1,960	1,932	1,622	1,451	1,346	1,213	1,006	988	-18	-1.79%
Sophomores	3,489	3,667	3,629	3,746	3,691	3,250	3,274	3,130	3,116	2,963	-153	-4.91%
Juniors	3,472	3,799	4,038	4,011	3,836	3,863	3,487	3,598	3,519	3,426	-93	-2.64%
Seniors	5,608	5,737	6,203	6,653	6,617	6,141	6,051	5,705	5,741	5,445	-296	-5.16%
Undergraduate Special	15	46	68	138	127	163	184	202	104	54	-50	-48.08%
Total Undergraduates	14,497	15,073	15,898	16,480	15,893	14,868	14,342	13,848	13,486	12,876	-610	-4.52%
Graduate Special	111	130	115	131	63	67	41	46	55	60	5	9.09%
Masters Candidates	1,278	1,388	1,572	1,577	1,589	1,555	1,419	1,302	1,254	1,233	-21	-1.67%
EdS	137	170	145	146	163	102	50	37	54	79	25	46.30%
Doctoral	122	123	144	205	237	268	292	293	256	262	6	2.34%
Total Graduates	1,648	1,811	1,976	2,059	2,052	1,992	1,802	1,678	1,619	1,634	15	0.93%
Total Returnees	16,145	16,946	17,874	18,539	17,945	16,860	16,144	15,526	15,105	14,510	-595	-3.94%

	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	16/17 N ±	16/17 % Change
<b>Summary of Re-Enrollees</b>												
Freshmen	241	270	260	230	214	165	164	135	136	121	-15	-11.03%
Sophomores	297	300	272	283	288	242	203	204	184	182	-2	-1.09%
Juniors	280	256	300	231	258	236	237	244	213	187	-26	-12.21%
Seniors	459	538	523	466	425	480	425	396	377	379	2	0.53%
Undergraduate Special	4	4	2	2	0	1	5	3	4	7	3	75.00%
Total Undergraduates	1,281	1,368	1,357	1,212	1,185	1,124	1,034	982	914	876	-38	-4.16%
Graduate Special	62	70	128	34	52	22	18	27	15	15	0	0.00%
Masters Candidates	134	146	128	125	133	88	84	60	91	65	-26	-28.57%
EdS	73	43	48	74	37	14	15	12	10	15	5	50.00%
Doctoral	5	3	21	16	25	33	16	23	21	13	-8	-38.10%
Total Graduates	274	262	325	249	247	157	133	122	137	108	-29	-21.17%
Total Re-Enrollees	1,555	1,630	1,682	1,461	1,432	1,281	1,167	1,104	1,051	984	-67	-6.37%
<b>Summary of Registration at MTSU</b>												
New Undergraduates	5,462	5,832	6,121	5,706	5,259	5,136	4,852	4,905	4,776	4,973	197	4.12%
New Graduates	698	816	728	719	724	570	532	571	601	648	47	7.82%
Returnees	16,145	16,946	17,874	18,539	17,945	16,860	16,144	15,526	15,105	14,510	-595	-3.94%
Re-Enrollees	1,555	1,630	1,682	1,461	1,432	1,281	1,167	1,104	1,051	984	-67	-6.37%
New Concurrent High School	9	20	21	15	25	31	30	395	461	688	227	49.24%
Returnee Concurrent High School	3	6	4	2	9	3	4	10	56	110	54	96.43%
Total Undergraduate Population	21,252	22,299	23,401	23,415	22,371	21,162	20,262	20,140	19,693	19,523	-170	-0.86%
Total Graduate Population	2,620	2,889	3,029	3,027	3,023	2,719	2,467	2,371	2,357	2,390	33	1.40%

### Fall 2017 Statistical Notes:

- The ACT average for the Fall 2017 Freshman class (22.62) is above the national average (21.0), the Tennessee tested population average (19.8), as well as last year's freshman class (22.44).
- The average high school GPA for the Fall 2017 Freshman class (3.60) is above last year's freshmen class (3.44).
- Undergraduate population (19,523) equals 89.1% of total enrollment and graduate population (2,390) equals 10.9% of total enrollment.
- Hispanic enrollment (1,188) represents 5.42% of the total enrollment. Asian enrollment (1,266) represents 5.78% of the total enrollment
- African-American enrollment (4,750) represents 21.68% of total enrollment. African-American first time freshmen (809) is 27.41% of total first-time freshmen (2,951)
- Undergraduate African-American (4,477) is 22.93% of total undergraduate enrollment (19,523). Graduate African-American (273) is 11.42% of total graduate enrollment (2,390).
- Female enrollment is 11,966 or 54.61% of total; male enrollment is 9,947 or 45.39% of total.
- Top six feeder institutions, all transfers: Motlow State (1,615); Nashville State (915); Columbia State (830); Volunteer State (817); Pellissippi (301); and Chattanooga (289).
- Transfer students enrolled (10,489) represent 53.73% of the total undergraduate population.
- Concurrent High School enrollment (688 new, 110 returnees) represents 20 high schools and 10 home/umbrella schools, is 4.09% of the total undergraduate population; is a 54.35% increase over last Fall.
- Concurrent High School enrollment across 2 semesters with credit occurring in the Spring 2018 for science related courses represents 2 high schools and 97 students with zero credit only this semester.

Compiled by:

Teresa Thomas, Director of Enrollment Technical Services

September 11, 2017 -- Data taken from 14-day Census report. Phone: 615-898-2603



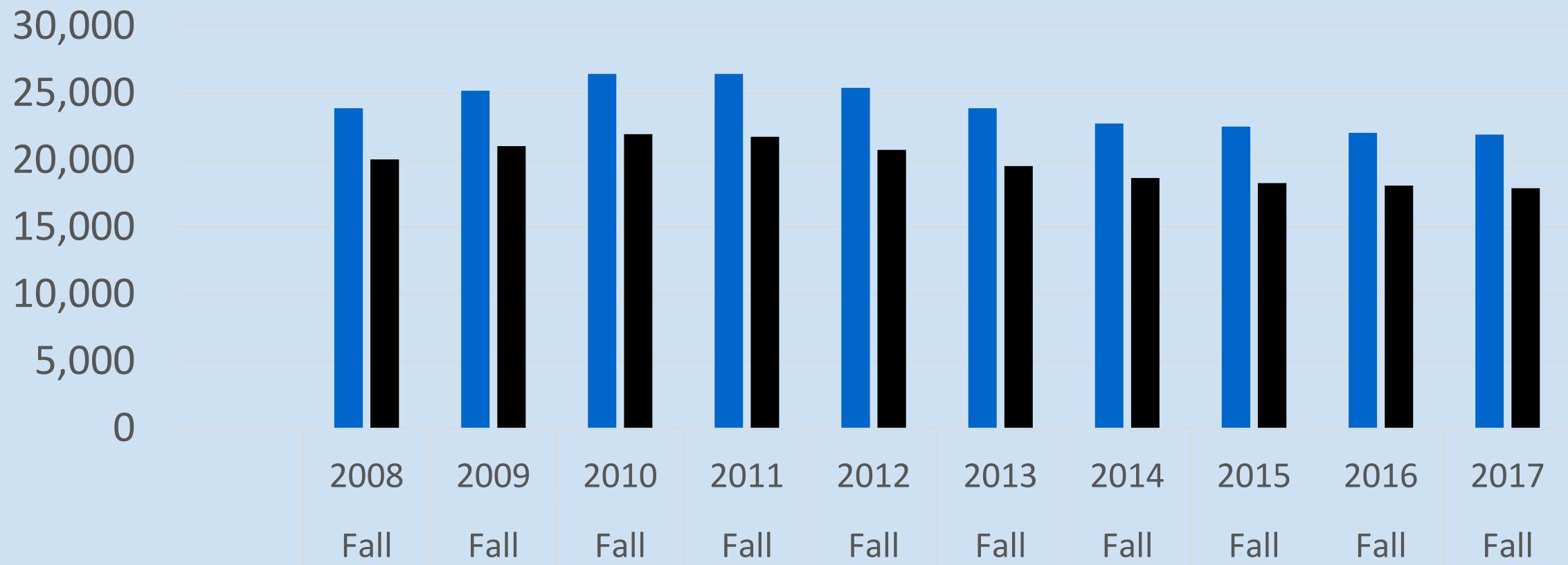
# Enrollment Report

*Fall 2017 Census*

# Fall 2017 Census

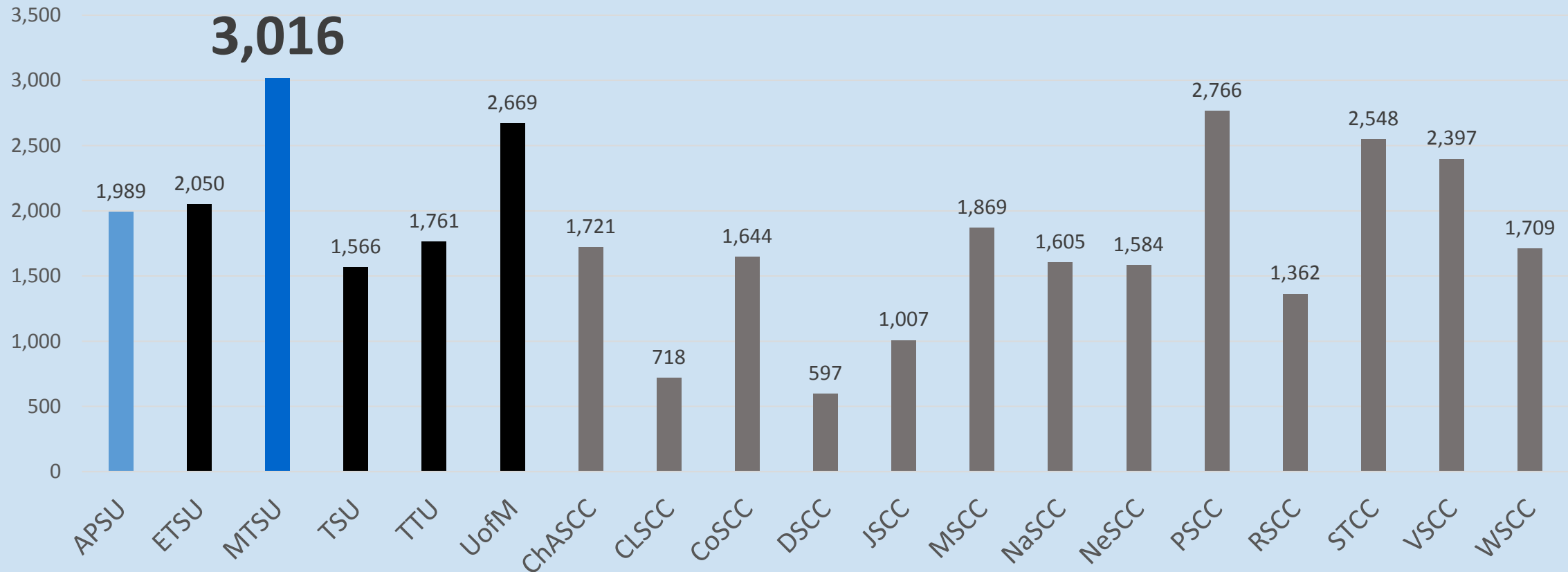
- MTSU has the largest **new freshman (2,951)** and **new transfer (1,958)** population of any LGI.
- Headcount: **21,913**
- Full-Time Equivalencies: **17,914.33**

# Enrollment and FTE Comparisons

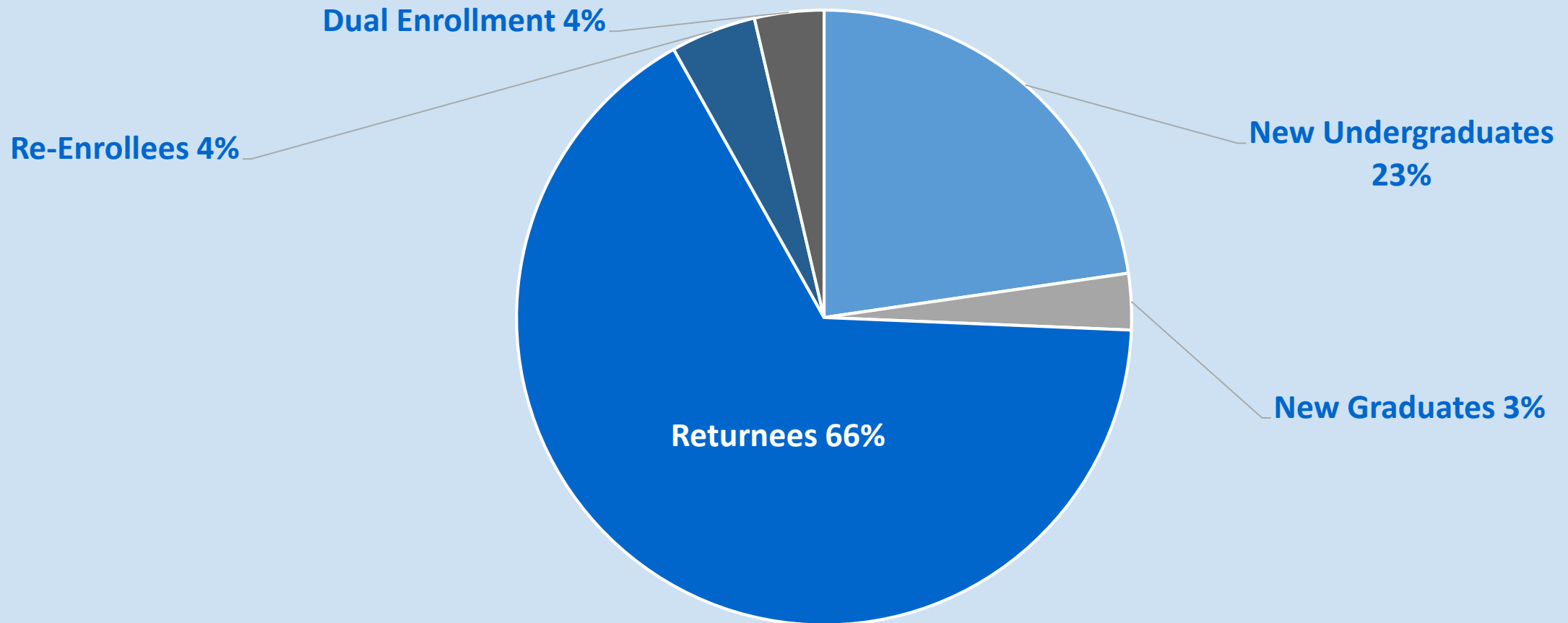


■ Headcount ■ Full-Time Equivalencies

# Freshman Enrollment Comparisons Fall 2017



# Summary of Registration Fall 2017



# Our first-time freshmen

- The **ACT average (22.62)** is above the **national average (21.0)**, the **Tennessee tested population average (19.8)**, as well as last year's freshman class (22.44).
- The **average high school GPA (3.60)** is above last year's freshmen class (3.44).
- From **41 states**



# Largest feeder counties (freshmen)

Rutherford

Davidson

Shelby

Williamson

Wilson

727

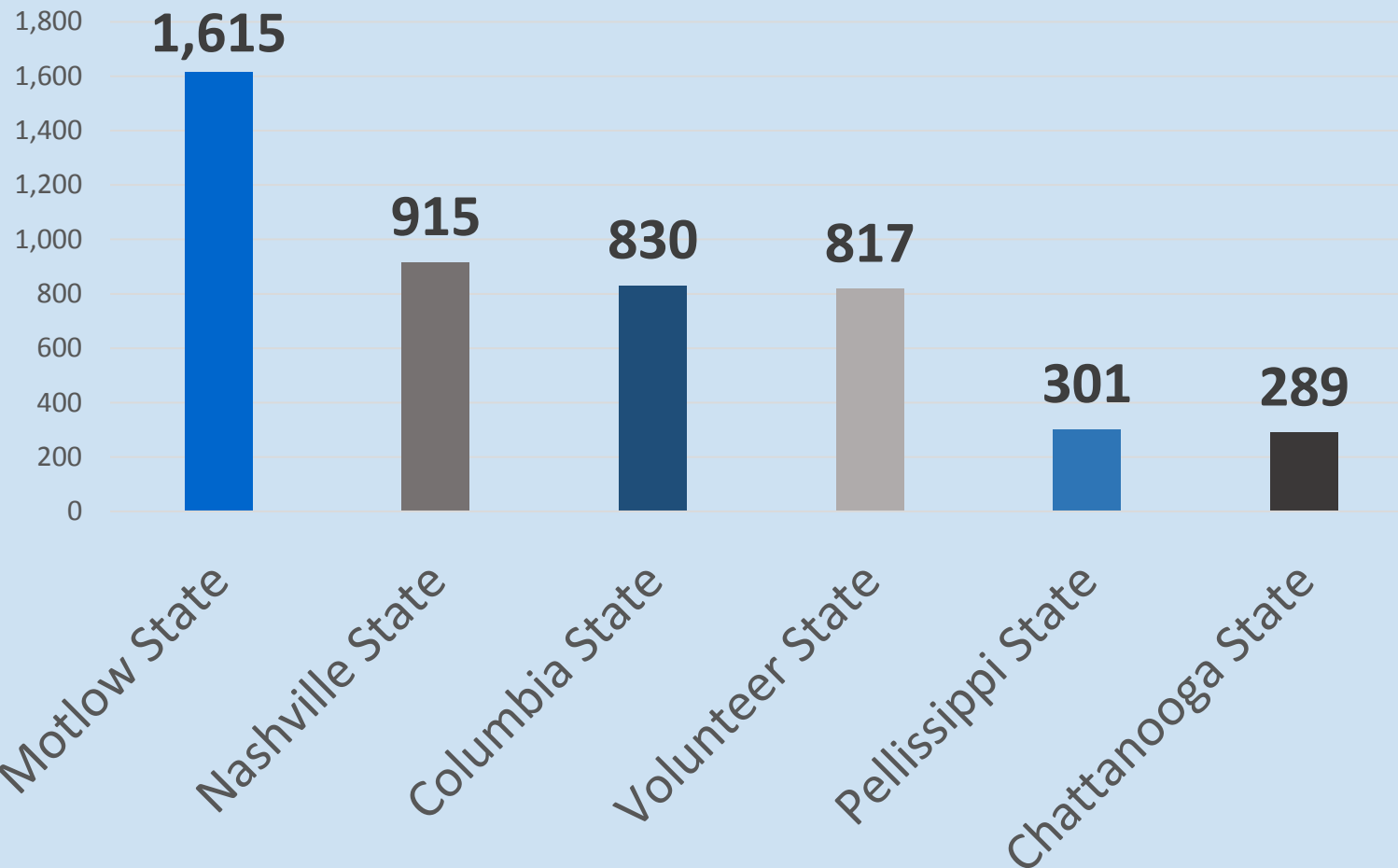
378

274

147

110

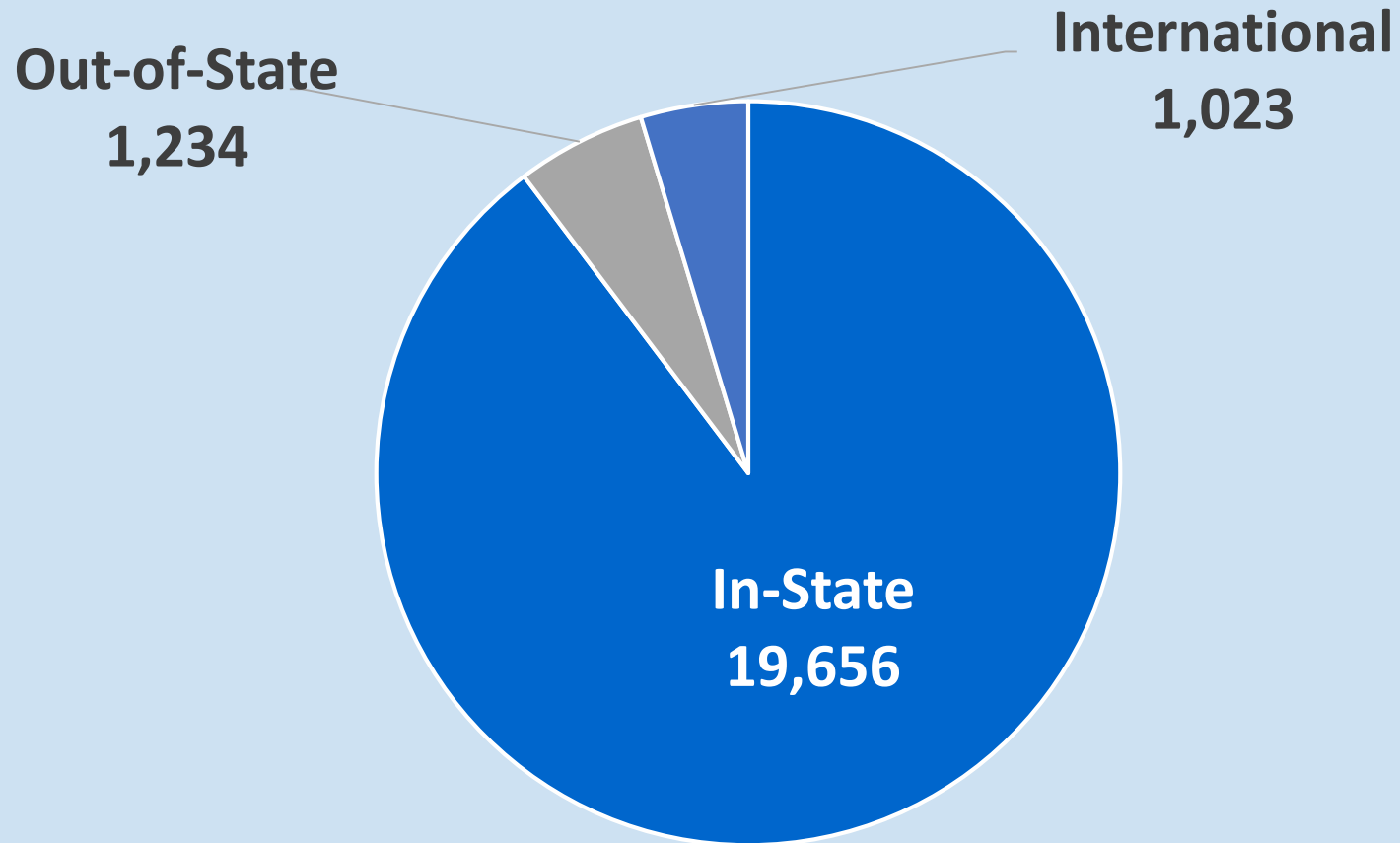
# Our Transfer Students



Transfers represent  
**53.736%** of total  
undergraduates



# Geographic Representation



Students from out- of-state represent **52 US states and territories.**

**76 students** are designated as **Regional Scholars**





**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

Tab 10

Faculty Senate Presentation





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: [Faculty Senate Presentation](#)

DATE: December 5, 2017

PRESENTER: Joey Gray

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

Dr. Joey Gray, 2017-2018 Faculty Senate President, will present an overview of the Faculty Senate at MTSU.







**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

**Tab 11**

**Murphy Center and Floyd Stadium Facilities Study**





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: **Murphy Center and Floyd Stadium  
Facilities Study**

DATE: December 5, 2017

PRESENTER: Chris Massaro

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

During the May 15, 2017 meeting of the Academic Affairs, Student Life & Athletics Committee, Director of Athletics Chris Massaro shared that an architect (Heery and Associates) would be working on a master plan for athletics facilities over the summer. This presentation summarizes their findings and recommendations.





**Middle Tennessee State University Board of Trustees**  
*Academic Affairs, Student Life, and Athletics Committee*

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Tuesday, December 5, 2017, 10:30 AM

Tab 12

Approval of Board of Trustees Policy:  
Board of Trustees Travel





**Middle Tennessee State University  
Board of Trustees**

MEETING: Academic Affairs, Student Life &  
Athletics Committee

SUBJECT: [Approval of Board of Trustees Policy:  
Board of Trustees Travel](#)

DATE: December 5, 2017

PRESENTER: Alan Thomas

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

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**BACKGROUND INFORMATION:**

At the request of Chairman Smith, the attached policy governing Board of Trustees travel has been developed for your review and consideration. University staff researched policies of several other public and private higher education institutions, as well as private companies with Boards. The attached draft policy was developed from this research and contains best practices in this area. Upon its recommendation, the proposed policy must be approved by the Board of Trustees.





# xxx Board of Trustees Travel

**Approved by**

**Effective Date:**

**Responsible Division:**

**Responsible Office:**

**Responsible Officer:**

## I. Purpose

This policy applies to travel by the Board of Trustees of Middle Tennessee State University (MTSU or University) in the performance of their official duties.

## II. General Provisions

- A. Requests for Reimbursement. Trustees may be reimbursed or have appropriate expenses paid in advance for travel expenses related to official University business up to the extent of the reimbursement limits outlined in Policy 658 Travel by submitting a standard Travel Expense Claim and appropriate receipts within 30 calendar days after the conclusion of the travel or event. Trustees shall be eligible for reimbursement for all mandatory regular, special, and emergency meetings of the Board and its committees. Travel Claims should be submitted to the Office of the Board of Trustees and approved by the Vice President for Business and Finance.
- B. Out of State or Out of Country Travel. Prior written authorization for out-of-state or out-of-country travel must be obtained by submitting a Travel Authorization Request to the Office of the Board of Trustees and approved by the Vice President for Business and Finance.
- C. Expenses that are Not Reimbursable. The following expenses are presumed not to be Reasonable or Necessary. These expenses are not eligible for Reimbursement.
  - a. Alcohol
  - b. Child care
  - c. Dues in private clubs
  - d. Golfing or green fees
  - e. Gym and recreational fees, including massages and saunas
  - f. In-room movies and mini-bar charges
  - g. Life insurance, flight insurance, personal automobile insurance and baggage insurance
  - h. Loss/theft of cash, airline tickets, personal funds or property
  - i. Lost baggage or excess baggage charge for personal items
  - j. “No-show” charges or penalties for flights, hotel and car service if incurred due to non-business related changes in schedules
  - k. Parking or traffic fines
  - l. Personal automobile repairs, grooming services, shoe shines
  - m. Personal credit card annual fees or interest charges

- n. Charges for personal telephone calls in excess of reasonable calls
  - o. Personal travel portion of a business trip
  - p. Pet care
  - q. Tips or service gratuities in excess of 20%
  - r. Unauthorized car rentals, registration fees, etc.
  - s. Discretionary upgrades (air, hotel, car, etc.)
  - t. Expenses of any person other than the Trustee
  - u. Personal Entertainment charges, such as movies, sightseeing tours, etc.
- D. Combining University and Personal Travel. If a Trustee takes an indirect route or interrupts a direct route for any reason other than University business, the University shall reimburse only the portion required for business purposes. When the University prepaid the airfare, rental car, or lodging the Trustee shall reimburse the University for the unrelated portion of the expense. The Trustee may travel with athletic teams, but will reimburse the University for the expenses incurred on their behalf. Weekends, holidays or other necessary diversions or layovers shall be eligible for reimbursement when required for business or will result in safer or more reliable or cost efficient travel.
- E. The University is not responsible for reimbursing for lost time from private work and other responsibilities or duties of a Trustee that are outside of those duties and responsibilities to the University as a Trustee. Per this policy, reimbursement is not available to Trustees for political fundraising events, political events, religious events, or events where the Trustee is not an official participant.