1970

Faculty Handbook, 1970

University of Tennessee, Knoxville

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FACULTY HANDBOOK

THE UNIVERSITY OF TENNESSEE
Knoxville

Distinguished Past...
Dynamic Future

1794/1969
PERSONNEL POLICIES
of the
TEACHING, RESEARCH, LIBRARY
AND ADMINISTRATIVE FACULTIES
AT KNOXVILLE

Approved by the Board of Trustees, 1957
(Revised 1970)

THE UNIVERSITY OF TENNESSEE
Knoxville

An Equal Opportunity Employer
One hundred and seventy-five years ago (1794) Samuel Carrick opened Blount College, the earliest predecessor of The University of Tennessee. Carrick served as President as well as instructor for the few students who were enrolled. Today, however, a student population of over 20,000 on the Knoxville campus, plus over 8,000 more in other programs with an accompanying complex of teaching, research, and administrative personnel, brings a need for uniform personnel policies and procedures.

This handbook is designed to reduce to one quick source of reference certain operational procedures which concern the faculty. Such information should be of value to the present faculty and to new or prospective faculty. Since this handbook has been designed for the use of the faculty (see p. 11 for the composition of the faculty), it does not contain information applicable to other staff members in such positions as secretary, clerk, maintenance, and custodial.

Preparation of this publication has taken several years. It has been reviewed by the Senate and passed by the Board of Trustees. It represents a joint effort on the part of the faculty and administration of the University. Faculty members should feel free to make suggestions as operational practice and need seem to justify change.

Knoxville
January 1, 1970
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THE NATURE AND PURPOSE

OF

THE UNIVERSITY OF TENNESSEE*

The mission of The University of Tennessee is to offer instruction on all levels of higher education, engage in and train for research, and provide extended services of great variety. The obligations of this mission are reinforced by the fact that The University of Tennessee, Knoxville, is both a State University and the official Land-Grant Institution of Tennessee.

THE CAMPUS IS THE STATE

Its nature as a Land-Grant and State University requires that the University be both a center of learning and a center of service; that it be an agency responsible for the enlargement and communication of knowledge and also for extended service through professional training, consultation, and continuing adult education for people throughout the state. It is true, therefore, that the campus of the University is the State of Tennessee.

Another essential characteristic of the land-grant type of university is the endeavor to provide suitable higher education for all who have the ability and the desire to pursue education. This requires a variety of programs which, in varying degree, seek to provide both liberal and practical education designed to develop the full capabilities of students as individuals and citizens and help prepare them for their intended occupations.

Although assigned a specific role in higher education, The University of Tennessee is part of the total educational structure of the state. Along with all the other institutions of higher education in the state, both the public ones and the private ones, the University profits from and contributes to the results of education at every pre-college level. The University of Tennessee, therefore, is deeply concerned with the welfare of education in Tennessee from the kindergarten to the doctor of philosophy degree.

CAPSTONE OF EDUCATION AND RESEARCH

As the capstone of the state's educational system and the state's chief research agency, the University is expected to provide programs in all fields and at all levels of higher education that are needed by the people of the state, as well as make its proper contribution to the needs of the larger world. Two legislative acts of the state provide the University with its commission: an act of

*Adopted by The Board of Trustees, November 10, 1961.
1869 designating the then "East Tennessee University" as the state's federal Land-Grant Institution and an act of 1879 commissioning it as "The University of Tennessee."

CLIMATE FOR INTELLECTUAL GROWTH

Many of its aims the University shares not only with Tennessee's other public institutions of higher education and those privately supported, but with all good colleges everywhere. Among these aims probably the most inclusive are to help students learn as much as they can of both facts and theories, acquire the ability to make thoughtful decisions, and learn how to communicate, so that they may become increasingly well informed and mentally alert individuals able to help improve society. These high ideals require for their nurture the intellectual climate in which mind is continually interacting with mind. One major aim of The University of Tennessee, therefore, is the ambitious and complicated one of providing an environment conducive to maximum intellectual development, as well as balanced physical, moral, and spiritual growth. These aims are shared, of course, by all outstanding American colleges and universities, whatever their location or source of support.

VITAL AND EFFECTIVE TEACHING

Shared, too, is the obligation to make teaching vital and effective and to influence students to form life-long learning habits. The University of Tennessee aims to provide teaching which:

1. is dynamic and stimulating;
2. is based on expertness and specialization within the subject;
3. is founded upon research and revitalized by minds forever inquiring and continually aware of the knowledge derived from research;
4. is objective in its pursuit of truth;
5. involves an awareness of both the immediate aims of the discipline and the broader objectives of the institution;
6. gives heed to varying abilities and makes paramount the maximum progress of the individual student.

ADVANCED GRADUATE WORK AND RESEARCH

The University of Tennessee, however, has some obligations not shared in the same degree by other public colleges and universities of the state, although these specialized functions are common to most major state universities and land-grant institutions. For instance, as the primary state institution in Tennessee conducting advanced graduate work and research, the University must develop and maintain advanced instruction and research in the basic arts and sciences and in professional and occupational areas de-
To Advance Knowledge and Understanding

Investigate, Experiment, Interpret, Communicate

Center for Graduate Training and Research

Cooperation with Oak Ridge, TVA, and Arnold Center

pendent upon the fundamental fields of learning, especially (but not exclusively) those of substantial importance to the state. It is the business of such a state university to advance the frontiers of knowledge in all areas of human concern, to discover facts previously unknown, to present new theories and test those previously not established, and thereby augment the intellectual heritage of the human race. The major basic research in America is conducted in American universities.

This research obligation is not primary in all colleges, but the search for new knowledge and its application to the changing needs of society is a MAJOR aim of The University of Tennessee. Because in recent years highly developed societies have come to rely increasingly on research, the term research has become popular but is not fully understood by all who use it. As practiced in good universities, research means the critical and generally exhaustive investigation or experimentation carried on or directed by trained minds in an intellectual discipline having for its aim the discovery and interpretation of new and significant knowledge which is intended to expand or alter accepted conclusions, theories, or laws about man and the universe. Research as conducted in universities, such as The University of Tennessee, is directed toward advancing the understanding of the natural world and the interpretation of human history and human creations. Two processes are going on simultaneously in the promotion of university research activities by the faculty: (1) it is engaged in every sort of attempt to add to the sum total of knowledge and (2) at the same time is passing on to the new generation of students the challenge and the methods required for testing old discoveries and making new ones. Instruction is best when teacher and students together are experiencing the processes of developing and testing hypotheses and interpretations in many fields.

So far as publicly-supported higher education is concerned, The University of Tennessee is the major center of advanced graduate training and research. At present the University provides master’s level work in over 140 fields of knowledge and doctoral work in approximately 50, enrolling nearly 5,000 graduate students.

Notwithstanding the extraordinary cost in personnel and facilities, the state and the federal government are assisting The University of Tennessee in the development of an eminent advanced graduate and research center. This effort is aided considerably through cooperation in the use of the appropriate personnel and research facilities of the Oak Ridge National Laboratory, the Tennessee Valley Authority, and the Arnold Engineering Development Center (where the University operates a Space Institute for the further education of graduate engineers and scientists interested in the space-related sciences and technologies).
Likewise, the University must provide teaching and research in professional and occupational areas closely dependent on the fundamental fields of learning, and based upon an understanding of the related science and literature. Professional majors (in most instances on both undergraduate and graduate levels) are now offered in all the basic arts and sciences and in various aspects of agriculture (including forestry), architecture, business administration, communications, dentistry, engineering, home economics, law, medicine, nursing, pharmacy, planning, public administration, social work, and teacher education.

EXTENDED SERVICES AND CONTINUING EDUCATION

A third special assignment of the State University and Land-Grant Institution is that of extended services and continuing education: the obligation to extend information to all parts of the state, to all vocations and professions requiring the kinds and levels of expertness represented by a university faculty, and to conduct research on topics of special importance to the state. The growing demand for scientific and technical information and skill in a state that is becoming increasingly industrialized requires The University of Tennessee to strengthen its present research and extension activities.

In a state university such as The University of Tennessee, learning, teaching, research, and extension activities are interwoven and interdependent.

FULFILLING A BROAD ASSIGNMENT

The University's assignment is very broad and complex, requiring a complex organization for its accomplishment. The scope may be seen in some of the activities undertaken by the University. The University, for example, administers programs in approximately 150 specialized areas of knowledge, involving more than 6,000 different courses, 9 special research organizations, and 2 large extension divisions concerned with "out of school" adults. The scope of the extended service function, at present, is suggested by the University's having enrolled through General University Extension more than 20,000 part-time students in evening courses, 9,000 in correspondence courses, 23,000 in conferences and institutes, providing over 7,000 hours of educational and cultural broadcasting and also instruction by closed-circuit television, lending 18,140 library packages, providing technical assistance to over 300 cities and towns; by educational services in India; through agricultural extension's assisting each year over 220,000 families directly as well as many others indirectly, distributing over a million instructional bulletins, sponsoring 4-H Club programs involving 130,000 boys and girls, and working with 800 Tennessee
In summary, the purpose of The University is:

1. to provide effective instruction in the basic arts and sciences as an educational core and as a foundation for the professions;
2. to provide opportunities for specialization in subjects requiring a good foundation in general education;
3. to provide vocational and professional training in a wide variety of fields, especially those which require several years of higher education and are based on thorough preparation in the basic fields of learning;
4. to provide graduate training in the basic arts and sciences and in business and professional subjects;
5. to carry on research both to advance knowledge and to reinforce instruction, and to train others to do so; and
6. to provide, through extended service, educational opportunities to those not enrolled as regular full-time students but needing or desiring to expand their education in areas within the special competence of University faculty members.

Now, as never before in human history, it is imperative that every state provide her citizens and the world with at least one center of diversified instruction, research, and broadly dispersed continuing adult education, and that resourceful efforts be made to attain excellence in this center. The University is such a center.
The Board of Trustees
The governance of the University is provided for by Charter Provisions and By-Laws. The Charter Provisions, for the most part, represent the legislative acts relating specifically to the organization and structure of The University of Tennessee. The By-Laws were developed from Tennessee Code Annotated, The Official Code of Tennessee, and from policy decisions of the Trustees. The Board of Trustees, which is the governing body of The University of Tennessee, has ultimate control over its organization and administration and also over its constituent parts and its financial affairs.

The following are members of the Board of Trustees:

The Governor of the State, the Commissioner of Education, the Commissioner of Agriculture, and the President of the University, all of whom shall be ex officio members; also one Trustee representing each Congressional District of the state; and also two Trustees representing Knox County, two representing Shelby County and one representing Weakley County. At least one-third of the Trustees shall be members of the principal minority political party in the state and at least one-third shall be alumni of the University.¹

Board members have staggered terms of fourteen years each. All Trustees, except ex officio members, are appointed by the Governor and confirmed by the State Senate. At present there are fourteen Trustees and four ex officio members.

The Faculty
There are four ranks for members of the faculty:

<table>
<thead>
<tr>
<th>Order of Rank</th>
<th>Instructional</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professor</td>
<td>Research Professor</td>
</tr>
<tr>
<td>2</td>
<td>Associate Professor</td>
<td>Research</td>
</tr>
<tr>
<td>3</td>
<td>Assistant Professor</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>4</td>
<td>Instructor</td>
<td>Research Instructor</td>
</tr>
</tbody>
</table>

¹The University of Tennessee Charter and By-Laws (The University of Tennessee Board of Trustees, May, 1959), Article VI, Section 1.

Other Professional Staff
There are five ranks for members of the University Library Staff:

<table>
<thead>
<tr>
<th>Order of Rank</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professor</td>
</tr>
<tr>
<td>2</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>3</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>4</td>
<td>Instructor</td>
</tr>
<tr>
<td>5</td>
<td>Professional Assistant</td>
</tr>
</tbody>
</table>

Administrative officers and personnel in University Extension, Agricultural Extension, and certain other divisions may hold positions which by virtue of responsibility or salary are equivalent to faculty ranks. The term faculty, as hereinafter used, also applies to such personnel. Those holding the rank of Instructor (or equivalent) or above are members of the faculty. An Instructor, however, does not have a vote in the conduct of faculty business.

Other Rank or Position Titles

Rank of Emeritus. It is the policy of The University of Tennessee to award an emeritus rank to each member of the faculty who holds the rank of Professor, or its equivalent, at the time of his retirement.

Lecturers. It is the policy of the University to appoint Lecturers and Professorial Lecturers on a temporary basis. Lecturers do not acquire tenure, are not eligible to participate in the University retirement program, and are not eligible for waiver of fees. They generally are employed for part-time service.
Graduate Teaching Assistants. Graduate Teaching Assistants may be appointed to carry part (usually one-fourth) of a normal teaching load. The annual stipend may be payable in either nine or twelve monthly installments, depending on the terms of employment. Remission of fees is made for the period covered by the appointment only. Graduate Teaching Assistants whose appointments begin with the Fall Quarter but are to continue for less than a full year, begin drawing remuneration as of October 1. Graduate Teaching Assistants whose appointments are to continue for a full year begin drawing remuneration as of September 1. An appointee shall have a Master's degree or the equivalent training and experience.

Graduate Assistants. Graduate Assistants may be appointed to perform various types of duties other than independent teaching. Under exceptional circumstances they may be used for teaching under careful supervision. The extent of duties assigned shall not prevent a Graduate Assistant from carrying an average study load not to exceed two-thirds of a full study program during the period comprising the Fall, Winter, and Spring Quarters, nor more than three-fourths of the full study load during the period comprising these three quarters and the full Summer Quarter. The distribution of duties and study may be made over the period of the appointment in any fashion suitable to the requirements of the department and to the student's graduate study program, provided the general policy set forth herein is not violated. Normally, these requirements necessitate a minimum period of four quarters to complete the program for the Master's degree. The annual stipend may be payable in either nine or twelve monthly installments, depending on the terms of employment. Remission of fees is made for the period covered by the appointment only. Graduate Assistants whose appointments begin with the Fall Quarter but are to continue for less than a full year, begin drawing remuneration as of October 1. Graduate Assistants whose appointments are to continue for a full year begin drawing remuneration as of September 1.

Part-Time Instructors. Part-time Instructors may be employed on an ad hoc basis as conditions warrant. These individuals are not eligible for waiver of fees. A person pursuing graduate work is not eligible for such a position, but instead should have the title of Graduate Teaching Assistant.

Research Assistants. Research Assistants may be employed in a department to assist in research, generally financed from gift, grant, or contract funds. A person in such a position should enter into a work-study program which conforms to that expected of Graduate Assistants. Appointments for Research Assistants do not include waiver of fees.

Administrative and Academic Committees
There are two kinds of University-wide committees: the standing and special committees of the University Senate on the one hand, and the administrative committees appointed by the Chancellor or Vice Chancellor for Academic Affairs on the other. Membership of these committees is indicated in each General Catalog of the University. All Vice Chancellors are ex officio members of all University committees.
II

FACULTY ROLE IN EDUCATIONAL POLICIES

Annual Meeting
The faculty holds an annual meeting in the Spring Quarter of each year. It may meet on call at other times.

Certain powers and duties rest in the faculty of the University. This organization, however, may delegate its functions to the Senate. The faculty receives reports from the Senate on action accomplished during the year and may revise or alter such action (provided that no rights or acts of third parties are affected by such revision or alteration).

The Senate
The faculty delegates to a subordinate legislative body, called the Senate, the transacting of most of its business. The Senate operates within the following framework:

1. It holds those powers and duties which have been delegated to it by the Trustees of The University of Tennessee and by the Faculty of The University of Tennessee.

2. It makes a report to the Faculty of its action in an annual meeting in the Spring Quarter or upon special request of the Faculty.

3. [It] shall exercise only those educational functions which the faculty as a whole has hitherto exercised, and which have to do with educational policy of the University, requirements for admission, general requirements for degrees and certificates, general educational policy, relations between colleges or schools, changes in amount, character or quality of work required for admission to colleges or schools, and changes in the total number of hours required for degrees or certificates, and which shall be effective upon approval by the Board of Trustees.

4. [It] has no management or administrative functions, either in itself or through the instrumentality of its committees, administrative matters being expressly reserved to the President of the University as delegated by the Board of Trustees.

Members, Number, Classification, and Terms of Office. The membership in The University of Tennessee Senate is divided into two classes: ex officio members and elected members. There are at least twice as many elected members as ex officio members.

Ex officio members are: the President, the Academic Vice President, the Chancellor of the Knoxville campus, the Vice Chancellors for Academic Affairs (Chairman), Student Affairs, Graduate Studies and Research, and the Institute of Agriculture. Associate Vice Chancellor for Academic Affairs; Deans of Agriculture, Agricultural Resident Instruction, Architecture, Business Administration, Communications, Education, Engineering, Home Economics, Law, Liberal Arts, Admissions and Records, and University Extensions; Director of Libraries; Director of Agricultural Experiment Station and Agricultural Extension Service; Director, or delegated representative, of the Graduate Schools of Biomedical Sciences, Planning, and Social Work, and the Space Institute.

Elective seats shall be apportioned among

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1 By-Laws of The University of Tennessee Senate.
2 Ibid.
3 Minutes, Board of Trustees, The University of Tennessee, December 12, 1949.
4 Ibid.

This page revised January 1970.
the respective colleges and divisions by the office of the Vice Chancellor for Academic Affairs on the basis of a formula established by the Senate. The Faculty of each College or Division of The University of Tennessee shall elect its representatives to the Senate in May of each year. The term of office begins on the second Monday of the Fall Quarter. No representative shall be elected immediately to succeed himself.

**Meetings.** The Senate meets on the second Monday of each quarter, or at the call of the Chancellor or Vice Chancellor for Academic Affairs on their own initiative, or pursuant to a petition signed by 15 members of the Senate.

**Officers.** The Vice Chancellor for Academic Affairs is the Chairman of the Senate and presides at all meetings of the Senate. The Secretary is elected at the fall meeting by the Senate members.

** Committees.** The Senate has standing committees on Admission and Advanced Standing, Committees, Curricula, Degrees, Institutional Research, Library, Phi Kappa Phi Faculty Lectureship, Retirement, Rhodes and Foreign Scholarships, and Student English. The Committee on Committees makes nominations for the standing committees for Senate action. Members of the Committee on Committees are nominated and elected by the Senate.

<table>
<thead>
<tr>
<th>Groups Represented</th>
<th>Ex Officio</th>
<th>Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Architecture</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Biomedical Sciences</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Business Administration</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Communications</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Education</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Engineering</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Home Economics</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Law</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td>Libraries</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Planning</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Social Work</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Space Institute</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>University Extension</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Other Ex Officio**

- President: 1
- Academic Vice President: 1
- Chancellor: 1
- Vice Chancellor, Academic Affairs: 1
- Vice Chancellor, Student Affairs: 1
- Vice Chancellor, Graduate Studies and Research: 1
- Vice Chancellor, Institute of Agriculture: 1
- Associate Vice Chancellor, Academic Affairs: 1
- Dean of Admissions and Records: 1

The intent of this distribution is to provide a minimum of one elected member for each degree-granting College or School with a full-time faculty of five in Knoxville engaged in teaching or research and having the rank or equivalent rank of Assistant Professor or higher. When a College or School has a faculty, as defined above, of at least fifteen, there shall be three elected members. Above twenty full-time faculty, one elected member shall be added for each additional twenty. This method applies also to the staff of the University Libraries. In addition, there shall be one elected member from the Agricultural Extension Service, one from the Division of University Extension, one from each degree-granting Branch or outlying School, and one student member.
It is the objective of the University to develop and maintain a faculty of the highest calibre. To this end the following policies and procedures are directed.

**Eligibility for Appointment**

*Citizenship.* Citizens (by birth or naturalization) may be employed in positions considered to be permanent. Citizens of other countries may be employed in temporary positions only.

*Nepotism.* No person may be employed full-time on the regular faculty of The University of Tennessee who is related by blood or marriage to persons already employed by the University except that such employment be under a different organizational line of authority. In general, “under a different organizational line of authority” means “under different department heads or comparable supervisors.” In any event no employee should be in a position to influence any decision made concerning another employee who is related to him. (The above-stated policy is effective upon adoption, but is not retroactive.)

**Equal Opportunity**

It is the policy of The University of Tennessee on all its campuses and throughout its branches, divisions, stations, facilities, and activities that no discriminatory hiring and employment practices be maintained, that affirmative action is taken to insure that applicants are employed, and that employees are placed, trained, upgraded, promoted, and otherwise treated during employment without regard to race, creed, color, national origin or sex.

**Criteria for Appointment**

The following criteria are initial and are subject to revision upon recommendations from the various faculties. These criteria should be considered as guides and assigned varying degrees of weight. Deficiencies in some criteria ought to be counterbalanced by superiority in others. It is understood that, in certain specialized fields of endeavor, some of these criteria should be replaced by other standards.

**Professor:**

1. The doctorate or equivalent training and experience.
2. Established reputation as a teacher.
3. Established record in research and scholarly or professional attainment.
4. Record of effective participation in professional activities other than teaching and research.

**Associate Professor:**

1. The doctorate or equivalent training and experience.
2. Good reputation as a teacher.
3. Good record in research and scholarly or professional attainment.
4. Interest and participation in professional activities other than teaching and research.

**Assistant Professor:**

1. The Master's degree or equivalent training and experience. (In certain fields the doctorate may be required.)
2. Demonstrated ability as a teacher.
3. Definite evidence of research ability and scholarly or professional promise.

**Instructor:**

1. The Master's degree or equivalent training and experience.
2. Interest in teaching.
3. Interest in research.
4. Excellent scholastic record as a student.
Term of Appointment

Appointment of faculty members, with respect to term, is of two types: (1) nine months, and (2) twelve months, depending on the nature of duties. The one exception to such terminology is found in the School of Social Work where some members of the faculty serve under a ten-month term. Persons on the regular academic faculty appointed to teach nine months are paid in 12 monthly payments, with extra compensation should they teach during the Summer Quarter. For salary calculations, each of the three regular quarters (Fall, Winter, and Spring) is considered to be of equal length, although the schedule of payments does not provide for an equal number of payments each quarter.

All personnel are legally on one-year appointments renewable each year.¹ Renewals and appointments are accomplished annually by the faculty member’s name being placed in the budget. No official notification of such renewal is given to tenure personnel. Letters of appointment contain terms and conditions of employment.

¹ This arrangement is specified in The University of Tennessee Charter of 1807. In this connection, however, the faculty member is reminded of the University’s tenure policy.

Procedure

The objective of all administrative officers concerned is to strive to observe the same criteria in determining appointments and promotions to the different ranks throughout the University. It is obvious that the following of criteria in their entirety cannot be observed by all divisions of the University at all times. The endeavor to adhere to them, however, should result in a continuous strengthening of the faculty. It is recognized also that all appointees to a given rank may not rate equally high with respect to all criteria, but deficiencies in some ought to be counterbalanced by superiority in others.

Appointment to the ranks of Professor, Associate Professor, Assistant Professor, and Instructor in the University are written in a single administrative office (presently that of the Vice Chancellor for Academic Affairs) upon recommendation of the Department Head, Dean, or Director.
PROMOTIONS
AND SALARY ADJUSTMENTS

Promotion in rank or increases in salary are in part a recognition of past achievement. They are also a recognition of promise and a sign of confidence that the individual is capable of greater accomplishments and of assuming greater responsibilities. It is the policy of the University to make promotions and salary adjustments strictly on the basis of merit. Promotions and salary adjustments are made objectively, equitably, impartially, and as a recognition of merit in line with the following policies and procedures.

Periodic Consideration
It is the policy of the University to consider each faculty member for promotion or salary adjustment annually. Annual reviews are conducted jointly by department heads, division heads, and deans, or other appropriate officers. The faculty member should feel free to discuss his status with his department head at any time.

In general, all recommendations for promotion or salary adjustments within a department are initiated by the department head. Recommendations for promotion or salary adjustments for all other personnel are initiated by division heads, deans, or other appropriate officers. Normally, all such recommendations are made in conjunction with the preparation of the budget.

Final Decision
Final decision on promotions or salary adjustments within rank will be made by the Board of Trustees.

Effective Date
Promotions in rank and salary adjustments within rank are normally effective July 1.

Criteria for Promotion in Rank
The following criteria are initial and subject to revision upon recommendation from the various faculties. In general, the criteria for promotion in rank are the same as the criteria for appointments in the various ranks. These criteria should be considered as guides and are assigned varying degrees of weight. Deficiencies in some criteria ought to be counterbalanced adequately by superiority in others. It is understood that, in certain specialized fields of endeavor, some of these criteria should be replaced by other standards.

Professor:
1. The doctorate or equivalent training and experience.
2. Established reputation as a teacher.
3. Established record in research and scholarly or professional attainment.
4. Record of effective participation in professional activities other than teaching and research.

Associate Professor:
1. The doctorate or equivalent training and experience.
2. Good reputation as a teacher.
3. Good record in research and scholarly or professional attainment.
4. Interest and participation in professional activities other than teaching and research.

Assistant Professor:
1. The Master's degree or equivalent training and experience. (In certain fields the doctorate may be required.)
2. Demonstrated ability as a teacher.
3. Definite evidence of research ability and scholarly or professional promise.
Procedures for Effecting Promotions and Salary Adjustments

In general, the following procedure is adhered to when considering faculty members for promotion or salary adjustments:

1. Recommendations are submitted by department heads, division heads, or others with this administrative responsibility, to the dean or comparable officer of the appropriate college. Recommendations on the above-mentioned incumbents are submitted by the next administrative superior.

2. After full consideration, which may include discussions between the department head and senior members and administrative officers, as well as appropriate interviews, the dean makes a formal recommendation to the Academic Vice Chancellor.

3. The Academic Vice Chancellor reviews the recommendations and indicates his concurrence or non-concurrence before the final budget is prepared for the Chancellor.

4. In general, only those recommendations which are approved by the Chancellor and the President are submitted to the Board of Trustees for final action.

5. Any individual faculty member may appeal his case to any of the parties mentioned in steps 1 through 4 above. Such individual should follow the steps outlined above in presenting his appeal unless he feels that his case will be prejudiced in so doing.

This page revised January 1970.
The Board of Trustees is constituted by statute of the State of Tennessee as the governing body of the University, with complete and full authority over the administration and organization of the University and its constituent parts, over its financial affairs, and over appointment and tenure of all its employees. The Board is also enjoined by the General Assembly to "foster, encourage, and inculcate loyalty to both the state and national governments."

The principal mission of the University is the discovery and dissemination of truth through research, demonstration, and teaching. The Board recognizes that freedom of inquiry and expression is indispensable for this purpose and believes that it and the administration and faculty should cooperate to that end. In the University's program of research, demonstration, and instruction it is essential that the Board, administration, and faculty cooperate voluntarily, each contributing freely, according to his qualifications, in a mutually beneficial exchange of information and ideas.

The following statement is intended to clarify and record the policy and procedures of the University with respect to faculty freedom, responsibility, and tenure. The Board considers that these principles are compatible with its statutory authority and responsibilities and the constitutional guarantee of freedom of speech and inquiry to each citizen of the United States.

**Freedom and Responsibility of the Faculty Member**

A healthy tradition of freedom and tenure is essential to the proper functioning of a University. At the same time, membership in a society of scholars enjoins upon a faculty member certain obligations to his colleagues, to the University, and to the State which guarantees his freedom.

1. The primary responsibility of the faculty member is to use the freedom of his office in an honest, courageous, and persistent effort to search out and communicate the truth that lies in the area of his competence.

2. The faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his other academic duties, but research for pecuniary gain either within or beyond the scope of his employment should be based upon an understanding with the University administration.

3. A faculty member should maintain a high level of personal integrity and professional competence, as demonstrated in teaching and research. These qualifications should be interpreted in terms of accepted principles and standards of the profession. Freedom does not exempt a faculty member from an evaluation by his colleagues of his qualifications for continued membership in their society.

4. A faculty member is entitled to freedom in the classroom in discussing his subject, but the faculty member should use care in expressing his personal views in the classroom and should be careful not to introduce into his teaching any controversial matter which has no relation to the subject taught, and especially matters in which he has no special competence or training and in which, therefore, his views cannot claim the authority accorded his professional statements.

5. A faculty member should recognize that the right of academic freedom is enjoyed by all
members of the academic community. He should be prepared at all times to support actively the right of the individual to freedom of research and communication as defined herein.

6. In addition to the normal responsibilities of a citizen of the State and Nation, including his duty to uphold their constitutions and obey their laws, a faculty member also owes an immediate loyalty to his colleagues and his institution. He should cooperate fully in maintaining a wholesome atmosphere of mutual respect and confidence. He should conduct himself in keeping with the customs, traditions, and usages of the community and of those with whom he is associated in his professional work.

7. When, as a citizen, he speaks outside the classroom or writes for publication, he should be free, as a citizen, to express his opinions, but he should remember that the public may judge his profession and his institution by his conduct and utterances. Hence, he should at all times conduct himself as a gentleman and respect the customs and traditions of the institution and the community. He should be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he speaks for himself and not for his institution.

Responsibility of the Administration

1. Administration officers should actively foster within the University a climate favorable to freedom of teaching and research.

2. It is the duty of the administration to remove from the faculty any member who has been found, through proper procedures, seriously derelict in his responsibilities as a member of the academic community.

Tenure Policy

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure¹, and their services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of bona fide financial necessities of the University. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

Beginning with appointment to the rank of full-time Instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to this institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person’s total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period. During the probationary period a teacher should have the freedom and responsibility, you will have your place and will be eligible for promotions, increases in stipend, and any other rewards available to the tenure staff. We further guarantee that you are protected from the capricious exercise of administrative powers. Tenure can only guarantee the rank and salary (not always the salary if, for any reason, the University should suffer severe financial reverses) agreed upon at the time tenure is granted. And, of course, under conditions described on pp. 20-22 of The Faculty Handbook, tenure insures use of proper procedures before a dismissal, but it does not insure against dismissal after proper procedures have been followed.²

¹ Granting of tenure is an expression of confidence in the integrity and worth of an individual teacher, scholar, or teacher-scholar. Tenure is a code word which may be expanded into a statement. It says something of this sort: “You have performed well and responsibly here (or elsewhere; or here and elsewhere) over a period of time. We have need for your services now and will continue to need them for many years to come. We believe that you will continue henceforward to perform well and responsibly. So that you may be free from concern over retaining your position, we guarantee that so long as you want to stay and so long as you continue to perform well and responsibly, you will have your place and will be eligible for promotions, increases in stipend, and any other rewards available to the tenure staff. We further guarantee that you are protected from the capricious exercise of administrative powers. Tenure can only guarantee the rank and salary (not always the salary if, for any reason, the University should suffer severe financial reverses) agreed upon at the time tenure is granted. And, of course, under conditions described on pp. 20-22 of The Faculty Handbook, tenure insures use of proper procedures before a dismissal, but it does not insure against dismissal after proper procedures have been followed.”

² This page revised July 1966
responsibility that all other members of the faculty have.

Except in cases of gross incompetency, immorality, or felony, where the facts are not in dispute, termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, whether based on charges initiated by the Trustees, administration, or members of the faculty should be considered by a committee composed of representatives of both the faculty and the administration, with the right to all parties to have a re-examination of the case by the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should. prior to the hearing, be informed in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars.

The administration may for grave cause suspend an accused faculty member pending immediate investigation and speedy hearing. or, on recommendation of the faculty and administration committee, the administration may suspend a faculty member for cause. In any case of suspension the accused faculty member should suffer no loss of salary unless he is adjudged guilty and his appointment is terminated, in which event the committee, subject to the approval of this Board, will determine the date of termination.

Administrative Procedures Relative to Tenure

1. All initial appointments shall be without tenure unless the letter of appointment states otherwise. Ordinarily, tenure will be considered after completion of a probationary period of not more than three years for a person in the rank of Assistant Professor, and may be considered after one year for persons in the ranks of Associate Professor or Professor. (A full-time Instructor may be placed on tenure upon the recommendation of the department head and dean of the college and when approved in writing by the Academic Vice Chancellor. Instructors usually serve a probationary period without tenure not to exceed seven years.)

2. Proposals to bestow tenure, either at the time of a first appointment or subsequently, shall be the responsibility of those who initiate recommendations for academic promotions.

3. If tenure has not been specified in the appointment letter, the change from a non-tenure to a tenure status shall be accomplished through the processing of a Personnel Change of Status Form followed by appropriate notification from the dean of the college to the person involved.

As you know our Board of Trustees altered the policy on the granting of tenure at their June 17, 1971, meeting. By adding one paragraph, the Board policy now clearly states my intent in this regard.

The added statement is as follows:

"Tenure shall be granted only through positive action. No person shall attain or be granted tenure at the time of initial appointment or thereafter except upon the approval of the appropriate department head, dean, academic vice chancellor, chancellor, the President of the University, and the Board of Trustees. Tenure, after approval by the Board of Trustees, shall become effective when confirmed in writing by the appropriate chancellor."

This page revised January 1971.
FACULTY TERMINATIONS

Dismissal of Tenure Personnel
Dismissals of tenure faculty are made in accordance with the principles and procedures contained in Section V of this manual.

Termination of Non-Tenure Personnel
Non-tenure personnel, if not reappointed, will be terminated in accordance with the terms specified in the letter of appointment.

Resignation
It is the clear obligation of faculty members who wish to resign to make their resignation effective at the end of the academic year or, under exceptional circumstances, at the end of an academic quarter. In all cases notification of resignation should be made early enough to obviate serious embarrassment to the University.

Pay Due on Resignation
Leave pay due on resignation will include a pro rata share of annual leave. Teaching faculty, serving on nine (9) month appointments, severing connection with the University before the end of the academic year are paid for the number of quarters of teaching on the basis of one-third of the annual salary per quarter. Example: At an annual salary of $12,000, with resignation at the end of the Winter Quarter, the faculty member would be entitled to two-thirds of $12,000, or $8,000. He would have been paid, through February, one-half of his salary for the contract year, which runs from September through August. He will, therefore, receive a check for $2,000 for March to terminate his services.

Death
The University policy with reference to pay for services rendered by faculty in active service whose contract year is terminated by death is as follows:

Personnel employed on a nine-month basis: The beneficiary of the deceased faculty member will receive the pro rata share of the annual salary earned but unpaid at the time of death, plus one calendar month’s pay.

Personnel employed on a twelve-month basis: The beneficiary of the deceased faculty member will receive his regular pay to the end of the month in which death occurred, plus accrued annual leave, plus one calendar month’s pay.
It is the policy of the University to look favorably on leaves of absence for professional growth and development. Leaves of absence may be granted upon written request of the faculty member and upon the recommendation of the department head, dean or director, Academic Vice Chancellor, and the Chancellor.

Leaves of absence are normally granted for not more than one year and normally without University compensation. Each individual case will be considered on its merit.

**Sick Leave**

It is the policy of the University to grant sick leave. The administration of this policy varies with the circumstances of the individual case. The following factors are considered in making the determination: (a) length of service, (b) necessity for replacement, (c) quality of past service and potential future with the University.

**Military Leaves for Short Tours of Active Duty**

The General Assembly of 1951 passed Chapter 88, which is an Act authorizing leaves of absence from their respective duties for members of the reserve components of the Armed Forces of the United States who are employees of the State, or any political subdivisions thereof.

Under this Act, any regular employee of the University, at any location, who is a member of a reserve component of the Armed Forces of the United States, is entitled to a leave of absence without loss of time, pay, legal leave, vacation leave, impairment of efficiency rating, or any other rights or benefits to which he would otherwise be entitled for all periods of military service during which he is engaged in the performance of duty or training in the service of this state or of the United States. Such officer or employee, while on such military leave, is paid his salary or compensation for a period or periods not to exceed fifteen working days in any one calendar year. It is expected that academic faculty members perform their active duty military training in the summer and when they are not receiving extra pay for summer session.

**Policy Relative to Extended Military Leave**

Except under emergency conditions of total war, the University would prefer that faculty and staff members not seek active military duty at dates which would conflict with the normal conduct of University business appropriate to their employment. However, it is recognized that members of the reserve forces may be called involuntarily at dates not selected by the individual. Consequently, it will be the University policy to cooperate with such staff members and the Armed Forces in every manner possible. In general, the person called to active duty will be placed on military leave effective the date of his assumption of active military duty and will be returned to the employment of the University at the end of his active duty. It is recognized that such dates probably will not often coincide with the beginning or ending dates of the academic year or of any school term. Consequently, the computation of and payment for accrued leave, if any, as well as the specific dates for release from and resumption of University duties, will have to be determined by appropriate officials in each particular case. Persons returning from military leave will enjoy the same rights and privileges they were entitled to before they began military duty.

It is the duty of the department to find replacements for persons so called, if necessary.
Fringe Benefits of University Employees on Leave, with Particular Reference to Military Leave

Except for the fact that the University has no option in choosing the date at which the leave becomes effective, military leave will be treated in the same manner as normal leave as they relate to fringe benefits.

Social Security. Social Security deductions and contributions by the employer will cease with the last pay check payable to the employee before he goes on leave and will be renewed with the first check from the University after he returns from leave.

TIAA/CREF. Contributions on the part of the employer cease with the last pay check to the employee. However, the employee at his option may continue monthly deposits with TIAA for benefit of his retirement. Both contributions, that is, the employer’s and the employee’s, must be paid by the employee. The employee on leave may remit directly to the TIAA on a monthly basis or may make a deposit with the University Treasurer of several months’ payments in advance and have the remittance made through University channels.

Hospitalization – Life Insurance. Similarly to TIAA and under existing agreements with the company this coverage may be continued while on leave if the employee so desires and is willing to pay the entire premium applicable thereto. These premiums should be paid at least quarterly in advance to the Treasurer’s Office.

Vacations and Holidays
The importance of rest and recreation is recognized, and it is desired that all faculty personnel avail themselves of the opportunity to take vacations.

All personnel are expected to keep their administrative superiors informed as to their whereabouts in periods of absence. Vacations are not cumulative from year to year. The faculty member will arrange the timing of his vacation with his immediate administrative superior.

Annual Vacations for Personnel
Employed on a Nine-Month Basis
All faculty members regularly employed on a nine-month basis are considered to be on vacation after the Spring Quarter Commencement, and all reports have been made, to a reasonable period prior to the beginning of the Fall Quarter.

Annual Vacations for Personnel
Employed on a Twelve-Month Basis
Academic faculty members regularly employed on a twelve-month basis are entitled to one calendar month (30 days, including Saturday, Sunday, and any holiday within the thirty-day period) annual vacation with pay.

Designated Holidays
The following holidays are normally recognized by the University, and others may be declared from time to time by the administration.

New Year’s Day Labor Day
Good Friday Thanksgiving Day
Fourth of July Christmas Day
RETIREMENT AND
OTHER FRINGE BENEFITS

The Teachers Insurance and Annuity Association, established in 1918 by the Carnegie Foundation, is a non-profit legal reserve life insurance company specifically designed to serve the college world in its needs for insurance and annuities. The organization is partially subsidized by the Carnegie Foundation, which has donated more than $17,000,000 since its inception. A unique feature of the Teachers Insurance and Annuity Association plan, which in itself is the normal money purchase annuity system, is a subsidiary provision known as the College Retirement Equities Fund. This permits the participant at his option to channel as much as three-fourths of his annual premium to this fund, which invests in top grade common stocks rather than in bonds and mortgages, as is typical in the usual insurance plan. Thus, a hedge against decline in purchasing power of the dollar, which is inherent in inflationary economics, is provided.

Eligibility

The following employees are eligible:

1. All teaching faculty with the rank of Assistant Professor and above, and all research workers, library staff, and others of similar rank. Such personnel are placed automatically under this retirement plan.

2. Administrative officers—those who do not have academic rank—will be equated to faculty rank on the basis of the amount of annual salary. Those earning a designated amount (a sum approximately equal to that earned by an Assistant Professor) will be considered equivalent to Assistant Professor and treated as such in regard to TIAA/CREF.

3. Tenure\(^1\) employees in positions of Instructor (or equivalent) and others whose salaries are not in excess of a specified sum (in 1969, $9,000 per year), may, after a period of three years’ service, elect to be covered under TIAA/CREF.\(^2\)

Failure on the part of the eligible employee to elect TIAA/CREF at his first opportunity does not preclude his subsequent election of TIAA/CREF on September 1 of any later year during his eligible service. However, such later election cannot be made retroactive and should the employee never elect to be covered under TIAA/CREF, his future retirement benefits will be restricted to those provided by Social Security.

No bona fide student is considered as an em-

\(^1\) The term “tenure” is used here to designate permanent type personnel and is not necessarily synonymous with the meaning of tenure as used in other statements of University policy. Criteria for the attainment of tenure on the part of employees are:

a. The attainment of appropriate rank;
b. Full-time employment;
c. Eligibility for annual and sick leave privileges;
d. Stated annual salary in official University budget;
e. Formal recognition of tenure through appropriate authorized official channels.

\(^2\) Please note that the $9,000 figure is subject to change. While “tenure” employees with salaries under $9,000 may elect to be covered under TIAA/CREF, those employees whose salary exceeds $9,000 (or other specified sum) and who have had three years of service are automatically placed under this retirement plan.
ployee for purpose of membership in the retirement plan. Teaching Assistants, Graduate Assistants, Student Laboratory Assistants, and undergraduate students are ineligible for coverage. However, full-time teachers and other recognized faculty who would otherwise be covered, but who are registered for one or more courses as a student, are not eliminated because of their attendance at classes.

Non-teaching employees whose employment is financed by gift, grant, or contract funds and who otherwise meet the criteria for eligibility as described heretofore may or may not be included in the plan depending upon the provisions of the contract or grant. However, each case is reviewed on its merits, and final determination is made by the appropriate vice chancellor.

In general, part-time employees are not included. However, in cases where the staff member is employed only part-time by the University but devotes other time to some allied institution, such as the John Gaston Hospital located in the University's Medical Center, the staff member is considered eligible and is covered to the extent of University salary.

Exceptions to the foregoing, particularly as it pertains to tenure, may be made upon the approval of a vice chancellor.

The University matches the amount of the employee contribution in this retirement plan. Both the faculty member and the University contribute 3 per cent on the first $7,800 of base salary and 5 per cent of all base salary in excess of $7,800.3

Social Security

All regular faculty members are automatically enrolled under the provisions of the Federal Old Age and Survivors Insurance Program (Social Security). No enrollment forms or physical examinations are necessary. Under this program, the University and the employee share alike in contributing at whatever rate is currently in effect as prescribed by federal regulation.

Retirement System
Prior to September 1, 1955

Certain faculty members in the employment of the University prior to September 1, 1955, were on a non-contributory, non-funded retirement plan. Such individuals, who remain with the University until they reach age 65, continue to be eligible for the benefits earned prior to September 1, 1955. The retirement sum will be based on 1 1/2 per cent of the average salary earned for the five years preceding August 31, 1955, multiplied by the total years of service within the University prior to September 1, 1955. The maximum sum, however, will not exceed 40 per cent of the average salary.

Salary

The salary base used in computing eligibility and deductions is defined as the regular annual remuneration of the employee and does not include summer school salary, extension teaching, research payments in addition to employee's regular salary, private practice of physicians, or remuneration earned by doing outside consulting work.

Retirement Age

The retirement age within the University is set at 65 years, with the effective date for retirement being August 31 of the academic year in which the faculty member attains age 65. However, it is also provided that personnel who attain age 65 may be continued in full employment for one-year periods not to exceed age 70. There is an annual review of the status of each person who has attained age 65. This review is accomplished through the normal administrative channels which are followed in budget making, promotions, and similar matters.

3 The point at which there is a division in the amount on which 3 per cent is paid (now $7,800) is subject to change. Changes may be expected with fluctuations in the maximum dollar value on which deductions are made in the Federal Old Age and Survivors Insurance Program.
In accordance with The University of Tennessee's general policy of promoting professional growth and development, faculty members are encouraged to attend and participate in professional society meetings.

The policy of the University in this connection is contained in Section X, Travel Regulations, and is quoted as follows:

The travel must be necessary for the proper execution of official University business, or in justifiable pursuit of the University's educational and research objectives.

Meetings and conferences to be attended must be of a professional nature that will increase the attending individual's usefulness to the University.
TRAVEL POLICIES
AND PROCEDURES

General
1. The following regulations govern travel at University expense. Authorization for travel is not granted and expenses are not reimbursed unless the travel is made and reimbursement claimed in accordance with these regulations. Each department head must require that all individuals in his department who travel or are involved in processing expense accounts are thoroughly familiar with these regulations.

2. General University travel is on the basis of reimbursement for the actual and necessary expenses incurred, subject to the limitations set forth herein. Receipts must be submitted with the expense account for each expenditure of $2.00 or more, except for meals, taxi fare, and bus fares under $5.00. An accurate record must be kept of expenses incurred, since reimbursement is not made on estimates. Allowances in lieu of expenses are not approved except in the case of mileage for use of private automobile.

Regulations relating to travel of University personnel whose expenses are to be paid from special grants or contract funds will be in accordance with provisions of the grant or contract where such instruments specify travel regulations.

3. Expense is not allowed which is incurred at the official station of any officer or employee. The official station is office headquarters or designated location of employees established in the field. Deviations for unusual or hardship cases must be justified and authorized in advance.

4. The limits on travel expenses set forth herein are not to be construed as an indication of amounts that should be spent; instead, these are maximum amounts above which reimbursement cannot be made. University employees in traveling should be as conservative as good taste and circumstances permit, and expenses customarily run considerably less than the maximum limits.

Customary lodging and dining facilities available in most locations in the State at a reasonable rate are a matter of common knowledge to most employees. Employees who are not familiar with the various facilities available may obtain information from the offices of Vice Chancellor for Academic Affairs, Director of Finance, or Treasurer.

Authorization
5. Official travel may be undertaken only after it is authorized in advance on the official Travel Authorization form. Deans, directors, department heads, and others authorized to approve travel requests are guided by the following considerations:

a. The travel must be necessary for the proper execution of official University business, or in justifiable pursuit of the University's educational and research objectives.

b. Meetings and conferences to be attended must be of a professional nature that will increase the attending individual's usefulness to the University.

c. Attendance of an individual at professional or scientific meetings should be limited generally to one or two per fiscal year unless he is invited to deliver a paper, or unless he is an officer in the association and his attendance is required.

d. If more than one individual is attending the same meeting, the authorizing official approves the use of a University car wherever available and practicable. If authorization is given for the use of a University car to attend a convention or meeting, no con-
current authorization for other modes of travel at University expense is granted unless there is an excess of four official representatives per each University car making the trip, or unless sufficient justification is made.

e. On minor travel items, authorization may be made by groups; if so, expense accounts for each group must be liquidated at the same time.

f. Established field travel may be covered by blanket authorization for definite periods of time.

Transportation Expenses

6. Transportation for persons traveling singly should be by common carrier (air, train, bus) wherever practicable, and the fare must not exceed the regular first-class fare charged the general public. As a State institution, the University is exempt from the Federal Excise Tax on transportation, and no reimbursement is made to employees for this Excise Tax in the event they fail to use certificates provided to secure this exemption. Advantage must be taken of round-trip rates when available. Travel must be by the more direct route possible, and any individual traveling by an indirect route must bear the extra expense occasioned thereby.

7. Air Travel. The use of airplane travel is recommended when the cost of the employee's time is an important factor and when the trip is so long that other methods of travel would increase the subsistence expense. The traveler’s copy of the airline ticket must be submitted with the expense account.

8. Train Travel. A receipt for the transportation fare (the railroad’s ticket envelope with the fare shown on the outside will suffice) must be submitted with the expense account. When Pullman accommodations are used, the Pullman ticket stub must also be submitted with the expense account.

For official travel the University agrees to pay for the minimum first-class sleeping accommodations. For example, if Pullman service should be available, the University would pay for a lower berth; however, if such is not available, then the University would pay for a roomette.

9. Bus Travel. A receipt or ticket stub for bus travel must be submitted with the expense account, except in cases of short trips where the fare is less than $5.00.

10. Travel by Automobile. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled to cover a number of outlying places, or to reduce expenses when more than one University employee is making the trip. Authorization is not given for the use of more than one automobile unless the number of University employees needing transportation to a common destination exceeds four persons.

a. University Automobile. If necessity or economy requires travel by automobile, use should be made of a University-owned automobile if one is available. Some branches of the University have automobiles permanently assigned to them, and departments at Knoxville have the facilities of the motor pool available. A courtesy card, supplied with motor pool automobiles, is used for purchase of gas, oil, and other auto services.

b. Personally-Owned Automobile. When a University-owned automobile is not available, and necessity or economy requires travel by automobile, use of a personally-owned automobile is authorized. In the event a University employee desires to perform official travel in his personally-owned automobile for his personal convenience, it may be authorized provided the University will incur no additional expense above that of other forms of transportation available. Reimbursement is made as follows:

(1) For use of personal cars by employees in the field who are authorized and required to use personal cars in the daily performance of their duties, or in cases where two or more University employees are transported, or for persons traveling singly, when necessity and economy (as explained and justified on the expense account) require the use of a personal car, a
rate of 9¢ per mile is allowed to the owner. (2) If, in the performance of official travel, a personally-owned automobile, transporting only one University employee, is used for the convenience of the employee, a maximum rate of 7¢ per mile is allowed. (3) The expense account must indicate the traveler’s itinerary and must show the mileage by speedometer readings. (4) If an indirect route is used, mileage as indicated in the Rand-McNally or AAA mileage tables is regarded as official. The mileage table used should be indicated.

11. Limousine Service and Taxi Fares. If travel is by a common carrier, limousine service or taxi fare necessary to transport the traveler to and from the airport or station, or between carriers, is allowed. No receipt for this expense is required, but each fare must be individually listed on the expense account. After arrival at destination, taxi fares for local transportation are not allowed when regularly established streetcar, bus, or subway service is available unless the necessity of the use of the taxi is explained on the expense account.

Subsistence
12. No reimbursement is made for the expense of meals or lodgings incurred within the limits of the employee’s official station or place of residence. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee’s personal convenience, or which are due to travel by an indirect route, are not allowed. Conservatism is expected in the choice of hotel accommodations. Field men located in one place for an extended period are required to negotiate and secure reduced rates. The hour and date of departure and the hour and date of return must be shown on each expense account.

13. Lodging. Lodging expense applies to the day in which the night begins, and actual expenses are allowed subject to the following limitations: a. Lodging expenses incurred en route to official destination are reimbursable to a maximum of $10.00 per night. This applies regardless of the size of the city involved. Lodging expenses incurred at the official destination, if the population is under 100,000 (according to the latest official federal census), will be reimbursable to a maximum of $10.00 per night. b. Lodging expenses in cities of over 100,000 and under 500,000 population according to the latest official federal census are reimbursable to a maximum of $12.00 per day. c. Lodging expenses in cities of over 500,000 population according to the latest official federal census and at conventions held at “resort” hotels are reimbursable to a maximum of $16.00 per day. d. If a room is shared with other than a University employee on official business, three-fourths of the actual cost of the room is allowed, subject to the maximum limitations set forth above. The receipt for the entire amount should be submitted with the expense account on which three-fourths of the cost is claimed.

14. Meals. Actual expenses not to exceed $6.00 per day will be allowed for meals while traveling in the State of Tennessee; $8.00 per day will be allowed for meals for out-of-state travel. For fractional days in a travel status, the in-state $6.00 limit will be prorated as follows: $1.25 for breakfast, $1.75 for lunch, and $3.00 for dinner. For fractional days in a travel status, the out-of-state $8.00 limit will be prorated as follows: $1.75 for breakfast, $2.25 for lunch, and $4.00 for dinner. When the daily limit for meals is exceeded due to the cost of an official banquet, the excess is allowed provided a receipt or proper explanation for the banquet charge is submitted with the expense account.

Miscellaneous
15. Tips and gratuities, laundry, valet service, entertainment, etc., are considered personal rather than official expenses and are not subject to reimbursement on expense accounts.

16. Charges for long distance telephone calls made on official business are allowed provided the expense account reveals the name and location of the party called, the date of the call, and the nature of the business. Telegram expense
is allowed provided similar information is shown. Necessary local telephone calls made on official business are allowed.
17. Necessary charges for the transfer and storage of baggage are allowed provided the necessity is explained on the expense account.
18. Registration fees in the amount necessary to qualify individuals to attend conventions or meetings are allowed. Any portions of registration fees which are for the purpose of covering the cost of personal supplies, social activities, recreational outings, etc., are not allowed.
19. If the occasion necessitates the paying of meal expense of other persons whom it is proper to consider as official guests, the expense should be separately itemized on the expense account with the names of the guests and their official connection indicated.

Claims for Travel Expense
20. University Form T-3 is used for all claims for travel expense. Form T-3 must be properly filled in with the items arranged in the proper columns, correct totals for each column, and total of the claim. Legible, properly serially-numbered sub-vouchers must be attached. The expense account must show movement and detail of expenses day by day. The expense account must exhibit and prove the travel and its cost, must be susceptible to check, and must disclose all necessary information to prove the claim.
21. Expenses for supplies, postage, and other items that do not constitute actual traveling expenses should not be made a part of the T-3 travel expense voucher.
Although the primary function of the University is to render service in teaching, research, and extension to the people of Tennessee, The University of Tennessee recognizes the fact that opportunities exist for faculty members to render worthwhile outside services for which they may be remunerated. Moreover, it is believed that outside services of a professional nature tend to strengthen the faculty member in his role as a teacher. It is to the satisfactory attainment of these objectives that the following policy is promulgated.

It is the policy of The University of Tennessee to permit or actively encourage limited worthwhile outside engagements of a professional nature. In assuming outside engagements, each faculty member should first ascertain the degree to which such work will interfere with or complement the effective discharge of his prime responsibilities.

The appropriate department head, dean, or director will be kept informed of proposed professional or business outside activity and will rule on the nature, extent, and conditions under which such work will be encouraged or permitted. The major criteria used in making the determination should be:

a. Will such outside activities be in the best interest of both the individual and the University?

b. Will such outside work interfere with the effective discharge of his teaching or research responsibilities?

Nothing in the above policy statement is to be interpreted to apply to summer activities of persons employed on a nine-month basis.
Two sections are quoted from the University Student Handbook which every student receives at the beginning of the Fall Quarter. These sections cover "Conduct" and "Examination Regulations." The first section on "Conduct" is a general policy statement on behavior expected of all students. The section on "Examination Regulations" prescribes the conduct expected from students under examination conditions.

**Conduct**

By registering in the University, the student neither loses the rights nor escapes the duties of a citizen. Enjoying greater opportunities than the average citizen, at the partial expense of the State, the University student has greater responsibilities to the State. Students are expected to live on a plane of mutual regard and to act as ladies and gentlemen. The University assumes that they have the maturity to recognize a right from a wrong. Appeal is made to a proper sense of the proprieties of life and the necessity of organization on such a basis. It does not require a gross and overt act to sever the connection of a student to whom such appeal proves vain.

It is expected of every student:

That he or she will be a gentleman or lady in all relations and associations; that he or she will be diligent in study, prompt and regular in attendance at all prescribed University activities with respectful attention to those conducting them; that he or she will properly observe hours for study by refraining from noise or disturbance of any kind; that contemplated changes of room or plans for any unusual entertainments, meetings, or exercises will be submitted to the Dean of Students for approval before action is taken. Acts of dishonesty, possession or use of alcoholic beverages, gambling, hazing of any kind, disorderly conduct by individuals or groups shall be dealt with by the Dean of Students or Student-Faculty Discipline Committee and may result in suspension from the University.

**Examination Regulations**

The person in charge of a test or examination is required to be present throughout the exercise. Such a person should be an academic staff member and will be responsible for the appropriate conduct of the examination. Conditions of the examination should be such as to insure appropriate student conduct during the exercise.

If any student at any University test or examination shall be found using or attempting to use any book, paper, or other article, or the assistance of a fellow student, or any other unfair or unlawful means for the purpose of deceiving the person in charge of the exercise with reference to his work, he will be deemed guilty of a serious breach of discipline. He who wilfully gives assistance will be considered as guilty as he who receives it.

No books, papers, or other articles shall be brought into or used at any test or examination unless specifically authorized by the person in charge; all such books, papers, or other articles, if authorized to be brought into the room, are subject to inspection; nor shall any use be made of such books or papers other than that authorized.

The possession at any University test or examination of any article, the use of which is prohibited, will be regarded as prima facie evidence of wilful intent or wrongdoing. Discovery of a student in an unauthorized area is considered prima facie evidence of serious misconduct.
Procedure to be Followed in Reporting Variations from Prescribed Rules of Conduct, Violation of Examination Regulations and Plagiarism

Students guilty of attendance violations, misconduct in class, cheating, or plagiarism are immediately responsible to the instructor.

In misconduct occurring in classes or coursework, instructors may refer the case to the Dean of Students' Office and thence to a Student-Faculty Discipline Committee. The instructor has full authority to place a student on class probation, assign an F in an exercise or examination, or to assign an F in the course. The instructor is required to notify the Dean of Students of action affecting a student's grades or class attendance.

A student against whom a penalty has been assessed by an instructor has the right to appeal that decision to the Dean of Students' Office and thence to a Student-Faculty Discipline Committee.

Absence of Faculty Members from Class or Campus

It shall be the personal responsibility of each individual faculty member to arrange with his immediate administrative superior for a qualified replacement to handle his classes in the event he is unable to meet them personally.

In addition to the above, each faculty member will notify his immediate administrative superior, in advance, of all absences from the campus of one day or more duration. It is the responsibility of the individual to provide information as to how he may be contacted for emergency calls during his absence.

Commencement

Commencement is a highlight for graduating seniors and their parents. All members of the academic faculty (Assistant Professors and above) are expected to participate in Commencement ceremonies when called upon. One-third or more of the faculty from each department participates in each Commencement. In cooperation with his department chairman, the individual faculty member will work out the time for his service at Commencement.

Library Services

The University library system, designed to serve the University community in all areas of teaching, study, and research, consists of the Main Library and its branches. These branches are Agriculture, Agricultural Experiment Station, Business Administration, Education, Engineering, Law, Undergraduate Library, and the Science Library in Dabney Hall with its adjunct, the Biological Science Library in the Hesler Biology Building.

The most used books in the areas covered make up the branch collections. The remainder of the University's library books, approximately three-fourths of the entire collection, is housed in the Main Library, where also are located the offices of administration, acquisition, and processing of materials, and the union catalog listing all volumes in the Knoxville Division.

The usual library services—lending of materials, reference and bibliographic assistance, borrowing from other libraries for research purposes, reserving books for student use—are offered in all libraries. Reference service in the branches is supplemented by the wider resources and more specialized staff provided by the Main Library.

The book collection is the result of cooperative efforts of faculty and library staff to acquire resources which meet the needs on this campus. Recommendations for book purchases from faculty are encouraged by the Order Department, and special forms for facility in ordering are available upon request.

Regulations for use of the libraries are reasonable and flexible, based on making the collection available for extensive use while providing appropriate controls for safeguarding and preservation.

Computing Center

The facilities of the University Computing Center (located in Room 67, Glocker Business Administration Building) are available for use
by all faculty members. The primary purposes of the center are: (1) to provide modern high speed digital computing equipment for use on computational work arising in the research of University people, and (2) to educate faculty and students in the capabilities and applications of current computer technology. Consulting services and non-credit short courses in computer programming are offered free of charge throughout the year.
It is the desire of the Administration to provide or make available to faculty members those services and facilities that tend to promote a feeling of social well-being.

Health, Accident, and Hospitalization Group Insurance Plan
Faculty members may participate in a University approved group insurance plan through the Provident Life and Accident Insurance Company of Chattanooga. A full-time faculty member may apply for insurance under three coverages: (1) the basic joint contributory hospitalization, life insurance, and modified major medical; (2) sickness and accident insurance; and (3) extended major medical insurance. If the faculty member desires coverage under one or more of these three policies, he should complete the required application forms on each policy. Application forms should be forwarded with other appointment data.

A new faculty member is eligible for coverage after completion of one month of employment, provided applications are properly signed and processed. He will be insured on the first day of the calendar month coinciding with or following completion of one month's service. New or former employees who fail to complete their application forms within sixty days from date of employment may secure group insurance coverage by furnishing the insurance company with satisfactory evidence of insurability, submitted at the expense of the employee. New faculty members will normally be notified of these insurance policies by their dean, director, or department chairman. Any faculty member, however, should feel free to investigate these policies and obtain those which he desires to carry.

Those who carry this insurance may make a change of dependency coverage whenever warranted, cancel the insurance by giving written notification, or convert the basic hospitalization policy when they terminate active employment with the University. The University pays one-half of the total cost of the Basic Group Hospitalization Insurance Program (coverage 1 above).

Claim blanks are available in the Office of the Treasurer of the University, where premiums are handled through payroll deductions.

Comprehensive General Public Liability Insurance
The University carries this insurance in the event non-employees should be injured due to negligence on the part of University employees or defectiveness on the part of the University buildings, campus, or equipment.

Workmen’s Compensation Insurance
This insurance permits the University, although not waiving its immunity as an arm of the State, to accept the provisions of the Tennessee Workmen’s Compensation Act and provides the benefits prescribed by the Act for its employees injured in line of duty. Additional benefits over and above those required by the Act are provided by the policy in that full medical expenses resulting from an accident are covered (the requirements of the Compensation Act limit the amount of medical expenses which may be required of an employer).

In order to take advantage of this insurance, accidents must be reported immediately. The accident report should be in writing and should cover all the basic details relating to the accident. Knoxville personnel should send reports direct to the following persons:

C. T. Nunley, Physical Plant Office
V. W. Darter (for all accidents involving Agricultural Extension Service)
Waiver of Fees
The following provisions, applicable to the faculty, apply to waiver of fees while attending courses within the University.

Fellowships. The provisions of fellowships may vary. Some fellowships provide for the remission of fees and others do not. Therefore, the terms of each one must be examined to determine if the individual is to make a payment of fees to the University. Regardless of whether or not the individual receives remission of fees, he must still pay the student activity fee.

Graduate Assistantships and Teaching Assistantships. Positions of full-time Graduate Assistantships and Teaching Assistantships automatically include waiver of fees during the Fall, Winter, and Spring Quarters. Waiver of fees during the Summer Quarter depends upon the work-study agreement between the individual and the department. If the person concerned still holds an appointment during the Summer Quarter, he is entitled to waiver of fees. (See Section II, paragraph 4.) Regardless of whether or not the individual receives remission of fees, he must still pay the student activity fee.

Research Assistants. A position financed from gift, grant, or contract funds, although held by a person pursuing graduate work and who is essentially at the level of a Graduate or Teaching Assistant, does not include waiver of fees as a part of the stipend. If it is desired that a person in such a position receive the same amount of "take-home-pay" as a regular Graduate or Teaching Assistant similarly situated, the stipend for the position payable from outside funds should be set at a figure which will permit him to pay his own fees and still receive as "net" the desired stipend.

Part-time Instructors. Such positions do not include waiver of fees.

Instructors. Persons in positions of full-time Instructor or its equivalent are permitted to pursue graduate work with waiver of fees not to exceed two courses or six quarter hours credit during each of the Fall, Winter, and Spring terms. Full-time instructors desiring to take graduate work during the Summer Quarter but not performing instructional service at that time are permitted waiver of fees for up to 15 quarter hours during the summer provided the instructor is employed by the University for the following school year (September-June).

Remission of fees in the case of Assistants or Instructors is granted to encourage graduate study. Therefore, there is no provision to waive fees on undergraduate courses except: (1) when the undergraduate course is taken for graduate credit; (2) when the undergraduate course is a prerequisite for a course or for a graduate degree.

Professorial Ranks and Other Full-Time Employees. A member of the teaching faculty at Knoxville with the rank of Assistant Professor or above may neither become a candidate for a doctor's degree nor receive such a degree from the University.

Assistant Professors and above, or those in equivalent administrative ranks, may attend courses with the approval of the course instructor. It is not necessary to register formally for such courses.

All full-time employees of the University who are eligible for advanced work are permitted to take graduate courses offered by the University with waiver of fees not to exceed two courses or six quarter hours of graduate credit during any quarter (including the Summer Quarter) when they are employed. There is no provision to waive fees on undergraduate courses except: (1) when the undergraduate course is taken for graduate credit, (2) when the undergraduate course is a prerequisite for a graduate course or degree.

In the case of classes offered by the Evening School, the waiver of fees is available only: (1) when the enrollment of fee-paying students in any class is sufficient to justify offering the class, (2) when sufficient vacancies exist to enroll the waiver-of-fee student, in the opinion of Evening School officials.
Use of University Buildings and Keys

Keys for the outside and inner doors will be issued to authorized persons by the Physical Plant Office upon the completion of necessary forms and the approval of the appropriate department chairman and the dean or director. Keys shall be returned to the Safety and Security Section of the Physical Plant Department when an employee leaves the active service of the University or will be absent from the campus for an extended length of time (for example, a year's leave of absence).

When receiving keys a faculty member signs a statement agreeing to abide by the following regulations:

1. To take precautions that no duplicate keys are made from those issued to him.
2. To be responsible, on entering or leaving a locked building or area, to see that any doors unlocked are properly secured.
3. To assume responsibility for the conduct of any and all persons whom he may admit to a building.
RELATED ORGANIZATIONS
AND SERVICES

Faculty Club
All members of the faculty (Instructors or above) are eligible to join the Faculty Club. The club charges nominal membership dues. Members enjoy the benefits of club rooms, reading rooms, eating facilities, the swimming pool, tennis courts, and a social program.

Faculty Women's Club
The object of this club is to serve as a medium through which University women (both staff members and faculty wives) may become better acquainted. It serves to promote fellowship within the University community.
Those eligible for membership include the following: (1) women faculty members of the rank of Instructor or above; (2) the wife or one woman member of the family of a faculty member; (3) wives of heads of administrative offices and of their professional assistants; (4) professional librarians and wives of professional librarians; (5) federal employees and wives of federal employees cooperating with the University; (6) hostesses of University residence halls and house mothers of fraternities; (7) wives of lecturers; (8) women engaged in research or wives of men (Instructors and above or equivalent) in the recognized bureaus of research or other divisions of the University, including the Agricultural Extension Service and the Agricultural and Engineering Experiment Stations.

Newcomers Club
This club, which has the same membership requirements as the Faculty Women’s Club, allows new faculty women to make acquaintances. After two years’ membership in this organization, they normally enter the Faculty Women’s Club.

Recreational Facilities
The Department of Physical Education provides recreational facilities and programs. Handball courts, gymnasiums, and the swimming pool may be used by faculty personnel or their families at designated times. There is also a Faculty Tennis Club. Individual and family memberships are available for use of the Aquatic Center facilities.

Athletic Tickets
The Athletic Department allows full-time faculty members to purchase season athletic tickets for themselves and one dependent at a reduced rate. Faculty members may call the Athletic Business Office for complete ticket information.

Cultural Activities
Many activities and facilities for cultural and intellectual growth are available outside the classroom to the University community. These include an increasing number of symposia and lectures, as well as dramatic offerings, art exhibits, natural history displays, and a wide variety of musical presentations.

A lecture series, which brings outstanding speakers to the campus, is sponsored by the All Students Club. The Phi Kappa Phi Faculty Lecture annually honors a distinguished member of the University community and also brings in a prominent lecturer from off the campus. In addition, special conferences and symposia in the various disciplines are held at the University. Many of these are open to the faculty without charge; others require the purchase of tickets.

Each year the Carousel Theatre and the University Theatre offer series of performances.
The Carousel also has a summer program. Season tickets may be purchased for these performances.

The University Concerts, Inc., strives to bring to Knoxville the best possible concert talent. A convenient ticket office in the University Center makes it easy for faculty members to obtain full information on performances, which are held in Knoxville's new municipal auditorium.

The University community has the opportunity to attend a wide variety of art exhibitions, musical recitals, band concerts, or programs by the U-T Singers. Faculty members may also participate in a number of these activities and in related community organizations, such as the Knoxville Symphony Orchestra.

MISCELLANEOUS

Solicitation
Any solicitation of funds on the campus of the University must be approved in advance by the Campus Chest Committee and the administration of the University.

Faculty Parking
It is the policy of the University to attempt to provide parking facilities for the faculty; however, a service charge is made for each car parked in designated faculty areas. All operators of vehicles who are in any way affiliated with the University are required to register on a form and obtain Staff Vehicle Registration Stickers from the Security Office upon payment of appropriate fee. Faculty parking areas are clearly designated. (Complete parking information may be obtained in a folder available from the Safety and Security Section, Department of Physical Plant.)
FACT SHEET

The University of Tennessee System
The University of Tennessee was reorganized as a state-wide "University System" on July 1, 1968, with headquarters at Knoxville and four primary campuses at Knoxville, Memphis, Martin, and Chattanooga. Dr. A. D. Holt is president of the University, and a Chancellor is in charge of each campus.

Accreditation
The institution as a whole is fully accredited by the Southern Association of Colleges and Secondary Schools. Individual colleges and departments are accredited by appropriate professional accrediting agencies.

Motto
The motto of the University is "Veritatem cognoscetis et veritas vos liberabit" - Know the truth and the truth shall make you free.

Nickname
"Volunteers" - derived from the nickname given the state for the large number of Tennesseans answering calls to arms in national emergencies.

Degree Programs
Bachelor's 117
Master's 141
Doctor's 50

Library
Volumes on the Knoxville campus, 900,000.

Colors
Orange and White

Brief History
Founded at Knoxville as Blount College, 1794. 28th oldest college in the nation.
Became East Tennessee College in 1807, East Tennessee University in 1840.
Name changed to The University of Tennessee in 1879.

Enrollment
Knoxville campus, over 20,000 full-time students.