



Quarterly Board Meeting
June 26, 2025
Roaden University Center, Room 282
1:30 p.m.

AGENDA

- I. Call to Order and Roll Call
- II. Recognition of Students
- III. Approval of Minutes of March 6, 2025, and April 30, 2025
- IV. Student Trustee Report
- V. President's Report
- VI. Certification of President's Responsibilities Related to Athletics
 - Continuation of Trustee Appointments
 - At the Chair's prerogative, this agenda item was added at the time of the meeting.
- VII. Consent Agenda
 - A. Emeritus President Contract
 - B. Tenure Recommendations
 - C. TTU Policy 205 (Faculty Tenure)
 - D. TTU Policy 511.1 (Fee Charges, Refunds and Fee Adjustment)
- VIII. Academic & Student Affairs Committee Recommendation
 - A. General Education History Requirement
- IX. Audit & Business Committee Recommendations
 - A. FY2024-25 Estimated & FY2025-26 Proposed Budget
 - B. Disclosed Projects
 - C. Capital Budget FY2026-27

- X. Executive Committee Report
 - A. Announcement of Athletics Director
 - B. Announcement of Interim Provost and VP for Academic Affairs
- XI. Election of Student Trustee
- XII. Board Secretary Report
- XIII. Other Business
- XIV. Adjournment



Agenda Item Summary

Date: June 26, 2025

Agenda Item: Recognition of Students

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Review

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Action

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No action required

PRESENTER(S): Chair Harper

PURPOSE & KEY POINTS: We are joined today by three students that we would like to recognize:

- Lane Travis
- Todd Harris
- Troy Glecker

Tennessee Tech University's rugby club earned a bid to the Collegiate Rugby National Championship tournament, held in April. It marks Tech's first-ever entry to a national rugby championship tournament since the club's founding in 1977.



BOARD OF TRUSTEES

March 6, 2025

Roaden University Center, Room 282

MINUTES

Meeting streamed live via link found on this web page:

<https://www.tntech.edu/board/board-and-board-committee-meetings.php>

AGENDA ITEM I – CALL TO ORDER AND ROLL CALL

The Tennessee Tech Board of Trustees met on Thursday, March 6, 2025, in Roaden University Center Room 282. Chair Trudy Harper called the meeting to order at 2:03 p.m.

Chair Harper asked Mr. Lee Wray, Secretary, to call the roll. The following members were present:

- Tom Jones
- Jeannette Luna
- Thomas Lynn
- Claire Myers
- Rhedona Rose
- Camron Rudd
- Johnny Stites
- Trudy Harper

- Fred Lowery – joined electronically

- Barry Wilmore - absent

A quorum was physically present. Tennessee Tech faculty, staff and members of the public were also in attendance.

Mr. Lowery confirmed that he could simultaneously hear and speak to the Board members, that he was by himself, and that he received the Board materials in advance of the meeting.

AGENDA ITEM II – RECOGNITION OF STUDENTS

Chair Harper stated that she wanted to recognize four students who were each quite successfully involved in different university activities: Sahera Abumarium, a chemical engineering graduate student who won first place in her category at the American Institute of Chemical Engineers national meeting for her research on microplastics in wastewater treatment plants; Justin Schlenkert, a College of Business junior who recently set three state and three national powerlifting records; Jameson Wharton, a junior Interdisciplinary Studies major and Golden Eagle Football defensive back who founded the annual “Football for the Cure” fundraiser to raise money for cancer research, and T. Wayne Williams, a freshman in the School of Agriculture serving as the 2024-25 Tennessee FFA President.

AGENDA ITEM III – APPROVAL OF MINUTES

Chair Harper asked for approval of the minutes of the December 5, 2024, Tennessee Tech Board of Trustees meeting. Chair Harper asked if there were questions or comments regarding the minutes. There being none, Mr. Stites moved to recommend approval of the December 5, 2024, Board of Trustees minutes. Mr. Jones seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM IV – STUDENT TRUSTEE REPORT

Ms. Myers reported that students were excited to see the opening of a new location of Poet’s coffee in the Volpe Library and she stated that the turn of the new year marks an exciting milestone for our university: 100 years of being the Golden Eagles!

She reported that in true Golden Eagle spirit, hundreds of student workers and volunteers stepped up to assist with Spring Showcase events. Spring Showcase has become a signature event to connect admitted students to future peers and professors and spotlight the university and Cookeville community as a home away from home.

In celebration of National Engineers Week, or EWeek, the Engineering Joint Council hosted their annual competition between the engineering disciplines for the title of Best Darn Major. Representatives from various departments competed in events like Dodgeball, Egg Drop and Tug-of-War throughout the week of February 16, culminating in the second annual Engineering Ball hosted in the new Ashraf Islam Engineering Building Atrium.

Throughout the month of February, various events were held in honor of Black History Month, showcasing history, food, music, and culture. These events unite our student community in empathy and understanding and inspire knowledge and appreciation of Black History.

Ms. Myers stated that she spoke with members of the Student Government Association (SGA) who highlighted important student issues and concerns. Multiple students were curious about the effect of recent Executive Orders on university research activities and other programs. SGA members also shared their appreciation for services provided by the Center for Counseling and Mental Health Wellness and voiced support for increased staffing in the Center.

SGA also recently hosted a Day of Service to commemorate the 19 lives lost in the March 3, 2020, tornado in Putnam County. The event included a campus cleanup, multiple guest speakers, and a lantern release.

As the weather begins to warm up, students have much to look forward to! Spring break, the annual SOLO (Student Life Opportunity Organization) concert, banquets and awards ceremonies, and spring commencement all lie in the weeks ahead.

AGENDA ITEM V – PRESIDENT’S REPORT

President Oldham stated that he would begin his report with women’s basketball. He stated that the women’s basketball team finished in first place in the OVC (Ohio Valley Conference) regular season, they got the top seed, and they will play in the semi-final round on March 7, at 1:00 p.m. As of the date of the Board meeting, they had a season of 24-5, undefeated at home for the season.

He also stated that he spent the previous day in Nashville at the General Assembly. Trustee Rose joined him and others yesterday morning for the Sunset Bill. As a state agency with a Board, eight Trustees were placed on the Board by the Governor and all appointed Trustees have sat through confirmation hearings at some point. All state boards must periodically go through a Sunset Audit to be re-upped for authorization and the state determines how many years before the Board must repeat the process. Previously, before Christmas, Chair Harper joined us for the Joint Committee on Government Operations, where they recommended a five-year sunset extension for our Board. Yesterday the Senate side of the government operations agreed with the five-year extension and the House Government Operations Committee will also hold a similar hearing.

Earlier this morning in the Audit & Business Committee meeting, the state budget was discussed: what the Governor’s proposed budget looks like, and how that is currently going through the legislative process. We are still at least a month and a half away from having a final answer, but it is not looking like the best nor the worst budget picture for us.

In terms of the formula funding, the Governor’s proposed budget did not fully fund the recommendation from Tennessee Higher Education Commission. It was about half of what they were asking for productivity enhancements. So that leaves us a little short on the operations side.

The good news is that the governor’s budget includes the additional money we were needing - \$25,000,000 - for the ACME (Advanced Construction and Manufacturing Engineering) building. That amount should keep us on track with construction, assuming the General Assembly funds that portion of the Governor’s budget.

The Governor’s budget also includes about \$2,500,000 for capital maintenance. There is also a 2.6% salary increase expectation, and the university will need to come up with about half of that.

He stated that he wanted to spend most of the time providing an overview of capital projects because he often gets these types of questions. He stated that our best estimate is that about \$750,000,000 of capital improvements have been made on campus over the last 10 or 12 years and the transformation is becoming evident.

Kittrell Hall is a good example of a renovation completed about five years ago. Across the Quad from Kittrell is the Jeffers Learning Resource Center in Bartoo Hall, which is a tremendous resource for the College of Education. These are two of the oldest buildings on campus – second only to Derryberry Hall – and renovations have given them new life.

Bruner Hall was also renovated in recent years. Bruner houses computer science, mathematics, and physics, and includes a large lecture hall. Roaden University Center, a 50-year-old building, now includes a large addition on the back side, which is heavily used by students for events, and provides opportunities for students to relax, study and interact. The University Center renovation also included the plaza area.

Also included is the relatively new Laboratory Science Commons area, a 165,000 square foot, state-of-the-art laboratory facility – the largest building on campus. The Stonecipher Lecture Hall is a great attachment to the building.

The entry point of campus is the Marc L. Burnett Student Fitness and Recreation Center, a student-funded project. Students voted on an increase to their fees to fund this facility. A conscious decision was made to place it on the corner of 7th Street and Willow Avenue because that was the main entrance to campus, and it serves as a great selling point to see all the student activity at that corner. He voiced appreciation to Jim Cobb and the facilities and project management individuals for negotiating the 26 different property transactions with 14 different property owners to make this building possible in this location.

The latest addition, the Ashraf Islam Engineering Building, is a great image for the College of Engineering and for the campus, along with the “Wings” sculpture.

Foster Hall was demolished to make room for the next iteration of campus development. The pedestrian walkway has been possibly the most disruptive project to campus because it was in the heart of campus, but it is believed that everyone is enjoying it now.

Demolition of the west side of Tucker Stadium took place to enable the new west side of the stadium to be completed by fall of 2026.

Johnson Hall is under full renovation and the project calls for some enhancements to the current footprint with the addition of a front entrance area. The renovation should be completed Spring of 2027.

JJ Oakley Innovation and Residence Hall, with 400 beds, should be completed by fall 2027.

The new Student Event Center is in the planning stages, and a completion date for it is not

currently available.

The new track should be completed by spring of 2028. A second residence hall is also being considered. We are looking at the addition of sorority houses and construction of a Football Operation Center.

Two major academic buildings, one on the Quad - a social sciences academic building – will be placed on the footprint of Matthews-Daniel and Crawford Halls, and a Life Sciences building that would go on the footprint where Lewis Hall and the current Foundry are located.

In addition, we have a lot of renovations lined up to include Prescott, Clement and Brown Halls as a part of the College of Engineering plan, and Memorial Gym and Derryberry Hall. Once the new Life Sciences building is complete, Pennebaker will be renovated.

AGENDA ITEM VI – HONORARY DOCTORATE

Mr. Jones moved that Tennessee Tech University award Purna Saggurti the degree, Honorary Doctor of Finance. Mr. Lynn seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM VII – CONSENT AGENDA – A. NEW ACADEMIC PROGRAM PROPOSAL (NAPP) FOR MASTER OF SCIENCE (M.S.) IN AGRISCIENCE TECHNOLOGY B. NEW ACADEMIC PROGRAM PROPOSAL (NAPP) FOR MASTER OF SCIENCE (M.S.) IN CHILD LIFE

Upon the committee's recommendation, Ms. Rose moved the approval of the Consent Agenda as presented. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM VIII.A. – AUDIT & BUSINESS COMMITTEE RECOMMENDATIONS – COMPENSATION PLAN

Upon the committee's recommendation, Mr. Stites moved the Board approve the proposed compensation plan:

- 2.6% pool for recurring salary increases effective July 1, 2025, pending approval of Governor's FY2025-26 budget
 - Employees with satisfactory or better evaluation are eligible for raise.
 - Employees who are on or were on a Performance Improvement Plan for FY2025 are ineligible.
 - Employees hired prior to 12/31/2024 and still employed on 7/1/2025 are eligible.
 - Step 1: Implementation of Phase 3 of Market Compensation Plan for both faculty and non-faculty
 - Step 2: Merit increases for all eligible employees including those getting step 1 increases with a minimum of 1% and maximum of 10% per employee.

Dr. Luna made a motion to amend the original motion for recommended merit increases from one to ten percent to one to five percent. Mr. Rudd seconded the motion. Mr. Wray called a roll call vote. The amendment failed 6-2 with Dr. Luna and Mr. Rudd voting in favor.

Mr. Wray called a roll call vote on the original motion. The motion passed unanimously.

AGENDA ITEM VIII.B. – AUDIT & BUSINESS COMMITTEE RECOMMENDATIONS – NON-MANDATORY FEES

Upon the committee's recommendation, Mr. Stites moved the Board approve the proposed five percent annual increase in housing rates compounded over the next five years to be effective fall 2025. Mr. Wray called a roll call vote. The motion passed unanimously.

AGENDA ITEM VIII.C. – AUDIT & BUSINESS COMMITTEE RECOMMENDATIONS – DISCLOSED PROJECT

Upon the committee's recommendation, Mr. Stites moved the Board approve the disclosed project for the Hooper Eblen Center sound system. Mr. Wray called a roll call vote. The motion passed unanimously.

AGENDA ITEM VIII.D. – AUDIT & BUSINESS COMMITTEE RECOMMENDATIONS – APPROVAL OF INTERNAL AUDIT CHARTER

Upon the committee's recommendation, Mr. Stites moved the Board approve the proposed Internal Audit Charter. Mr. Wray called a roll call vote. The motion passed unanimously.

AGENDA ITEM IX – BOARD SECRETARY REPORT

Mr. Wray stated that THEC (Tennessee Higher Education Commission) was coordinating a retreat for all members of the Boards of Trustees of LGIs (locally governed institutions.) The retreat will be offered October 12-13 at MTSU (Middle Tennessee State University.)

AGENDA ITEM X – ADJOURNMENT

There being no further business, the Tennessee Tech Board of Trustees meeting adjourned at 3:34 p.m.

Approved,

Lee Wray, Secretary



BOARD OF TRUSTEES

April 30, 2025

Derryberry Hall, Room 210

MINUTES

Meeting streamed live via link found on this web page:

<https://www.tntech.edu/board/board-and-board-committee-meetings.php>

AGENDA ITEM I – CALL TO ORDER

The Tennessee Tech Board of Trustees met on Wednesday, April 30, 2025, in Roaden University Center Room 282. Chair Trudy Harper called the meeting to order at 9:37 a.m.

Chair Harper asked Mr. Lee Wray, Secretary, to call the roll. The following members were present:

- Jeannette Luna
- Thomas Lynn
- Claire Myers
- Rhedona Rose
- Camron Rudd
- Johnny Stites
- Trudy Harper

- Tom Jones joined electronically and departed the meeting at 10:44 a.m.
- Fred Lowery joined electronically.

- Barry Wilmore - absent

A quorum was physically present. Tennessee Tech faculty and staff were also in attendance. Mr. Jones and Mr. Lowery each confirmed that they could simultaneously hear and speak to the Board members, that they were by themselves, and that they received the Board materials in advance of the meeting.

AGENDA ITEM II – NEW ACADEMIC PROGRAM PROPOSAL (NAPP) FOR B.S. IN INTERDISCIPLINARY COMPUTING

Dr. Sharon Huo, Associate Provost, reported that the proposed B.S. in interdisciplinary computing would prepare students to apply the knowledge of computing, artificial intelligence and data sciences to their chosen discipline.

Mr. Rudd moved to approve the new academic program proposal for a B.S. (Bachelor of Science) in Interdisciplinary Computing. Vice Chair Rose seconded the motion. The motion passed unanimously.

AGENDA ITEM III – MAINTENANCE AND MANDATORY FEES

Dr. Claire Stinson, Vice President for Planning and Finance, presented information regarding the proposed maintenance and mandatory fees increase. The 4.8 percent undergraduate tuition increase – below the maximum tuition increase rate of 6.5 percent set by the Tennessee Higher Education Commission – would cover operating costs and faculty and staff support that directly impacts Tennessee Tech students.

Additional information regarding the proposed maintenance and mandatory fees and related matters follows:

- Cost-of-operating expenses for the university are increasing, just as cost-of-living expenses are increasing for students and others.
- Even with the proposed tuition adjustment, Tennessee Tech's 2025-26 flat rate undergraduate tuition costs will remain below the 2024-2025 average tuition cost for Tennessee's public universities.
- No tuition dollars are used for Tennessee Tech's football stadium. Money for the stadium comes from fundraising and projected revenues generated by the stadium.
- Earlier this year, the Board of Trustees also voted to support phased-in adjustments to on-campus housing costs over the next five years to better invest in the spaces our students call home.
- More than 80 percent of our students receive some form of institutional, state or federal aid – part of the reason that half of our students graduate from Tech debt free.

Mr. Stites moved to approve the recommended FY2025-26 4.8% undergraduate maintenance, 5.0% graduate maintenance and 5.05% mandatory fees increase. Mr. Rudd seconded the motion. The motion passed unanimously.

AGENDA ITEM IV – OTHER BUSINESS

There was no other business.

AGENDA ITEM V – ADJOURNMENT

There being no further business, the Tennessee Tech Board of Trustees meeting adjourned at 11:17 a.m.

Approved,

Lee Wray, Secretary

DRAFT



Agenda Item Summary

Date: June 26, 2025

Agenda Item: Student Trustee Report

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Review

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Action

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No action required

PRESENTER(S): Trustee Claire Myers

PURPOSE & KEY POINTS: Student Trustee Claire Myers will provide a report from the student body and reflect on spring semester as a member of the Tennessee Tech Board of Trustees.



Agenda Item Summary

Date: June 26, 2025

Agenda Item: Certification of President’s Responsibilities Related to Athletics

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Review

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Action

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No action required

PRESENTERS: Chair Harper

PURPOSE & KEY POINTS: The Ohio Valley Conference requires the Chair of the Board to attest that the President is responsible for the administration of the athletics program, he has the support of the Board in operating a program of integrity, and he may vote on behalf of the institution on NCAA and OVC matters. The Chair’s attestation must also be presented to the Board.



OHIO VALLEY CONFERENCE

Governing Board Certification Form Academic Year 2025-26

As Chairman of the Governing Board at TN Tech University, I attest that:

- 1) Responsibility for the administration of the athletics program has been delegated to the Chief Executive Officer of the institution.
- 2) The Chief Executive Officer has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, OVC, and all other relevant rules and regulations.
- 3) The Chief Executive Officer, in conjunction with the Director of Athletics and Faculty Athletic Representative, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the Ohio Valley Conference.

Date Presented to the Governing Board: June 26, 2025

Signed: _____
(Chair of the Governing Board)

Please return completed form to:

Beth DeBauche
Commissioner
Ohio Valley Conference
215 Centerview Drive, Suite 115
Brentwood, TN 37027
bdebauche@ovc.org



Agenda Item Summary

7.1

Date: June 26, 2025

Agenda Item: Emeritus President Contract

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Review

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Action

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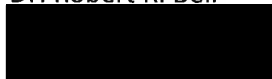
No action required

PRESENTER(S): Claire Stinson, Vice President Planning & Finance

PURPOSE & KEY POINTS: Review and approve the Emeritus President contract for Dr. Robert Bell for 2025-26 pursuant to the laws of the State of Tennessee and Tennessee Tech policies.

Tennessee Tech University
NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS

TO: Dr. Robert R. Bell



7.1

This is to confirm your part-time appointment to a position approved by the Tennessee Tech Board of Trustees as President Emeritus of Tennessee Technological University for a period beginning July 1, 2025, at a monthly salary of \$4,114.84 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Tech Board of Trustees and the requirements and policies of Tennessee Tech University.
2. The term of this agreement is July 1, 2025, to June 30, 2026. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Tech Board of Trustees.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of Tennessee Tech University.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of Tennessee Tech University. These duties include:
 - ❖ Fund raising for Tennessee Technological University (TTU);
 - ❖ Institution-community relations and activities for TTU; including teaching a class, regional development related activities, and working with the Cookeville Regional Medical Center Board;
 - ❖ Consultation for Tennessee Technological University, as requested;
 - ❖ Provide support in inter-institutional, governmental, legislative, and community relations;
 - ❖ Assist as needed with the completion of selected capital projects;
 - ❖ As requested, represent the President and the University at selected functions and professional meetings;
 - ❖ Recruit students and provide advice to prospective students and their parents;
 - ❖ Promote higher education, the Tennessee Tech University Board of Trustees, and Tennessee Tech University on a continuous basis.


5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit).
Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify TTU-Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special condition shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 247 hours.

I accept the appointment described above under the terms and conditions set forth.



APPOINTEE

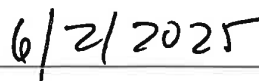


DATE

An Equal Opportunity/Affirmative Action Employer



PRESIDENT



DATE

**Report of President Emeritus Robert R. Bell
Tennessee Technological University
Functions Performed for 2024-25**

Summary of Activities

1. TTU: Teaching, Scholarship, Advocacy
 - a. Presented leadership lectures/seminars to classes in the College of Business
 - b. Worked with deans, directors, and development officers for prospect analysis, fundraising for football operations center, stadium, HEC, NURS, and Johnson Hall renovation.
 - c. Served on the Board of Directors and the Planning committee for the 2025 International Conference of the Society for Advancement of Management
 - d. Continued work on a textbook manuscript tentatively titled "Lessons in Leadership."
 - e. Served as member of the College of Business Board of Trustees, School of Nursing Development Council, & advisor to Dean Payne
 - f. Assisted Dr. Frye with introductions for the proposed new degree in interdisciplinary studies in computing.
 - g. Worked with planning committee and high school students on TTU Merit Badge University and served as Counselor/Instructor for Eagle-Required Badge, "Citizenship in the Nation."
 - h. Editorial Review Board Member, *Advanced Management Journal* (*last year*)
 - i. Presented papers and panels at the International Conference of the Society for the Advancement of Management at Florida State University. Moderated Other Sessions.
 - j. Invited to be editorial reviewer for Midwest Academy of Management Fall 2025 meetings.
2. Regional Development/TECH-REDI/Rural Reimagined, External Relations:
 - a. Chairman, Industrial Development Board, City of Cookeville
 - b. Chairman, County Mayor's Advisory Committee on Non-profit Allocations, Putnam County
 - c. Member, Putnam County Audit Committee
 - d. Worked with city and chamber leadership to discuss the need/feasibility for new City Health/Education Development Board
3. Service to the University in other roles as requested.
 - a. Conducted Campus Tours/Orientation new business/community leaders and job candidates
 - b. Attended Development Council sessions with School of Nursing.
 - c. Meetings/Lunches, as requested, with Campus Leaders, Alumni, Foundation Members, and Regents, including Ashraf Islam, Brad Dozier,
 - d. I was recognized this year by the Middle Tennessee Council, BSA, as an 'Eagle Honoree.'

Other Activities (not included in Emeritus work); a: Rotary Club of Cookeville; b. Chair, Church Council, First United Methodist Church; c. Board of Directors, First National Bank; d. Vice Chair, District Boy Scouts of America

Work Report for 2024-25		
July 2024	Total Hours	15 hrs.
Meeting, Dean Payne, Foundation Hall		2 hrs.
Manuscript Writing: “Keys to Effective Leadership”		4 hrs.
Regional Development/External Relations: Cookeville Chamber		3 hrs.
CRMC Foundation Planning: Grants,		2 hrs.
Economic Development/Industrial Development Board: meetings: city manager, Mayor Porter, Board, chamber staff		2 hrs.
Board Retreat Meeting, Society for Advancement of Management, virtual		2 hrs.
August 2024	Total Hours	15 hrs.
IDB Quarterly Meeting with city/county officials: Colorobia, Aphenia, VA project reviews, prep + meet with Amy New at Chamber and IDB attorney Kent Moore;		4 hrs.
Manuscript Writing... draft Chapter 5 “Leadership—Need for Engagement”		2 hrs.
TTU Archives: Recollections of Development of Oakley Sustainable Agriculture Center		4 hrs.
Meeting with Pat Quillen re nomination of Coach Mutt Quillen to TN Sports Hall of Fame		1 hr.
Met with Algood City officials/chamber re IDB and economic development		2 hrs.
Board Meeting., Society for Advancement of Management, Virtual		2 hrs.
September 2024	Total Hours	20 hrs.
Society for the Advancement of Mgt: Strategic Planning Group: Mitkiff, Elkins, Kanderish, Bell		2 hrs.
Meetings with Mark Wilson, Lee Wray, Pat Quillen re nomination of former coach Mutt Quillen for Tennessee Sports Hall of Fame		4 hrs.
Industrial Dev. Board, SAIC Parking, Highlands Reimbursement/Regions + Chamber Projects		4 hrs.
Program Planning Group, International Business Conference, Tallahassee, telecon		1 hr.
Meetings, Tom Payne, Sara Ramey re Johnson Hall donor prospects/naming possibilities		3 hrs.
Manuscript Writing, “Leadership Keys”		5 hrs.
TTU Merit Badge University Team Planning Meeting		1 hr.
October 2024	Total Hours	22
OCISO—Cybersecurity Training		1 hr.
College of Business: JH Renovation Project/prospect reviews , Dean Tom Payne, Sarah Ramey		2 hrs.
Manuscript Development, Leadership Keys		5 hrs.
TTU Athletics/Chamber Business Before Hours		1 hr.

Industrial Development Board:	2 hrs.
Board Meeting, Society for Adv. Of Mgt., Teams	2 hrs.
Grand Opening Ashraf Islam Engineering Building + dinner with Ashraf and his wife	4 hrs.
School of Nursing Development Council Meeting	2 hrs.
Management Track Chairman, SAM International Conference	2 hrs.
Facilitated meetings on new degree program proposal, “Interdisciplinary Computer Science,” with Dr. Steve Frye and Tim McDermott, CIO at CRMC	1 hr.

November 2024	Total Hours	24 hrs.
TTU Homecoming, Donor Relations hosting Ashraf Islam to dinner and lunch, hosting TTU Alum/Former Awesome Eagle Brad Dozier	8 hrs.	
Industrial Development Board/ staff meetings, Project RedDot, Project Willow Tree, meetings w/ Mayors, City Manager. Tom Trent, other attorneys; Edited enabling documents for “pass through” ED grants.	6 hrs.	
Collaboration w/ Dean Payne re faculty participation in SAM meetings, editorial board	2 hrs.	
Developed Proposals for Tallahassee/International Business Conference	6 hrs.	
Assisted Dr. Steve Frye with meetings at Cookeville Regional Medical Center re new degree proposal in Interdisciplinary Computing	2 hrs.	
December 2024	Total Hours	14 Hrs.
IDB/Chamber meetings Adam Poe/Kent Moore/Amy New re end-of-year PILOT compliance, Project Gopher, documents for ECD relating to Portabello, Inc.	6 hrs.	
TTU: Donor/Alumni Cultivation: Judy Davis, Jacksonville, FL	1 hr.	
Zoom meeting, SAM strategic plan review and planning for annual meeting	2 hrs.	
TTU Archives: Stories about Significant Alumni/Donor Cultivation	2 hrs.	
Conducted tour of campus and Bell Hall with potential nursing doctoral candidate Kayla Daniels	1 hr.	
Manuscript Research and Writing	2 hrs.	
January 2025	Total Hours	31 Hrs.
Regional Development: Chamber/Highlands/IDB—Update PILOTs, Perdue Farms Triage	4 hrs.	
Office Work/presidential archives	2 hrs..	
TTU: Manuscript development: “Leadership in the age of AI” to be presented at International Business Conference, Tallahassee FL, March, 2025	8 hrs.	
TTU: collaboration on SAM President’s Panel w/ Dr. Susan Elkins, USC, Dr. Henry, New England Tech	2 hrs.	
TTU: Merit Badge University: senior counselor for Citizenship in the Nation Badge, STEM Center (preparation + 8 hours w/ students)	12 hrs.	
Manuscript/Proposal Reviews, Society for Advancement of Management editorial board, Tallahassee	3 hrs.	

February 2025	Total Hours	17 hrs.
Meeting with Mayor Porter, Adam, to discuss new legislation enabling Health/Education Sub-board for IDB		1 hr.
Planning Session with Chancellor Susan Elkins for Panel at International Business Conference-Tallahassee		1 hr.
Refined and submitted paper/presentation on leadership and artificial intelligence for the upcoming SAM Annual Meeting		6 hrs.
Annual Meeting, Cookeville/Putnam Industrial Development Board (Chairman): Regional Development: /Annual PILOT Compliance Reviews Kent Moore, Amy New + IDB members		5 hrs.
TTU Merit Badge University Debriefing/2026 planning		2 hrs.
Developed program proposal with Kelsey Coates, Embry Riddle Aeronautical University for paper on “blending diverse units” in the academic system, for presentation at SAM IBC--Tallahassee		2 hrs.
March 2025	Total Hours	33 hrs.
Met with donor prospect Leo Yates, later with Dean Hanna, and VP Advancement re potential grants/gifts to SON/HEC		4 hrs.
Meetings, IDB/Monterey, TN Tax Increment Financing, Project Dozer		2 hrs.
Final editing, SAM papers and presentations		5 hrs.
Communicated with, and later in month hosted, Distinguished Alum Ashraf Islam, along with Dr. Ada Haynes, re his receiving the Mandela Award at Windows on the World on April 12.		4 hrs.
IDB Attorney Client informational meeting w/ city/county leaders: Expanded IDB role in TIFs, healthcare, education tax abatement		2 hrs.
Attended SAM International Business Conference, Tallahassee, FL March 21-23’ presented papers; served on president’s panel, board meetings.		16 hrs.
April 2025	Total Hours	21 hrs.
Chairman, Putnam County Mayor’s Advisory Committee on Non-Profits		4 hr.
School of Nursing: Worked with Dean Hanna, donor prospect Leo Yates on proposed dietetics course		5 hrs.
Worked with Dr. Ada Haynes/Windows on the World to host WOW honoree Ashraf Islam		3 hrs.
IDB conferences with Steve Pierce, Mayor Randy Porter, Adam Poe, attorney Moore re Perdue closure, Target/Home Depot + TIF/Monterey+ Project Fore		2 hrs.
Completed draft of President Emeritus Report		2 hrs.
Attended Chamber’s “State of Education” symposium at Leslie Town Center, 4-10-25		2 hrs.
TTU Foundation: Worked with VP Braswell/Tiff Rector on donor prospects Bob Mackie, Leo Yates		2 hrs.
Midwest Academy of Management, editorial reviewer on manuscript/book proposal		1 hr.
May 2025 (Estimated)	Total Hours	18 hrs.
Update TTU Archives Report		2 hrs.
Industrial Development Board: Perdue, Target/Home Depot TIF		3 hrs.
Putnam County Commission/County Mayor Advisory Committee on Nonprofits		2 hrs.
Dean Hanna, Dr. Anderson, Tiff Rector, Mr. Yates re: possible donation		3 hrs.
SON Development Council		2 hrs.

Society for Advancement of Management, board of directors	2 hrs.
Alumni Cultivation/Development Activity	4 hrs.
June 2025 (Estimated)	Total Hours
TTU Archives—Walton House Renovations; Oakley Farm	2 hrs.
Presentation on Leadership to Governor's School	2 hrs.
Regional Development: IDB/ Chamber/Highlands	4 hrs.
Editorial Reviews, Midwest Academy of Management	3 hrs.
SAM Board of Directors meeting	2 hrs.
Putnam County Commission/Mayor's Advisory Committee on Nonprofits	2 hrs.
Manuscript Development	3 hrs.

7.1

Work Report Summary for President Emeritus Dr. Robert R. Bell Tennessee Technological University	
Total for 2024-25 fiscal year July 1, 2024, through April 30, 2025	212 hrs.
Projected emeriti activities for the remainder of academic and fiscal year, May – June, 2025	36 hrs.
Grand total for 2024-25	248 hours

President Emeritus Report 2024-2025

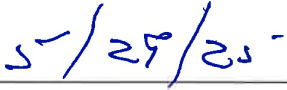
During this fiscal year, I performed the following functions (attached) for Tennessee Technological University.

(typed report attached to this work sheet)

I spent at least 248 hours performing the work but less than 120 days.




President Emeritus, Dr. Robert R. Bell




Date

I have reviewed the work of **Dr. Robert R. Bell** for 2024-2025, and I am satisfied that it was well performed.



President, Dr. Philip B. Oldham



Date

8-36-714. Requirements to be compensated as president emeritus Continued eligibility requirements Filing of agreement.

(a) The board of trustees of the University of Tennessee may grant to any former president of the University of Tennessee the title president emeritus. The board of regents of the state university and community college system may also grant to any former president of any college or university governed by the board of regents a similar emeritus title. No former president shall receive any compensation or remuneration for holding the emeritus title, unless the following conditions are met:

(1) The remuneration is for time actually spent by the former president in performing services for the University or board of regents;

(2) An agreement is executed between the respective board and the former president which sets forth the duties to be performed by the former president;

(3) The agreement cannot exceed a term of one-year. The board of trustees of the University of Tennessee or the board of regents may enter into additional one-year agreements with the former president. No renewal agreement shall be entered into until the respective board reviews and is satisfied with the emeritus work performed by the former president. Any such renewal must be approved by an affirmative vote of a majority of the respective board;

(4) The former president must reside in the state of Tennessee at the time of the initial appointment and at the time of any subsequent appointment; and

(5) The former president shall not accrue any additional retirement credit as a result of such appointment.

(b) Notwithstanding any other law to the contrary, any former president receiving compensation or remuneration for holding the emeritus title pursuant to this section shall be eligible to continue drawing such person's retirement allowance; provided, that the former president does not work and is not compensated for more than one hundred twenty (120) days or the equivalent of one hundred twenty (120) days during the one-year appointment, or, if working as a teacher, for more than twenty-four (24) quarter credit hours or eighteen (18) semester credit hours during the one-year appointment. If the period exceeds that specified in this subsection (b), the former president's monthly retirement allowance shall be reduced in direct proportion thereto. The retirement system is authorized to obtain reimbursement for any retirement benefits overpaid as a result of any compensation being paid to a former president in excess of that permitted by this section. Such reimbursement may be made by deductions from the former president's monthly benefit.

(c) For each emeritus appointment for which compensation or remuneration will be paid, the board of trustees of the University of Tennessee and the board of regents shall be responsible for filing the agreement with the retirement division which sets forth the name of the person holding the title, and the beginning and ending date of the appointment. The agreement shall be accompanied with documentation showing the amount of compensation to be paid to the person and the number of hours to be worked. The agreement and documentation shall be filed annually, if applicable, and signed by the former president acknowledging the conditions of the appointment. The board of trustees of the University of Tennessee and the board of regents shall further send written notice to the speaker of the senate, the speaker of the house of representatives, the chairs of the senate standing committees on education and on finance, ways, and means, and the chairs of the house standing committees on education and finance, ways, and means of each emeritus appointment for which compensation or remuneration will be paid.

7.1



Agenda Item Summary

7.2

Date: June 26, 2025

Agenda Item: Tenure Recommendations

☐

Review

☒

Action

☐

No action required

PRESENTER(S): Dr. John Liu

PURPOSE & KEY POINTS: Recommendations and supporting documentation for granting tenure to eligible faculty members.

Tennessee Tech University

Board of Trustees



FACULTY TENURE CERTIFICATION STATEMENT

7.2

Thirteen faculty members are hereby recommended for tenure beginning August 2025.

If these recommendations are approved, the percentage of tenured faculty members at Tennessee Tech University in Fall 2025 will be 54%, which includes new tenure-track positions anticipated for 2025-2026.

Below is a table showing the percentage of faculty members at Tennessee Tech University holding tenure for each of the past five years and the projected percentage for Fall 2025.

Year	Proportion of Full-Time Faculty Holding Tenure
2020	60%
2021	59%
2022	59%
2023	54%
2024	55%
2025	54%

Across all university types, the national average proportion of full-time faculty holding tenure is **46.0%**. Across all universities with Carnegie Classification of “R2: Doctoral University”, the national average proportion of full-time faculty holding tenure is **46.1%.***

* Source: IPEDS Human Resources survey component 2023-24 provisional release. Last Updated by AAUP on January 28, 2025

DATE: May 9, 2025

**Tennessee Tech University
Board of Trustees**

FACULTY TENURE RECOMMENDATIONS FOR 2025-2026. *Recommended personnel are listed alphabetically by last name.*

	Name	Department/School	College	Current Rank
1	Bundy, Sid	Accounting	Business	Assistant Professor*
2	Burch, Teddy	Communication and Media	Interdisciplinary Studies	Assistant Professor*
3	Donadio, Andrew	Nursing	Whitson-Hester School of Nursing	Assistant Professor*
4	Edwards, Derrick	Psychology	Education and Human Sciences	Assistant Professor*
5	Field, Joshua	Art, Craft and Design	Fine Arts	Assistant Professor*
6	Hoover, Erin	English	Arts and Sciences	Assistant Professor*
7	Hutson, Samantha	Human Ecology	Agriculture and Human Ecology	Assistant Professor*
8	Matthews, Ryan	Decision Sciences and Management	Business	Assistant Professor*
9	Park, Hyewon	Economics, Finance and Marketing	Business	Assistant Professor*
10	Peng, Yi	Economics, Finance and Marketing	Business	Assistant Professor*
11	Ramsey, Elizabeth	Human Ecology	Agriculture and Human Ecology	Assistant Professor*
12	Shannigrahi, Susmit	Computer Science	Engineering	Assistant Professor*
13	Wright, Lauren	Sociology and Political Science	Arts and Sciences	Assistant Professor*

* *Individuals also being promoted and included in total number of faculty promotions.*



Agenda Item Summary

7.3

Date: June 26, 2025

Agenda Item: TTU Policy 205 (Faculty Tenure)



Review



Action



No action required

PRESENTERS: Dr. John Liu

PURPOSE & KEY POINTS:

Policy 205 (Faculty Tenure) has undergone a major review by a committee of faculty resulting in the updated policy. Policy 206 (Faculty Promotion) was also scheduled for review. The same committee reviewed this policy and parallel changes to this policy were made. Policy 205 (Faculty Tenure) requires Board approval, while Policy 206 (Faculty Promotion) does not.

The purpose of the recommendations is to (i) streamline the organization and language of both policies, (ii) improve and clarify the process for faculty members, chairs/directors, tenure and promotion committees, and deans, (iii) ensure consistency where possible across policies, and (iv) increase confidentiality for faculty members under review.

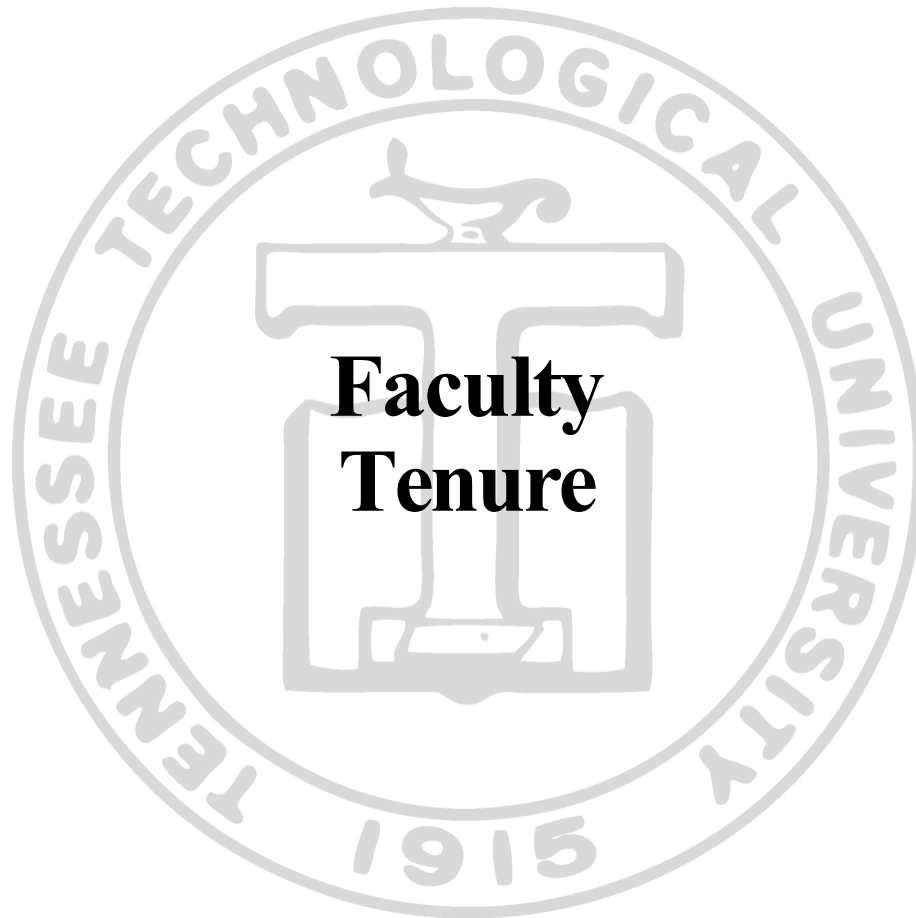
Major improvements of the updated policies include:

1. Consistency of definitions.
2. Clarification of criteria for tenure and promotion.
3. Clarification of review and recommendation process.
4. Alignment of the appeal process for both tenure and promotion.

The proposed revisions have received all necessary university approvals, including Academic Council, Administrative Council, and University Assembly.

**Tennessee Technological
University Policy No. 205**

7.3



Original Effective Date: July 01, 2018
Revised Dates: July 01, 2019; July 01, 2025

Policy No.: 205

Policy Name: Faculty Tenure

I. Purpose

This policy addresses the process of obtaining tenure.

- A.** Tenure is a guarantee of academic freedom and due process built on a rigorous credentialing process and peer review. Tenure is only granted when earned and only revoked as described in Policy 207 (Tenured Faculty).
- B.** Tenure protects the reputation of the university and the pursuit of knowledge and truth. University faculty must be allowed to pursue knowledge and truth as a public good, without fear of reprisal, coercion, or undue outside influence.
- C.** The tenure process is essential for building and maintaining the highest quality faculty at any university. Faculty quality is built, monitored, and maintained through the appraisal of each Candidate by competent faculty and administrative officers.
- D.** Tenure is awarded to Faculty Members who have exhibited the highest level of professionalism, professional excellence, and outstanding abilities sufficient to demonstrate that their future service and performance justify the degree of permanence afforded by Academic Tenure in accordance with Tennessee Tech's Policy 600 Code of Conduct.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Provost with recommendations for revision by the Faculty Senate and approved by the Academic Council, Administrative Council, University Assembly, and Board of Trustees.

III. Scope

The Faculty Tenure Policy governs aspects of the tenure process and rights and responsibilities for tenure-track faculty at Tennessee Tech. This policy is only applicable to those full-time Faculty Members who are on a Tenure-Track Appointment.

IV. Definitions

- A.** Academic Appointment: a personnel status in an Academic Department pursuant to which professional services in the areas of teaching, Research/Creative Activity and Scholarship, and/or service/outreach are retained by Tennessee Tech from a Faculty Member.
- B.** Academic Department: an academic organizational unit (e.g., a department or school) including the Library, within Tennessee Tech, in which a Faculty Member holds Academic Rank.

- C. Academic Rank: an element of faculty status limited to individuals who meet the minimum criteria that distinguish the various Academic Ranks.
- D. Academic Tenure: a personnel status in an Academic Department pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at Tennessee Tech unless removed pursuant to Policy 207 (Tenured Policy).
- E. Board: the Tennessee Tech Board of Trustees.
- F. Candidate: a Faculty Member who meets the minimum eligibility requirements for consideration for tenure.
- G. Committee Chair: elected chairperson of the Departmental Peer tenure committee.
- H. Conflict of Interest: a situation in which objectivity could be impaired by virtue of a relationship with the Candidate or the process.
- I. Creative Activity: the pursuit of understanding and expanding the boundaries of artistic expression through rigorous investigation and creative output. It can be manifested in written publication, exhibition, performances, installation, and presentation, where the research itself becomes a form of artistic expression.
- J. Departmental Chair: the chairperson of an Academic Department or the director of an academic unit designated by some name other than department.
- K. Departmental Peers: full-time tenured Faculty Members in the discipline of the Candidate when possible, whose professional responsibilities to Tennessee Tech lie in teaching, Research/Creative Activity and Scholarship, and service/outreach. The terms do not refer to those whose primary responsibilities are administrative, such as Departmental Chairs, Directors of Centers of Excellence, Assistant and Associate Deans, Deans, Assistant and Associate Vice Presidents, Associate Provosts, Vice Presidents, the President, and any others in similar positions.
- L. Dossier: a collection of materials that Faculty Members submit to apply for tenure. It includes a Faculty Member's application and supporting documents that demonstrate their achievements and progress in teaching, Research/Creative Activity and Scholarship, and service/outreach.
- M. Dossier Summary Review: summary of the Dossier content crafted by the Committee Chair in accordance with Committee Chair training and in consultation with the Committee.
- N. Financial Exigency: the formal declaration that Tennessee Tech faces an imminent financial crisis, that there is a current or projected absence of sufficient funds for the campus as a whole to maintain its current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced

by extraordinary means, which include the termination of existing and continuing Academic and non-academic Appointments, as per Policy 648 (Financial Exigency).

- O. Faculty Member:** for the purpose of this policy, a Faculty Member is a full-time tenured employee holding Academic Rank as tenured instructor, tenured senior instructor, tenured master instructor, assistant professor, associate professor, or professor.
- P. Grantsmanship:** one's ability or activity in applying for, receiving, and stewarding of monies provided by a grant that supports research, programmatic, creative, or other scholarly initiatives.
- Q. Immediate Family Member:** a spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle) of a Faculty Member.
- R. Research:** systematic investigation or study in one's discipline in pursuit of discovery of new facts, ideas, and/or solutions.
 - Applied: the application of known methods or theories to specific circumstances.
 - Pedagogical: the development of pedagogical techniques and the application in the classroom or laboratory that furthers the dissemination of knowledge.
 - Pure: seeking new knowledge, investigating realms not covered by current understanding or challenging current understanding.
- S. Scholarship:** dissemination of Research and/or Creative Activity through peer review and other acceptable scholarly outlets.
- T. Tenure-Track Appointment:** an academic or fiscal year appointment for regular full-time faculty with Academic Rank who are in a Tenure-Track Period of employment before consideration for tenure.
- U. Tenure-Track Period:** a period of full-time professional employment by a Faculty Member for whom an appointment letter denotes a Tenure-Track Appointment during which they do not have tenure and are evaluated by Tennessee Tech for the purpose of determining satisfaction of the criteria for a recommendation for tenure.

V. Consideration for Tenure

- A. General Considerations:** Academic Tenure may be awarded only to a full-time Faculty Member who (a) has been employed on a Tenure-Track Appointment and has completed a Tenure-Track Period as specified below or (b) has been determined by Tennessee Tech to meet the criteria for recommendation for tenure and has been so recommended pursuant to this policy. A Faculty Member may apply for tenure only once. No Faculty Member shall be eligible for tenure unless the employee's contract specifies their tenure-track status.

B. Excellence in service/outreach alone does not warrant tenure.

C. Timing of Tenure Decisions

1. The standard Tenure-Track Period is five or six years. A Faculty Member may opt to apply for tenure at the beginning of the fifth or sixth year, except as provided in this policy or by law.
2. A Faculty Member may receive a reduction of the Tenure-Track Period under the following circumstances:
 - a. A Faculty Member shows exceptional accomplishment during the Tenure-Track Period.
 - b. A Faculty Member is awarded credit for prior service (2 years maximum), either at Tennessee Tech or elsewhere. If a Faculty Member receives prior service credit, that credit must be applied to their Tenure-Track Period and may not be waived. Years of credit for prior service will be accepted in lieu of the final, not the initial year(s) of the Tenure-Track Period.
3. The Provost may approve an extension to the Tenure-Track Period for up to one year for circumstances affecting a Faculty Member's ability to fulfill their professional duties.

D. Other Considerations

1. **Administrative Appointments Before Tenure:** A Faculty Member who is appointed to an administrative position prior to a tenure award remains eligible for tenure as long as they qualify for tenure under the appropriate Department, college, and university policies. To remain eligible for tenure, a Faculty Member in an administrative position must maintain significant involvement in teaching, Research/Creative Activity and Scholarship, and/or service/outreach. Departmental Chairs, with approval of the Dean, may grant time (or prorated portion of time) spent in the administrative position toward completion of the Tenure-Track Period.
2. **Departmental Transfer Before Tenure:** If a Faculty Member serving in a Tenure-Track Appointment in an Academic Department is subsequently transferred to another Academic Department, the Faculty Member may elect to begin a new Tenure-Track Period on the date that the transfer occurs.

VI. Criteria to be Considered in Tenure Recommendations

A. General Tenure Criteria

1. The Faculty Member is expected to perform consistent with the expectations established by the Department.

2. Most Faculty Members considered for tenure will be evaluated with respect to their performance in three areas: teaching, Research/Creative Activity and Scholarship, and service/outreach. However, some Faculty Members, like clinical faculty, librarians, chairs, administrators, and research faculty, may have specialized roles in teaching or do not have responsibilities in all three areas. Those Faculty Members will be evaluated with respect to their performance in their positions' applicable areas pursuant to the duties and responsibilities as assigned by their Departmental Chair and/or Dean if the Faculty Member serves in an administrative role.

B. Teaching

The following are examples of means by which Faculty Members may provide documented evidence of excellence in teaching:

1. Performance in teaching of students as evaluated by students and peers.
2. Performance in the advisement and mentoring of students.
3. Performance in librarianship to serve Tennessee Tech users.
4. Improvement of courses and curricular offerings of Tennessee Tech.
5. Effectiveness in teaching methods, including improvement to pedagogy with new techniques and integration of new instructional technologies.
6. Supervision of specialized instructional activities (student Research/Creative Activity and Scholarship, service learning, experiential learning, thesis and dissertation direction, internships, student teaching, etc.).
7. Honors and recognition for excellence in teaching.
8. Current and continued intellectual development in teaching content.
9. Seeking and/or garnering external funding for instructional activities.
10. Contributions to the Scholarship of teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) may be included here or under Research/Creative Activity and Scholarship.

C. Research/Creative Activity and Scholarship

The following are examples of means by which Faculty Members may provide documented evidence of excellence in Research/Creative Activity and Scholarship:

1. Direct participation in Research/Creative Activity and Scholarship. Faculty collaboration with students may be included here.

2. Seeking and/or garnering external funding for Research/Creative Activity and Scholarship.
3. Peer-reviewed Scholarship.

D. Service/Outreach

The following are examples of means by which Faculty Members may provide documented evidence of excellence in service/outreach:

1. University service refers to work other than teaching and Research/Creative Activity and Scholarship. University service includes, but is not limited to, serving on Department, College, and University committees, and advising student organizations.
2. Professional service refers to work for organizations related to one's discipline or to academia. Service to the profession includes, but is not limited to, association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, and other appropriate activities. More is required than organizational membership and attendance.
3. Community outreach primarily involves sharing professional expertise in the academic discipline with the public.

VII. Tenure Review Process

A tenure appointment is granted solely by the Board as outlined in this policy.

A. Annual Tenure-Track Review

1. Progress Evaluation: Each year, the Departmental Chair, with input from Departmental Peers, will assess the progress of Tenure-Track Faculty Member towards achieving tenure. The deadlines for these assessments are available on Tennessee Tech's website.
2. Dossier Submission and Peer Review: The Departmental Chair shall inform Tenure-Track Faculty Members of the deadline to submit a Dossier. After submission, the Dossier will be reviewed by Departmental Peers, followed by a meeting where each Peer provides a written evaluation of the Faculty Member's progress. The Departmental Chair will compile the feedback and provide the Faculty Member with a written summary. The Dean makes the final decision and notifies the Provost's Office.

B. Tenure Review and Recommendation

1. Initiation of Tenure Consideration: A Candidate initiates the tenure process by submitting official notification to the Departmental Chair and Provost by the posted deadline.

2. Preparation of the Tenure Dossier: The Candidate is responsible for compiling a Dossier that includes evidence of accomplishments in teaching, Research/Creative Activity and Scholarship, and service/outreach, as required for tenure. The Dossier shall be submitted for review by the Departmental Peers by the published deadline.
3. No member of the Candidate's Immediate Family or anyone with a Conflict of Interest, as determined by the Peer Review Committee, is permitted to participate in the review process.
4. Departmental Peer Review and Recommendation
 - a. Departmental Peers qualified to vote on tenure shall form a tenure Committee of at least five members. A Committee Chair shall be elected.
 - b. The Committee Chair shall prepare a Dossier Summary Review in consultation with the Committee, which will then be reviewed by Departmental Peers.
 - c. A Peer meeting shall be scheduled to discuss the Candidate's qualifications and conduct a confidential vote for the tenure recommendation. The Candidate shall not be present at this meeting.
 - d. All Departmental Peers are required to participate in the evaluation of the merits of the Candidate. They shall diligently exercise their voting rights in the tenure recommendation process, recognizing the privilege and significance of their role in this critical decision-making process. The primary responsibility of the Departmental Peers is to evaluate the quality of faculty performance relative to tenure review.
 - e. The Committee Chair provides the Peer recommendations to the Departmental Chair. Copies of the recommendations are shared with the Candidate.
5. Departmental Chair's Review and Recommendation: The Chair reviews the Dossier, provides a recommendation, and forwards it, along with a letter, to the Dean. Copies of the recommendation are shared with the Candidate.
6. Dean's Review and Recommendation: The Dean reviews the Dossier, provides a recommendation, and forwards it, along with a letter, to the Provost. Copies of this recommendation are shared with the Candidate and Departmental Chair.
7. Provost's Review and Recommendation: The Provost reviews the Dossier and provides a recommendation in writing. This letter is shared with the Candidate, Departmental Chair, and Dean, and the Dossier is then forwarded to the President.
8. President's Review and Recommendation: The President makes a final recommendation on the Dossier. If affirmative, the recommendation is forwarded

to the Board. If negative, the Candidate is informed in writing, with copies sent to relevant administrators.

9. Board Decision: The Board makes a final decision based on the President's recommendation.
10. Final Notification: The President informs the Candidate in writing of the Board's final decision with copies to relevant parties.

VIII. Changes in Tenure-Track Status

A. Transfer of Tenure-Track Status

1. Faculty on Tenure-Track Appointments may have their Academic Appointments transferred within the institution to accommodate the changing needs of Tennessee Tech. Before implementing any such transfer, the Tenure-Track Faculty Member, and the Academic Department in which their new Academic Appointment is to be located shall be consulted and informed of the reasons for the proposed transfer.
2. The information compiled in the Faculty Member's former Academic Department, including Tenure-Track reviews, shall be transferred to the receiving Academic Department.

B. Non-Renewal of Tenure-Track

1. When a Tenure-Track Appointment of a Faculty Member is not to be renewed, the Faculty Member shall receive notice of non-renewal per the timeline in the published Tenure-Track schedule.
 - a. For Faculty Members who are in their first academic year of service, termination is at the end of that year.
 - b. For Faculty Members in their second academic year of service and beyond, the Faculty Member may remain at Tennessee Tech one more academic year, but on a temporary appointment with a primary responsibility of teaching, not a Tenure-Track Appointment.
2. Faculty Members on Tenure-Track Appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons which would constitute adequate cause which include, but are not limited to, the following:
 - a. Incompetence or dishonesty in teaching or Research.
 - b. Willful failure to perform the duties and responsibilities for which the Faculty Member was employed or refusal or continued failure to comply with the policies of the Board, Tennessee Tech, or their Academic

Department; or their willful failure to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.

- c. Conviction of a felony or a crime involving moral turpitude.
 - d. Improper use of narcotics or intoxicants which substantially impairs the Faculty Member's fulfillment of their Department and Tennessee Tech duties and responsibilities.
 - e. Falsification of information on an employment application or other information concerning qualifications for a position.
 - f. Failure to comply with Tennessee Tech's Code of Conduct Policy 600.
3. The renewal of a Tenure-Track Appointment or the granting of Tenure may be denied as a result of Financial Exigency (Policy 648) or for curricular reasons.

IX. Appeals

Every Faculty Member has the right to appeal a tenure decision. To initiate an appeal, the Faculty Member must notify the Provost within 10 days of receiving notification of the tenure result, absent due cause. The Faculty Affairs Committee facilitates the appeal process, which is outlined in this policy's procedures. The President's decision is final for tenure appeals.

X. Interpretation

The President or their designee has the final authority to interpret the terms of this policy.

XI. Citation of Authority for Policy

T.C.A. § 49-8-301

Approved by:

Academic Council:	April 4, 2018; February 20, 2019; April 9, 2025
Administrative Council:	April 4, 2018; February 20, 2019; April 2, 2025
University Assembly:	April 18, 2018; April 17, 2019; April 16, 2025
Board of Trustees:	June 22, 2018; June 20, 2019

Tennessee Technological University Policy No. 205

7.3

Faculty Tenure

~~Faculty Tenure~~

Original Effective Date: July ~~10~~1, 2018

— **Revised ~~Date(s)~~Dates:** July ~~10~~1, 2019; July 01, 2025

7.3

Policy No.: 205**Policy Name: Faculty Tenure****I. Purpose**

This policy addresses the process of obtaining tenure.

~~H.~~ II. ~~Relevance of~~ Tenure

~~A. The tenure process is essential for building and maintaining the highest quality faculty at any university. Faculty quality is built, monitored, and maintained through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure for faculty at a university is not a “job for life.” It is a guarantee of academic freedom and due process built on a rigorous credentialing process and peer review. Tenure is only granted when earned, and only revoked as described in TTU Policy 207 (Tenured Faculty).~~

~~B. Tenure protects the reputation of the university and the pursuit of knowledge and truth. University faculty must be allowed to pursue knowledge and truth as a public good, without fear of reprisal, coercion, or undue outside influence.~~

~~C. The awarding of tenure is recognition of the merit of a Faculty Member and of the assumption that he/she meets the long-term staffing needs of the Academic Department/Unit and Tennessee Tech. Tenure is awarded to members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by Academic Tenure. process is essential for building and maintaining the highest quality faculty at any university. Faculty quality is built, monitored, and maintained through the appraisal of each Candidate by competent faculty and administrative officers.~~

~~D. Tenure is awarded to Faculty Members who have exhibited the highest level of professionalism, professional excellence, and outstanding abilities sufficient to demonstrate that their future service and performance justify the degree of permanence afforded by Academic Tenure in accordance with Tennessee Tech’s Policy 600 Code of Conduct.~~

~~III.~~ II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the ~~provost,~~Provost with recommendations for revision ~~reviewed~~ by the Faculty Senate and approved by the Academic Council, Administrative Council, University Assembly, and ~~the~~ Board of Trustees.

~~IV.~~ III. Scope

The Faculty Tenure Policy governs aspects of the tenure process and rights and responsibilities for tenure-track faculty at Tennessee Tech. This policy is only applicable to those full-time

7.3

Faculty Members who are on a Tenure-Track Appointment.

V.IV. Definitions

- A. Academic Appointment:— a personnel status ~~(as distinct from an assignment of responsibilities)~~ in an Academic Department/~~Unit~~ pursuant to which professional services in the areas of teaching, ~~research/scholarship/creative activity, and~~ Research/Creative Activity and Scholarship, and/or service/outreach are retained by Tennessee Tech from a Faculty Member.
- B. Academic Department/~~Unit~~:— an academic organizational unit (e.g., a department or school) ~~or program~~, including the Library, within Tennessee Tech, in which a Faculty Member holds Academic Rank.
- C. Academic Rank:— an element of faculty status limited to individuals who meet the minimum criteria that distinguish ~~between academic ranks as established in TTU Policy 206 (Faculty Promotion)~~ the various Academic Ranks.
- D. Academic Tenure:— a personnel status in an Academic Department/~~Unit~~ pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at Tennessee Tech unless removed pursuant to ~~TTU~~ Policy 207 (Tenured Policy).
- E. Board:— the Tennessee Tech Board of Trustees.
- F. Candidate/~~Candidate for Tenure~~:— a Faculty Member who meets the minimum eligibility requirements for consideration for tenure.
- ~~G. Committee Chair: elected chairperson of the~~ Departmental/Unit Chair: the chairperson of an academic department or the director of an academic unit of the university designated by some name other than department. Peer tenure committee.
- ~~H. Conflict of Interest: a situation in which objectivity could be impaired by virtue of a relationship with the Candidate or the process.~~
- ~~I. Creative Activity: the pursuit of understanding and expanding the boundaries of artistic expression through rigorous investigation and creative output. It can be manifested in written publication, exhibition, performances, installation, and presentation, where the research itself becomes a form of artistic expression.~~
- ~~G.J. Departmental Chair: the chairperson of an Academic Department or the director of an academic unit designated by some name other than department.~~

7.3

~~H. Committee of the Whole: a committee consisting of every Faculty Member in a department/unit who is qualified to vote on a particular tenure consideration.~~

~~K. Financial Exigency: Departmental Peers: full-time tenured Faculty Members in the discipline of the Candidate when possible, whose professional responsibilities to Tennessee Tech lie in teaching, Research/Creative Activity and Scholarship, and service/outreach. The terms do not refer to those whose primary responsibilities are administrative, such as Departmental Chairs, Directors of Centers of Excellence, Assistant and Associate Deans, Deans, Assistant and Associate Vice Presidents, Associate Provosts, Vice Presidents, the President, and any others in similar positions.~~

~~L. Dossier: a collection of materials that Faculty Members submit to apply for tenure. It includes a Faculty Member's application and supporting documents that demonstrate their achievements and progress in teaching, Research/Creative Activity and Scholarship, and service/outreach.~~

~~M. Dossier Summary Review: summary of the Dossier content crafted by the Committee Chair in accordance with Committee Chair training and in consultation with the Committee.~~

~~I.N. Financial Exigency: the formal declaration that Tennessee Tech faces an imminent financial crisis, that there is a current or projected absence of sufficient funds for the campus as a whole to maintain its current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means, which include the termination of existing and continuing academic and non-academic appointments. Appointments, as per Policy 648 (Financial Exigency).~~

~~J.O. Faculty Member: for the purpose of this policy, a Faculty Member is a full-time tenured employee holding Academic Rank as tenured instructor, tenured senior instructor, tenured master instructor, assistant professor, associate professor, or professor.~~

~~P. Immediate Family Member: Grantsmanship: one's ability or activity in applying for, receiving, and stewarding of monies provided by a grant that supports research, programmatic, creative, or other scholarly initiatives.~~

~~K.Q. Immediate Family Member: a spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle) of a Faculty Member.~~

~~L. Peers or Departmental/Unit Peers: regular, full-time tenured members of the departmental/unit faculty whose professional responsibilities to Tennessee Tech lie in the areas of teaching, research/scholarship/creative activity, and service/outreach. The~~

terms do not refer to those whose primary responsibilities are administrative, such as Departmental/Unit Chairs, directors of Centers of Excellence, assistant and associate deans, deans, assistant and associate vice presidents, vice presidents, the president, and any others in similar situations.

M. Probationary Employment: ~~a period of full-time professional employment by a Faculty Member for whom an appointment letter denotes a Tenure-Track Appointment in which he/she does not have tenure and in which he/she is evaluated by Tennessee Tech for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure.~~

N. Tenure-Track Appointment: ~~an academic or fiscal year appointment for regular full-time faculty with Academic Rank who are in a probationary period of employment before consideration for tenure.~~

~~VI. Consideration for Tenure~~

~~A. Probationary Employment~~

- ~~1. Faculty may be employed on annual tenure-track appointments for a period that may not exceed six years. The Faculty Member may apply for tenure at the beginning of the fifth, but no later than the beginning of the sixth year, except as provided in this policy or by law. A Faculty Member may apply for tenure only once.~~
- ~~2. A Faculty Member may receive a reduction of the probationary period in the following circumstances:~~
 - ~~a. Reduction of the minimum probationary period may be made for a Faculty Member who shows exceptional accomplishment during the probationary period. Such requests for probationary period reductions are made upon recommendation of the departmental/unit peers to the Departmental/Unit Chair, then to the dean, the provost, and the president. The application for tenure does not occur until after the president's approval.~~
 - ~~b. Credit toward completion of the probationary period may, upon the recommendation of the peers to the Departmental/Unit Chair and then to the dean, the provost, and the president, may be given for a maximum of two years of (a) previous full-time service at other colleges, universities, or institutes, provided that the prior service is relevant to Tennessee Tech's own needs and criteria, (b) previous full-time service in a temporary faculty appointment at Tennessee Tech, or (c) previous full-time service in an earlier Tenure-Track Appointment at Tennessee Tech that has been followed by a break in service. Any credit for prior service that is agreed upon must be recognized and confirmed in writing in the letter of appointment. Years of credit for prior service will be accepted in lieu of the final, not the initial, year(s) of the probationary period. Faculty Members who have received prior service credit may not subsequently request that the credit not be applied to their probationary period.~~

B. Calculating the Probationary Period

1. Only full-time continuous service at a university will be included in determining completion of the probationary period, except where a break in service was pursuant to an approved leave of absence.
- a. A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the president specified in writing before the leave of absence that it shall be included in the probationary period. Absent good cause, leaves of absence may not be granted retroactively.

2. Stopping the Tenure Clock

- a. A Faculty Member in a Tenure-Track Appointment may request to stop the tenure clock during his/her probationary period when circumstances exist that interrupt the Faculty Member's normal progress toward building a case for tenure. In such cases, the Faculty Member may request to stop the tenure clock for one year if he/she demonstrates circumstances that reasonably warrant such interruption. Reasons for approving a request to stop the tenure clock will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development. Examples of events that may warrant stopping the clock include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one's professional life. The intent of this policy is to serve the best interests of Tennessee Tech while providing neither preference to nor adverse effect on a Faculty Member's process of developing a case for tenure. If approved, the "stop the tenure clock" year is not counted in the probationary period accrual.
- b. Discretion for stopping the tenure clock rests with Tennessee Tech and requires supervisory approval. A Faculty Member seeking a leave of absence and/or a stoppage of the tenure clock must submit his/her request in writing, and addressing the considerations described above, to his/her Departmental/Unit Chair for consideration and recommendation. If the request is based on the Faculty Member's health or care for an immediate family member, the Department/Unit Chair must forward the request to the Office for Human Resources and consult with Human Resources about the request. The Departmental/Unit Chair's recommendation is forwarded to the dean of the Faculty Member's college for consideration and recommendation; then to the provost for consideration and recommendation; and finally, to the president for approval or denial. Within one month of receiving the request, absent good cause, the president will notify the Faculty Member, in writing, of the decision to approve or deny such exceptions.

3. Administrative Appointments Before Tenure

A Faculty Member who is appointed to an administrative position prior to a tenure award remains eligible for tenure under two considerations: (1) the Faculty Member must qualify for tenure under Academic Department/Unit, college, and university

policies, procedures, and/or guidelines; and (2) the Faculty Member must maintain a significant involvement in academic pursuits including teaching, research/scholarship/creative activity, and service/outreach. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.

4.—Department Transfer Before Tenure

Where a Faculty Member is serving a probationary period in an Academic Department/Unit and is subsequently transferred to another Academic Department/Unit, the Faculty Member may elect, with the approval of the president, to begin a new probationary period on the date that the transfer occurs. If he/she does not so elect, and confirm in writing to the president within one month of the transfer, absent good cause, time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

7.3

C.—Minimum Eligibility Requirements for Consideration for Academic Tenure

- 1.—Academic Tenure may be awarded only to full-time Faculty Members who: (a) have been employed pursuant to tenure-track appointments and have completed a probationary period of service as defined in this policy or as agreed upon in writing and signed by the appropriate academic officers; and (b) have been determined by Tennessee Tech to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.
- 2.—No Faculty Member shall be eligible for tenure unless the employee's contract specifies his/her tenure-track status.
- 3.—A Faculty Member qualified for tenure under this policy who holds a non-faculty position may be awarded tenure in the faculty position only.

VII.—Criteria to be Considered in Tenure Recommendations

A.—General Tenure Criteria

- 1.—The Faculty Member is expected to maintain professional levels of performance with the weightings agreed upon in a written agreement on responsibilities and consistent with the expectations established by the department/unit.
- 2.—While the relative importance of the criteria for recommendation for tenure depends upon the nature, missions, and goals of the college and the Academic Department/Unit, all Faculty Members considered for tenure will be evaluated with respect to their performance in (a) teaching, (b) research/scholarship/creative activity, and (c) service/outreach. They are expected to demonstrate excellence in all areas. Specifically, demonstrated excellence in teaching is required for tenure.
- 3.—Any Faculty Member whose duties require an unusual amount of professional activity not adequately covered by this policy, or librarians who are judged on performance of

professional responsibilities, should prepare a document that will describe the expected performance to allow clear evaluation in relation to assigned and expected responsibilities.

B. Teaching

1. A candidate for tenure must present evidence of teaching excellence as indicated by: ability to organize and present subject matter in a logical and meaningful way; and, ability to motivate and stimulate creativity, intellectual curiosity, and learning in undergraduates and/or graduate students.
2. Performance Criteria. All Faculty Members are expected to demonstrate excellence in teaching. Faculty Members will be evaluated on the following teaching criteria based on the significance assigned by the Department/Unit:
 - a. Performance in teaching of students as evaluated by students and peers;
 - b. Performance in the advisement and mentoring of students;
 - c. Improvement of the courses they teach and also the curricular offerings of the department/unit, college, and university;
 - d. Effectiveness in teaching methods, including efforts to improve pedagogy with new techniques and integration of new instructional technologies;
 - e. Supervision of specialized instructional activities (student research/scholarship/creative activity, service learning, experiential learning, thesis and dissertation direction, internships, student teaching, etc.);
 - f. Honors received and recognition for teaching;
 - g. Currency and continued intellectual development in the field of specialization;
 - h. Seeking internal and external funding for instructional activities. Whether funded or unfunded, the quality of such proposals will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding; and
 - i. Contributions to the scholarship of teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) may be included here or under research/scholarship/creative activity.

3. Documentation

- a. Documentation of excellence in teaching must include, at minimum, course materials and student evaluations for every course evaluated during the

probationary period; and evidence of student projects or other forms of student mentorship.

- b. Other supporting material may include, but is not limited to: additional student input; evidence of evaluation by faculty peers; statement of teaching philosophy; teaching recognition; teaching scholarship; evidence of professional development in teaching; evidence of disciplinary or interdisciplinary program or curricular development; alumni surveys and student exit interviews; and other evidence of excellence in teaching or mentoring, or both.

C. Research/Scholarship/Creative Activity

1. A candidate for tenure must present evidence of research/scholarship/creative activity when applying for tenure. Research/scholarship/creative activity includes those professional activities designed to discover, create, or disseminate greater knowledge, appreciation, or understanding of an academic discipline, including, but not limited to:
 - a. Pure research: seeking new knowledge, investigating realms not covered by current understanding or challenging current understanding.
 - b. Applied research: the application of known methods or theories to specific circumstances.
 - c. Pedagogical research: the development of pedagogical techniques and the application in the classroom or laboratory that furthers the dissemination of knowledge.
 - d. Artistic creativity and performance: the creation and exhibition of works of art or crafts, or the composition and/or performance of plays, music, etc.
 - e. Faculty development: formal and informal activities primarily directed to maintain and enhance faculty research, scholarship, or creative capabilities or performance.
2. Performance Criteria: Faculty Members will be evaluated on the following criteria based on the significance assigned by the Department/Unit:
 - a. Direct participation in research, scholarship, and/or creative activity. Faculty collaboration with undergraduate and/or graduate students may be included here.
 - b. Seeking internal and external funding for research, scholarship, and/or creative activity. Whether funded or unfunded, the quality of the proposal will be stressed in the evaluation. Other factors may include the reputation of the funding source and the competition for funding.
 - c. Scholarly publications in peer-reviewed journals and/or peer-reviewed creative activities.

3. Documentation

- ~~a. Documentation of excellence in research/scholarship/creative activity must include evidence of peer review of the candidate's record of research/scholarship by qualified peers. Such evidence should cite books, journal articles, monographs, or media of similar quality; externally funded research; scholarly presentations before one's professional peers at regional, national or international meetings/conferences; inventions, disclosures, and/or patents; and/or creative activities, performances, or exhibitions that have undergone appropriate peer review.~~
- ~~b. Other supporting materials may include, but is not limited to: written reviews and evaluations by qualified peers of performances, compositions, and other artistic creations; and evidence of internal/external funded grants. Unfunded proposals for internal/external grants, where documentation supports the quality of the proposal.~~

D. Service/Outreach

- ~~1. A candidate for tenure must present evidence of excellence in university, professional, and/or community/public service.~~
- ~~2. Performance Criteria. Participation in university service is expected of every Faculty Member. Although it is recognized that differences in emphases may exist, evaluation of service will be based on an appraisal of the Faculty Member's performance in all three (3) areas: university service, professional service, and community/public service. Evaluation will be based on the following criteria, with the department/unit to which a Faculty Member is assigned determining the degree of weight for each criterion. These criteria should include: community service programs; public service consultation; university committee and administrative responsibilities; and active contributions to professional associations.~~
- ~~3. Documentation of excellence in service/outreach includes evidence of a Faculty Member's activities in the following areas:~~
 - ~~a. University service refers to work other than teaching and research/scholarship/creative activity done at the department/unit, college/school, or university level. A certain amount of such service is expected of every Faculty Member. University service includes, but is not limited to, serving on department/unit, college/school, and university committees. Some Faculty Members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a university-wide student organization, and/or membership on a university search committee.~~
- R. Professional service refers to the work done for organizations related to one's discipline or to the teaching profession generally. Service to the profession includes association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, and other appropriate activities. More is required than organizational**

~~membership and attendance. Examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.~~
Research: systematic investigation or study in one's discipline in pursuit of discovery of new facts, ideas, and/or solutions.

- Applied: the application of known methods or theories to specific circumstances.
- Pedagogical: the development of pedagogical techniques and the application in the classroom or laboratory that furthers the dissemination of knowledge.
- Pure: seeking new knowledge, investigating realms not covered by current understanding or challenging current understanding.

S. Scholarship: dissemination of Research and/or Creative Activity through peer review and other acceptable scholarly outlets.

T. Tenure-Track Appointment: an academic or fiscal year appointment for regular full- time faculty with Academic Rank who are in a Tenure-Track Period of employment before consideration for tenure.

U. Tenure-Track Period: a period of full-time professional employment by a Faculty Member for whom an appointment letter denotes a Tenure-Track Appointment during which they do not have tenure and are evaluated by Tennessee Tech for the purpose of determining satisfaction of the criteria for a recommendation for tenure.

V. Consideration for Tenure

A. General Considerations: Academic Tenure may be awarded only to a full-time Faculty Member who (a) has been employed on a Tenure-Track Appointment and has completed a Tenure-Track Period as specified below or (b) has been determined by Tennessee Tech to meet the criteria for recommendation for tenure and has been so recommended pursuant to this policy. A Faculty Member may apply for tenure only once. No Faculty Member shall be eligible for tenure unless the employee's contract specifies their tenure-track status.

B. Excellence in service/outreach alone does not warrant tenure.

C. Timing of Tenure Decisions

1. The standard Tenure-Track Period is five or six years. A Faculty Member may opt to apply for tenure at the beginning of the fifth or sixth year, except as provided in this policy or by law.
2. A Faculty Member may receive a reduction of the Tenure-Track Period under the following circumstances:
 - a. A Faculty Member shows exceptional accomplishment during the Tenure-Track Period.
 - b. A Faculty Member is awarded credit for prior service (2 years maximum), either at Tennessee Tech or elsewhere. If a Faculty Member receives prior service credit, that credit must be applied to their Tenure-Track Period and may not be waived. Years

of credit for prior service will be accepted in lieu of the final, not the initial year(s) of the Tenure-Track Period.

3. The Provost may approve an extension to the Tenure-Track Period for up to one year for circumstances affecting a Faculty Member's ability to fulfill their professional duties.

D. Other Considerations

1. Administrative Appointments Before Tenure: A Faculty Member who is appointed to an administrative position prior to a tenure award remains eligible for tenure as long as they qualify for tenure under the appropriate Department, college, and university policies. To remain eligible for tenure, a Faculty Member in an administrative position must maintain significant involvement in teaching, Research/Creative Activity and Scholarship, and/or service/outreach. Departmental Chairs, with approval of the Dean, may grant time (or prorated portion of time) spent in the administrative position toward completion of the Tenure-Track Period.
2. Departmental Transfer Before Tenure: If a Faculty Member serving in a Tenure-Track Appointment in an Academic Department is subsequently transferred to another Academic Department, the Faculty Member may elect to begin a new Tenure-Track Period on the date that the transfer occurs.

VI. Criteria to be Considered in Tenure Recommendations

A. General Tenure Criteria

1. The Faculty Member is expected to perform consistent with the expectations established by the Department.
2. Most Faculty Members considered for tenure will be evaluated with respect to their performance in three areas: teaching, Research/Creative Activity and Scholarship, and service/outreach. However, some Faculty Members, like clinical faculty, librarians, chairs, administrators, and research faculty, may have specialized roles in teaching or do not have responsibilities in all three areas. Those Faculty Members will be evaluated with respect to their performance in their positions' applicable areas pursuant to the duties and responsibilities as assigned by their Departmental Chair and/or Dean if the Faculty Member serves in an administrative role.

B. Teaching

The following are examples of means by which Faculty Members may provide documented evidence of excellence in teaching:

1. Performance in teaching of students as evaluated by students and peers.
2. Performance in the advisement and mentoring of students.

3. Performance in librarianship to serve Tennessee Tech users.
4. Improvement of courses and curricular offerings of Tennessee Tech.
5. Effectiveness in teaching methods, including improvement to pedagogy with new techniques and integration of new instructional technologies.
6. Supervision of specialized instructional activities (student Research/Creative Activity and Scholarship, service learning, experiential learning, thesis and dissertation direction, internships, student teaching, etc.).
7. Honors and recognition for excellence in teaching.
8. Current and continued intellectual development in teaching content.
9. Seeking and/or garnering external funding for instructional activities.
10. Contributions to the Scholarship of teaching (for example, textbooks, articles, workshops, presentations, instructional technology resources, etc.) may be included here or under Research/Creative Activity and Scholarship.

C. Research/Creative Activity and Scholarship

The following are examples of means by which Faculty Members may provide documented evidence of excellence in Research/Creative Activity and Scholarship:

1. Direct participation in Research/Creative Activity and Scholarship. Faculty collaboration with students may be included here.
2. Seeking and/or garnering external funding for Research/Creative Activity and Scholarship.
3. Peer-reviewed Scholarship.

D. Service/Outreach

The following are examples of means by which Faculty Members may provide documented evidence of excellence in service/outreach:

1. University service refers to work other than teaching and Research/Creative Activity and Scholarship. University service includes, but is not limited to, serving on Department, College, and University committees, and advising student organizations.
- b.2. Professional service refers to work for organizations related to one's discipline or to academia. Service to the profession includes, but is not limited to, association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, and other appropriate activities. More is required than organizational membership and attendance.

- ~~e.3. Community/public service has a major emphasis on the application of knowledge for the solution of societal problems. Outreach outreach primarily involves sharing professional expertise and should directly support the goals and mission of Tennessee Tech in the academic discipline with the public.~~

VII. ~~VIII.~~ Tenure Review Process

~~A. Administration of Tenure Review~~

- ~~1. The tenure process is for use by an Academic Department/Unit in the case of a candidate for tenure who is not the Departmental/Unit Chair. However, if a Departmental/Unit Chair is a candidate for tenure, he/she shall be omitted from the administrative chain, and the Dean of the college shall perform all tenure duties normally performed by the Departmental/Unit Chair. Likewise, in an academic division of the university designated by some name other than "department" or "unit," the director of that division shall fulfill the role of the Departmental/Unit Chair (and if the director is a candidate, then the role is assumed by the person to whom he/she reports at the next higher administrative level).~~

~~B. Assessment of Satisfactory Progress Toward Tenure~~

- ~~1. As part of the annual evaluation of faculty on tenure-track appointments, the Departmental/Unit Chair, in consultation with the departmental/unit peers, shall assess whether or not the Faculty Member is making satisfactory progress toward achieving tenure. Deadlines for this assessment vary according to the Faculty Member's years of service on Tenure-Track Appointment and are published on Tennessee Tech's web site.~~
- ~~2. To complete this assessment, the Departmental/Unit Chair shall notify each tenure-track Faculty Member of the deadline to compile and submit a dossier of information similar to that required for tenure review. Once submitted, the dossier is reviewed by departmental/unit peers. The Departmental/Unit Chair or his/her designee shall then call a meeting of the departmental/unit peers to discuss the tenure-track Faculty Member's progress. During this meeting, each peer will complete an annual evaluation form, thereby conveying to the Departmental/Unit Chair her/his assessment of the Faculty Member's progress toward tenure. The chair of the department/unit shall then provide written results of the assessment to the Faculty Member.~~
- ~~3. In the event the Faculty Member's performance is such as to justify non-renewal during the probationary period, the decision not to renew the appointment shall be made by the Departmental/Unit Chair in consultation with the tenured departmental/unit peers and with the approval of the appropriate administrative officers in accordance with this policy.~~

~~C. Membership of Tenure Review Committee~~

- ~~1. Departmental/unit peers qualified to vote in consideration of tenure are full-time Faculty Members with tenure appointments at Tennessee Tech who are not members of the candidate's immediate family.~~

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2. ~~Once the tenure review process is initiated, a tenure committee of at least five members shall be formed. The committee may act as a Committee of the Whole or consist of (a) a smaller number of qualified departmental/unit peers acting as a separate committee, or (b) of qualified departmental/unit peers and/or others as specified below.~~
 - a. ~~The tenure committee shall consist of no fewer than five persons. In the event there are fewer individuals in the department/unit who meet the definition of departmental/unit peers, the departmental/unit tenure committee must be expanded to include individuals outside the department/unit who are tenured members of the university faculty and who shall be considered peers for all purposes of this process. The selection of these additional members of the tenure committee shall be done by those members of the department/unit who meet all the stated criteria, in consultation with the Departmental/Unit Chair, at the convening stipulated in Section VIII.D.4.~~
 - b. ~~Even when there are five or more departmental/unit peers who meet all the required criteria for membership on the tenure committee, it may be desirable to incorporate into that committee either non-departmental/unit members or tenured members of the department/unit who do not meet all required criteria. This flexibility shall be left to the professional judgment of those members of the department/unit who meet all required criteria, acting in consultation with the Departmental/Unit Chair. However, all members of the committee must be tenured members of the faculty. This decision shall be made at the convening stipulated in Section VIII.D.4.~~
 - c. ~~Members of the candidate's immediate family will not be counted in the plenum of departmental/unit peers. No evaluation and/or recommendation shall be submitted by peers (either within or outside one's department/unit) or administrators who are members of the candidate's immediate family.~~
3. ~~Once constituted, the tenure committee shall elect its own chairperson, who shall not be the Departmental/Unit Chair.~~
4. ~~The Departmental/Unit Chair shall not vote with the departmental/unit peers and shall not be counted in determining the plenum on which a majority is to be determined, but may submit material to the Faculty Member's tenure dossier, and may participate in the meeting at which the recommendation of the peers is determined.~~

D. Procedures for Tenure Recommendations

1. General Provisions

- a. ~~Consideration for tenure originates in the department/unit to which the Faculty Member has been assigned.~~
- b. ~~Administrators and committees involved in the review process (departmental/unit committee, Departmental/Unit Chair, dean, and provost) shall only submit those materials, forms, letters, and other documentation required by the review process outlined below. This includes letters of recommendation which should specify the performance criteria used and explain how the candidate has or has not met those~~

~~criteria.~~

- ~~c. Except for the forms/letters added by administrators in the review process in accordance with this policy, no material can be added to the dossier once the departmental/unit review process has formally begun.~~
- ~~d. Members of the departmental/unit tenure review committee shall not make individual recommendations concerning candidates to administrators or others in the review process outside committee procedures.~~
- ~~2. Early in the academic year, the Departmental/Unit Chair shall determine whether a Faculty Member is eligible to be considered for tenure and notify eligible Faculty Members in writing that they must (a) respond in writing of their intent to be reviewed, and (b) compile their tenure dossiers for review in consideration for tenure.~~
- ~~3. The eligible Faculty Member will initiate the tenure process by written notification to the Departmental/Unit Chair.~~
- ~~4. The Departmental/Unit Chair shall compile a list of departmental/unit peers qualified to vote in consideration of tenure. This body of departmental/unit peers shall convene and vote to determine whether it wishes to act as a Committee of the Whole or to establish a departmental/unit tenure committee to conduct the tenure procedures.~~
- ~~5. After the departmental/unit tenure committee has been established and its chairperson selected, responsibility for directing the process transfers to the chair of the tenure committee. This committee is an agent of the tenured members of the departmental/unit faculty, and gathers and summarizes information.~~
- ~~6. The eligible Faculty Member will compile the dossier and submit it to the chair of the departmental/unit tenure committee.~~
- ~~7. The chair of the departmental/unit tenure committee shall ensure that the candidate's tenure dossier is properly assembled and will send letters to all departmental/unit peers requesting evaluative information for the candidate's tenure dossier.~~
- ~~8. In consultation with all the members of the committee, the departmental/unit tenure committee chair shall prepare a report on the contents of the tenure dossier and submit the report to the departmental/unit peers.~~
- ~~9. The chair of the departmental/unit tenure committee will then send the letters inviting the peers and the Departmental/Unit Chair to review the dossier, and schedule a meeting for a discussion of the merits of the candidate and a vote by secret ballot which will determine which type of recommendation the peers wish to make concerning the tenure status of the candidate.~~
 - ~~a. At the departmental/unit meeting, the qualifications of the candidate, should be candidly and professionally discussed. The candidate will not be present at this meeting. The Departmental/Unit Chair may participate in the initial phases of this~~

discussion, sharing with the peers his/her professional judgment concerning the materials submitted to the dossier. At an agreed upon point, the Departmental/Unit Chair shall withdraw from the meeting, after which discussion may continue.

~~b. The chair of the departmental/unit tenure committee shall conduct the vote by secret ballot. In this vote, peers who, for compelling professional (such as leave of absence or attendance at professional meetings) or personal (such as hospitalization, being snow-bound) reasons cannot be physically present at the meeting may submit to the chair of the tenure committee an absentee vote. This privilege should not be lightly invoked, and shall not be extended to peers who are able to be physically present, inasmuch as participation in the discussion of the merits of the candidate is a significant element in the decision-making process. Should a peer who cannot be present at the meeting, due to compelling professional or personal reasons, believe that his/her absence destroys his/her ability to render a professional judgment, he/she may so inform the chair of the departmental/unit tenure committee in writing, in which case the absent peer shall not vote and shall not be counted in determining the plenum on which a majority is to be determined. Failure to vote counts as a negative vote.~~

~~c. Following the vote, each peer present shall complete an anonymous evaluation giving reasons for his or her vote.~~

~~10. The chairperson of the tenure committee shall then summarize the discussion held at the meeting and compile the results of the evaluations. Copies of this summary and compilation shall be sent to the candidate and shall be included with the ballots and the results of the vote in the tenure dossier. The chairperson of the tenure committee shall then transmit the complete dossier to the Departmental/Unit Chairperson.~~

~~11. When the Departmental/Unit Chairperson receives the tenure dossier with the departmental/unit peers' votes, he/she shall review the complete dossier and write a letter explaining his/her tenure recommendation. The Departmental/Unit Chair shall then transmit a copy of the letter to the Faculty Member being considered for tenure and to the administrator to whom the Faculty Member immediately reports (if other than the Departmental/Unit Chair), add a copy of the letter to the tenure dossier, and transmit the complete tenure dossier to the Dean.~~

~~12. The Dean of the college shall review the complete dossier and write a letter explaining his/her tenure recommendation. The Dean shall then transmit a copy of the letter to the Faculty Member being considered for tenure and to the Departmental/Unit Chair (or supervisor) to whom the Faculty Member immediately reports, add a copy of the letter to the tenure dossier, and transmit the complete tenure dossier to the provost.~~

~~13. The provost shall review the complete dossier and write a letter explaining his/her tenure recommendation. The provost shall then transmit a copy of the letter to the Faculty Member being considered for tenure, the dean of his/her college, and the Departmental/Unit Chair (or immediate supervisor) to whom the Faculty Member reports; add a copy of the letter to the tenure dossier; and transmit the complete tenure dossier to the president.~~

~~14. Upon receipt of the dossier from the provost, the president shall review the complete dossier and make a recommendation.~~

~~a. If the recommendation is affirmative, the president will submit it to the Board.~~

~~b. If the recommendation is negative, the president will inform the candidate by letter of his/her decision and transmit a copy of the letter to the provost, the dean of his/her college, and the Departmental/Unit Chair (or immediate supervisor) to whom the Faculty Member reports.~~

~~15. For those candidates recommended to the Board for tenure, the president shall inform the candidate by letter of the action of the Board.~~

~~a. Tenure is awarded only by positive action of the Board, pursuant to the requirements and procedures of this policy. No Faculty Member shall acquire or be entitled to any interest in a tenure appointment at Tennessee Tech without approval pursuant to this policy. No other person shall have any authority to make any representation concerning tenure to any Faculty Member.~~

~~b. When the Board has taken action, the president shall return the completed dossier to the department/unit.~~

~~IX. —A tenure appointment is granted solely by the Board as outlined in this policy.~~

A. Annual Tenure-Track Review

1. Progress Evaluation: Each year, the Departmental Chair, with input from Departmental Peers, will assess the progress of Tenure-Track Faculty Member towards achieving tenure. The deadlines for these assessments are available on Tennessee Tech's website.

2. Dossier Submission and Peer Review: The Departmental Chair shall inform Tenure-Track Faculty Members of the deadline to submit a Dossier. After submission, the Dossier will be reviewed by Departmental Peers, followed by a meeting where each Peer provides a written evaluation of the Faculty Member's progress. The Departmental Chair will compile the feedback and provide the Faculty Member with a written summary. The Dean makes the final decision and notifies the Provost's Office.

B. Tenure Review and Recommendation

1. Initiation of Tenure Consideration: A Candidate initiates the tenure process by submitting official notification to the Departmental Chair and Provost by the posted deadline.

2. Preparation of the Tenure Dossier: The Candidate is responsible for compiling a Dossier that includes evidence of accomplishments in teaching, Research/Creative Activity and Scholarship, and service/outreach, as required for tenure. The Dossier shall be submitted for review by the Departmental Peers by the published deadline.

3. No member of the Candidate's Immediate Family or anyone with a Conflict of Interest, as determined by the Peer Review Committee, is permitted to participate in the review process.
4. Departmental Peer Review and Recommendation
 - a. Departmental Peers qualified to vote on tenure shall form a tenure Committee of at least five members. A Committee Chair shall be elected.
 - b. The Committee Chair shall prepare a Dossier Summary Review in consultation with the Committee, which will then be reviewed by Departmental Peers.
 - c. A Peer meeting shall be scheduled to discuss the Candidate's qualifications and conduct a confidential vote for the tenure recommendation. The Candidate shall not be present at this meeting.
 - d. All Departmental Peers are required to participate in the evaluation of the merits of the Candidate. They shall diligently exercise their voting rights in the tenure recommendation process, recognizing the privilege and significance of their role in this critical decision-making process. The primary responsibility of the Departmental Peers is to evaluate the quality of faculty performance relative to tenure review.
 - e. The Committee Chair provides the Peer recommendations to the Departmental Chair. Copies of the recommendations are shared with the Candidate.
5. Departmental Chair's Review and Recommendation: The Chair reviews the Dossier, provides a recommendation, and forwards it, along with a letter, to the Dean. Copies of the recommendation are shared with the Candidate.
6. Dean's Review and Recommendation: The Dean reviews the Dossier, provides a recommendation, and forwards it, along with a letter, to the Provost. Copies of this recommendation are shared with the Candidate and Departmental Chair.
7. Provost's Review and Recommendation: The Provost reviews the Dossier and provides a recommendation in writing. This letter is shared with the Candidate, Departmental Chair, and Dean, and the Dossier is then forwarded to the President.
8. President's Review and Recommendation: The President makes a final recommendation on the Dossier. If affirmative, the recommendation is forwarded to the Board. If negative, the Candidate is informed in writing, with copies sent to relevant administrators.
9. Board Decision: The Board makes a final decision based on the President's recommendation.
10. Final Notification: The President informs the Candidate in writing of the Board's final

decision with copies to relevant parties.

VIII. Changes in Tenure-Track Status

A. Transfer of Tenure-Track Status

1. ~~1.~~ — Faculty on ~~probationary tenure-track appointments~~ Tenure-Track Appointments may have their Academic Appointments transferred within the institution to accommodate the changing needs of Tennessee Tech. Before implementing any such transfer, the ~~tenure-track~~ Tenure-Track Faculty Member, and the Academic Department/~~Unit~~ in which ~~his/her~~ their new Academic Appointment is to be located shall be consulted and informed of the reasons for the proposed transfer.
2. ~~2.~~ — The information compiled in the Faculty Member's former Academic Department/~~Unit~~, including ~~tenure-track~~ Tenure-Track reviews, shall be transferred to the receiving Academic Department/~~Unit~~.

B. Non-Renewal of ~~Probationary~~ Tenure-Track

1. When a ~~tenure-track appointment~~ Tenure-Track Appointment of a Faculty Member is not to be renewed, the Faculty Member shall receive notice of non-renewal per the timeline in the published ~~tenure-track~~ Tenure-Track schedule.
 - a. For Faculty Members who are in their first academic year of service, termination is at the end of that year.
 - b. For Faculty Members in their second academic year of service and beyond, the Faculty Member may remain at Tennessee Tech one more academic year, but on a temporary appointment with a primary responsibility of teaching, not a Tenure-Track Appointment.
2. ~~2.~~ — Faculty Members on ~~tenure-track appointments~~ Tenure-Track Appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons which would constitute adequate cause which ~~includes~~ include, but ~~is~~ are not limited to, the following:
 - a. Incompetence or dishonesty in teaching or ~~research~~ Research.
 - b. Willful failure to perform the duties and responsibilities for which the Faculty Member was employed or refusal or continued failure to comply with the policies of the Board, Tennessee Tech, or ~~his/her~~ their Academic Department/~~Unit~~; or ~~his/her~~ their willful failure to carry out specific assignments, when such policies or

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assignments are reasonable and non-discriminatory.

- c. Conviction of a felony or a crime involving moral turpitude.
- d. Improper use of narcotics or intoxicants, ~~that~~ which substantially impairs the Faculty Member's fulfillment of ~~his/her department/unit and University~~ their Department and Tennessee Tech duties and responsibilities.

~~e. Capricious disregard of accepted standards of professional conduct.~~

~~f.e.~~ Falsification of information on an employment application or other information concerning qualifications for a position.

~~g.f.~~ Failure to ~~maintain the level of professional excellence and ability demonstrated by other members of the faculty in the Academic Department/Unit in which he/she holds Academic Appointment.~~ comply with Tennessee Tech's Code of Conduct Policy 600.

~~3. A tenure-track Faculty Member who is dissatisfied with the reasons given for the non-renewal of his/her probationary Tenure-Track Appointment may appeal that decision through the Faculty Affairs Committee or through a committee specifically empowered by the president to hear such appeals. The committee shall make a recommendation to the president, and the president's decision shall be final.~~

~~4. A tenure-track faculty appointment may not be renewed as a result of Financial Exigency in compliance with TTU Policy 648 (Financial Exigency) or for curricular reasons.~~

~~X. Appealing Denial of Tenure~~

~~A. A Faculty Member denied tenure may appeal the decision following Tenure Appeal Procedure in X.B.~~

~~1. The provost will set up a Tenure Appeals Committee to review the original dossier and the formal letter of appeal prepared by the appellant.~~

~~2. The chair of Academic Council will serve as the chair of the Tenure Appeals Committee unless he/she is not a tenured Faculty Member, or cannot serve due to conflict of interest in which case the provost will appoint a past chair of the Academic Council who is a tenured Faculty Member, unless similarly disqualified.~~

~~3. The Tenure Appeals Committee will consist of five Faculty Members appointed by the~~

provost in consultation with the chair of the Tenure Appeal Committee. One of the committee members must be from the same college/school as the appellant, unless there is conflict of interest. Any Faculty Member who may have a conflict of interest (including but not limited to, an Immediate Family Member, a peer of the appellant, or anyone who may have participated in the tenure process for the appellant) may not be appointed to serve on the Tenure Appeals Committee. Tenured Faculty Members from any department/unit or college/school within Tennessee Tech may serve on the committee. The Faculty Members must each be from a different department/unit, and at least three colleges/schools from the university must be represented on the committee.

B. Tenure Appeal Procedure

1. A Faculty Member who disagrees with a negative tenure decision may file a letter of intent to appeal the decision to the provost within 10 days of receiving notification of denial of tenure, absent good cause. The Faculty Member will also notify his/her chairperson and dean of the intent to appeal.
2. The provost will establish a Tenure Appeals Committee within 10 days of receiving the letter of intent, absent good cause.
3. The appellant will provide a formal letter of appeal to the provost within 10 days of filing his/her letter of intent, absent good cause. The formal appeal letter will include detailed evidence substantiating the Faculty Member's reasons for disagreeing with the tenure denial.
4. The Tenure Appeals Committee shall review the appellant's written appeal and the original tenure dossier. The committee may also conduct interviews with those involved in the tenure process, including the dean, the appellant's Departmental/Unit Chair, and any key Faculty Members who the committee may deem crucial, excluding the appellant. Members of the Tenure Appeals Committee will then deliberate and decide on the merits of the appeal. Absent good cause, the process will take place over 30 business days from the date the Tenure Appeals Committee forms and receives the mandate from the provost. The Tenure Appeals Committee shall vote on whether to uphold or deny the appeal, and the majority vote will become the recommendation of the committee; individual votes will be confidential to the extent allowed by law.
5. The chair of the Tenure Appeals Committee shall communicate in writing the committee's decision to the provost within 10 days of the Committee's decision, absent good cause. The provost will provide copies of the Tenure Appeals Committee's decision to the president and to the Dean and the Departmental/Unit Chair of the appellant.
6. Within a reasonable time, the president may accept the recommendation of the Tenure Appeals Committee, reject it, or request that the committee conduct more deliberations on matters warranting further investigation before making a final decision. If the president affirms the original decision of denial of tenure, the process is concluded. If the president overturns the original decision of denial of tenure, president will submit the new recommendation for granting tenure to the Board at its next meeting.

~~7. The president's decision will be communicated to the appellant via letter within 60 days of the appellant's filing the letter of intent to appeal, absent good cause.~~

~~3. **XI.**—The renewal of a Tenure-Track Appointment or the granting of Tenure may be denied as a result of Financial Exigency (Policy 648) or for curricular reasons.~~

IX. Appeals

Every Faculty Member has the right to appeal a tenure decision. To initiate an appeal, the Faculty Member must notify the Provost within 10 days of receiving notification of the tenure result, absent due cause. The Faculty Affairs Committee facilitates the appeal process, which is outlined in this policy's procedures. The President's decision is final for tenure appeals.

X. Interpretation

The ~~president~~President or ~~his/her~~their designee has the final authority to interpret the terms of this policy.

XI. ~~XII.~~ Citation of Authority for Policy

T.C.A. § 49-8-301

~~XIII.~~ Approved by:

Academic Council: 2019; April 16, 2025

~~Administrative Council:~~ Board of Trustees: June 22, 2018; June 20, 2019

~~University Assembly:~~

~~Board of Trustees:~~

April 4, 2018;

February 20, 2019—; April 9, 2025

Administrative Council:

April 4, 2018;

February 20, 2019; April 2, 2025

University Assembly:

April 18, 2018; April 17,

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Agenda Item Summary

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Date: June 26, 2025

Agenda Item: TTU Policy 511.1 (Fee Charges, Refunds and Fee Adjustments)

☐

Review

☒

Action

☐

No action required

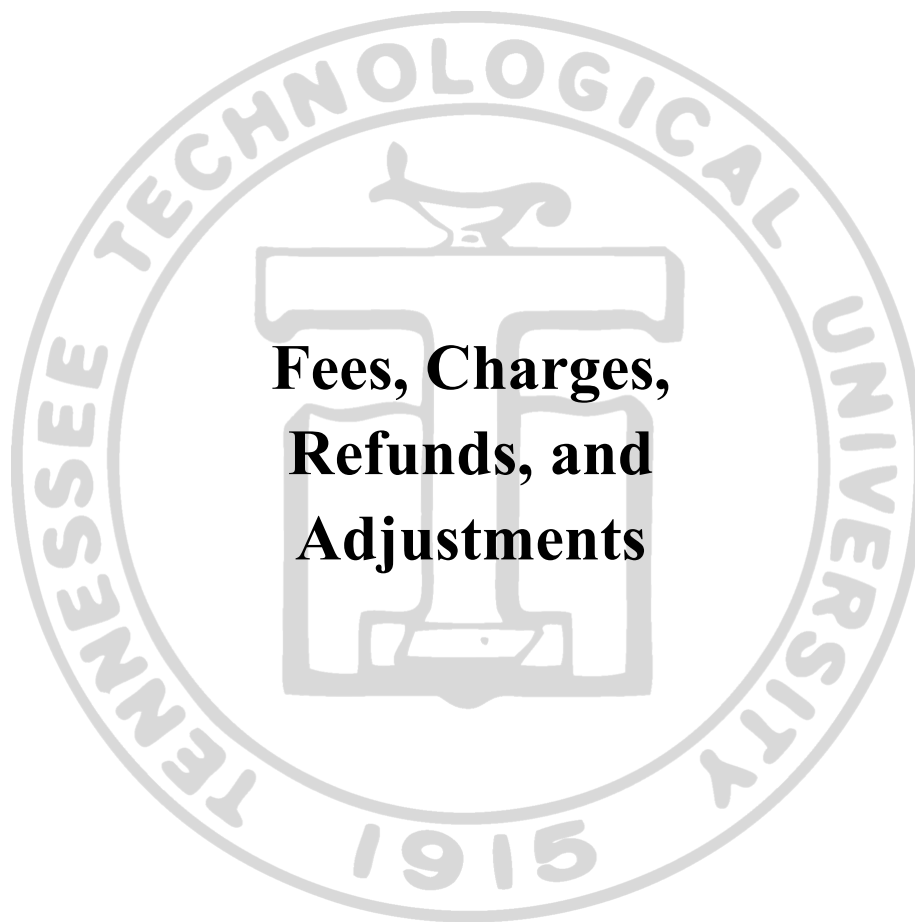
PRESENTER(S): Claire Stinson, Vice President Planning & Finance

PURPOSE & KEY POINTS: Updated policy to be able to implement the latest dual enrollment tuition rates each year. The approved dual enrollment tuition grant amount is received from TSAC (Tennessee Student Assistance Corporation) in July after our Board of Trustees meeting preventing TTU from utilizing the latest rates for the fall semester.

Policy changes also include removal of the language for the hourly tuition rates for above 12 hours for students enrolled prior to 2020. These rates are no longer applicable.

Tennessee Technological University
Policy No. 511.1

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**Fees, Charges,
Refunds, and
Adjustments**

Original Effective Date: July 1, 2017

Revised Dates: July 1, 2020; April 8, 2022; October 19, 2022; July 1, 2025

Reviewed with No Changes: January 24, 2025

Policy No: 511.1**Policy Name: Fees, Charges, Refunds, and Adjustments****I. Purpose**

The purpose of the following guidelinepolicy is to outline significant provisions for consistent administration of fees, charges, and refunds at Tennessee Tech. These policies largely represent a consolidation of existing statements and practices. They are intended to serve as a reference document for institutional staff responsible for implementing and communicating fee-related matters. The policy contents include general and specific provisions for: Maintenance Fees, out-of-state tuition, debt service fees, student activity, miscellaneous and incidental fees, deposits, residence hall fees, and refunds.

7.4**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Financial Services in consultation with the Associate Vice President for Business and Fiscal Affairs and the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

III. Definitions

- A. Maintenance Fees:** a charge to students enrolled in credit courses calculated based on the number of student credit hours, also known as in-state tuition
- B. Mandatory Fees:** fees consistently applied to all students regardless of major or class selection
- C. Withdrawal:** the formal process whereby a student informs Tennessee Tech of the decision to cease attendance in all classes for the term
- D. LGIs:** Locally Governed Institutions is the term used to refer to the six universities previously under the Tennessee Board of Regents that now have local governing boards after passage of the FOCUS Act including Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, University of Memphis, and Tennessee Tech
- E. Save Your Seat:** the program whereby students who have not sufficiently paid their fees can retain their schedule by acknowledging during pre-registration that they will attend the current semester
- F. Domestic Student:** any non-resident student as defined by Tennessee Tech Policy 253, Residency Classification, who is a United States citizen
- G. International Student:** any non-resident student as defined by Tennessee Tech Policy 253, Residency Classification, who is not a United States citizen

- H. Military-affiliated:** active-duty military personnel, reservists, members of the national guard, and reserve officer training corps program cadets.

IV. Policy/Procedure

A. Establishment of fees and charges

- 1.** The Tennessee Tech Board of Trustees must approve all institutional fees and charges unless specific exceptions are provided.
- 2.** The Tennessee Higher Education Commission (THEC) Pursuant to T.C.A § 49-7-202(n) provides binding Maintenance Fee ranges for Tennessee Tech each year during the budgeting process. The binding ranges apply to resident, undergraduate students on the Maintenance Fee rate, as well as the sum total maintenance and Mandatory Fee changes. Rates locally approved must abide by these ranges. THEC will not issue binding recommendations on graduate, out-of-state tuition, or other fee rates.
- 3.** The Tennessee Tech President is responsible for the enforcement and collection of all fees and charges. Fees and charges that specifically do not require Board of Trustee approval must receive formal approval by the President or his/her designee.
- 4.** Tennessee Tech will attempt to follow a general format in publishing information on fees and charges, including, but not limited to, the following:
 - a.** All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
 - b.** When a fee is quoted, the refund procedures should be clearly stated including all qualifying conditions. If there is no refund, it should be labeled as non-refundable.
 - c.** Whenever possible, specific dates related to the payment of fees and refund procedures should be stated.
 - d.** It should be made clear that all fees are subject to change at any time.

B. Approval of exceptions

- 1.** In accordance with these guidelines, the President or his/her designee has the authority to determine the applicability of certain fees, fines, charges, and refunds and to approve exceptions in instances of unusual circumstances or for special groups.

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2. All such actions should be properly documented for auditing purposes.

C. Appeals process

1. The appeals process is detailed in TTU Policy 511.2 (Student Fee Adjustments, Refunds, and Appeals).
2. Separate appeals processes may exist for different types of fees, charges, and refunds.
3. The final appeal may be directed to the Vice President for Planning and Finance.

D. Payment of student fees

1. As provided in the TTU Policy 511 (Payment of Student Fees and Enrollment):
 - a. An applicant for admission to Tennessee Tech is considered and counted as a student when all assessed fees have been paid, when the initial minimum payment due under the deferred payment plan has been paid, or when an acceptable commitment from an agency or organization approved by Tennessee Tech has been received.
 - b. An applicant shall possess an acceptable commitment when he/she has submitted a timely application(s) for financial aid with the reasonable probability of receiving such.
2. Pursuant to the above conditions, students who do not (1) prepay all fees, (2) have an approved financial aid deferment, or (3) participate in Save Your Seat will forfeit pre-registration privileges and have their schedule deleted prior to the start of classes for the semester. Students may then re-enroll under the normal registration process.

E. Maintenance Fees

1. Fees are established by the Tennessee Tech Board of Trustees.
2. The same fee is applicable to courses for which the student is enrolled on an audit basis.
3. Rates are established by the Tennessee Tech Board of Trustees and incorporated in a fee schedule by student level (undergraduate and graduate).
 - a. Undergraduate Students

1) Undergraduate students admitted to Tennessee Tech ~~fall 2020 forward~~ will be assessed an hourly rate for hours 1-11 or charged a flat rate once enrolled in at least 12 hours unless stated otherwise elsewhere in this policy

~~2) Undergraduate students admitted to Tennessee Tech prior to fall 2020 will be assessed an hourly rate for hours 1-12. The hourly rate will be discounted when undergraduate students enroll in more than 12 hours unless stated elsewhere in this policy.~~

b. Graduate Students

1) The hourly rate will be discounted when graduate students enroll in more than 10 hours unless stated otherwise elsewhere in this policy.

4. For summer sessions, Maintenance Fees and tuition are assessed using the current hourly rate for both undergraduate and graduate students with no maximum amount for total credit hours enrolled.

5. Maintenance Fees may not be waived; however, specific exceptions are provided in the following instances:

a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees.

1) For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee, and persons who have retired from state service with 30 or more years of service, regardless of age.

2) For credit, a fee of \$70 per semester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. This fee includes all Mandatory Fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees, and parking fees. This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.

b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If a student invokes these provisions, the correct applicable law should be determined by the

Business Office and Military and Veteran Affairs.

- c. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at Tennessee Tech and whose mobilization lasts more than six months shall be charged upon re-enrollment at such institution the tuition, Maintenance Fees, student activity fees, and required registration or matriculation fees that were in effect when such student was enrolled prior to mobilization.
 - 1) After re-enrollment, no increase in tuition, Maintenance Fees, student activity fees, or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed.
 - 2) In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.
 - 3) To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll at Tennessee Tech within six months of release from active duty.
 - 4) A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.
- d. Pursuant to T.C. A§ 49-7-1303 and 49-7-1304 Tennessee Tech University may classify a veteran or military-affiliated individual as a Tennessee resident who is not required to pay out-of-state tuition or an out-of-state fee if the veteran or military-affiliated individual is:
 - 1) Enrolled at Tennessee Tech University
 - 2) Resides outside the state of Tennessee
- e. Dual Enrollment Maintenance Fee is available to high school students meeting the qualifications specified in T.C.A. § 49-4-930.
 - 1) Dual Enrollment Maintenance Fee will be set to a rate equal to the maximum grant amount stipulated by the Tennessee Student Assistance Corporation (TSAC) each year.

F. Accounting treatment and relations to other state schools

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1. A revenue account for Maintenance Fees is used to record both the revenue assessed and refunds made.
2. As provided in the Governmental Accounting Standards Board (GASB) Statements 34 and 35, summer school revenues and expenditures must be accrued at fiscal year-end. Summer school activity will not be allocated to only one fiscal year.
3. In some cases, full fees are not assessed to students. These occur when statutes establish separate rates for such groups as the disabled, elderly, and military dependents. The difference between normal fees and special fees is not assessed. Fees not assessed in these cases do not represent revenue.
4. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the actual cost of delivering the course and may provide for fees not to be charged to individual students. Individual student fees will be assessed as usual and charged to the functional category Scholarships and Fellowships. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts revenue account.
5. In some cases, a non-credit course provides an option to grant regular credit. If a separate or additional fee is collected because of the credit, that amount is reported as Maintenance Fee revenue.
6. Full-time employees of the Tennessee Board of Regents (TBR), the University of Tennessee systems (UT), and LGIs may enroll in one course per term at any public postsecondary institution, with fees waived for the employee.
7. No tuition-paying student shall be denied enrollment in a course because of enrollment of TBR, UT, and LGI employees.
8. Spouses and dependents of employees of the TBR system and other LGIs may be eligible for a student fee discount for undergraduate courses at TBR institutions, the University of Tennessee, and other LGIs.
9. Tennessee Board of Regents institutions and the LGIs may exchange funds for tuition fees of employees' spouses and dependents who participate in a TBR and LGIs' educational assistance programs.
10. To the extent they are not reimbursed by the State, fee waivers for full-time State employees and fee discounts to children of certified public school teachers shall be accounted for as a scholarship.

- G.** Out-of-state tuition is an additional fee charged to students classified as non-residents as defined by Tennessee Tech Policy 253, Residency Classification, who are enrolled for credit courses, including audit courses. This fee is in addition to the Maintenance Fee.
 - 1.** Out-of-state tuition fee rates are established by the Tennessee Tech Board of Trustees and are incorporated in the annual fee schedule by student level
 - a.** A separate hourly rate and/or flat rate for out-of-state tuition will be set for undergraduate and graduate students.
 - b.** Domestic Students
 - 1)** Undergraduate students will be assessed an hourly rate for hours 1-11 or charged a flat rate once enrolled in at least 12 hours.
 - 2)** Graduate students will be assessed an hourly rate for hours 1-9 or charged a flat rate once enrolled in at least 10 hours
 - c.** International Students
 - 1)** The hourly rate will be discounted when undergraduate students enroll in more than 12 hours.
 - 2)** The hourly rate will be discounted when graduate students enroll in more than 10 hours.
 - 3)** For summer sessions, out-of-state tuition fees are assessed using the current hourly rate with no maximum amount for total credit hours enrolled.
 - 2.** Applicability of out-of-state tuition is determined pursuant to Tennessee Tech Policy 253, Residency Classification, governing a student's in-state and out-of-state classification for admission purposes. The business office will collect fees based upon student classification as determined by the appropriate authority within the institution.
 - 3.** Accounting treatment
 - a.** A revenue account for out-of-state tuition is used for recording both credits for fees and debits for refunds.
 - b.** Other accounting is the same for out-of-state tuition as that outlined under Maintenance Fees except that separate out-of-state accounts are used.

- c. In the case of fees not collected from students under grants and contracts, the same expense account under Scholarships and Fellowships may be used.

H. Program Service Fee

1. Debt service fees

- a. The amount of debt service fees will be approved by the Tennessee Tech Board of Trustees.
- b. For simplicity of administration and communication, Tennessee Tech may combine debt service with Mandatory Fees in quoting fee rates, in fee billings and charges, and in making refunds.
- c. Revenue from debt service fees will be recorded in the unrestricted current fund and then transferred to the retirement of indebtedness fund as either a mandatory transfer or a non-mandatory transfer. The portion of debt service fee revenue used for current-year debt service will be reported as a mandatory transfer. Any additional debt service fee revenue will be transferred to the retirement of indebtedness fund as a non-mandatory transfer.
- d. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Tennessee Tech Board of Trustees.

2. Student Activity Fees

- a. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum for student body approval or rejection. These fees will be restricted current funds additions. These fees are refundable on the same basis as Maintenance Fees or as established by Tennessee Tech Board of Trustees.
- b. Student activity fees (other than student government activity fees) will be approved by the Tennessee Tech Board of Trustees. Such fees may be recommended based on services to be provided which are related to the activity fee. These fees will be unrestricted current funds revenues. These fees are refundable on the same basis as Maintenance Fees or as established by the Tennessee Tech Board of Trustees.

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3. Technology Access Fees (TAF)

- a. A fee shall be levied by Tennessee Tech for the purpose of providing student access to computing and similar technologies.
- b. TAF is refundable on the same basis as Maintenance Fees.
- c. Tennessee Tech shall establish expenditure accounts and designated revenue accounts for purposes of recording technology access fees and expenditures.
- d. The TAF should be used by Tennessee Tech for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Examples of TAF use include the following items:
 - 1) Computers and other technical laboratory supplies, equipment, and software and maintenance.
 - 2) Network costs (WWW internet, interactive video, etc.)
 - 3) "Smart" or multimedia classroom equipment and classroom modifications.
 - 4) Lab and course staffing - student and staff assistance for lab and classroom uses.
 - 5) Renewal and replacement reserves as necessary.
 - 6) New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
 - 7) Faculty and staff development directly related to the introduction or application of new technology that impacts students. These guidelines should have the flexibility to place instructional technology in a faculty lab where course materials are being prepared. For example, TAF funds can be used to create faculty labs to include the purchase of computers and to conduct faculty training and course development. (Travel costs for faculty and staff are excluded; however, consultants may be hired as needed for training.)
 - 8) Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability. A ceiling is

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established of 50% of the total project costs from which TAF can be used.

- 9) Expand technology resources in library, i.e., video piped anywhere on campus, interactive video room for distance education, network for web video courses.

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4. Facilities Fee

This fee will be used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, etc. The fee will not be used for routine maintenance, but will be used to make improvements to areas that have an impact on students. The intended projects will be disclosed during the normal budget cycles. The fee is refundable on the same basis as Maintenance Fees.

I. Specialized academic fees

1. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Tennessee Tech Board of Trustees approval.
2. To receive approval for a specialized academic fee, a program will be required to meet criteria a., High Cost of Instruction, as defined below. Additionally, the program should document meeting criteria b - g., as applicable.
 - a. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by Tennessee Tech. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
 - b. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
 - c. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
 - d. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The

accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.

- e. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
 - f. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the institution to aid graduates in finding appropriate employment in Tennessee.
 - g. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
3. Tennessee Tech's Colleges and Schools must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.
- J. All miscellaneous fees must be approved by the Tennessee Tech Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.
- K. Incidental fees and charges are subject to approval by the Tennessee Tech Board of Trustees including:
- 1. Application fees: undergraduate \$25.00, graduate \$30.00, international \$40.00.
 - 2. Returned check fees: Tennessee Tech will charge a nonrefundable returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The university will review state statutes each spring to determine any changes.
 - 3. Parking: A nonrefundable fee may be levied per academic year, per fiscal year and/or per academic term for motor vehicle registration, and such fee shall be applicable to each student, faculty and staff member.

4. Traffic fines: These nonrefundable fines apply to all employees and students.
5. Applied music fees: These fees are charged for private music lessons or small group training sessions and are refundable on the same basis as Maintenance Fees.
6. Late registration fee: Up to \$100 will be charged during the entire period of late registration.

- L. The following fees and charges may be approved by the Vice President for Planning & Finance and the President and established and administered by Tennessee Tech. No specific approval or notification to the Tennessee Tech Board of Trustees will be required unless subject to other Board or State requirements.
1. Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry, and similar activities.
 2. Rental of non-student housing and facilities.
 3. Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
 4. Sales and services of educational activities such as clinical services, publications, etc.
 5. Registration for conferences, institutes, and non-credit activities.
 6. Fees for use of campus facilities for recreational purposes.
 7. Parking permits and parking meters for use by guests and visitors.
 8. Nonrefundable library fines, which will apply to students, faculty, staff, and other library users.
 9. Nonrefundable thesis and dissertation fees determined based upon cost to the institution.
 10. Child care fees for kindergarten, preschool, early childhood, day care, or similarly defined activities. The refund policy will be established by Tennessee Tech.
 11. Nonrefundable special exam fee determined based upon cost to Tennessee Tech.

12. Nonrefundable standardized test fees determined based upon the cost for administering the tests.
13. Nonrefundable identification card replacement. There will be no charge for the original identification card. A fee may be set by Tennessee Tech to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.
14. Replacement of damaged or lost Tennessee Tech property and equipment. Fee must be based on reasonable cost to replace.

M. Deposits

1. Breakage deposits may be recommended by Tennessee Tech for Board approval for courses in which it can be shown that there is a reasonable chance of loss or damage to items issued to students. The amount of the deposit should be related to the materials issued and subject to a 100% refund.
2. A deposit may be established by Tennessee Tech for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the institution to secure reimbursement should loss or damage occur.
3. Tennessee Tech is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

N. Student residence hall and apartments

1. All regular and special rental rates for student dormitories and student apartments will be approved by the Tennessee Tech Board of Trustees upon the recommendation by the President. Special rates for non-student groups during summer periods may be approved by the Vice President for Planning and Finance and the President.
2. Rental for student dormitory or residence hall units shall be payable in full in advance of the beginning of a term. However, Tennessee Tech shall offer an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in the deferred payment plan (TTU Policy 511.3 Deferred Payment Plan).

- O.** Tennessee Tech may submit for Board of Trustee approval of fees and charges not specifically covered by this policy.
- P.** Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities.
- Q.** When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds, and conditions must be clearly stated.
- R.** Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be at least a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
- S.** Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing the program, including any indirect costs, plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
- T.** Students enrolled for six or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.
- U.** Refunds and fee adjustments

 - 1.** Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
 - 2.** Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of Mandatory Fees. Housing and meal ticket charges may be prorated based on usage.
 - 3.** Maintenance Fee refunds and adjustments

 - a.** Refunds are 100% for courses canceled by Tennessee Tech.
 - b.** Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional Maintenance Fees, unless the dropping and adding involves TN eCampus courses.
 - c.** The fee adjustment for Withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. When the first day of the academic term falls on a Saturday, the 100% refund period is extended

through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% or the 25% fee adjustment period will result in a fee adjustment of assessed Maintenance Fees based on the total credit hours of the final student enrollment.

- d. For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.
- e. All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.
- f. A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
- g. A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
- h. A 100% refund will be provided to students who are compelled by Tennessee Tech to withdraw when it is determined that through Tennessee Tech error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
- i. When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75%/25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
- j. The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full

per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/Withdrawals will result in fee adjustments.

4. The fee adjustment provision for out-of-state tuition is the same as that for Maintenance Fees. The 75% fee adjustment period and the 25% fee adjustment period will follow the same dates as the fee adjustment periods for Maintenance Fees. When 100% of Maintenance Fees are refunded, 100% of out-of-state tuition also is refunded. Calculation procedures are the same as those specified for Maintenance Fees.

5. Program Service Fee will be subject to the same refund policy as Maintenance Fees.

6. Refund of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall:

- a.** Because of personal medical reasons confirmed in writing by a licensed physician, or
- b.** Full refund will be made in the case of the death of the student.
- c.** Withdrawals for other reasons will be subject to the same 75%/25% amounts and time periods as Maintenance Fees.
- d.** No refund will be made other than under the above conditions.

7. Residence hall reservations and any deposits will be refunded in full if:

- a.** Tennessee Tech is notified by a specific date which it establishes, but which may not be later than fourteen (14) calendar days prior to the first official day of registration,
- b.** The student is prevented from entering Tennessee Tech because of medical reasons confirmed in writing by a licensed physician, or
- c.** Residence hall space is not available.
- d.** Full refund will be made in the case of the death of the student.

8. The Tennessee Tech meal plan refund policy is described in Policy 511.2 (Student Fee Adjustments, Refunds, and Appeals).

7.4

V. Interpretation

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

VI. Citation for Authority for Policy

T.C.A. § 49-8-113; T.C.A. § 49-8-201(f)(8)(C); TBR Guideline B-060; TBR Rule 0240-1-2.01 et seq.; T.C.A § 49-7-2301; T.C.A § 49-7-2302; T.C.A §49-7-1303; T.C.A. § 49-7-1304

7.4

Approved by:

Administrative Council: February 22, 2017

University Assembly: April 19, 2017

Board of Trustees: March 23, 2017; September 29, 2020; October 6, 2022

President on September 3, 2020, September 21, 2020, and August 22, 2022, to be retroactive to April 8, 2022, June 10, 2025 pursuant to Policy 101, Section VII.A.

Received by:

Administrative Council: September 30, 2020; January 25, 2023;

University Assembly: November 18, 2020; April 19, 2023;



Agenda Item Summary

Date: June 26, 2025

Agenda Item: General Education History Requirement

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Review



Action



No action required

PRESENTER(S): Dr. John Liu

PURPOSE & KEY POINTS:

This is a request for the Board of Trustees to authorize Tennessee Tech to require a minimum of three credit hours of American history in the General Education requirements if the student successfully completed an American history course in high school or six credit hours of American history in the General Education requirements otherwise.

Tennessee Code Annotated § 49-7-110: Curriculum — American History states that a university's Board of Trustees has the authority to approve such a request.

Currently, to fulfill Tennessee Tech's General Education requirements, all students, except those in engineering, must complete six credit hours in American history, regardless of whether they completed an American history course in high school. In contrast, students at institutions within the University of Tennessee (UT) system and select LGIs are exempt from this requirement if they have completed such a course in high school.

With the Board of Trustees' approval of this request, the newly designed General Education curriculum would adjust the American history requirement from six credit hours to a range of three to six. This change would provide students with greater flexibility to select courses in other general education categories that align with their interests and career goals and support broader knowledge enrichment.



Agenda Item Summary

Date: June 26, 2025

Agenda Item: FY2024-25 Estimated & FY2025-26 Proposed Budget

9.1

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Review

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Action

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No action required

PRESENTER(S): Claire Stinson, Vice President Planning & Finance

PURPOSE & KEY POINTS: Review recommendation and approval of Tennessee Tech's FY2024-25 Estimated and FY2025-26 Proposed Budgets and university organizational chart.

Estimated Budget is the final budget for fiscal year 2024-25. This budget is an estimate of how resources will be collected and expended for the year and will closely compare to our financial statements prepared at end-of-year. The Proposed Budget for fiscal year 2025-26 is our operating plan to begin the new fiscal year. The Proposed Budget is revised in October of each year (Revised Budget) to reflect fall semester enrollments and other changes that may have occurred. The Revised Budget is approved by the Board of Trustees at their December meeting.

Both the Estimated Budget and the Proposed Budget include budget line items for Educational & General (E&G) revenues and expenses for the University's major operations, and Auxiliary Enterprise revenues and expenses. These budgets also include mandatory transfers which are resources set aside to service debt for the fiscal year. Non-mandatory transfers included in the budget are resources transferred to reserves and plant funds at the University's discretion.

E&G Revenues - Current Estimate FY2024-25 and Proposed Budget FY2025-26

	Current Estimate FY2024-25		Proposed Budget FY2025-26		% Change Over Current Estimate
Tuition and Fees	\$	117,045,400	\$	116,985,600	-0.05%
State Appropriations	\$	88,164,900	\$	89,295,300	1.28%
Contracts and IDC	\$	2,261,300	\$	2,881,300	27.42%
Sales and Services	\$	1,214,700	\$	1,191,400	-1.92%
Other Activities	\$	4,225,758	\$	3,894,710	-7.83%
Athletics (incl. student fee)	\$	7,192,142	\$	6,518,090	-9.37%
Total Revenues	\$	220,104,200	\$	220,766,400	0.30%

E&G Expenses by Budget Category - Current Estimate FY2024-25 and Proposed Budget FY2025-26

	Current Estimate FY2024-25		Proposed Budget FY2025-26		
Instruction	\$	95,565,000	\$	86,304,400	-9.69%
Research	\$	9,645,700	\$	4,803,200	-50.20%
Public Service	\$	3,652,400	\$	2,282,400	-37.51%
Academic Support	\$	20,775,500	\$	17,949,300	-13.60%
Student Services	\$	29,290,000	\$	26,856,500	-8.31%
Institutional Support	\$	20,848,300	\$	21,050,900	0.97%
Oper. & Maint. of Plant	\$	21,818,300	\$	22,502,000	3.13%
Scholarships & Fellowships	\$	25,070,600	\$	25,082,100	0.05%
Total Expenses	\$	226,665,800	\$	206,830,800	-8.75%

E&G Expenses by Natural Classification - Current Estimate FY2024-25 and Proposed Budget FY2025-26

	Current Estimate FY2024-25		Proposed Budget FY2025-26		
Salaries and Wages	\$	100,777,600	\$	101,507,800	0.72%
Fringe Benefits	\$	40,168,700	\$	40,070,600	-0.24%
Travel	\$	3,756,700	\$	2,179,400	-41.99%
Operating & Utilities	\$	56,124,400	\$	37,804,400	-32.64%
Scholarships & Fellowships	\$	25,070,600	\$	25,082,100	0.05%
Capital	\$	767,800	\$	186,500	-75.71%
Total Expenses	\$	226,665,800	\$	206,830,800	-8.75%

E&G Unrestricted Budget Summary - Current Estimate FY2024-25 and Proposed Budget FY2025-26

	Current Estimate FY2024-25		Proposed Budget FY2025-26		
Beginning Fund Balance	\$	38,403,100	\$	8,058,699	-79.02%
E&G Revenues	\$	220,104,200	\$	220,766,400	0.30%
E&G Expenses	\$	226,665,800	\$	206,830,800	-8.75%
Mandatory Transfers	\$	3,676,700	\$	3,676,700	0.00%
Non-mandatory Transfers	\$	20,106,000	\$	10,249,600	-49.02%
Ending Fund Balance	\$	8,058,800	\$	8,067,999	0.11%

Auxiliary Budget Summary - Current Estimate FY2024-25 and Proposed Budget FY2025-26

	Current Estimate FY2024-25		Proposed Budget FY2025-26		
Beginning Fund Balance	\$	1,182,155	\$	2,786,156	135.68%
Aux Revenues	\$	22,039,900	\$	22,039,900	0.00%
Aux Expenses	\$	11,857,300	\$	11,243,600	-5.18%
Mandatory Transfers	\$	7,032,200	\$	7,032,200	0.00%
Non-mandatory Transfers	\$	1,546,500	\$	3,724,500	140.83%
Ending Fund Balance	\$	2,786,055	\$	2,825,756	1.42%

TOTAL Budget Summary - Current Estimate FY2024-25 and Proposed Budget FY2025-26

	Current Estimate FY2024-25		Proposed Budget FY2025-26		
Beginning Fund Balance	\$	39,585,255	\$	10,844,855	-72.60%
Total Revenues	\$	242,144,100	\$	242,806,300	0.27%
Total Expenses	\$	238,523,100	\$	218,074,400	-8.57%
Mandatory Transfers	\$	10,708,900	\$	10,708,900	0.00%
Non-mandatory Transfers	\$	21,652,500	\$	13,974,100	-35.46%
Ending Fund Balance	\$	10,844,855	\$	10,893,755	0.45%

Breakdown of E&G Fund Balance - Current Estimate FY2024-25 and Proposed Budget FY2025-26

Current Estimate FY2024-25			
	<u>Beginning Fund Balance</u>		<u>Ending Fund Balance</u>
Allocation for Encumbrances	\$ 588,656	\$	-
Allocation for Working Capital	\$ 2,417,736	\$	2,417,736
Special Allocations*	\$ 35,396,609	\$	5,640,886
Unallocated Balance	\$ -	\$	-
Total E&G Fund Balance	\$ 38,403,001	\$	8,058,622
*2% to 5% Reserve	\$ 33,127,953	\$	5,640,886
*Student Activity Fee	\$ -	\$	-
*Technology Access Fee	\$ 1,789,766	\$	-
*Specialized Academic Course Fee	\$ 478,890	\$	-
Total Special Allocations	\$ 35,396,609	\$	5,640,886
Allocation for Encumbrances	\$ 85,864		
Allocation for Working Capital	\$ 1,684,160	\$	1,684,160
*Aux Contingency	\$ 1,115,982	\$	1,101,996
Unallocated Balance	\$ (1,703,851)		
Total AUX Fund Balance	\$ 1,182,155	\$	2,786,156
Proposed Budget FY2025-26			
	<u>Beginning Fund Balance</u>		<u>Ending Fund Balance</u>
Allocation for Encumbrances	\$ -	\$	-
Allocation for Working Capital	\$ 2,417,736	\$	2,417,736
Special Allocations*	\$ 5,640,866	\$	5,650,226
Unallocated Balance	\$ -	\$	-
Total E&G Fund Balance	\$ 8,058,602	\$	8,067,962
*2% to 5% Reserve	\$ 5,640,866	\$	5,650,226
*Student Activity Fee	\$ -	\$	-
*Technology Access Fee	\$ -	\$	-
*Specialized Academic Course Fee	\$ -	\$	-
Total Special Allocations	\$ 5,640,866	\$	5,650,226
Allocation for Encumbrances	\$ -		
Allocation for Working Capital	\$ 1,684,160	\$	1,684,160
*Aux Contingency	\$ 1,101,996	\$	1,141,554
Unallocated Balance	\$ -		
Total AUX Fund Balance	\$ 2,786,156	\$	2,825,714

E&G Transfers - Current Estimate FY2024-25 and Proposed Budget FY2025-26

	Current Estimate FY2024-25		Proposed Budget FY2025-26	
	<u>Debt Service and Unexpended Plant</u>			
Debt Service Perf Contract	\$	612,074	\$	612,074
Debt Service Fitness Center	\$	2,171,730	\$	2,171,730
Debt Service Univ Center	\$	89,460	\$	89,460
Debt Service Eblen Center	\$	196,810	\$	196,810
Debt Service Parking & Transportation	\$	860,935	\$	860,935
Debt Lab Science Building	\$	646,673	\$	646,673
Facilities Development (fee)	\$	1,400,865	\$	1,400,865
FDR-Football Stadium	\$	607,993	\$	607,993
Landscaping	\$	325,000	\$	325,000
Parking & Transportation	\$	507,036	\$	489,596
Extraordinary Maintenance	\$	650,000	\$	650,000
Various Academic Buildings	\$	345,890	\$	345,890
TAP Wind Tunnel	\$	5,838,652	\$	2,585,654
Small Projects	\$	1,024,165		
Total Debt Service & Unexp Plant	\$	15,277,283	\$	10,982,680
	<u>Renewal and Replacement</u>			
IT Computer Equipment	\$	577,110	\$	577,110
Electronic Upgrades	\$	636,138	\$	636,138
Equipment - Departments	\$	356,987	\$	280,320
Upcoming Capital Projects	\$	5,250,000	\$	250,000
Reserves	\$	1,685,166	\$	1,200,000
Total R&R	\$	8,505,401	\$	2,943,568
GRAND TOTAL All Transfers	\$	23,782,684	\$	13,926,248

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Reserves - Proposed Budget FY2025-26 - Beginning July 1

		<u>Unexpended Plant</u>
<u>Land Purchases</u>	\$	1,636,776
<u>New Construction (University Commitments)</u>		
Science Building	\$	-
Wings up Way Parking Garage	\$	1,000,000
Volpe Library Parking Garage	\$	1,000,000
Chiller for Innovation Res Hall	\$	-
Innovation Space	\$	9,040,995
Ag Technology Innovation Ctr	\$	627,489
Engineering Building	\$	935,804
Facilities Services Complex	\$	16,636,507
Athletics Football Stadium	\$	7,481,556
<u>Capital Maintenance (University Commitments)</u>		
Residence Hall Renovation & Roof	\$	3,320,000
Infrastructure & HVAC	\$	1,731,456
Intramural Field Lighting	\$	134,318
Indoor Tennis Roof	\$	577,093
AWC Natatorium Renovation	\$	2,570,000
Landscaping	\$	695,655
ADA Adaptations	\$	180,000
ARC Greenhouse	\$	472,459
Parking & Transportation	\$	1,854,448
Crossville TAP Property	\$	8,529,662
<u>Renovation Projects (University Commitments)</u>		
Roaden Center Renovation	\$	78,190
Library Archives Renovation	\$	94,901
Johnson Hall Renovation	\$	1,504,400
Derryberry Renovation	\$	410,000
Eblen Center Renovation	\$	4,333,325
Baseball Locker Room & Turf/Clubhouse/Batting Cages	\$	74,717
<u>Renovation Student Spaces (Dedicated Fee)</u>		
Facilities Development Fee	\$	4,417,058
<u>Small Maintenance & Renovation (Department Funded)</u>	\$	515,368
<u>Other Resources</u>		
Craft Center Upgrades	\$	2,410,000
Extraordinary Maint	\$	2,449,975
Regional Consulting Grp	\$	50,780
Various Academic Building Upgrades	\$	-
Engineering Master Plan	\$	175,531
Total Unexpended Plant	\$	74,938,464
		<u>Renewal and Replacement</u>
Auxiliary - Housing	\$	8,706,519
Auxiliary - Other	\$	14,089,131

Computer Center	\$	4,876,826
Technology Update	\$	3,498,111
Telecommunication	\$	694,939
Printing & Photo Srv	\$	28,552
Motor Pool	\$	348,257
Online Fee		
ERP Replacement	\$	9,177,196
Craft Center R&R	\$	740,219
Departmental R&R	\$	1,990,750
RR Strategic Maint	\$	19,057,251
Anticipated Early Grad	\$	3,567,972
RR E&G HERFF		
University Reserve	\$	5,985,815
Total R&R	\$	<u>72,761,539</u>
 GRAND TOTAL All Reserves	 \$	 <u><u>147,700,003</u></u>

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Form I

Tennessee Tech University
Summary Of Unrestricted Current Funds Available And Applied
July Budget 2025-26

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	Actual 2023-24	October Budget 2024-25	Estimated Budget 2024-25	% Change Over Actual	July Budget 2025-26	% Change Over Actual
Unrestricted Current Fund Balances at Beginning of Period						
Allocation for Encumbrances	736,795	674,500	674,500	-08.5	0	-100.0
Allocation for Working Capital	3,993,950	4,101,900	4,101,900	02.7	4,101,900	02.7
Special Allocations	32,064,608	36,512,600	36,512,600	13.9	6,742,900	-79.0
Unallocated Balance	-1,366,753	-1,703,900	-1,703,900	24.7	0	-100.0
Total Unrestricted Current Fund Balances	35,428,600	39,585,100	39,585,100	11.7	10,844,800	-69.4
Revenues						
Education and General						
Tuition and Fees	107,853,213	112,805,000	117,045,400	08.5	116,985,600	08.5
State Appropriations	85,861,538	88,164,900	88,164,900	02.7	89,295,300	04.0
Federal Grants and Contracts	2,917,707	2,069,700	2,069,700	-29.1	2,519,700	-13.6
Local Grants and Contracts	11,137	200	200	-98.2	200	-98.2
State Grants and Contracts	409,847	149,400	149,400	-63.5	319,400	-22.1
Private Grants and Contracts	108,989	42,000	42,000	-61.5	42,000	-61.5
Private Gifts	25,013	0	0	-100.0	0	-100.0
Sales & Services of Educ Activities	1,478,210	1,193,300	1,214,700	-17.8	1,191,400	-19.4
Sales & Services of Other Activities	9,834,808	9,511,000	10,050,800	02.2	9,169,000	-06.8
Other Sources	11,605,596	1,304,800	1,367,100	-88.2	1,243,800	-89.3
Total Education and General	220,106,058	215,240,300	220,104,200	-00.0	220,766,400	00.3
Sales & Services of Aux Enterprises						
Sales and Services of Aux Enterprises	22,305,342	20,675,000	22,039,900	-01.2	22,039,900	-01.2
Total Revenues	242,411,400	235,915,300	242,144,100	-00.1	242,806,300	00.2
Expenditures and Transfers						
Education and General						
Instruction	79,652,613	96,217,500	95,565,000	20.0	86,304,400	08.4
Research	4,364,832	9,221,700	9,645,700	121.0	4,803,200	10.0
Public Service	2,808,441	3,636,500	3,652,400	30.1	2,282,400	-18.7
Academic Support	16,244,240	20,188,600	20,775,500	27.9	17,949,300	10.5
Student Services	25,235,256	27,714,000	29,290,000	16.1	26,856,500	06.4
Institutional Support	18,987,815	19,717,500	20,848,300	09.8	21,050,900	10.9
Operation & Maintenance of Plant	16,785,223	24,904,700	21,818,300	30.0	22,502,000	34.1
Scholarships & Fellowships	20,556,697	25,070,600	25,070,600	22.0	25,082,100	22.0
Total Education and General	184,635,117	226,671,100	226,665,800	22.8	206,830,800	12.0
Mandatory Transfers for:						
Principal & Interest	3,187,716	3,676,700	3,676,700	15.3	3,676,700	15.3
Renewals & Replacements	0	0	0		0	

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	Actual 2023-24	October Budget 2024-25	Estimated Budget 2024-25	% Change Over Actual	July Budget 2025-26	% Change Over Actual
Loan Fund Matching Grant	0	0	0		0	
Total Mandatory Transfers	3,187,716	3,676,700	3,676,700	15.3	3,676,700	15.3
Non-Mandatory Transfers for:						
Transfers to Unexpended Plant Fund	6,310,368	6,742,300	10,699,600	69.6	6,405,000	01.5
Transfers to Renewal & Replacements	21,222,837	7,994,300	8,505,400	-59.9	2,943,600	-86.1
Transfers to Other Funds	570,022	597,800	901,000	58.1	901,000	58.1
Transfers from Unexpended Plant Fund	0	0	0		0	
Transfers from Renewal & Replacements	0	0	0		0	
Transfers from Other Funds	0	0	0		0	
Total Non-Mandatory Transfers	28,103,227	15,334,400	20,106,000	-28.5	10,249,600	-63.5
Total Education and General	215,926,060	245,682,200	250,448,500	16.0	220,757,100	02.2
Auxiliary Enterprises Expenditures						
Auxiliary Enterprises Expenditures	10,568,752	10,441,200	11,857,300	12.2	11,243,600	06.4
Total Auxiliary Expenditures	10,568,752	10,441,200	11,857,300	12.2	11,243,600	06.4
Mandatory Transfers for:						
Principal & Interest	6,453,889	7,032,200	7,032,200	09.0	7,032,200	09.0
Renewals & Replacements	0	0	0	00.0	0	00.0
Loan Fund Matching Grant	0	0	0	00.0	0	00.0
Total Mandatory Transfers	6,453,889	7,032,200	7,032,200	09.0	7,032,200	09.0
Non-Mandatory Transfers for:						
Tranfers to Unexpended Plant Fund	31,624	0	0	-100.0	0	-100.0
Transfers to Renewal & Replacements	5,320,730	1,665,800	1,546,500	-70.9	3,724,500	-30.0
Transfers to Other Funds	0	0	0	00.0	0	00.0
Transfers from Unexpended Plant Fund	-46,214	0	0	-100.0	0	-100.0
Transfers from Renewal & Replacements	0	0	0	00.0	0	00.0
Transfers from Other Funds	0	0	0	00.0	0	00.0
Total Non-Mandatory Transfers	5,306,140	1,665,800	1,546,500	-70.9	3,724,500	-29.8
Total Auxiliary Enterprises	22,328,781	19,139,200	20,436,000	-08.5	22,000,300	-01.5
Total Expenditures And Transfers	238,254,841	264,821,400	270,884,500	13.7	242,757,400	01.9
Other						
Prior Period Adjustments	0	0	0	00.0	0	00.0

9.1

FZRJF01 TBR9: 1.0
Form I

Tennessee Tech University
Summary Of Unrestricted Current Funds Available And Applied
July Budget 2025-26

Page 3
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	Actual 2023-24	October Budget 2024-25	Estimated Budget 2024-25	% Change Over Actual	July Budget 2025-26	% Change Over Actual
Other Additions/Deductions	0	0	0	00.0	0	00.0
Total Other	0	0	0	00.0	0	00.0
Unrestricted Current Fund Balances at End of Period						
Allocation for Encumbrances	674,521	0	0	-100.0	0	-100.0
Allocation for Working Capital	4,101,897	4,101,900	4,101,900	00.0	4,101,900	00.0
Special Allocations	36,512,591	6,577,100	6,742,800	-81.5	6,791,800	-81.4
Unallocated Balance	-1,703,850	0	0	-100.0	0	-100.0
Total Unrestricted Current Fund Balances	39,585,159	10,679,000	10,844,700	-72.6	10,893,700	-72.5

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Form I

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Tennessee Tech University
Summary Of Unrestricted Current Funds Available And Applied
July Budget 2025-26
* * * Report Control Information * * *
Parameters have been entered via Job Submission.

Parameter Name	Value
Parameter Seq No:	2710538
Chart:	T
Budget Id:	FY2025
Budget Phase 5:	245A
Budget Phase 2:	252R
Budget Phase 3:	253E
Budget Phase 4:	264P
Fund:	
Begin Page Number:	1
Suppress Zero Amounts:	N

TTU Budget Summary and Budget Analysis Documents

The complete Budget Summary and Budget Analysis documents can be viewed on the Budgeting, Planning, Reporting and Analysis website at:

Direct Link to document – **Summary**:

https://www.tntech.edu/businessoffice/pdf/budget/Budget_Summary_July_FY2025-26.pdf

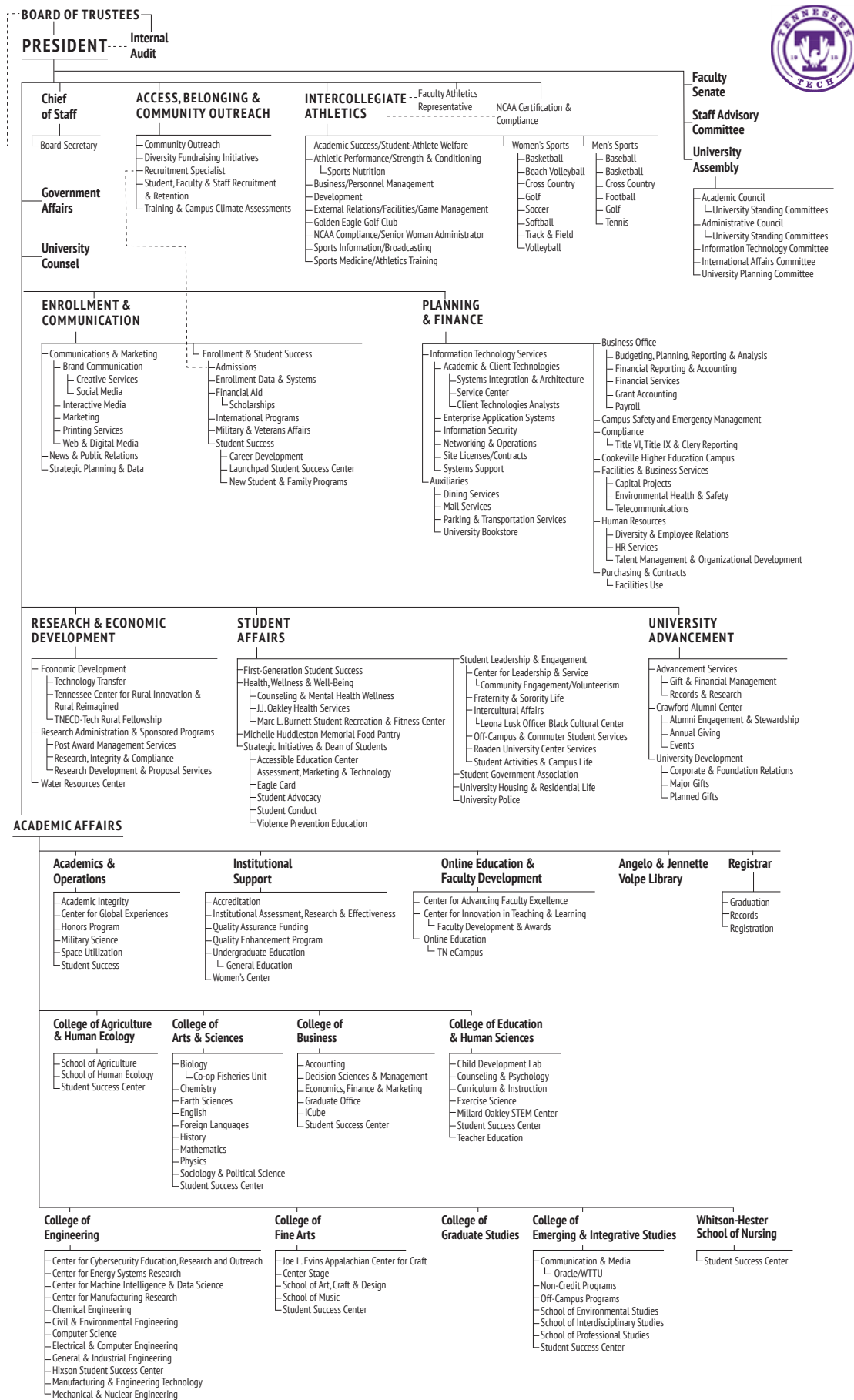
Direct Link to document – **Analysis**:

https://www.tntech.edu/businessoffice/pdf/budget/Budget_Analysis_Forms_July_FY2025-26.pdf

Historical Budget documents (FY2011 through FY2025):

Budget **Summary**: <https://www.tntech.edu/businessoffice/bpra/budgetary-info.php>

Budget **Analysis**: <https://www.tntech.edu/businessoffice/bpra/budgetary-info.php>





Office of the President

TENNESSEE TECH

April 30, 2025

Submitting on behalf of Tennessee Tech University (TTU) a crosswalk of organizational changes/updates with a proposed implementation date of July 1, 2025, as follows:

Academic Affairs:

- Rename Mechanical Engineering to Mechanical & Nuclear Engineering
- Rename College of Interdisciplinary Studies to College of Emerging & Integrative Studies
- Rename Communication to Communication & Media

Research & Economic Development:

- Add Post Award Management Services under Research Administration & Sponsored Programs

Student Affairs:

- Realign Accessible Education as a direct report to Strategic Initiatives & Dean of Students
- Rename Student Engagement to Student Leadership & Engagement
- Realign Center for Leadership & Service as a direct report to Student Leadership & Engagement
- Realign Intercultural Affairs as a direct report to Student Leadership & Engagement
- Rename TTU Food Pantry to Michelle Huddleston Memorial Food Pantry
- Remove Cross-Cultural Engagement
- Remove Intergroup Dialogues
- Remove LGBTQ & Ally Support Services

Dr. Philip B. Oldham, President



Agenda Item Summary

Date: June 26, 2025

Agenda Item: Disclosed Projects

9.2

☐

Review

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Action

☐

No action required

PRESENTERS: Claire Stinson, Vice President Planning & Finance

PURPOSE & KEY POINTS: Review and approval of disclosed project for Bike Shelter and Biology Greenhouse.

The bike shelter project is located at the entrance to the “purple” parking lot across Willow Ave and behind Tech Village apartments. This will be a secure facility for students to store their bikes overnight and then ride them to the main campus the next day after parking their car in the purple lot. The facility is a locking storage area that will store 52 bikes. The facility will have lights, security cameras, a bike repair station and card readers. Students will use their Tech identification card to access the facility. The project will be funded with parking and transportation fees.

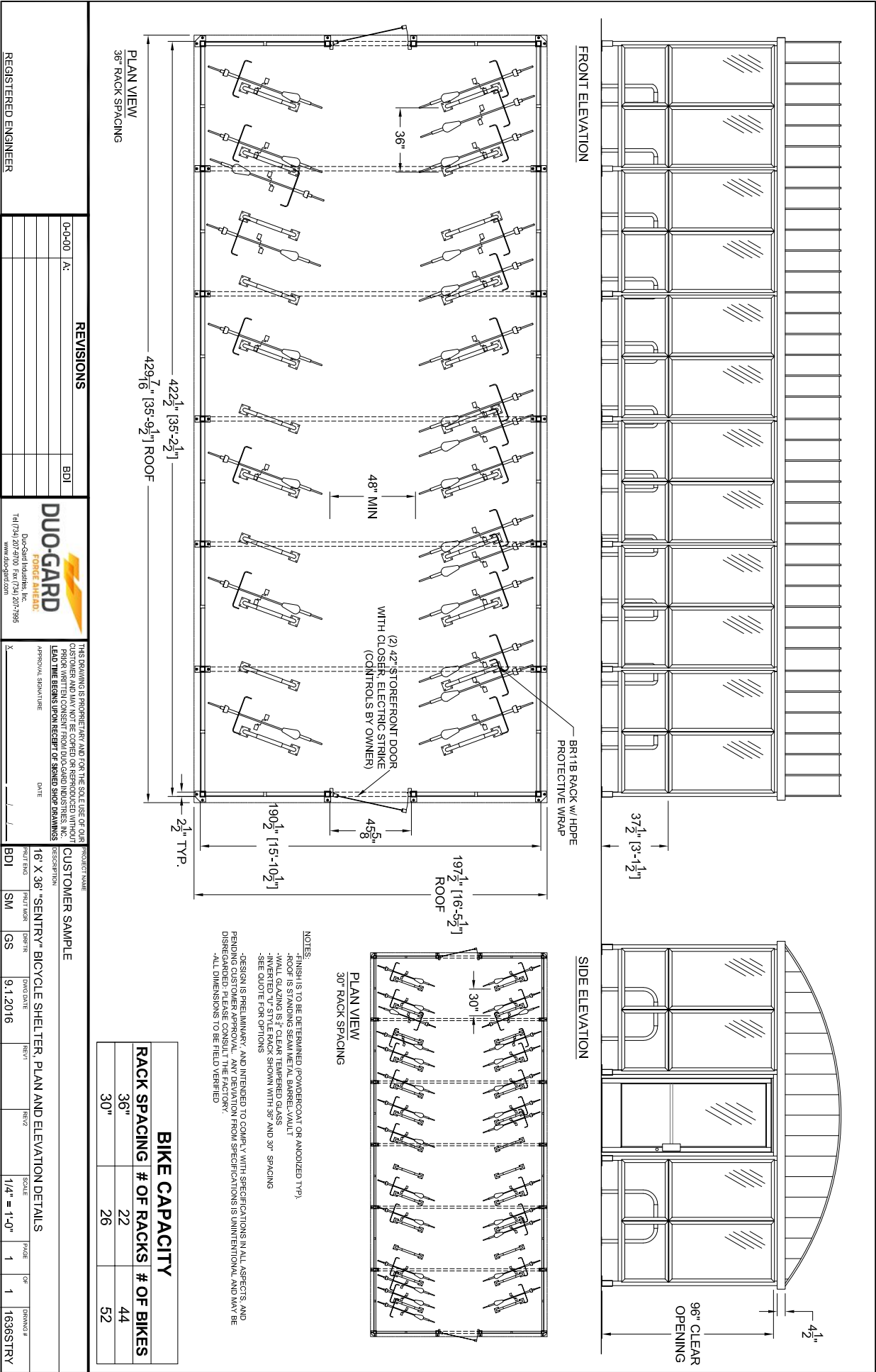
The biology greenhouse will replace the one currently located on the east end of Johnson Hall. The new greenhouse will include a retractable shade system, ventilation, heating and touch screen temperature control. The project includes providing electricity and water to the facility. The facility will include a garden shed for tool storage and a potting area. The project will be funded with university funds designated for strategic development.

Capital Disclosure: FY2024-25														
								Funding Source						
	Governing Board	Institution	Project Name	Project Description**	New Sq. Ft.	Funding Source	Project Cost	TSSBA	Gifts	Grants	Auxiliary	Gift-in-Place	Plant Funds	Other
1	TTU	TTU	Biology Greenhouse	Purchase and install a greenhouse, and construct outdoor gardens to replace the greenhouse and gardens being demolished due to the Johnson Hall renovation. Work includes site prep and utility infrastructure.	1,152	Plant Funds	\$ 250,000						\$ 250,000	
2	TTU	TTU	Bike Shelter	Install a bike shelter with bike racks to serve the area around the west purple parking lot. Utility infrastructure will include power, security cameras and card readers.	576	Plant Funds	\$ 200,750						\$ 200,750	



9.2

Description	Contractor/Supplier	Notes	Estimate
Bike Shelter Assembly	WD Services	Assemble shelter, slab, sidewalks, bollards	\$31,500.00
Bike Shelter Material	Duogard		\$93,000.00
Data, Power, Lights	Smith Electric	Run fiber and power from the baseball clubhouse. Provide and install lights.	\$35,000.00
Network Cabinet	ITS		\$3,000.00
Card Reader	ITS		\$6,000.00
Security Cameras	ITS		\$5,000.00
Door Hardware	Facilities		\$6,000.00
Bike Repair Station	Dero	Same as the bike repair station at the UC	\$3,000.00
		Estimate Total	\$182,500.00
		Contingency 10%	\$18,250.00
		Total Cost Estimate	\$200,750.00



Greenhouse Facility and Native Plant Garden

Requested By: Biology Department

Project Team Members: Steven Hayslette, Shawn Krosnick, Hannah Kinmonth-Schultz – Biology;
Rick Windrow – CPP

Project Overview

- A 48”Lx24’W (1,152 sqft) greenhouse with 14’H sidewalls to be constructed in the West Campus area, directly to the west of the baseball field.
- Greenhouse will be placed on concrete foundation (footers) with an overall footprint of 58’x24’. Grow room will have a central concrete walkway flanked by pea gravel floor at same grade for drainage and in-ground planting and two benches for raised plantings.
- Targeted vendor is Atlas Greenhouse (AG). AG is a member of Sourcewell.
- Walls/roof to be 8mm twin wall polycarbonate. Wind and snow load rated for location.
- Retractable Shade System: System to be fully automated by environmental control system to operate on a timing based function. Provides shade during warm weather that doubles as a heat retention system during winter months to reduce heating costs.
- Ventilation: Three wall exhaust fans, one motorized shutter, one evaporative cooling system, and one automatic wall vent.
- Heating: Electric heater, and two horizontal air flow fans.
- Temperature Control: Touch screen technology controller that can be programmed for multiple zones. Wi-fi enabled for updates and app which allows remote control and programming.
- Irrigation: Mist system, fertilizer injector, multi-zone controller.
- Includes emergency lighting, exit signs, and a fire extinguisher.
- Required Utilities: Electricity (120/240V); 1” PVC water supply with 55 psi min; internet service.
- A portion of the grow room space will be subdivided using low brick or masonry walls to contain in-ground plantings.
- A 12’ x 10’ garden shed for tool storage and potting will be nearby and will require water, electricity and a concrete pad.
- The native plant garden will be in a ½ acre area near the greenhouse, segmented by walkways, and subdivided using raised beds for planting. Additional hose spigots will be spread through this area for plant maintenance.
- The current shade structure between Johnson and Pennebaker halls will be relocated to the site.
- Projected Cost: \$250,000



Agenda Item Summary

Date: June 26, 2025

Agenda Item: Capital Budget FY2026-27

9.3

☐

Review

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Action

☐

No action required

PRESENTER(S): Claire Stinson, Vice President Planning & Finance

PURPOSE & KEY POINTS: Review and approval for the FY2026-27 capital budget requests.

Requests for FY2026-27 State funding for capital maintenance projects are due to THEC by July 18, 2025. THEC's funding target for capital maintenance projects for FY2026-27 is \$358,000,000. TTU's portion of these dollars is \$18,080,000.

Requests for FY2026-27 State funding for capital outlay projects are due to THEC by August 15, 2025. Projects submitted for inclusion in THEC's request for State funding must be classified in one of the following categories:

- A. Workforce development needs and goals.
- B. Institutional research needs and goals.
- C. Institutional priorities for consideration due to time sensitivity or other extenuating circumstances.
- D. Facility renovation or optimization needs.

Included in the Board of Trustees materials are two new construction projects ranked according to the campus's priorities for the Board's consideration. Both projects are classified as meeting workforce needs and goals. The projects are included in the campus master plan.

Capital Maintenance Request: FY2026-27					
Fiscal Year	Priority	Inst.	Project	Project Cost	Project Description
2026-27	1	TTU	Utility Infrastructure Upgrades Phase 1.1	\$2,520,000	Rerouting of distribution lines, replacement and repair of utilities campus-wide including, but not limited to, underground steam, steam condensate, chilled water, domestic water, irrigation, backflow preventers, sanitary sewer, storm sewer, Telecom/ITS fiber optic and copper, gas, electric, manholes and valve pits, and all related work. This is the first phase of a multi-phase project.
2026-27	2	TTU	Utility Infrastructure Upgrades Phase 1.2	\$3,790,000	Rerouting of distribution lines, replacement and repair of utilities campus-wide including, but not limited to, underground steam, steam condensate, chilled water, domestic water, irrigation, backflow preventers, sanitary sewer, storm sewer, Telecom/ITS fiber optic and copper, gas, electric, manholes and valve pits, and all related work. This is the first phase of a multi-phase project.
2026-27	3	TTU	Multiple Buildings Elevator Upgrades Phase 2	\$1,690,000	Upgrades or replacement of several elevators on campus. Thirty one elevators are included in the scope of work. This is the second phase of a multi-phase project.
2026-27	4	TTU	Power Monitoring System	\$770,000	Provide an electrical power monitoring and management system for the main campus utilizing software to measure energy efficiency.
2026-27	5	TTU	Bryan Fine Arts Building Exterior Repairs	\$1,660,000	Clean, tuckpoint, caulk, repair, and waterproof brick walls, stone coping, brick patios, window sills, stone caps, retaining walls, concrete expansion joints, seating areas, and all related work. Remove and replace brick and stone as required.
2026-27	6	TTU	University Services Building Mechanical Upgrades	\$1,500,000	Replace the air handling unit, VAV boxes, piping and all related equipment.
2026-27	7	TTU	Craft Center Exterior Improvements	\$2,930,000	Replace the cedar siding, windows, doors and other related components of the exterior building envelope, and all related work.
2026-27	8	TTU	Steam Plant Boiler Replacement	\$3,220,000	Replace boiler at the steam plant and build an addition to the building to accommodate the new boiler.
			Total Project Cost	\$18,080,000	

CAPITAL OUTLAY REQUEST FY 2026-27 thru 2030-31											
FY	Priority	Institution	Project Name	Project Description**	Project Type	New Square Footage	Reno. Or Replaced SF	Project Cost	Committed External Funds	Percent Match*	State Funds Request
2026-27	1	TTU	Life Sciences Building	Construct a new facility for the Life Sciences programs.	New Construction	100,000		\$108,700,000	\$8,696,000	8%	\$100,004,000
2026-27	2	TTU	Social Sciences Building	Demolish Matthews, Daniel and Crawford Halls. Construct a new building that will provide classrooms, faculty offices and support spaces for the Colleges of Education and Arts & Sciences. The project will provide additional flexible academic space to address campus-wide space shortages for classrooms and faculty offices. Provide administrative offices for Communications & Marketing and Research & Development.	New Construction	91,000		\$105,000,000	\$8,400,000	8%	\$96,600,000
Out-Years											
FY	Priority	Institution	Project Name	Project Description	Project Type	New Square Footage	Reno. Or Replaced SF	Project Cost	Committed External Funds	Percent Match	State Funds Request
2027-28	TBD	TTU	Derryberry Hall Renovation	Complete renovation of Derryberry Hall including, but not limited to, building systems, equipment, finishes, furnishings. The auditorium is excluded from the scope of work.	Major Renovation		48,918	\$38,000,000	\$1,520,000	4%	\$36,480,000
2027-28	TBD	TTU	Renovate Prescott and Brown Halls	Complete renovation of Prescott and Brown Halls including, but not limited to, building systems, equipment, finishes, furnishings.	Major Renovation		166,956	\$81,170,000	\$3,246,800	4%	\$77,923,200
2028-29	TBD	TTU	Foundation Hall Renovation	Complete renovation of Foundation Hall including, but not limited to, building systems, equipment, finishes, furnishings. The project will include the demolition of the existing gymnasiums.	Major Renovation		134,228	\$90,230,000	\$3,609,200	4%	\$86,620,800
2028-29	TBD	TTU	Computational Sciences Building	Construct a building to combine for the computational sciences programs. The project will include the demolition of the existing Southwest Hall on the building site as well as the relocation of the university's Child Development Lab.	New Construction	90,000		\$89,990,000	\$7,199,200	8%	\$82,790,800
2029-30	TBD	TTU	Pennebaker Hall Renovation	Renovate Pennebaker Hall to include building systems, equipment, finishes, furnishings, and all related work.	Major Renovation		87,181	\$54,940,000	\$2,197,600	4%	\$52,742,400
2029-30	TBD	TTU	Academic Wellness Center Renovation	Renovate Academic Wellness Center to include building systems, equipment, finishes, furnishings, and all related work.	Major Renovation		66,895	\$48,890,000	\$1,955,600	4%	\$46,934,400
2030-31	TBD	TTU	Memorial Gym Renovation	Renovate Memorial Gym to include building systems, equipment, finishes, furnishings, and all related work.	Major Renovation		87,181	\$62,220,000	\$2,488,800	4%	\$59,731,200
2030-31	TBD	TTU	Bell Hall Expansion	Construct an addition to Bell Hall to provide additional academic space for the expansion of the Nursing program with the addition of post graduate programs.	New Construction	27,635		\$45,830,000	\$3,666,400	8%	\$42,163,600



Agenda Item Summary

Date: June 26, 2025

Agenda Item: Executive Committee Report

☐

Review

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Action

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No action required

10

PRESENTER(S): Chair Harper

PURPOSE & KEY POINTS: Chair Harper will provide a report for the June 19, 2025 Executive Committee Meeting on the appointment of the Athletics Director and Interim Provost & VP for Academic & Student Affairs.



Agenda Item Summary

Date: June 26, 2025

Agenda Item: Election of Student Trustee

☐

Review



Action

☐

No action required

PRESENTER(S): President Oldham

PURPOSE & KEY POINTS: The FOCUS Act requires the Board to select a student as a non-voting member. At the Boards request, Tennessee Tech’s Student Government Association (SGA) developed a process for selecting a candidate to present to the Board for consideration. The term will be July 1, 2025- June 30, 2026.

The candidate nominated by the SGA is Braxton Westbrook.

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Submitted by: Braxton Westbrook (bswestbroo42@tnitech.edu) on Mar 24, 2025 9:00 AM

2025 Tennessee Tech Student Trustee Application PENDING APPROVAL

Information

Each year, the Tennessee Tech Board of Trustees appoints a Student Trustee to the board. Applicants for the role will be heard by the SGA Senate and the Senate will select and recommend a candidate to the Board of Trustees for final appointment.

Major * Computer Science

Classification *

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☒ Graduate Student

Anticipated Graduation Date (Month and Year) * May 2026

Please upload your resume. *

[Upload file](#)

[DoD Resume Braxton Westbrook.pdf](#) (Delete)

What other time commitments do you anticipate for the upcoming year? *

In addition to this position (if selected), I anticipate serving in the SGA Senate and writing my master's thesis.

**Why would you like to be selected as the Student Trustee? *
(Maximum words: 500)**

My desire to serve as Student Trustee stems from a deep-seated commitment to this university and its student body - a commitment formed through six years of leadership experience both on and off-campus. As the current Student Body Secretary and former Chief of Staff, Executive Judicial Liaison, and Senator in the Student Government Association, I've developed an understanding of student needs and wants that have allowed me to confidently represent our interests at the highest levels of decision-making. Whenever a gap exists between the views of administration and the student body, I have worked to bridge it. Through my leadership roles in both on and off-campus organizations - from chairing the Tennessee Tech Honors Council to serving as Lieutenant Governor of the Tennessee Intercollegiate State Legislature - I have formed relationships with a diverse cross-section of our peers, our faculty, our staff, and our administration. I have learned to advocate for student interests through my service on various university-level committees, commissions, and task forces. And as a new Director on the Tennessee Tech Foundation, I have been given another opportunity to give back to the university that has given me the world. As your trustee, I hope to leverage these ties to truthfully represent the perspectives of our student body and ensure that Board decisions always reflect student priorities. Additionally, my academic background as Computer Science and Political Science double-major provides me with a broad technical and policy perspective necessary to effectively govern and oversee a growing institution like ours. And as a graduate student who completed undergraduate degrees at Tennessee Tech, I am able to provide the Board with the perspectives and experiences of both undergraduate and graduate populations, something crucial for one tasked with representing all students equally and impartially. I am confident that the combination of these factors will enable me to analyze issues facing the campus community while remaining focused on the real human impact of Board decisions. My commitment to this university is personal. Through my journey from freshman to senior and beyond, I have experienced firsthand the opportunities that a Tech education has offered me. My main motivation is to ensure that future generations of Golden Eagles

have access to an even stronger institution that they are proud to be a part of. I believe the most effective Student Trustee is one who combines institutional knowledge, leadership experience, and genuine care for the university community. My background demonstrates all three qualities, and I would be honored to channel these strengths into service as your next Student Trustee.

500 words maximum.

List 1 or 2 important issues you believe students on campus face and explain your reasoning. *
(Maximum words: 500)

Mental Health Resources: The increasing demands of our academic and personal lives (coupled with broader changes in our society) often contribute to significant mental health challenges for college students. While Tennessee Tech offers counseling services, national trends consistently suggest a growing need for expanded and more readily accessible mental health support. This includes not only counseling but also proactive wellness programs, easy access to psychiatric services, and reduced wait times for appointments. Students facing mental health struggles experience academic difficulties, decreased engagement, and a diminished overall university experience. Addressing this issue is crucial for student well-being and future growth of our university. As Student Trustee, I would advocate for a comprehensive review of current mental health services, explore opportunities to increase resources and staffing, and promote initiatives that destigmatize seeking help and foster a supportive campus culture that prioritizes mental well-being.

Student Financial Wellbeing: Financial pressure remains one of the most significant challenges facing college students. As someone who has worked with peers through various campus leadership roles, I've witnessed how financial stress impacts academic performance, mental health, and degree completion. This issue transcends any single socioeconomic group, and it affects traditional and non-traditional students alike. The challenges include not only rising educational costs but also financial literacy gaps, housing insecurity, food insecurity, and unexpected emergency expenses that often derail academic progress. Addressing these concerns requires both immediate support mechanisms and long-term planning. In the short term, we need enhanced emergency assistance programs, expanded on-campus employment opportunities with flexible scheduling, and comprehensive financial literacy education from orientation through graduation. In the long-term, I believe that the university should further prioritize scholarship development, partner with community organizations to address basic needs insecurity, and potentially explore new tuition models. As Student Trustee, I would bring these financial wellbeing concerns to the forefront of Board discussions, ensuring that affordability and student financial health are central considerations in all major university decisions.

500 words maximum.

Do you have any questions about the process or role? * I have none at this time!

You may upload supplementary materials here.

[Upload file](#)

Authorization for Release of Educational Records

I authorize Tennessee Technological University to disclose any and all necessary education records including necessary personally identifiable information related to my academic record and achievements. I understand that by agreeing to this, I am waiving all personal and legal rights to confidentiality and privacy, including rights under the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g and 34 C.F.R. § 99.3 and this release will be effective until I revoke it by sending a written notice of revocation to the Office of University Counsel.

The purpose of the disclosure is to provide information to the Tennessee Tech Board of Trustees for its consideration of my nomination for the student trustee position.

The entity/person/entities/persons or classes of persons/entities to which information may be released are as follows: Tennessee Tech board members and their assistants, attendees at the June 2024 Board meeting, and viewers of the live or archived video of the June 2024, Board meeting.

Authorization * ☒ I have read and agree to the authorization above.

By signing electronically below, you indicate that the information provided here is accurate and true to the best of your knowledge and that you have read and agree to the authorization for release of educational records. By signing below, you are also agreeing to attend the SGA Senate meeting on March 24 at 7:30pm to present to the Senate and to answer any questions that they may have.

Signature *

Braxton Westbrook



Braxton Scott Westbrook



Tennessee Tech University
1 William L. Jones Dr.
Cookeville, TN 38505

PROFESSIONAL SUMMARY

Seeking a policy-focused position in Cybersecurity that will allow me to apply my strong technical, people, and problem-solving skills to benefit the United States and its servicemembers.

EDUCATION

Tennessee Technological University (3.83)
M.S. Computer Science – In Progress

Cookeville, TN
Exp. May 2026

Tennessee Technological University (3.89)
B.S. Computer Science
Magna cum laude, in cursu honorum

Cookeville, TN
May 2024

Tennessee Technological University (3.89)
B.S. Political Science
Magna cum laude, in cursu honorum

Cookeville, TN
May 2024

EXPERIENCE

- Student Intern (Summer 2021, 2022, 2023, and 2024)
 - Location: Naval Surface Warfare Center, Dahlgren Division
 - Hours: 40/week
 - Responsibilities:
 - Understand, develop, and integrate DevSecOps methodologies, philosophies, and tools (including Agile, Scrum, CI Pipelines, etc.) into US Navy workflows.
 - Ensure all NSWCDD-associated packages comply with all applicable regulations, guidelines, and parameters from SSP and other relevant authorities.
 - Work cooperatively with other branches and components to ensure our servicemembers are assured of their tools' excellence and reliability.
- Teacher's Assistant (August 2020 – August 2022, August 2023 – December 2023)
 - Location: Tennessee Technological University – Computer Science Department
 - Hours: 10/week
 - Responsibilities:
 - Assist instructor with answering questions and giving feedback to each individual student in the class
 - Teach the structure and functionality included in UNIX-like OSES and the processes and procedures developers use in working with these OSES
- Information Technology Representative (September 2019 – May 2020)
 - Location: Tennessee Technological University – Volpe Library
 - Hours: ~15/week

- Responsibilities:
 - Develop training materials and procedures for other employees (anything from equipment repair to new employee onboarding)
 - Perform maintenance at regularly scheduled intervals on digital equipment (including Macs, PCs, Digital Cameras, etc.)
 - Answer user inquiries regarding computer software and/or hardware operation to resolve problems

ACTIVITIES AND HONORS

- Dean's List (Fall 2019 – Present)
- Director, Tennessee Tech Foundation (November 2024 – Present)
- Student Government Association
 - Student Body Secretary (May 2024 – Present)
 - Chief of Staff (August 2022 – May 2024)
 - Attorney General (August 2020 – May 2022)
 - Senator, College of Engineering (August 2019 – May 2020)
- Tennessee Intercollegiate State Legislature
 - Lieutenant Governor (November 2022 – November 2024)
 - Speaker Pro Tempore of the Senate (November 2021 – November 2022)
- Associated Scholars Guild (ASG)
 - President (May 2021 – May 2023)
 - Vice President (May 2023 – May 2024)
 - General Representative (August 2020 – May 2021)
- Tennessee Tech Honors Council
 - Chair (August 2023 – Present)
 - Member (November 2020 – Present)
- Secretary, Association for Computing Machinery (ACM) (August 2020 – August 2023)
- Vice President, New Hall North Hall Council (January 2020 – May 2021)
- Fellow, Tennessee Tech Honors Department (August 2019 – May 2021)

REFERENCES ARE AVAILABLE UPON REQUEST

EST. 1941

Student Government Association

Tennessee Technological University

From the President:

An Executive Order

On Amending the Selection Process for the Student Trustee for the Board of Trustees by Creating a Review Committee for Handling Excessive Applicants

- Whereas, in relation to the FOCUS Act enacted by the Tennessee State Legislature in 2016 changing the governance structure of Tennessee Tech University, the Tennessee Tech Student Government Association passed a resolution known as the Student Input on Tennessee Tech's Local Governing Board Student Member Selection Resolution of 2016, followed by the Amendment to Selection Criteria for Student Representative on the Board of Trustees Executive Order of 2022, and further followed by the Amendment to Selection Processes for Student Representative on the Tennessee Tech Board of Trustees Executive Order of 2023; and,
- Whereas, this resolution has set the framework for the selection process of the student representative on the Tennessee Tech Board of Trustees; and,
- Whereas, so many students are interested in representing the student voice on the Board that the number of applicants exceeds how many the Senate could reasonably hear; and,
- Whereas, the Senate should not be unduly burdened in the process of selecting the Student Trustee; and,
- Whereas, the Senate will maintain a majority on the recommending committee; and,
- Whereas, the Senate still retains ultimate authority in submitting a nominee to the Board of Trustees.

NOW, THEREFORE, BE IT ENACTED BY THE STUDENT GOVERNMENT ASSOCIATION OF TENNESSEE TECH UNIVERSITY PURSUANT TO ARTICLE IV, SECTION 1, SUBSECTION B. 7. OF THE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND THE AUTHORITY VESTED IN ME AS THE PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION THAT,

- Section 1: In any case where the yearly application for the following academic years student trusteeship shall exceed 4 applicants, then an ad-hoc committee entitled the *Committee for Recommending the Student Trustee* (hereafter referred to as "the Committee") consisting of the following shall be formed:
1. The SGA President
 2. The SGA Secretary

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3. One (1) Justice of the Supreme Court selected by the President
4. Three (3) Senators, all from different colleges and schools, selected by the President

Section 2: The Committee shall issue a report to the Senate listing, in its opinion, the top four (4) candidates for the position of Student Trustee in alphabetical order; the Senate shall choose the nominee for Student Trustee from among the list provided by the Committee.

Section 3: The Committee may adopt its own rules and procedures under which to function and evaluate candidates for the trusteeship.

Section 4: No member of the Committee may be considered for the nomination of Student Trustee; any member filing an application for the position of Student Trustee shall be considered that member's resignation from the Committee.

Section 5: Should the President or Secretary seek to fill the position of Student Trustee, their membership and duties related to the committee shall pass to the Vice President or Treasurer respectively.

Section 6: Nothing in this Executive Order shall construe a change in the qualifications required to be the Student Trustee as described in *Student Input on Tennessee Tech's Local Governing Board Student Member Selection Resolution of 2016* (as amended) including, but not limited to, approval by the University President and meeting the standards proscribed in the Board of Trustees Student Representative Application.

Section 7: This order shall take effect immediately and be followed in the selection process for the 2024-2025 Board of Trustees Student Representative.

**Respectfully Submitted by the
President of SGA:**
Chance Hale

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Tennessee Technological University

SGA Secretary:	Aye:	Nay:	Abstain:	Status:
Jeb MacLennan	23	0	0	Passed

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SGA President:

Chance M. Hale
Chance Hale