

# I. UNIVERSITY ASSEMBLY

The University Assembly consists of the Academic Council and the Administrative Council meeting together as one body. The chairperson of the University Assembly is the President of the University.

[There are no formal procedures for the University Assembly.]

Executive Officer to provide staff support services: Dr. Philip Oldham, President

## A. Committees Reporting to the University Assembly

### 1. Information Technology Committee

The Information Technology Committee of Tennessee Technological University has the following responsibilities:

- a. Monitor the administrative and academic computing needs at the University.
- b. Plan for and recommend the implementation of changes in computing equipment, software and services to meet computing needs of the University.
- c. Develop operating procedures for the distribution of computing services and facilities among the various potential administrative, academic, and research users.

Executive Officer to provide staff support services: Chief Information Officer

### 2. International Affairs Committee

The purpose is to advise the president in all matters concerning International Education at Tennessee Technological University. The specific responsibilities of the Committee are:

- a. To serve as a monitor in the following areas: services, policies, and procedures (recruitment, admission, evaluation of transcripts, granting of transfer credit) relating to International Students.
- b. To review recommendations made by any individual or group affecting international education in the above areas.
- c. To refer recommendations to the appropriate University committees at the request of the President of the University.
- d. To report to the President all matters related to International Education.
- e. To submit annual report to the University Assembly.

- f. To consider any other matters referred by the President relating to International Education.

Executive Officer to provide staff support services: Director, International Education

## **II. Academic Council**

### **A. Committees Reporting to the Academic Council**

#### **1. Admissions and Credits Committee**

The Admissions and Credits Committee assists the President and the Vice President for Academic Affairs of Tennessee Technological University as follows:

The Admissions and Credits Committee recommends policies, standards, and regulations for the admissions and retention of students. It reviews cases of students with problems concerning admission, readmission, academic credit and/or requirements. The Committee studies problems and recommends policies relating to credits to be recognized by the University. The Committee may also act on other matters referred to it by the Academic Council. The Committee shall file an Annual Report with the President and the Vice President for Academic Affairs.

Executive Officer to provide staff support services: Associate Vice President for Enrollment Management and Student Success

#### **2. Committee on Commencement, Convocations, and Academic Ceremonies**

The Committee serves the President by establishing the policies and procedures for academic ceremonies, including commencements, convocations, inaugurations, commemorations, and dedications.

Executive Officer to provide staff support services: Associate Vice President for Enrollment Management and Student Success

#### **3. Curriculum Committee**

The Curriculum Committee assists the President and the Chief Academic Officer of Tennessee Technological University as follows:

By proposing actions to be taken, or legislating when authorized on matters which relate to the regular undergraduate curricula of the various colleges. (Excluded are courses and programs which do not require admissions to the University for

participation, e.g., short courses, industrial seminars, and the like.) Such matters would include, inter alia, the following: review, action upon, and the recommending of new undergraduate curricula and degree programs; review and action upon course additions, deletions, and changes to existing undergraduate curricula and degree programs, including catalogue descriptions thereof; review of and action upon course offerings and schedules for each term; and study of undergraduate curricular needs of the University, including the making of recommendations for additions, deletions, or changes in present curricula and/or academic organization.

Executive Officer to provide staff support services: Transfer Coordinator

#### 4. Faculty Research Committee

The purpose of the Faculty Research Committee will be:

- a. To stimulate interest in research on the part of the faculty.
- b. To establish and administer policies and standards in connection with faculty research funds, from which assistance may be provided faculty members who wish to undertake research projects.
- c. To assist in the dissemination of information developed in faculty research projects through the publication of research bulletins and through other appropriate media of information dissemination available to the Committee.

Executive Officer to provide staff support services: Associate Vice President for Research

#### 5. Graduate School Executive Committee

The function of the Graduate School Executive Committee is to act for the faculty and the administration in the governance of the graduate program of the University. The Committee is an advisory body to the President of the University on matters relating to the interpretation of Graduate School regulations and on matters of general policy in the operation of the Graduate School. The Committee makes recommendations concerning:

- a. Proposed graduate programs and the qualifications of departments for offering graduate study.
- b. The coordination of graduate programs of study and research.
- c. Criteria for appointment to the Graduate School Faculty.
- d. Entrance and graduation requirements for the graduate program.
- e. Approval of exceptions in course or program requirements whenever a student's program does not conform to the regular curriculum requirements.

All actions of the Committee are subject to review by the Academic Council and the President of the University. Any action of the Committee must be in accordance with the general regulations of the University and its governing board.

Executive Officer to provide staff support services: Senior Associate Provost for Academic Affairs

#### 6. Faculty Development Steering Committee

The purpose of the Committee shall be:

- a. To promote the continuing development of an academic atmosphere which fosters the University's commitment to quality education and to learning as a desirable and esteemed process.
- b. To develop specific programs and activities designed to evaluate and improve instruction. Consonant with this, areas of concern may include, inter alia, the following: evaluation of instruction by students, peers, and superiors; criteria for promotion; tenure and faculty recognition; student advisement; correction of instructional deficiencies; instructional support services; student-faculty relationships; inter-faculty communication; and innovation and experimentation.

Executive Officer to provide staff support services: Senior Associate Provost for Academic Affairs

#### 7. Non-Instructional Faculty Assignment Committee

The purposes of the non-instructional assignments are:

- a. To contribute to the professional growth of the faculty.
- b. To improve the teaching and the curriculum across the University.
- c. To enhance scholarship and academic excellence of the University in ways that cannot be accomplished under the constraints of the regular workload assignments.

It is recognized that these purposes might be served by granting non-instructional assignments to promising faculty members with a variety of professional profiles, ranging from those who have engaged in little non-instructional work because of large teaching loads to those who have already distinguished themselves in non-instructional areas. Thus, over the long term, it is expected that faculty members in this whole range of categories will participate in the non-instructional assignment program on a uniform basis.

Executive Officer to provide staff support services: Senior Associate Provost for Academic Affairs

## 8. Teacher Education Committee

The Teacher Education Committee assists the Dean of the College of Education of Tennessee Technological University as follows:

- a. By proposing action to be taken, or legislating when authorized, on matters which relate to the Teacher Education Program. Such matters would include, inter alia, the following:
  1. Preparing and reviewing periodically a statement of the objectives of the institutional Teacher Education Program.
  2. Studying and evaluating the effectiveness of curricula and procedures in relation to the needs of the teaching profession and considering and implementing needed changes in existing curricula, procedures, and organization suggested by results from such study.
  3. Developing policies and establishing criteria with respect to admission of students in this program.
  4. Developing policies and standards for the satisfactory completion of all teacher education curricula leading to recommendation for teacher certification.
- b. By receiving and acting upon recommendations for additions, changes, or deletions in professional education courses.
- c. By receiving and acting upon recommendations for changes in existing teacher education curricula.
- d. By serving as a liaison between departments of the University so as to facilitate intercommunication on all matters pertaining to the education of teachers.

Actions of the Teacher Education Committee involving course additions, course changes, and curriculum innovations dealing with undergraduate programs shall be submitted for approval by the Curriculum Committee. Actions relating to all other functions of the Teacher Education Committee are subject to review by the Academic Council and the President of the University.

All decisions made by the Committee must be in accordance with the rules and regulations of the University, of the State Board of Education, and the policies adhered to by the Division of Teacher Certification, State Department of Education. All aspects of the program shall be in accordance with the "Standards for State Approval of Programs of Teacher Preparation" as adopted by the Tennessee State Board of Education, April, 1972.

Executive Officer to provide staff support services: Dean, College of Education

## 9. University Library Committee

The University Library Committee serves as an advisory unit to the President, the Vice President for Academic Affairs, and the Director of Library Services regarding the

library services to the University. The Committee is concerned with matters affecting the development, modification, and direction of the Library as contrasted with staff functions of day-to-day operations involving professional and support staff routines. The Committee serves as a channel of communication among faculty members, administrators, and students. Matters considered appropriate for action by the Committee would include, inter alia, the following:

- a. Devising formula for the division of the library materials budget among the various Colleges.
- b. Discussing and probing for solutions to library problems.
- c. Advising the Director of Library Services on questions best answered by the combined expertise available in the Committee's membership.

Executive Officer to provide staff support services: Dean, Library and Learning Assistance

### **III. . ADMINISTRATIVE COUNCIL**

#### **A. Committees Reporting to the Administrative Council**

##### **1. Americans with Disabilities Act (ADA) Advisory Committee**

The purpose of the Tennessee Technological University ADA Advisory Committee is to advise and make recommendations relative to matters of concern to students with disabilities.

Executive Officer to provide staff support services: Director of Disability Services

##### **2. Athletics Committee**

The Committee serves the President and the Athletic Director in an advisory capacity and assists them by reviewing and/or making recommendations relative to:

- a. Policies governing the University's intercollegiate athletics.
- b. The University's relationship with the Ohio Valley Conference and the National Collegiate Athletic Association.
- c. The University's relationship with the Ohio Valley Conference and the National Collegiate Athletic Association.

Executive Officer to provide staff support services: Director of Athletics

##### **3. Buildings and Grounds Committee**

The Buildings and Grounds Committee serves as an advisory unit to the

President and the Administrative Council regarding the physical facilities of the University. The Committee is concerned with policy matters affecting the development, modification, and use of the physical facilities as contrasted with staff functions of day-to-day operations involving construction, maintenance, and landscaping. The Committee serves as a channel of communications among faculty members, administrators, and the students, both as to origination of plans and ideas, and in reporting on development plans. The Committee constitutes the official study group of the University to investigate and recommend on plans and proposals affecting the physical plant, including housing as well as academic structures, and its optimum use in the total program of the University. Matters considered appropriate for action by the Committee would include, inter alia, the following:

- a. Priorities for new construction, major renovations and space utilization, including programs to improve utilization such as those modifications necessary to assist the handicapped and to establish criteria for relating space-size needs to various functions.
- b. Maintenance conditions as they affect the overall performance of students, faculty, administration and staff.
- c. Establishment of general regulations and requirements for proper firefighting equipment, fire drills, exit signs, emergency lighting, "crash" or "panic bars" on doors, and fire alarm stations; applicable state and federal regulations are acceptable minimums.
- d. Vehicular traffic and parking patterns with appropriate signs and devices and the facilities and safety regulations related thereto.
- e. Utilization and preservation of major "green" areas.
- f. Campus beautification programs and priorities.

Executive Officer to provide staff support services: Associate Vice President of Facilities

#### 4. Campus Recreation Advisory Committee

The purpose of the Campus Recreation Advisory Committee is to advise and make recommendations relative to activities, programs, and the general operation of the University Recreation and Fitness Center.

Executive Officer to provide staff support services: Director of Fitness Center

#### 5. Campus Space Utilization and Allocation Committee

The Campus Space Utilization and Allocation Committee of Tennessee Technological University has the following responsibilities:

- a. Monitor the administrative and academic utilization and allocation of space in the buildings and constructed facilities operated by the University.

- b. Plan for and recommend the implementation of changes in the utilization and/or allocation of space necessary to: meet changing enrollment and curricula needs; meet financial constraints; and maintain adequate services.
- c. Develop policies and plans for the efficient utilization and effective allocation of space among the administrative and academic divisions of the University.
- d. Receive requests for changes in space utilization and/or allocation from administrative/academic users and recommend action to the University President.

Executive Officer to provide staff support services: Senior Associate Provost for Academic Affairs

#### 6. Chapter 606 Student Monies Allocation Committee

The Chapter 606 Student Monies Allocations Committee, with subsequent approval by the University President, shall authorize the expenditure of monies generated by a one dollar per full-time student fee collected at registration each academic term. The Committee shall make spending recommendations for student projects, activities, and scholarships based on written requests submitted by students and student organizations.

Executive Officer to provide staff support services: Vice President for Student Affairs

#### 7. Commission on the Status of Blacks Committee

The purpose of this Commission is to advise the President of the University on matters of concern to Black faculty, staff, and students. The body exists in order to promote awareness and programs of interest to TTU Black persons.

In pursuing this purpose the Commission will endeavor to:

- a. Improve the quality of life for Black students, faculty, staff.
- b. Promote the hiring and promotion of Blacks through the evaluation and use of the TTU Affirmative Action Plan and other employment and promotion programs.
- c. Make recommendations regarding recruiting, retention, and extra-curricular programs.
- d. Promote the development of the Black Cultural Center.
- e. Serve in an advisory capacity to the Black Cultural Center.
- f. Strive to promote more positive attitudes toward Blacks and Black issues.

Executive Officer to provide staff support services: Assistant Vice President for Multicultural Affairs

#### 8. Commission on the Status of Women Committee

The purposes of the Commission on the Status of Women are to provide a supportive campus climate for women students, women in faculty, staff, and administrative positions, to promote awareness of women's issues, to oversee the TTU Women's

Center, and to initiate programs of interest to women members of the community.

In pursuing this purpose the Commission will endeavor to:

- a. Promote the hiring and promotion of women through the use and improvement of the TTU Affirmative Action Plan and other employment and promotion programs.
- b. Improve opportunities for women in faculty, administrative and staff positions.
- c. Support a positive campus climate.
- d. Promote awareness of women's issues.
- e. Determine policies for the Women's Center and further its development.
- f. Promote educational offerings which pertain to women's issues.
- g. Promote appreciation of the diversity within the lives of women and men.

Executive Officer to provide staff support services: Equity Officer/Director of Affirmative Action

#### 9. Export Control Committee

The main functions of the Export Control Committee are:

- a. To review and approve protocols for projects that involve matters related to export control items (e.g., commodities, software, and technology) under the Export Administration Regulations (EAR) of the U.S. Department of Commerce's Bureau of Industry and Security (BIS), the ITAR Regulations of the U.S. Department of State, and the restrictions on exports based on U.S. sanctions administered by the Department of the Treasury, among other laws and regulations as required.
- b. To advise the University on areas of risk or potential threats to compliance with U.S. export control requirements; and,
- c. To develop mechanisms and actions to manage, mitigate, or eliminate export control compliance risks.

Executive Officer to provide staff support: Vice President for Research

#### 10. Faculty and Staff Traffic Appeals Committee

This Committee is charged with the responsibility of hearing and resolving appeals in cases where faculty and staff members have been cited for violation of the Tennessee Tech Safety and Security Parking and Traffic Regulations.

Executive Officer to provide staff support services: Director of University Police

#### 11. Institutional Animal Care and Use Committee

This committee provides for and protects the welfare of laboratory animals used for research and pedagogy as set forth by the University and in accordance with the Public Health Service Act (PHS Act) mandated by the Health Research Extension Act of 1985, Public Law 99-158, and its amendments from the U.S. Department of Agriculture, 9 CFR 9, Parts 1-3.

Executive Officer to provide staff support services: Associate Vice President for Research

## 12. Institutional Biosafety Committee

The Institutional Biosafety Committee (IBC) provides oversight for research and institutional activities involving biological hazards and recombinant or synthetic nucleic acid molecules conducted at or sponsored by the university. The IBC ensures that such activities are conducted safely and in accordance with *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*, the *CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL)* guidance, and other applicable federal, state, and institutional regulations.

The IBC serves as a forum where biosafety issues, risks, and compliance matters related to biological research can be reviewed collaboratively. The committee works closely with Environmental Health and Safety (EHS), the Office of Research and Economic Development (ORED), and other institutional oversight committees to ensure safe research practice and regulatory compliance.

Executive Officer shall be an administrator in the Office of Research and Economic Development and shall be appointed by the President.

## 13. Institutional Review Board for the Protection of Human Subjects Committee

The primary purpose of the Committee is to serve as the Institutional Review Board for the Protection of Human Subjects in research, special projects, and related activities of the University. Other duties include:

- a. Serve as the institutional review board for the University according to requirements for the protection of human subjects as set forth by the federal regulations created by Congress (Code of Federal Regulations, Title 45, Part 46).
- b. Recommend policies and implement guidelines for the protection of human subjects in funded and non-funded research.
- c. Develop and recommend guidelines for classroom activities involving human subjects. These guidelines are for implementation by academic departments within the University.
- d. Develop and recommend guidelines relating to ethics and misconduct in research and related activities dealing with human subjects.
- e. Review and act on matters referred by the Administrative Council, Academic Council, President of the University, Office of Research, Faculty Research Committee, administrators, and faculty.

Executive Officer to provide staff support services: Associate Vice President for Research

#### 14. Intellectual Property Advisory Committee

In concert with the University Policy on Patents and Copyrights and Guidelines for Implementation, the function of the Intellectual Property Advisory Committee is to advise and assist the President in all matters involving patents, trademarks, and copyrights. Among its basic responsibilities in carrying out its purpose, the committee:

- a. Has the responsibility for implementing the University Policy on Patents and Copyrights and its Guidelines for Implementation.
- b. Recommends changes to the University Policy on Patents and Copyrights and its Guidelines for Implementation.
- c. Receives disclosures of inventions and copyrightable materials from faculty, staff, and students.
- d. Recommends whether or not the University should pursue an invention for Letters of Patent or to waive and assign rights to the inventors.
- e. Recommends whether or not the University should register copyrightable materials or waive and assign rights to the author.
- f. Recommends the percentage of income sharing with an inventor or an author.
- g. Recommends whether or not inventions and copyrightable material(s) should be marketed.

Executive Officer to provide staff support services: Associate Vice President for Research

#### 15. Laboratory Safety Committee

The Laboratory Safety Committee (LSC) promotes safe working and learning conditions in all research and teaching laboratories on campus with respect to general laboratory safety and chemical hygiene. The LSC serves as a forum where members of the campus community can collaboratively discuss laboratory safety issues, challenges, and initiatives. In recognition of the specialized oversight provided by the Institutional Biosafety Committee and the Radiation Safety Committee, the LSC focuses on laboratory hazards not specifically addressed by those committees. In cases where jurisdictions overlap, the more stringent requirement applies.

The Executive Officer shall be an administrator in the Office of Research and Economic Development and shall be appointed by the President

## 16. Military Affairs Advisory Committee

The primary purpose is to act in an advisory capacity to the Professor of Military Science and the President. Other duties include:

- a. Be a member of boards of the Military Science Department, e.g., selection boards, scholarship boards, branch determination, etc
- b. Participate in social events such as the Military Ball.
- c. Have at least an annual briefing on all ROTC activities.
- d. Meet with Second ROTC Region and Area Commanders when they visit the University.
- e. Review and advise on the ROTC curriculum.
- f. Aid in recruitment.
- g. Visit summer camp activities as a guest of the U.S. Army.
- h. Support the program in every way possible by becoming a bridge between the Military Science Department and the faculty.

Executive Officer to provide staff support services: Director of Military Science Department

## 17. Public Media Committee

The Public Media Committee promotes and defends freedom of inquiry and expression in the University media. It is responsible for formulating broad policies designed to acquaint the public with the various activities, programs and projects of the University and for otherwise facilitating desirable public relations.

Executive Officer to provide staff support services: Vice President for Student Affairs

## 18. Radiation Safety Committee

The Radiation Safety Committee (“RSC” or “Committee”), a standing committee at Tennessee Tech University (“University”), is the governing body for all aspects of radiation safety protection within the University, including all affiliated research, instructional, and service units using ionizing and non-ionizing radiation sources or devices in facilities owned or controlled by the University.

The Committee shall ensure that radioactive materials and radiation-emitting devices are possessed, used, and disposed of safely and in compliance with state and federal regulations and with the specific conditions of the license issued to the University.

The Committee shall ensure that all radiation exposures at the University to faculty, staff, students, and the general public are maintained in accordance with the regulatory requirement of being *As Low As Reasonably Achievable* (ALARA).

Executive Officers shall be an administrator in the Office of Research and Economic Development and shall be appointed by the President.

#### 19. Sports Hall of Fame Committee

The Tennessee Tech Sports Hall of Fame Committee serves the President and the Athletics Director in an advisory capacity and assists them by reviewing and/or making recommendations relative to:

- a. Procedures for the Committee.
- b. Criteria for membership in the TTU Sports Hall of Fame.
- c. Recommending prospective inductees for the TTU Sports Hall of Fame.
- d. Such other matters as may be presented to the Committee by the Athletics Director or the President of the University.

Executive Officer to provide staff support services: Director of Athletics

#### 20. Stormwater Management Committee

The purpose of the Stormwater Management Committee is as follows:

- a. Develop and recommend policies and procedures that relate to stormwater pollution prevention issues on campus.
- b. Develop and assist with public information activities that relate to stormwater pollution prevention issues on campus.
- c. Recommend enforcement actions of the TTU illicit discharge and elimination policy.
- d. The formation of a Stormwater management committee is required by the TTU MS4 permit Best Management Practices 2A, 2B, and 2C. The committee will provide ongoing compliance with the Phase 2 permit, and the annual report.

Executive Officer to provide staff support services: Director of Capital Projects and Environmental Safety.

#### 21. Student Affairs Committee

The Student Affairs Committee assists the President, the Administrative Council, and the Vice President of Student Affairs of Tennessee Technological University as follows:

- a. By creating an environment in which learning experiences in academic, social, and cultural areas may be extended beyond the classroom
- b. By promoting the enrichment of student life by continually exploring ways to use university and community resources for extending the student's drives, interests, and motives.

- c. By promoting responsible citizenship and leadership through experience in evaluating existing and proposed policies and programs.
- d. By constantly evaluating the changing University environment in order to provide for the needs of the individual student.
- e. By assessing the activities and conduct of student organizations in order to encourage their useful contributions to student life and to the University.
- f. By determining whether an organization's activities or conduct warrants disciplinary action and to specify the nature of any disciplinary action.

Executive Officer to provide staff support services: Vice President for Student Affairs

## 22. Student Financial Aid Committee

The Student Financial Aid committee serves the University by establishing policies for the effective channeling of various forms of financial assistance to worthy students. The responsibilities are outlined as follows:

- a. The Committee determines University standards for the student Academic Work-Scholarship Program, in consonance with State Board of Regents regulations.
- b. The Committee is responsible for setting up a framework for the awarding of scholarships derived from a number of sources.
- c. In connection with Federal Assistance Programs, such as College Work-Study, Supplemental Educational Opportunity Grant, and National Direct Student Loan, the Committee establishes standards of scholarship and outlines other regulations for making awards in accordance with rules set up by the Federal Government.
- d. The Committee also has supervision of a number of small loan funds, limited mostly to juniors and seniors, which are available on terms set forth by the donors of the funds.

Executive Officer to provide staff support services: Director, Financial Aid

## 23. University Art Committee

The Art Committee assists the University by: stimulating the awareness, interest, appreciation, and knowledge of art and objects d'art on the part of students, faculty, staff, and members of the community.

To pursue this purpose, the Committee:

- a. Arranges for appropriate use of University areas designated for art displays.
- b. Provides the campus with a tasteful variety of art shows, art, and artists.
- c. Plans and implements activities or publications to disseminate information about art and artists.

Executive Officer to provide staff support services: Vice President for Student Affairs

24. University Judicial Council Committee

The University Judicial Council is one of four judicial procedures which have been established to hear student disciplinary cases. University Disciplinary Guidelines have been drawn up and are administered through the Office of the Vice President for Student Services. The University Judicial Council is composed of eight faculty/administrative staff members.

Executive Officer to provide staff support services: Dean of Students

25. University Safety & Environmental Committee

The purpose shall be to:

- a. Develop and recommend policies and procedures that relate to safety and environmental issues on campus when appropriate. ("Safety", for purposes of the committee, does not include matters of a security, traffic, or criminal nature that are routinely administered/enforced by Campus Police.)
- b. Serve as an additional resource to the University Safety Officer as needed when developing compliance programs.
- c. Review and act on matters referred by other University committees, departments, and individuals.

Executive Officer to provide staff support services: Director of Capital Projects and Environmental Safety