



**Board of Trustees Meeting
March 22, 2018
Bell Hall, Room 260**

MINUTES

AGENDA ITEM I—CALL TO ORDER AND ROLL CALL

The Tennessee Tech Board of Trustees met in regular session on March 22, 2018, in Bell Hall, Room 260. Chair Tom Jones called the meeting to order at 12:34 p.m.

Chair Jones asked Kae Carpenter, Secretary, to call the roll. The following members were present:

- Dr. Barbara Fleming
- Dr. Melissa Geist
- Ms. Trudy Harper
- Mr. Millard Oakley
- Mr. Purna Saggurti participated by phone and confirmed that he could simultaneously hear and speak to the Board members, that he was the only person present in the location from which he was calling, and that he received the Board materials in advance of the meeting.
- Mr. Johnny Stites
- Ms. Teresa Vanhooser
- Capt. Barry Wilmore
- Mr. Tom Jones

A quorum was physically in attendance.

Tennessee Tech faculty, staff, and members of the public were also in attendance.

Chair Jones stated that he discussed with President Oldham the importance of starting the Board meetings centered on Tennessee Tech students. He stated that the students are the product of Tennessee Tech and the Board was in place to assist in finding the best way to educate students.

Chair Jones introduced Tennessee Tech student Madison Davis who earned the distinction of being the first national champion speaker in the Tennessee Tech speech and debate team's long and impressive history. He stated that she was 2018's national champion

speaker in novice debate for the National Parliamentary Debate Association (NPDA). He stated that Ms. Davis and a teammate, Derrick Sarmiento, was the state champion team, and the entire speech and debate team was ranked the seventh best team of its size in the country.

Chair Jones stated that Ms. Davis was joined by assistant speech and debate coach, Jacob Metts, instructor of Communication Studies, and by Dr. Graham Cash.

Ms. Davis stated that two out of the three Tennessee Tech NPDA pairings on the speech and debate team made it to the championship rounds, meaning that Tennessee Tech had some of the best debate pairings in the nation. She stated that the region in the comprehensive tournament was the most competitive region in the country. She stated that she represented the debate team as a whole.

Ms. Davis expressed her gratitude to Tennessee Tech and the Board for the recognition and opportunity to speak. She stated that the debate team needed the Board's continued support to be more competitive in the future.

Mr. Stites asked how the Board could continue to support the debate team. Ms. Davis answered that the debate team was able to attend the national comprehensive tournament because it was held in Nashville, TN. She stated that the tournament will be held out of state in the future and the debate team needed to have the resources to be able to travel.

With that, Ms. Davis concluded her remarks.

AGENDA ITEM II– APPROVAL OF MINUTES

Ms. Harper moved to approve the minutes. Mr. Stites seconded the motion.

At the request of the Chair, Ms. Carpenter took a roll call vote. The motion carried unanimously.

AGENDA ITEM III–ELECTION OF STUDENT TRUSTEE

Chair Jones stated that the FOCUS Act required the Board to select a student as a non-voting member and that the candidates were Forrest Allard, a junior majoring in accounting and economics; Sawyer Hall, a freshman majoring in electrical engineering; and Micayla Holton, a graduate student working on her master's degree in curriculum and instruction. He stated that all candidates would be enrolled through March of 2019.

Mr. Allard, Mr. Hall, and Ms. Holton each provided a brief introduction and expressed their gratitude to the Board and to Tennessee Tech for the opportunity.

Dr. Fleming nominated Mr. Allard to be the student representative for the Tennessee Tech Board of Trustees. Mr. Stites seconded the motion.

With no other nominations, at the request of the Chair, Ms. Carpenter took a roll call vote. The motion carried 8-0 with Mr. Oakley recorded as present not voting.

Chair Jones stated that the Board would like the other nominees to serve as student advisors to the active student Board member.

Chair Jones appointed Mr. Allard to the Academic and Student Affairs Committee.

AGENDA ITEM IV–PRESIDENT’S REPORT

President Oldham congratulated Dr. Geist for being selected as the recipient of the American Nurses Credentialing Center’s 2018 Pediatric Primary Care Board Certified Nurse Award. He stated that nominated nurses have made significant contributions in the area of professional practice, education, research, or service. He stated that nominees were judged for innovation, collaboration, leadership, professional risk-taking, and patient-centered care.

President Oldham asked the leaders of the Strategic Planning Committee, Drs. Tom Payne and Lisa Zagumny, to report on the status of the strategic plan, which they did.

At the conclusion of the presentation, Mr. Stites asked how the Strategic Planning Committee envisioned Tennessee Tech in 10 years.

Dr. Payne answered that Tennessee Tech would look different with both technology and society changing; it would be hard for anyone to envision. He stated that in three to five years he saw a great deal more students that were involved with their community and the institutions they would serve after graduation. He stated that graduations would be more seamless transactions that would be natural because of engagement of students’ experiential learning.

Dr. Payne stated that Tennessee Tech was not just counting numbers with involvement of students, but looking at the depth and impact of their involvement. He stated that Tennessee Tech was going to merge the best of what was high-tech and high-touch, meaning Tennessee Tech would have personal relationships with students while leveraging technology. He stated that interactive groups working together would replace rows of desks.

Mr. Stites stated that it was important to have the high-touch aspect. He asked if it was envisioned that faculty would be assessed to have the mentor quality as well as the teaching quality.

Dr. Zagumny answered that she believed mentor qualities were already a part of faculty assessments, but will become more integrated, as faculty work directly with students.

Ms. Harper stated that she would like the Strategic Planning Committee to think about what they were going to do about recruiting underrepresented students and making a more diverse student body.

Ms. Harper stated that she agreed with the Strategic Planning Committee in that the community and Tennessee Tech representatives needed to be made aware of the budget model.

President Oldham thanked the Strategic Planning Committee for all the work that it has done. He stated that his job was to stress the urgency to act on the committee's ideas.

President Oldham stated that everyone should pay attention to what Tennessee Tech would look like 10 years from now. He stated that the strategic plan focused on Tennessee Tech's attributes and qualities.

President Oldham stated that most institutions were focused on getting their students successfully graduated, but Tennessee Tech's plan was to focus through their graduations and into their careers and insure that every student that walked the campus has the opportunity for a successful career.

President Oldham then made a presentation on the actions Tennessee Tech was and could take to achieve this plan.

President Oldham's presentation included the following:

- Tech's Search for Identity—a book published by former faculty members, Drs. Harvey Neufeldt and Calvin Dickinson, *The Search for Identity: A History of TTU, 1915-1985* points out the journey of Tennessee Tech. Tennessee Tech continued to search for its identity, which led to the new strategic plan.
- Fundamentals—two things that Tennessee Tech did well was creating and disseminating knowledge, and identifying and developing talent.
- Retention & Graduation Rates—Tennessee Tech has seen a lot of progress in first-year retention rates. Student persistence to graduate was up substantially over the last five years. The six-year graduation rate continued to climb. Tennessee Tech's numbers were among the highest in the state of Tennessee.
- Cost & ROI (Returns on Investment)—Tennessee Tech was sensitive to higher education being costly and costs being a burden to students and their families. In-state tuition and fees rose two to five percent per year. ROI was eight percent annual return for students. Tennessee Tech was rated high on economic mobility.
- Student Loan Repayment Success—Tennessee Tech had the lowest default rate in the state of Tennessee, below five percent for a three-year cohort.
- Academic Programs & Delivery—Tennessee Tech had 79 programs on its inventory as tracked by Tennessee Higher Education Commission, which was the second lowest among all public universities in the state of Tennessee. Sixty percent of the jobs that 2030 graduates would be looking to fill did not exist.

Mr. Stites asked since Tennessee Tech has the fewest number of academic programs, would it be able to address the change that was going to happen in the job market.

President Oldham stated that it could, but it would not happen automatically. He stated that the strategic plan addressed how to infuse innovation and the rebirth of academic endeavor consistently within the culture of Tennessee Tech.

After answering the question, President Oldham continued his presentation, which included the following information:

- Research—an area in which Tennessee Tech needed to do better. In 2016, Tennessee Tech reported 11.5 million dollars in research expenditures. University of Alabama-Huntsville reported 97 million in research expenditures in the same year.
- Tech's Essential Action—embedded in the strategic plan was to continue to put students first. Tennessee Tech needed to expand its reach to students, markets, companies, and external communities and increase diversity. Tennessee Tech needed to be more responsive, more inclusive, aggressively develop new emerging academic programs, and consider dissolving programs with lesser value. Tennessee Tech should fully insure the absolute integrity of research enterprise by a rigorous review process and provide a transparent accountability for all personnel involved. Tennessee Tech must change to an enterprise model.

Chair Jones stated that Tennessee Tech's research expenditures concerned him. He stated that Tennessee Tech had been around since 1915 and was considered a major engineering university and yet Tennessee Tech had not developed industries around the community. He stated that it was critical, for revenue purposes, to participate in more partnerships and seek more opportunities to do paid research and developments.

Chair Jones stated that it was clear that Tennessee Tech needed to make improvements on the research process, which would generate more revenue for faculty, opportunities for students, and bring growth and a quality reputation to Tennessee Tech.

President Oldham stated that Tennessee Tech had a wide range of disciplines on campus that have opportunities for sponsored research, such as engineering and sciences. He stated that the reputational value of Tennessee Tech was dependent on the scholarship that was produced, whether it was sponsored financially or not.

Chair Jones stated that President Oldham's flight plan, strategic plan, and building infrastructure were critical to achieving the goal of growth.

Dr. Fleming thanked Dr. Mark Stephens for stepping in as provost when that position was vacant.

Dr. Geist stated that to be able to do research Tennessee Tech needed to recruit and hire the best tenured faculty with the capability and the resources to do so. She stated that was where Tennessee Tech would see its return on investment.

AGENDA ITEM V—APPOINTMENT OF BOARD MEMBER FOR POLICY 780 PURPOSES

Chair Jones stated that Tennessee Tech had a Policy 780 matter in progress. He stated that on January 27 2018, a faculty member lodged an allegation with President Oldham,

and on January 29, Tennessee Tech started the Policy 780 process, which was a lengthy, confidential process to protect the integrity of all involved.

Chair Jones stated that President Oldham recused himself from the Policy 780 process. He stated that Policy 780 did not address how to proceed in these circumstances. He stated that the Board or Executive Committee could not serve in that role because of the policy's confidentiality requirement.

Chair Jones proposed that the Board select someone in place of the president's role for the Policy 780 process. He stated that he asked Ms. Harper if she was willing to serve in that capacity.

Mr. Stites moved to allow Ms. Harper to serve in the role of the president for the purposes of the Policy 780 process. Ms. Vanhooser seconded the motion.

Ms. Harper clarified that the appointment related only to the January 27, 2018, complaint and that she was recusing herself from voting on the motion.

Mr. Stites asked if Ms. Harper should begin the task of improving the research process while serving in the role.

Ms. Harper then asked Dr. Huo, the Research Integrity Officer, to look at improving the research process.

Dr. Geist stated that she was concerned about Ms. Harper's involvement with the College of Engineering. She asked if there were others approached to take the role of the president regarding the inquiry.

Chair Jones stated that he went to the Vice Chair of the Board when he determined that he could not fill the role himself.

Ms. Harper stated that she was involved with the College of Engineering but she does not know any of the individuals involved in the matter or the company that was sponsoring the research.

At the request of the Chair, Ms. Carpenter took a roll call vote. The motion carried 6-1 with Dr. Geist casting the "Nay" vote. Ms. Harper recused herself from the vote and Mr. Oakley abstained.

AGENDA ITEM VI.A.1 –EXECUTIVE COMMITTEE REPORT AND RECOMMENDATIONS–REPORT ON APPROVAL OF APPOINTMENTS– APPROVAL OF DR. LORI BRUCE TO THE PROVOST POSITION

President Oldham stated that Dr. Lori Bruce would join Tennessee Tech on April 16, 2018, as the new Provost and Vice President for Academic Affairs.

AGENDA ITEM VI.A.2– EXECUTIVE COMMITTEE REPORT AND RECOMMENDATIONS–REPORT ON APPROVAL OF APPOINTMENTS– APPROVAL OF DR. BRANDON JOHNSON TO THE VICE PRESIDENT FOR ENROLLMENT AND CAREER PLACEMENT POSITION

President Oldham stated that Dr. Brandon Johnson would join Tennessee Tech on April 1, 2018, as the new Vice President for Enrollment and Career Placement.

President Oldham thanked the search committees who worked diligently to find and recruit the new hires.

AGENDA ITEM VI.B– EXECUTIVE COMMITTEE REPORT AND RECOMMENDATIONS–REGULAR AGENDA–TEMPLATE PRESIDENT’S CONTRACT

Chair Jones stated that at the August 2017 Board meeting the full Board voted to direct the Executive Committee to develop a proposed contract for the President.

Chair Jones stated that at the December 2017 meeting the Executive Committee reported progress on the contract but there was no action taken.

Chair Jones stated that the Executive Committee met in February 2018 and approved a draft contract template for the President and moved to present it to the full Board.

Chair Jones stated there was a suggestion to postpone the contract. He stated that because the full Board voted for it to be developed and the Executive Committee developed a contract and voted for it to be sent to the full Board, he could not postpone the matter.

Dr. Fleming stated that the contract protected Tennessee Tech. She stated that faculty received the contract via email two days prior to the meeting and some were concerned and wanted longer to review it. She stated that her concern was for the faculty and suggested the Board vote at a later date.

Chair Jones stated that the Board faculty member and Faculty Senate President had access to the contract on February 15, 2018. He stated that he could not say that the faculty did not have the opportunity to review the contract until two days ago.

Dr. Fleming stated she wanted the Board to be respectful of the concerns of some faculty.

Chair Jones stated that he was not inclined to delay action when there had been ample opportunity to review the contract.

Ms. Harper moved to approve the template president’s contract as presented. Mr. Stites seconded the motion.

Dr. Geist stated that the contract listed the president was without tenure. She asked if the President was a tenured full professor at Tennessee Tech. Ms. Carpenter answered in the affirmative.

Dr. Geist stated that she did not understand why the Board pursued a contract with the President. She stated that she was not sure the contract protected Tennessee Tech. She stated that the contract stated that if the president was reassigned he would receive a base salary for five years.

Dr. Geist stated that if some of the contingencies listed on the template contract occurred, Tennessee Tech would be on the financial hook for five years. She asked the Board to change it to three years.

Ms. Harper stated that she had spent a lot of time researching presidents' contracts. She stated that according to Association of Governing Boards it was best practice for a university to have a president's contract. She stated that Tennessee Tech needed to adopt a contract for the President.

Chair Jones stated that if a president was terminated for cause, the president would not receive any salary.

Dr. Geist stated that it was important to have on record that there were concerns with taking a big step of approving a contract for the President.

Chair Jones stated that the Executive Committee was asking the Board to accept the draft template that was presented. He stated that once the Board approved the template, the Board could then change the template when offered to the President.

At the request of the Chair, Ms. Carpenter took a roll call vote. The motion carried 7-2 with Dr. Fleming and Dr. Geist casting the "Nay" votes.

AGENDA ITEM VII—CONTRACT FOR PRESIDENT OLDHAM

Chair Jones stated that there were faculty concerns and that he understood and appreciated their concerns. He stated that he had spent many hours with President Oldham discussing those concerns. He stated that he found no reason that would make him second-guess the decision to move forward with a contract. Chair Jones stated that he would like to see the contract go forward as a vote of confidence, stability, and protection for the President and for Tennessee Tech.

Ms. Harper moved to offer the template president contract to President Oldham. Mr. Oakley seconded the motion.

Dr. Geist stated that there were issues of concern on campus. She stated that across campus people are not included in the vision of Tennessee Tech and that the Board looked disconnected when only the positives were discussed.

Dr. Geist moved to amend the motion to revise the contract from a five-year term to a three-year term for the purpose of offering it to President Oldham. Dr. Fleming seconded the motion.

At the request of the Chair, Ms. Carpenter took a roll call vote. The motion failed 4-5 with Ms. Harper, Mr. Oakley, Mr. Saggurti, Mr. Stites, and Capt. Wilmore casting the "Nay" votes.

Chair Jones stated that the Board was back on the motion to offer President Oldham the five-year contract as presented.

At the request of the Chair, Ms. Carpenter took a roll call vote. The motion carried 8-1 with Dr. Geist casting the "Nay" vote.

AGENDA ITEM VIII.A-ACADEMIC & STUDENT AFFAIRS COMMITTEE REPORT AND RECOMMENDATION-REGULAR AGENDA-APPROVAL OF LETTER OF NOTIFICATION FOR NEW M.S. IN ENGINEERING MANAGEMENT PROGRAM

Dr. Fleming stated that the proposed new master's degree in engineering management has the full support of the faculty.

Dr. Fleming moved to approve the Letter of Notification for the new M.S. in Engineering Management Program. Capt. Wilmore seconded the motion.

At the request of the Chair, Ms. Carpenter took a roll call vote. The motion carried unanimously, with Mr. Oakley absent from the vote.

AGENDA ITEM VIII.B-ACADEMIC & STUDENT AFFAIRS COMMITTEE REPORT AND RECOMMENDATION-REGULAR AGENDA-APPROVAL OF PROGRAM MODIFICATIONS FOR ED.S. IN COUNSELING & PSYCHOLOGY

Dr. Fleming moved to approve the program modifications for Ed.S. in Counseling & Psychology. Dr. Geist seconded the motion.

At the request of the Chair, Ms. Carpenter took a roll call vote. The vote carried unanimously, with Mr. Oakley absent from the vote.

AGENDA ITEM VIII.C– ACADEMIC & STUDENT AFFAIRS COMMITTEE REPORT AND RECOMMENDATION–REGULAR AGENDA–APPROVAL OF CHANGE IN GMAT WAIVER REQUIREMENTS FOR MASTER OF ACCOUNTANCY

Dr. Fleming moved to approve the change in GMAT waiver requirements for Master of Accountancy. Capt. Wilmore seconded the motion.

At the request of the Chair, Ms. Carpenter took a roll call vote. The vote carried unanimously, with Mr. Oakley absent from the vote.

Chair Jones thanked Dr. Mark Stephens for his service as Provost. He stated that Dr. Mark Stephens is a true asset to Tennessee Tech.

AGENDA ITEM IX.A–AUDIT & BUSINESS COMMITTEE REPORT AND RECOMMENDATIONS–CONSENT AGENDA–PLANNING AND FINANCE POLICIES–POLICY 580 (CAPITAL PROJECTS MANAGEMENT) POLICY 581 (IN-HOUSE CONSTRUCTION/MAINTENANCE PROJECTS INCLUDING GIFT-IN-PLACE PROJECTS) POLICY 582 (ACQUISITION & DISPOSAL OF REAL PROPERTY) POLICY 583 (LEASE PROCUREMENT POLICY & PROCEDURES)

Ms. Vanhooser moved to approve all items on the Audit & Business Committee's consent agenda. Mr. Saggurti seconded the motion.

At the request of the Chair, Ms. Carpenter took a roll call vote. The vote carried unanimously, with Mr. Oakley absent from the vote.

AGENDA ITEM IX.B–AUDIT& BUSINESS COMMITTEE REPORT AND RECOMMENDATIONS–REGULAR AGENDA–APPROVAL OF 2018-2019 NON-MANDATORY FEES (PARKING PERMITS AND HOUSING FEES)

Ms. Vanhooser moved to approve the 2018-19 non-mandatory fees, with the clarification that the parking permit fee was for the duration of the ten-year plan. Mr. Saggurti seconded the motion.

At the request of the Chair, Ms. Carpenter took a roll call vote. The motion carried 7-1 with Dr. Geist casting the "Nay" vote and Mr. Oakley absent from the vote.

AGENDA ITEM X–OTHER BUSINESS

Chair Jones stated that Tennessee Tech was going through a challenging time but should not allow any single matter to define the institution. He stated that there were issues and problems to correct and that he had full faith in the Board.

Chair Jones stated that he hoped the faculty understood the Board was not ignoring their concerns or issues. He stated that the Board had to do a better job at supporting the faculty, paying the faculty, and providing them opportunities to excel.

AGENDA ITEM XI-ADJOURNMENT

There being no further business, the meeting adjourned at 3:03 p.m.

DRAFT



Agenda Item Summary

Date: June 26, 2018

Agenda Item: Strategic Plan and Mission Statement

Review

Action

No action required

PRESENTER: Tom

PURPOSE & KEY POINTS:

The President requests approval of the strategic plan and mission statement as presented. For the purposes of meeting certain regulatory and statutory requirements, the mission statement, which is included in the strategic plan, has been extracted as a stand-alone document for approval.



TECH TOMORROW

STRATEGIC PLAN

LETTER FROM THE PRESIDENT



“

We stand in an ideal position to educate our students on the social, economic, and historical impact of these technologies. This sets **Tennessee Tech** apart from most other universities. ”

I believe it's time for Tennessee Tech University to stake claim to the value and vision faculty, staff, students, and alumni know from experience: Tech is Tennessee's best university for a real education for real people who seek real careers.

We have the best educational return on investment in Tennessee. This is based on our affordable tuition, coupled with successful career placement for our graduates. As we shout that message with confidence, we must focus on anticipating and preparing for change.

In his book "The Industries of the Future," Alec Ross clearly points out in lay terms the changes we are about to experience due to technological achievements in genomics, robotics, codification of money and markets, cybersecurity, big data, and autonomous transportation.

We stand in an ideal position to educate our students on the social, economic, and historical impact of these technologies. This sets Tennessee Tech apart from most other universities.

We must plan to take advantage of our position. That's why this Strategic Planning Process is so important. It's designed to capture the energy, information, and innovation from our campus community and to share clear strategic direction across campus.

I ask you to take part in the journey and forever be a part of taking Tennessee Tech to a stronger, higher place. We are Tennessee Tech!

Dr. Philip Oldham, President

LETTER FROM THE DEANS

Dear Colleagues,

In August 2017, President Oldham charged the strategic planning committee with honing a shared and impactful vision for Tennessee Tech. He challenged us to consider Tech's unique stature, key constituencies, core principles, and foundational strengths as we chart our course through a dynamic and competitive environment. Rising to this challenge, a diverse team of faculty, staff, and administrators set about their work with excitement, humility, and a determination to obtain insight and integrate input from our stakeholders.

During the past year, the 18-member committee has met regularly and engaged in dozens of interviews, small group discussions, and forums. Our team has met with over 1,000 people including students, alumni, faculty, staff, board members, and external constituents (including but not limited to community partners, business leaders, government officials, and public school representatives). Discussions have taken place across our campus in college, departmental, and unit meetings. Interactive sessions were held with the Faculty Senate, Deans' Council, and in individual and small group conversations on and off campus. Stakeholders also shared input through the strategic planning website and emails to our members.

As we transition to the implementation phase, we are energized by the fact that so many people have shared their ideas. This remarkable level of participation has informed and strengthened the strategic plan. As importantly, this interaction is contributing to a common understanding of Tennessee Tech's aspirational future. While bold in its call to action, the strategic plan is true to our core principles and leverages our strengths to serve students, communities, and employers.

Last fall, we reached out for input and shared the strategic planning website. In spring, we provided an update to the Board of Trustees and again asked for input. As we complete our charge to design a clear vision and cohesive plan for Tennessee Tech, we need to remember that this is a living document – one that will evolve and



Thomas Payne



Lisa Zagumny

provide flexibility as our needs, opportunities, and contexts shift. More than a document, it is a tool to guide our actions, examine our progress, and measure our success. As we move into an implementation plan, strategic metrics and continuous improvement processes will be developed. Thank you in advance for your continued engagement, innovative ideas, and inspirational support as we endeavor to make the Tech Tomorrow vision a reality.

A handwritten signature in black ink that reads "Tom H. Payne".

**Dr. Thomas Payne, Dean
College of Business**

A handwritten signature in black ink that reads "Lisa Zagumny".

**Dr. Lisa Zagumny, Dean
College of Education**



MISSION

Tennessee's technological university creates, advances, and applies knowledge to expand opportunity and economic competitiveness. As a STEM-infused, comprehensive institution, Tennessee Tech delivers enduring education, impactful research, and collaborative service.

VISION

Tennessee Tech will achieve national prominence and impact through its engaged students, dedicated faculty, and career-ready graduates known for their creativity, tenacity, and analytical approach to problem solving.

CORE PRINCIPLES

Academic Excellence

We expect and produce high academic achievement, foster collaboration, exemplify integrity, and inspire creativity and realized potential for the entire campus community.

Community Engagement

We collaborate with community members and organizations to advance positive societal and economic change.

Meaningful Innovation

We are purposefully innovative in all we do.

Student Success

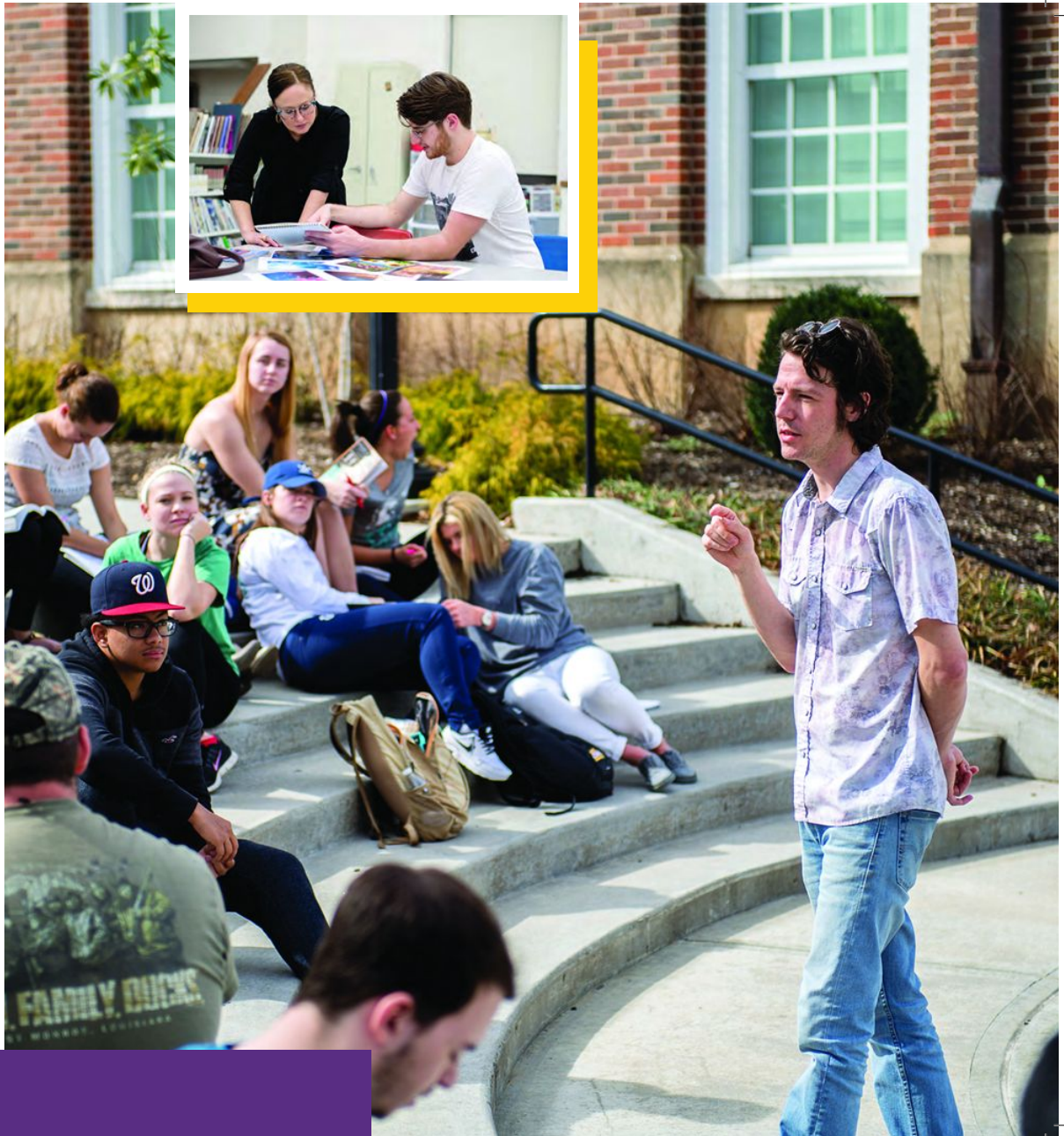
We empower students to realize their potential, craft individualized experiences, and discover their passion.

Supportive Environment

We are committed to a diverse and welcoming community and provide a campus size and atmosphere that fosters personal attention and fit.

Value Creation

We provide a high return on investment from our state, tuition, and donor resources and foster productive, responsible, and caring contributors to society.



STRATEGIC GOAL **ONE**

Education for Life

Tennessee Tech provides education that unleashes the potential and passion within our students and prepares them for successful careers and culturally enriched lives. TTU also provides educational opportunities, programs, credentials, and degrees to fuel the lifelong learning necessary for enduring achievement.

PRIORITY ACTIONS

- A.** Incorporate multiple experiential learning opportunities in all undergraduate programs.
- B.** Create a Tech-unique general education curriculum to provide the foundation for technologically adept, analytically capable, career-ready graduates.
- C.** Increase student diversity.
- D.** Develop and expand experiences that emphasize diversity and build global awareness, such as international travel, study abroad, and other high impact practices
- E.** Develop innovative, stackable credentials, and associated pathways responsive to stakeholder needs and entrepreneurial opportunities.

www.tntech.edu/strategic



TACTICS

- A.**
 - i** Evaluate and transform programs, courses, and opportunities to incorporate experiential learning that permeates the educational process – cumulatively and systematically developing students' career and societal readiness.
 - ii** Create and sustain a network of partners (faculty mentors, career counselors, alumni, professionals, businesses, schools, civic groups, etc.) to engage and mentor students in career preparation.
 - iii** Ensure that every undergraduate student will participate in a grand challenge to address a significant problem and contribute to impactful interdisciplinary solutions.
- B.**
 - i** Convene an advisory panel (external constituents, board members, faculty, and administrators) to determine specific areas of need for technology adept, analytically capable, career-ready graduates.
 - ii** Convene a faculty-led committee to review and revise the core curriculum to infuse analytical competencies.
 - iii** Develop guidelines and shared resources to promote analytical thinking and problem solving in every discipline.
 - iv** Prioritize and increase opportunities in existing courses to develop and assess discipline-related communication skills.
- C.**
 - i** Examine existing diversity levels, including comparative data from similar institutions.
 - ii** Create a college-specific plan for increased student diversity in collaboration with Admissions and Enrollment Management.
- D.**
 - i** Examine, revise, and expand awareness of existing academic and co-curricular programs to enhance global understanding, experience, and education.
 - ii** Expand and improve academic and co-curricular programs to enhance global understanding, experience, and education.
- E.**
 - i** Evaluate and improve existing programs and develop new ones through rigorous determination of workforce demand, societal need, and financial viability.
 - ii** Incorporate and integrate stackable credentials, including certificates, minors, and concentrations into programs of study.
 - iii** Regularly survey employers to determine if workforce needs and associated expectations are being met.
 - iv** Leverage technology, enhance quality, and increase accessibility through online and hybrid offerings.

STRATEGIC GOAL TWO

Innovation in All We Do

Tennessee Tech innovates in all we do, embracing and deploying our technological foundation in our education, research, service, and stewardship.

PRIORITY ACTIONS

- A. Every college will develop and implement technologically-infused programs.
- B. Increase research, scholarly activities, and intellectual and creative contributions aligned with university, college, and departmental strategic priorities.
- C. Implement specific strategies, structures, and resources to serve adult learners and offer online/hybrid delivery systems to increase accessibility, expand our reach, and enhance our impact and reputation.
- D. Recruit, hire, retain, and reward a diverse faculty/staff with a demonstrated commitment to collaboration, external engagement, and life-long learning.

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TACTICS

- A.
 - i. Develop and implement distinct technologically-focused programs. Existing or proposed programs should be vetted through a rigorous determination of workforce demand, societal need, and financial viability.
- B.
 - i. Each college will identify three to four areas of strength and relevance and prepare a plan, including specific actions, to become nationally renowned.
 - ii. Review and refine existing practices to support research, scholarly activities, and intellectual and creative contributions.
- C.
 - i. Provide support to units that strategically transition existing programs to online or hybrid platforms.
 - ii. Create opportunities and processes (including feasibility and financial viability analyses) for unit faculty and administrators to develop and implement new programs and associated courses offered online or hybrid.
- D.
 - i. Enhance recruitment and hiring practices to ensure candidates' commitment to collaboration, external engagement, and lifelong learning.
 - ii. Significantly increase employment of underrepresented groups.
 - iii. Review and refine departmental agreement on responsibilities to integrate substantive engagement activities and better reflect overall workload.
 - iv. Develop a plan to recognize and compensate employees' educational preparation, experience, ability, and interests. Review and revise employee compensation assessments in consideration of educational preparation, experience, and range of ability.
 - v. Review and refine staff training and learning opportunities to support retention, provide professional growth, and ensure Tech-best practices.

STRATEGIC GOAL THREE

Exceptional Stewardship

Tennessee Tech is committed to optimizing resources and continuously improving effectiveness, efficiency, and return on investment for students.

PRIORITY ACTIONS

- A. Improve efficiency and effectiveness of operational/administrative processes and procedures.
- B. Increase the size and effectiveness of scholarship endowments.
- C. Continue to develop, implement, and evaluate a dynamic long-term budget model that informs effective financial management and consistent strategic investment.



TACTICS

- A.
 - i Identify and implement technologically-based innovative administrative processes to improve interoperability and enhance support of learning, research, and business practices.
 - ii Develop a comprehensive strategic enrollment management recruitment plan.
 - iii Examine faculty workload and deployment.
- B.
 - i Initiate a pooled endowment fund to provide need-based scholarships and internships to qualified students.
 - ii Equip fundraisers across units with advancement techniques, tools, and practices.
 - iii Convene a committee to determine processes for awarding need-based scholarships and Tech-based internships.
 - iv Correlate scholarship strategies to fit enrollment strategies and financial success.
- C.
 - i Educate the university community on the budget model.
 - ii Effectively utilize the budget model to improve operations and resource allocation. Determine and implement a plan for funding units that recognizes both expectations of impact, mission-based performance, and contributions to the bottom line.
 - iii Identify and implement technology-based information systems and processes to facilitate more efficient practices and procedures and ensure system interoperability to enhance service to users (including existing and prospective students, faculty, staff, administrators, and external stakeholders).

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STRATEGIC GOAL FOUR

Engagement for Impact

Tennessee Tech fosters partnerships with government, business, and non-profit organizations to advance economic and workforce development, create and disseminate knowledge, serve the public good, and generate cultural impact.

PRIORITY ACTIONS

- A.** Develop new strategically-driven sustainable partnerships.
- B.** Modernize, adapt, and create academic programs, continuing education certificates, and training activities responsive to impactful engagement.
- C.** Create and support a network of scholars to evaluate community engagement topics and opportunities.
- D.** Increase alumni and friend engagement and impact.
- E.** Support economic development to transform and sustain a thriving hub for innovation, creativity, and employment opportunities.



TACTICS

- A.**
 - i** Inventory existing partnerships to identify gaps.
- B.**
 - i** Be the leading producer of math and science teachers for Tennessee public schools.
 - ii** Continuously evaluate programs to determine if they meet workforce and societal needs.
 - iii** Explore feasibility of a professional school(s).
 - iv** Be responsive to the needs of adult learners.
- C.**
 - i** Convene a faculty-led and community informed committee to identify beneficial engagement topics and collaborative opportunities.
- D.**
 - i** Examine existing engagement levels.
 - ii** Create a college-specific plan for increased engagement in collaboration with the Crawford Alumni Center and University Advancement/Development.
- E.**
 - i** Encourage and support faculty involvement in local, regional, and state economic development activities.
 - ii** Convene a Tech economic and community development committee to examine existing activities and identify opportunities for workforce and business development, entrepreneurship, cultural enrichment, and lifelong education and training.

www.tntech.edu/strategic



SPECIAL THANKS TO MEMBERS OF THE STRATEGIC PLANNING STEERING COMMITTEE

- Tom Payne** (Co-Chair) – Dean, College of Business
- Lisa Zagumny** (Co-Chair) – Dean, College of Education
- Mark Melichar** – Assistant Professor of Economics
- Jeff Boles** – Chair, Department of Chemistry
- Jason Beach** – Associate Professor of Curriculum & Instruction
- Jerry Gannod** – Chair, Department of Computer Science
- Claire Stinson** – Vice President for Planning & Finance
- Dennis Fennewald** – Assistant Professor of Agriculture
- Barbara Jared** – Assistant Professor of Nursing
- Steve Anton** – Assistant Professor of Mechanical Engineering
- Steven Frye** – Associate Professor of Interdisciplinary Studies
- Allison Davis** – Assistant Director of Communications & Marketing
- Glenn James** – Director of Institutional Research
- Karen Lykins** (Project Manager/Staff Support) – Chief Communication Officer
- Shubhada Mahajan** (IR Staff Support) – Analyst, Institutional Research
- Denise Colwell** (Administrative Assistant Staff Support) – Administrative Assistant, Communications & Marketing

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SUCCESS **ENDURANCE**
PURPOSE **VISION**
GOALS **OUTCOMES**
ACTIONS **STRATEGY**
ASPIRATION **IDEALS**



TTU is a part of the State University and Community College System of Tennessee. OCM159-PRNT-18



Tennessee
TECH

Mission Statement

Tennessee’s technological university creates, advances, and applies knowledge to expand opportunity and economic competitiveness.

As a STEM-infused, comprehensive institution, Tennessee Tech delivers enduring education, impactful research, and collaborative service.

Agenda Item Summary

Date: June 26, 2018

Agenda Item: Mission Profile

Review

Action

No action required

PRESENTER: Tom

PURPOSE & KEY POINTS:

THEC requires the Board to approve a mission profile and submit it annually to THEC.



**Tennessee
TECH**

Mission Profile

Founded as Tennessee’s technological university, Tennessee Tech creates, advances, and applies knowledge to expand opportunity and economic competitiveness. As a STEM-infused, comprehensive institution, Tennessee Tech delivers enduring education, impactful research, and collaborative service. Holding a Carnegie classification of “Doctoral University: Moderate Research,” the university provides strong programs in each of its 10 colleges and schools—Agricultural and Human Ecology, Arts and Sciences, Business, Education, Engineering, Fine Arts, Honors, Interdisciplinary Studies, Nursing, and Graduate Studies. Degrees are offered in 41 baccalaureate, 19 master’s and 3 specialist programs; 4 doctoral areas of study include Engineering, Environmental Science, Exceptional Learning, and Nursing; and 11 undergraduate and graduate certificate programs. The university’s commitment to public service and economic development in the Upper Cumberland region is especially visible in its nursing, agriculture, teacher education, and environmental studies programs. Tennessee Tech graduates are known for their creativity, tenacity, and analytical approach to problem solving.



Agenda Item Summary

Date: June 26, 2018

Agenda Item: Continuing Approval of Mission Statement and Mission Profile and Delegation of Authority to the President

Review

Action

No action required

PRESENTER: Tom

PURPOSE & KEY POINTS:

Tennessee Code Annotated Section 49-7-101(e) requires the Board to “submit annually [its] institutional mission statement[] to the Tennessee higher education commission for review and approval.”

Staff recommends the Board delegate authority on a continuing basis to the President to make technical changes to the mission profile and to submit it and the mission statement annually to THEC.



Agenda Item Summary

Date: June 26, 2018

Agenda Item: Update on President's Evaluation Process

Review

Action

No action required

PRESENTER: Tom

PURPOSE & KEY POINTS:

The Executive Committee, which is responsible for organizing and conducting an annual performance review of the President, approved a timeline for completion of the process as well as questionnaires for Board and Cabinet assessment. The Chair appointed Ms. Harper as the Executive Committee Representative for this year's review.

A synopsis of the Procedures and the full text of the Procedures are included in Tab 6 of the Diligent Board book, as well as the questionnaires that will be sent to board members and cabinet members in the near future.



Synopsis of President's Evaluation Process

1. The President submits a self-assessment to the Executive Committee.
2. The Executive Committee sends assessment to the Board members and solicits comments from them.
3. The Executive Committee reviews confidential faculty evaluations of the President and other comments, if any.
4. The Executive Committee Representative summarizes comments from faculty evaluations, the Board, and others received, if any, and shares the confidential summary with Executive Committee.
5. The Executive Committee Representative meets with the President to review the material.
6. The Executive Committee Representative provides a confidential written summary of meeting to the President and to the Board.
7. The President and Board members are given an opportunity to offer comments to the written summary.
8. The Executive Committee Representative will provide a final copy of the confidential evaluation to the President and the Board.



Procedures for President’s Performance Reviews and Comprehensive Reviews

I. Purposes

- A.** The purposes of the annual performance review are:
 - 1.** To assist the Board in determining whether the President’s performance is effective;
 - 2.** To enable the President to enhance his or her performance and leadership;
 - 3.** To promote good communications and strong working relationships between the President, the Board, and Tennessee Tech constituencies;
 - 4.** To enable the President and the Tennessee Tech Board of Trustees (“Board”) to set mutually agreeable goals; and
 - 5.** To inform Board decisions on compensation and other terms of employment for the President.
- B.** The purpose of the process is to provide the Board with a full opportunity to provide input to the President’s evaluation while according the President the same level of confidentiality enjoyed by all other Tennessee Tech employees.

II. Responsibility

- A.** Pursuant to TTU Policy 002 (Selection, Evaluation, and Retention of the President), the Board is responsible for assessing the President’s performance.
- B.** Pursuant to TTU Policy 005 (Board Committees), the Board has delegated to the Executive Committee the responsibility for organizing and conducting an annual performance review of the President.

III. Process for the President’s Annual Performance Review

- A.** The President shall prepare a written self-assessment statement in a format and according to a timetable mutually agreed upon by the President and the Executive Committee. The statement shall include the following:
 - 1.** Progress toward meeting goals and expectations previously agreed upon¹ by the President and the Board,
 - 2.** Assessment of Tennessee Tech’s strategic directions pertaining to its mission and vision statements,

¹ This requirement is not applicable to the President’s evaluation in fiscal year 2018 or in the first year of any subsequent President’s tenure. In those cases, the President shall identify reasonable goals in writing and submit them to the Executive Committee and Board for approval.

3. Assessment of the overall academic quality of Tennessee Tech, including its achievements and accomplishments,
 4. Assessment of Tennessee Tech's financial status,
 5. Identification of significant institutional challenges faced over the prior year, and a prospective statement of challenges and opportunities facing Tennessee Tech in the upcoming year, and
 6. Goals proposed by the President for the coming year.
- B.** After receipt of the President's confidential self-assessment statement, the Executive Committee will confidentially share the President's self-assessment with the Board and solicit confidential written feedback from the Board members on the President's statement.
 - C.** The Executive Committee will also review the confidential faculty evaluations of the President submitted pursuant to TTU Policy 209 (Faculty Evaluation of University Administrators) and may, in its sole discretion or at the request of the Board, solicit additional confidential feedback from faculty, administrators, or staff as needed.
 - D.** The Chair of the Board or a member of the Executive Committee designated by the Chair (either of whom hereinafter referred to as "the Executive Committee Representative") will summarize the written comments from faculty evaluations, the board, and others received and share the summary with the Executive Committee for its review.
 - E.** Based on the summary of the materials received, the Executive Committee Representative will meet with the President concerning the President's self-assessment statement, feedback received, and the President's goals and expectations for the coming year.
 - F.** Based on the President's self-assessment statement, feedback received, and the meeting with the President, the Executive Committee Representative will prepare a confidential draft written assessment of the President's performance, and share this assessment with the President and the Board, who may offer confidential written comments concerning this assessment. The Executive Committee Representative will incorporate these comments as appropriate.
 - G.** The Executive Committee Representative will provide a copy of the final confidential written assessment to the Board and the President.
 - H.** The Executive Committee may, in its sole discretion, vary the requirements of the annual performance review process.

IV. Periodic Comprehensive Review

- A.** Two years after the first annual assessment of the President is conducted, the Executive Committee should consider whether or not to perform a comprehensive review of the President's performance in a subsequent year.
- B.** If such a comprehensive review is to be performed, the Executive Committee may choose to engage the assistance of one or more external advisors.

Approved by the Board on August 17, 2017.

2018 TIMELINE FOR PRESIDENT'S EVALUATION

PLEASE NOTE THAT ALL DOCUMENTS RELATED TO EVALUATIONS ARE CONFIDENTIAL
PURSUANT TO TENNESSEE CODE ANNOTATED SECTION 10-7-504(a)(26)

June 14	Executive Committee ("EC") meeting to finalize evaluation timeline and discuss process.
June 26	Quarterly Board meeting.
June 27	President's confidential self-assessment due to EC. President' Office will provide faculty evaluations to EC.
June 28	EC sends President's confidential self-assessment to Board members and requests their confidential assessments. EC also sends assessment survey to Cabinet members.
July 13	Board and Cabinet members' confidential assessments of President due to EC.
By July 27	Executive Committee Representative ("ECR") completes a confidential summary of the assessments and confidentially shares with EC.
By August 8	ECR meets with President to discuss combined assessments.
By August 17	ECR drafts confidential evaluation based on combined assessments and meeting with President and sends confidential draft evaluation to President and Board.
By August 31 which	Board members may provide additional confidential written comments, the ECR may incorporate into the final confidential written evaluation.
By September 10	ECR gives the final confidential written evaluation to President and Board.
September 13	Quarterly Board meeting.



Agenda Item Summary

Date: June 26, 2018

Division: Academic Affairs

Agenda Item: Policy 258 (Prior Learning Assessment)

Review

Action

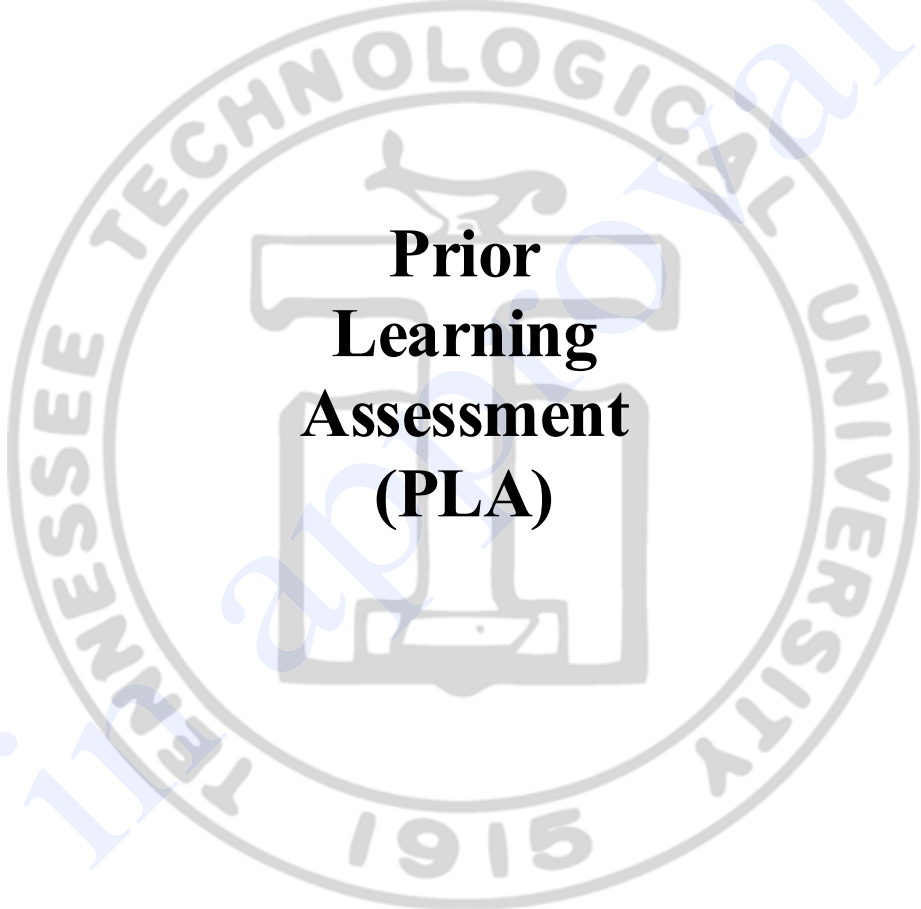
No action required

PRESENTER(S): Provost Bruce

PURPOSE & KEY POINTS:

The purpose of this policy is to establish a consistent TTU policy for the transfer, acceptance, and evaluation of Prior Learning Assessment (PLA) for undergraduate university credit.

Tennessee Technological University Policy No. 258

The seal of Tennessee Technological University is a circular emblem. It features a central shield with a lamp of knowledge on top. The shield is set against a background of a gear and a book. The words "TENNESSEE TECHNOLOGICAL UNIVERSITY" are written around the perimeter of the seal, and the year "1915" is at the bottom.

**Prior
Learning
Assessment
(PLA)**

Effective Date: July 1, 2018

Policy No: 258

Policy Name: Prior Learning Assessment

Policy Subject: Definitions and Accepted Forms of Prior Learning Assessment)

I. Purpose

The purpose of this policy is to establish a consistent TTU policy for the transfer, acceptance, and evaluation of Prior Learning Assessment (PLA) for undergraduate university credit.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Provost and Vice President for Academic Affairs, with recommendations for revision presented to the Academic Council, University Assembly, and the Tennessee Tech Board of Trustees.

III. Scope

Parameters for awarding PLA:

- A. *External* - Any credits awarded for PLA must be in accordance with the Standards of The Commission on Colleges of the Southern Association of Colleges and Schools (SACS Standard 10.8) and policies and guidelines of the Tennessee Higher Education Commission.
- B. *Internal*- The maximum number of credits that can be earned through PLA (any combination) is 60 credit hours. In all cases, a student must earn 25% of hours required for graduation through Tennessee Tech credit. PLA credit will not count toward this 25% minimum.

No other limitations are to be placed in student eligibility for PLA credit, such as minimum age or work experience.

IV. Definition(s)

Prior Learning Assessment (PLA) is a term used to describe the evaluation of college-level, credit-worthy learning gained outside a traditional academic environment. It is learning and knowledge students acquire while living their lives, such as by working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open source courseware. PLA is *not* confined to portfolio assessment, which is simply one type of PLA (as are CLEP tests, ACE evaluations, challenge exams, etc.).

Prior Learning Credit – University academic credit awarded as a result of PLA. Also called extra institutional learning credit.

V. Policy/Procedure

A. Requirements for PLA credit to be awarded: Academic credit will be awarded only:

1. For students who have been admitted to the institution.
2. After the student has consulted with an advisor about the possibility and advisability of seeking credit for PLA.
3. For students who have declared an academic program.
4. For credit directly applicable to curriculum requirements of the declared program. Changing majors may result in a reassessment of the applicability of the PLA credit.
5. PLA credit must be reviewed and approved by faculty in the discipline of the proposed credit.

B. The following credit can be awarded for PLA:

1. Advanced Placement (AP) Exams
2. American Council on Education (ACE) Guides- Published credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
3. College Level Examination Program (CLEP) Exams
4. Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSSTs).
5. Evaluation of Local Training – Program evaluations of non-collegiate instructional programs approved by individual colleges.
6. Excelsior College Examination Program (ECE)
7. Institutional Course Challenge Examination Credit
8. International Baccalaureate Programs (IB).
9. Portfolio Review Credit (or portfolio assessment credit) – A portfolio is prepared by the student to demonstrate and validate credit for learning acquired outside of the classroom. University faculty will use rubrics to evaluate the student portfolio and make credit recommendations. Portfolios will include documentation such as certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of artwork, evidence of self-directed learning, and resumes.
10. Prior Military Training Credit
11. Thomas Edison State College Examination Program (TECEP).
12. Dual credit program.
13. Dual enrollment program.
14. ACT/SAT

C. **How PLA credits may be used in a student's academic program:**

PLA credits apply toward majors, minors, concentrations, general education requirements, and electives that count toward the degree or certificate being sought in the same manner as traditional courses. PLA credits shall not be treated differently in their application and use than their course equivalencies or appropriate block credit. PLA credits also satisfy prerequisite requirements in the same manner as their course equivalencies.

D. **Transferability of PLA Credits**

1. Students who transfer to Tennessee Tech University may have their PLA credits transferred to the institution as long as the credits are applicable to the degree or certificate the student has declared. However, item 2 (below) still applies in the event that the receiving institution does not grant credit to its native students for that type of PLA credit.
2. PLA credit awarded at one institution which meets TTU Common General Education Core Requirements and/or Tennessee Transfer Pathway (TTP) requirements must be accepted as transfer credit toward the degree, in accordance with Transfer Guarantee policies related to the General Education Core or the Tennessee Transfer Pathways.

E. **Transcription of PLA Credits**

Prior learning credit that is granted will be given the grade of "S" (satisfactory). No quality points will be awarded to count toward GPA.

1. **Transcription Standards**

PLA credits shall appear on student transcripts in the following ways:

- a. **Prior Learning Portfolio-** Students may demonstrate college-level knowledge of a subject that they have acquired outside of a traditional college classroom (work, community service, or other experiences) through the development of a portfolio. Two types of PLA credit may be awarded through the portfolio assessments:
 - i. **Course Equivalency Credit:** Prior learning which is assessed based on the documented achievement of course specific learning outcomes will be recorded as that course.
 - ii. **Block Credit:** In instances where prior learning is assessed as block credit, that assessed credit will be identified by subject (ex. elective,

accounting, health, etc.); by course as lower division (LD) or upper division (UD); with a grade of “S”.

- b. **College Level Exam Program (CLEP)** - Students may earn college credit for certain examinations administered by the College Level Exam Program. To receive credit for a CLEP test, a minimum score must be earned (see Catalog for details). CLEP credit will be recorded as course specific credit. CLEP credit will be identified as transfer credit from the College Level Exam Program.
- c. **ACT/SAT** - Students may earn college credit for certain sections of the ACT/SAT test. To receive credit, a minimum score must be earned (see Catalog for details [ADD LINK HERE](#)). ACT/SAT credit will be recorded as course specific credit with a grade of “S”. ACT/SAT credit will be identified as transfer credit from the ACT/SAT Program.
- d. **Advanced Placement** – Course credit for successful completion of Advanced Placement examinations administered by the College Entrance Examination Board to high school students will be granted to students presenting Advanced Placement examination grades (see Catalog for details <http://catalog.tntech.edu/content.php?catoid=23&navoid=4371&hl=%22AP%22&returnto=search>).
- e. **International Baccalaureate (IB)** – Course credit for successful completion of examinations administered by IB to high school students will be granted to students presenting IB grades (see Catalog for details <http://catalog.tntech.edu/content.php?catoid=23&navoid=4372&hl=%22IB%22&returnto=search>).
- f. **DANTES Subject Standardized Test (DSST)** – Students may earn college credit for acceptable scores on the DANTES Subject Standardized Test; based on institutional or system policy. If no such policy exists and an institution accepts DSST credit, then college credit shall be awarded based upon the credit recommendations and minimum scores recommended by the American Council on Education by default.
- g. **Military Credit** – Credit awarded for completion of service schools will be governed by recommendations at the baccalaureate or associate level from the current Guide to the Evaluation of Educational Experience in the Armed Services. Military transcripts such as SMART or AARTS must be presented to the Office of Academic Services, and students will work directly with the Office of Military and Veteran Affairs and/or PLA Coordinator to determine what potential credit is appropriate for the particular program of study. Upon presentation of a copy of the veteran’s report of separation (DD Form 214) and/or Joint Services Transcript (JST), the following credit may be awarded:

- i. A minimum of eight semester credit hours will be granted based on information received from DD Form 214 and/or JST transcript with completion of Initial Entry Training (IET) and completion of Military Occupational Specialty (MOS) training.
- ii. Credit will be awarded for formal service schools based on recommendation from the Office of Educational Credit of the American Council on Education after consultation with an academic advisor. All documentation supporting service-related educational experiences should be filed with the Admissions Office.
- h. **Occupational and Workplace Training** – Credit awarded for completion of workplace (corporate, volunteer, government, etc.) training may be awarded based on recommendations by nationally recognized college credit recommendation services or the individual evaluation and determination by the appropriate university department/school.
- i. **Institutional Course Challenge Examinations** – An institutional course challenge examination may be available to students who have knowledge of a subject area not covered by standardized exams (e.g., ACT, CLEP). Challenge exams are coordinated through the appropriate academic unit.

2. Transparency of the award/denial of PLA credit

When a student has applied for PLA credit, the following procedures must be followed:

- a. Portfolio: Assessor must provide reasoning for the amount of credit hours awarded or a written explanation of the evaluation of the portfolio, regardless of outcome.
- b. ACE, CLEP, and other forms of non-portfolio PLA credit: If credit is denied, students will be notified with an automated message seven days after the evaluation of the credit.

3. Appeals

- a. Students may appeal PLA credit decisions using the Requests for Exception form.
- b. Recommendations and scoring by ACE, CLEP, and other external bodies are under the auspices of the evaluation body and cannot be appealed at the college/university level. Student appeals of these decisions should be directed to the appeals procedures for each testing agency or credit recommendation service.

- c. Revision of portfolio – Students may submit revised portfolios upon recommendation of the assessor after receiving recommendations for improvement or reasons for credit denial.

VI. Interpretation

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

VII. Citation of Authority for Policy

THEC Recommended Standards in Prior Learning Assessment (PLA) Policy and Practice for Tennessee Public Colleges and Universities: The Tennessee Prior Learning Assessment Task Force. Approved August 7, 2012

VIII. Approved by:

Academic Council: [List date approved]

University Assembly: [List date approved]

Board of Trustees: [List date approved]



Agenda Item Summary

Date: June 26, 2017

Division: Academic Affairs

Agenda Item: Revisions to Policy 268 (Honorary Degrees)

Review

Action

No action required

PRESENTER(S): Provost Bruce

PURPOSE & KEY POINTS:

The purpose of this policy is to establish procedures for awarding honorary degrees.

**Tennessee Technological University
Policy No. 268**



Effective Date: July 1, 2018

Policy No.: 268

Policy Name: Honorary Degrees

Policy Subject: Awarding honorary degrees

Effective Date: July 1, 2018

I. Purpose

The purpose of this policy is to establish procedures for awarding honorary degrees.

II. Review

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

III. Policy

A. Tennessee Tech awards honorary degrees:

1. To persons whose careers reflect sustained and superlative achievement in their professions research, scholarship, public service, leadership, volunteerism, and/or cultural affairs as well as new frontiers of human endeavor;
2. To advance the educational missions, goals, and programs of Tennessee Tech by developing associations with persons who embody the same ideals, values, and aspirations; and
3. To inspire students, faculty, staff, administrators, alumni, and members of the local, national, and world communities to emulate such standards of excellence, integrity, and commitment to enhance the public good.

B. Criteria for Selection

1. Tennessee Tech awards an honorary degree only in exceptional circumstances.
2. Tennessee Tech will award no more than two (2) honorary degrees in any given year.
3. Current faculty, staff, and trustees are not eligible to receive an honorary degree. Faculty, staff, and trustees who have been separated from Tennessee Tech at least three (3) years are eligible.

4. Currently elected/appointed public officials and current candidates/nominees for public elective/appointed offices within the State of Tennessee are not eligible.

C. Procedures

1. Any Tennessee Tech employee may nominate an individual for an honorary degree by submitting a written request to the Executive Office of the Committee on Commencements, Convocations, and Academic Ceremonies.
2. Tennessee Tech's Committee on Commencements, Convocations, and Academic Ceremonies, in conjunction with the President, will establish a selection committee of no more than seven (7) members, four (4) of whom must hold faculty rank.
3. The Executive Office of the Committee on Commencements, Convocations, and Academic Ceremonies, upon receipt of a nomination, will convene a selection committee within four (4) weeks of receiving a nomination, absent good cause.
4. The nominator must submit the following required information to the selection committee:
 - a. Letter from the nominator that focuses on personal knowledge of the nominee's career accomplishments and reputation.
 - b. Letter from a Tennessee Tech Dean, Vice President, or President demonstrating support for the nomination.
 - c. Nomination summary of 100 words or less, restricted to outlining the nominee's accomplishments, excluding degrees and appointments.
 - d. Dossier of no more than 25 pages, including current contact information, date and place of birth, education, employment, membership in professional societies, honors and awards, professional and public service, consulting activities, etc.
5. The nominator may submit the following optional information to the selection committee:
 - a. Supporting letters (no more than 3) from the nominee's colleagues at Tennessee Tech.

- b. Supporting letters (no more than 3) from the nominee's colleagues outside of Tennessee Tech.
6. To the extent allowed by law, the selection committee's deliberations will be confidential.
7. The Executive Office will forward any recommendations for honorary degrees to the President for review and recommendation to the Board.
8. The Board will approve or disapprove the nomination.
9. The Board's decision is final.

IV. Interpretation

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

V. Citation of Authority for Policy

T.C.A. 49-8-203(a)(1)(B)

Approved by:

Academic Council: April 11, 2018

University Assembly: April 18, 2018

Board of Trustees:



Agenda Item Summary

Date: June 26, 2018

Division: Planning and Finance

Agenda Item: Presidents Emeriti Contracts

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

Review and approve the Presidents Emeriti contracts for Dr. Robert Bell and Dr. Angelo Volpe for 2018-19 pursuant to the laws of the State of Tennessee and Tennessee Tech policies.

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.



Agenda Item Summary

Date: June 26, 2018

Division: Planning and Finance

Agenda Item: Tenure and Promotions Recommendations

Review

Action

No action required

PRESENTERS: Dr. Mark Stephens

PURPOSE & KEY POINTS:

Recommendations and supporting documentation for granting tenure and promotion for all eligible faculty members.

Tennessee Tech University
Board of Trustees



FACULTY PROMOTION RECOMMENDATIONS FOR 2018 – 2019

Recommended personnel are listed alphabetically by last name.

	Name	Department/Division	Proposed Rank	Current Rank
1	Adams, Stephanie	Library	Associate Professor	Assistant Professor
2	Asante, Joseph	Earth Sciences	Associate Professor	Assistant Professor
3	Bounds, Paulina	English	Associate Professor	Assistant Professor
4	Carlton, Cecil (Clark)	Sociology & Political Science	Associate Professor	Assistant Professor
5	Chitiyo, George	Curriculum & Instruction	Professor	Associate Professor
6	Craven, Kristine	General & Basic Engineering	Associate Professor	Assistant Professor
7	Duvall, Judy	Nursing	Associate Professor	Assistant Professor
8	Elkeelany, Omar	Electrical & Computer Engineering	Professor	Associate Professor
9	Fennewald, Dennis	Agriculture	Associate Professor	Assistant Professor
10	Ghafoor, Sheikh	Computer Science	Professor	Associate Professor
11	Hadjik, David	Library	Professor	Associate Professor
12	Hansen, Jeremy	Music	Professor	Associate Professor
13	Harris, Eric	Music	Professor	Associate Professor
14	Hurt, Carla	Biology	Associate Professor	Assistant Professor
15	Jared, Barbara	Nursing	Associate Professor	Assistant Professor
16	Kidd, Mary	Physics	Associate Professor	Assistant Professor
17	Killman, Christy	Exercise Science	Professor	Associate Professor
18	Krosnick, Shawn	Biology	Associate Professor	Assistant Professor
19	Mahmoud, Mohamed	Electrical & Computer Engineering	Associate Professor	Assistant Professor
20	Ogbomo, Queen	Curriculum & Instruction	Associate Professor	Assistant Professor
21	Phillips, Michael	Exercise Science	Professor	Associate Professor

Tennessee Tech University
Board of Trustees



22	Piras, Susan	Nursing	Associate Professor	Assistant Professor
23	Sanders, Robby	Chemical Engineering	Associate Professor	Assistant Professor
24	Shiple, Lee Ann	Human Ecology	Professor	Associate Professor
25	Sisk, Cara	Human Ecology	Assistant Professor	Instructor
26	Smith, Troy	History	Associate Professor	Assistant Professor
27	Trent, Kristen	Curriculum & Instruction	Professor	Associate Professor
28	Padmini, Veerapen	Mathematics	Associate Professor	Assistant Professor
29	Wendt, Stephanie	Teacher Education	Associate Professor	Assistant Professor
30	Wolack, Jeannette	Earth Sciences	Associate Professor	Assistant Professor
31	Zamer, Craig	Music	Professor	Associate Professor

Tennessee Tech University
Board of Trustees



FACULTY PROMOTION CERTIFICATION STATEMENT

_____ faculty members are hereby recommended for promotion beginning in June 2018.

_____ faculty members is/are recommended for promotion by exception.

Number of faculty at each rank prior to recommendations:

_____ Instructor

_____ Assistant Professor

_____ Associate Professor

_____ Professor

The recommendations for promotion include the following:

_____ from Instructor to Assistant Professor

_____ from Assistant to Associate Professor

_____ from Associate to Professor

If these recommendations are approved, the distribution of rank among the faculty members at Tennessee Tech University in Fall 2018, including new positions being anticipated, will be:

<u>RANK</u>	<u>NUMBER</u>	<u>PERCENTAGE</u>
Instructor		
Assistant Professor		
Associate Professor		
Professor		

The percentage of total faculty recommended for promotion in June 2018 is _____.

DATE: _____

Tennessee Tech University
Board of Trustees



FACULTY TENURE RECOMMENDATIONS FOR 2018 – 2019

Recommended personnel are listed alphabetically by last name. An asterisk indicates faculty also being recommended for promotion.

	Name	Department/Division	Current Academic Rank
1	Asante, Joseph	Earth Sciences	Assistant Professor*
2	Bounds, Paulina	English	Assistant Professor*
3	Brown, Cynthia (Shelley)	Sociology & Political Science	Instructor
4	Burgin, Chris	Counseling & Psychology	Associate Professor
5	Carlton, Cecil (Clark)	Sociology & Political Science	Assistant Professor*
6	Davis, Ann	Accounting	Associate Professor
7	Fennewald, Dennis	Agriculture	Assistant Professor*
8	Holderman, Sharon	Library Operations	Associate Professor
9	Hurley, Shelia	Nursing	Associate Professor
10	Hurt, Carla	Biology	Assistant Professor*
11	Kidd, Mary	Physics	Assistant Professor*
12	Krosnick, Shawn	Biology	Assistant Professor*
13	Kubiak, Damian	Mathematics	Associate Professor
14	Ogbomo, Queen	Curriculum & Instruction	Assistant Professor*
15	Piras, Susan	Nursing	Assistant Professor*
16	Sanders, Robby	Chemical Engineering	Assistant Professor*

Tennessee Tech University
Board of Trustees



17	Smith, Troy	History	Assistant Professor*
18	Wolack, Jeanette	Earth Sciences	Assistant Professor*

TTU Board of Trustees



FACULTY TENURE CERTIFICATION STATEMENT

_____ faculty members are hereby recommended for tenure beginning in June 2018.

_____ faculty members is/are recommended for tenure by exception.

If these recommendations are approved, the percentage of tenured faculty members at Tennessee Tech University in Fall 2018 will be _____, which includes new tenure-track positions anticipated for 2018 - 2019.

DATE: _____



Agenda Item Summary

Date: June 26, 2018

Division: Planning & Finance

Agenda Item: Policy 205 (Faculty Tenure)

Review

Action

No action required

PRESENTER(S): Provost Bruce

PURPOSE & KEY POINTS:

Pursuant to Tennessee Code Annotated Section 49-8-301, the Board is responsible for adopting a tenure policy for faculty. The policy describes the process by which a faculty member acquires tenure and the process by which a faculty member's tenure is relinquished, revoked, or otherwise removed.

Tennessee Technological University Policy No. 205



Effective: June 26, 2018

Policy No.: 205

Policy Name: Faculty Tenure

Date Revised:

I. Purpose

The concept of tenure and the tenure process is an essential component in 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. In addition, tenure at Tennessee Technological University provides certain full-time faculty with the assurance of continued employment during the academic year until either retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as discussed herein.

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 reviewed by the Faculty Senate and approved by the Academic Council, Administrative Council, University Assembly, and the Board of Trustees.

III. Scope

The Faculty Tenure Policy governs all aspects of the tenure process and tenure rights and responsibilities for tenured and tenure-track faculty at Tennessee Tech. This policy is only applicable to those full-time faculty members that either hold tenure or are on a tenure-track appointment.

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 service/outreach are retained by Tennessee Tech from a faculty member. Academic appointments shall be made with academic rank, and may be temporary, tenure-track, or with tenure (see [Faculty Appointments](#), Policy 204).
- B. Academic Department/Unit -- an academic organizational unit (e.g., a department or division) or program, including the Library, within Tennessee Tech, generally devoted to the pursuit of a specific discipline, 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 Policy 206 – Faculty Promotion.

- 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 until the expiration or relinquishment of that status, subject to dismissal for adequate cause, financial exigency, or curricular reasons.
- E. Adequate Cause -- a basis upon which a tenured faculty member may be dismissed or terminated. The specific grounds which constitute Adequate Cause are set forth in Section VII.G. herein.
- F. Board – the Tennessee Tech Board of Trustees
- G. 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.
- H. Faculty Member -- a member of the academic profession (including professional librarians) who holds academic rank as instructor, senior instructor, master instructor, assistant professor, associate professor, or professor, and whose responsibilities primarily include teaching, research/scholarship/creative activity, and service/outreach. Those who hold rank as Lecturer, Senior Lecturer, or Master Lecturer are those faculty whose responsibilities primarily involve teaching; however, in some cases, these faculty may have minor responsibilities in research/scholarship/creative activities and/or service/outreach. While also defined as faculty, lecturers are not eligible for tenure.
- I. Peers/Departmental/Unit Peers -- in the context of this policy, the terms "peers" and "departmental/unit peers" refer to those 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 chairpersons, 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. No evaluation and/or recommendation shall be submitted by peers (either within or without the department/unit) who are members of a faculty member's immediate family. For purposes of this policy, "immediate family member" shall include 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). Immediate family members will not be included in the plenum of peers when a tenure vote is taken (see [Tenure Procedures and Forms List](#), section III,I).
- J. President -- the President of Tennessee Technological University.
- K. 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. Probationary employment provides an opportunity for the individual to assess his/her commitment to Tennessee Tech and for Tennessee Tech to determine whether the individual meets its perception of quality and projected need.

- L. University/this institution/Tennessee Tech -- Tennessee Technological University.
- M. Curriculum Vitae – from Latin, meaning [the] course of [my] life. Similar to a resume but usually greater in scope and detail. Works and accomplishments attained or acquired prior to employment at Tennessee Tech should be dated appropriately.
- N. Committee of the Whole – the complement of faculty in a department qualified to vote on a particular tenure consideration, by policy.

V. Consideration for Tenure

A. Tenure Overview

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 only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The Board does not award tenure in non-faculty positions. Tenure appointments reside in the academic departments/units or programs, and are assurances of continued employment during the academic year subject to expiration, relinquishment, or termination of tenure as set forth in Section VII. herein. Recommendations for or against tenure should originate from the academic department/unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the academic department/unit as specified in this policy.

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 person shall have any authority to make any representation concerning tenure to any faculty member. Failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at Tennessee Tech, provided no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

B. Tenure Process

The Tenure process is described in the Tenure Procedures and Forms List. University procedures shall ensure that peer committees have qualified privilege of academic confidentiality against disclosure of individual tenure votes unless there is evidence that casts doubt upon the integrity of the peer committee. This policy shall be interpreted in a manner consistent with the Tennessee Public Records Act, as recorded in T.C.A. Sections 10-7-101 et seq. or any other applicable law or legal requirement. The President must make the recommendation for tenure to the Board. In the event that the Board awards

tenure, the President shall furnish to the faculty member written confirmation of the award.

Annual evaluations conducted by the candidate's academic department/unit chair or program head are an important aspect of the criteria for tenure at this University. Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship/creative activity, and service/outreach are identified in subsections VI.B.1-3.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

Academic tenure may be awarded only to full-time faculty members who: (a) hold academic rank as instructor, master instructor, senior instructor, assistant professor, associate professor, or professor and meet the minimum criteria for that rank as specified in Tennessee [Tech Policy 206 – Faculty Promotion](#) ; (b) have been employed pursuant to tenure-track appointments and have completed a probationary period of service, and/or as agreed upon in writing and signed by the appropriate academic officer; and (c) have been determined by Tennessee Tech to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.

Faculty members whose appointment is supported in whole or in part by funds available to Tennessee Tech on a short-term basis, such as grants, contracts, or foundation sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of Tennessee Tech upon the recommendation of tenure to the Board.

No faculty member shall be eligible for tenure unless the employee's contract specifies his/her tenure-track status; provided that where a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in a former faculty position only; and provided further that a faculty member otherwise eligible for tenure who also holds a non-faculty position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Probationary Employment

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. If the ultimate result of the tenure application is negative, there is no second chance.

A faculty member may receive a reduction of the probationary period in the following instances:

1. 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 department/unit chair, thence to the dean, the

provost, and the President. The application for tenure does not occur until after the President's approval.

2. Prior service credit may be applied toward the completion of the tenure probationary period, upon recommendation of the departmental/unit peers to the department/unit chair, thence to the dean, the provost, and the President of Tennessee Tech, thereby resulting in a reduction of the tenure probationary period. Credit toward tenure for prior service must be agreed upon by those mentioned above at the time of employment and must be included in the appointment letter. Faculty members who have received prior service credit may not subsequently request that the credit not be applied to their probationary period. For example, if a faculty member receives two years of prior service credit, he/she must apply for tenure at the beginning of the fourth year. A faculty member may apply for tenure only once. If the ultimate result of the tenure application is negative, there will be no second chance.

E. Calculating the Probationary Period

1. Credit toward completion of the probationary period may, upon the recommendation of the peers to the chair and thence to the dean, the provost, and the President of Tennessee Tech, be given for a maximum of two years of 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. Any credit for prior service that is recognized and agreed to must be 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. See the [Tenure-Track Schedule](#) for important dates to be observed during the tenure-track years.

Credit toward completion of the probationary period may, upon the recommendation of the peers to the chair and thence to the dean, the provost, and the President of Tennessee Tech, be given for a maximum of two years of previous full-time service in a temporary faculty appointment at Tennessee Tech (see Policy 204 - [Faculty Appointments](#)) or in an earlier tenure-track appointment at Tennessee Tech that has been followed by a break in service. Any credit for prior service in a temporary full-time faculty appointment at Tennessee Tech or in an earlier tenure-track appointment at Tennessee Tech that has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.

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 period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the President of Tennessee Tech

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. A faculty member may apply for a maximum of two extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

2. Stopping the Tenure Clock

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.

Discretion for stopping the tenure clock rests on Tennessee Tech and requires supervisory approval (described in detail in the Section E.4. below). 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, but will not necessarily 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 nor adverse effect on a faculty member's process of developing a case for tenure. Once approved, the "stop the tenure clock" year is not counted in the probationary period accrual.

3. Application for Leave of Absence and/or Tenure Clock Stoppage

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 the department/unit chair for consideration and recommendation. The chair's recommendation is forwarded to the dean of the faculty member's college for consideration and recommendation; thence to the provost for consideration and recommendation; and finally, to the President for approval or denial. Within one month of receiving the request, the President will notify the faculty member, in writing, of the decision to approve or deny such exceptions. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to Tennessee Tech's legal counsel for review.

4. Administrative Appointments Before Tenure

A faculty member that 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 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.

5. Departmental 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, time spent in the first appointment shall count toward establishing the minimum and maximum probationary period (see V.E above).

VI. Criteria to Be Considered in Tenure Recommendations

A. Overview

The relative importance of the criteria for the recommendation for tenure depends upon the mission and goals of Tennessee Tech, as well as the mission and goals of the specific academic department/unit in which a faculty member holds academic rank. The recommendation for tenure, subject to the requirements of this policy, shall devolve from the professional judgment of tenured peers in the academic department/unit in which the faculty member holds academic rank; the tenured peers representing that segment of the wider community of scholars best qualified to evaluate the faculty member in the performance of his/her professional services. Recommendation for tenure for librarians shall be based upon the performance of professional library responsibilities. The faculty member is expected to maintain minimum professional levels of performance with the weightings agreed upon in the [Agreement on Responsibilities](#). Greater specificity is provided in [Tenure Procedures and Forms List](#), which constitutes the procedures used to follow the tenure policy. At this point, it is sufficient to state emphatically (1) that the faculty member is assumed to have been trained professionally in an academic discipline, (2) that the faculty member is aware of the standards of excellence in his/her discipline, (3) that the faculty member's principal responsibility is to practice that discipline in pursuit of excellence to the limits of individual capacity and institutional duties, and (4) that the faculty member's success will be determined by the professional judgment of his/her tenured peers. This determination shall, consistent with this policy, establish the basis for the faculty member's recommendation for tenure.

B. Criteria

Criteria for tenure relate to Tennessee Tech's three traditional and often inter-related missions: teaching, research/scholarship/creative activities, and service/outreach.

1. Teaching

Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from research/scholarship/creative activities and service/outreach. Each

academic department/unit must develop a procedure to ensure that information relative to a candidate's teaching is available at the time he/she is considered for tenure.

The teaching dossier should include, but is not limited to, evidence of teaching excellence as follows: ability to organize and present subject matter in a logical and meaningful way; ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and evidence of peer evaluation. Documentation of teaching should routinely include: statement of teaching philosophy; course materials; student evaluations for every course evaluated during the probationary period; and evidence of supervision of student projects and other forms of student mentorship. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as additional student input, student products, teaching recognition; teaching scholarship; peer input; 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.

2. Research/Scholarship/Creative Activities

A candidate for tenure must present evidence of his/her research/scholarship/creative activities when he/she applies 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.

The tenure dossier 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, creative activities, performances, or exhibitions that have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are reliable indicators of research/scholarship ability. For creative activity, written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for

performances, compositions, and other artistic creations. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those not subjected to such rigorous examination. In reviewing these materials, the tenure committee shall place a higher importance of the quality of the works rather than the quantity of such works.

The research/scholarship of teaching (pedagogical research) is a valid measure of research capability. It goes beyond doing a good job in the classroom. Faculty should organize, record, and document their efforts so colleagues may share their contributions to the art of teaching. Appropriate textbooks or educational articles in one's discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.

3. Service/Outreach

Service/outreach encompasses a faculty member's activities in one or more of the following three areas:

- a. The outreach or public service function is Tennessee Tech's outreach to the community and society, with major emphasis on the application of knowledge for the solution of societal problems. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of Tennessee Tech. A vital component of Tennessee Tech's mission, public service must be performed at the same high levels of quality that characterize the teaching and research/scholarship/creative activities missions.
- b. University service refers to work other than teaching and research/scholarship/creative activities done at the department/unit, college, 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 departmental/unit, college, and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a University-wide student organization, and membership on a University search committee.
- c. 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.

C. Assessment of Satisfactory Progress Toward Tenure

As part of the annual evaluation of faculty on tenure-track appointments, the departmental chairperson, in consultation with the tenured members of the departmental faculty, 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 appear on the Tenure-Track Schedule in the Tennessee Tech Faculty Handbook.

To complete this assessment, the departmental chairperson shall notify each tenure-track faculty member of the deadline to compile and submit a dossier of information similar to that required by Form T3 (Tenure Procedures and Forms List). No letters of recommendation shall be included in the dossier. Once submitted, the dossier is available to departmental peers for review. By the identified Deadline for Tenure-Track Review, the departmental chairperson shall call a meeting of the departmental peers to discuss the tenure-track faculty member's qualifications. During this meeting, each peer will complete Form T15 (Tenure Procedures and Forms List), thereby conveying to the departmental chairperson her/his assessment of the faculty member's progress toward tenure. The chairperson of the department shall provide written communication of the results of his/her assessment to the faculty member. 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 chairperson in consultation with the tenured departmental peers and with the approval of the appropriate administrative officers in accordance with Section VII.A. below.

VII. Changes in Tenure/Tenure-Track Status

A. Non-Renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
 - a. No later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least three months in advance of its termination;
 - b. No later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least six months in advance of its termination;
 - c. No later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.

The above stated dates are the latest dates of notice of non-renewal of faculty on tenure-track appointments. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, by registered letter, to the faculty member at his/her current home address of record at Tennessee Tech.

Applicable dates for notice of non-renewal are based upon actual years of service at Tennessee Tech and are in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the President will recommend the faculty member for tenure or will notify the faculty member of non-renewal of the appointment during the spring term following application for such status. Notice of non-renewal should be given no later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in Section V. A. herein. When a tenure-track faculty member's probationary period has ended and the faculty member has not been awarded tenure, the faculty member may remain at Tennessee Tech one more academic year, but on a temporary appointment, 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 for the termination of tenured faculty.
3. The non-renewal or non-appointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.
4. A tenure-track faculty member who is dissatisfied with the reasons given for the non-renewal of his/her 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.

B. Transfer of Tenure

Tenured faculty may have their academic appointments transferred within the institution to accommodate the changing needs of Tennessee Tech. Before implementing any such transfer, the tenured faculty member and the academic department/unit in which his/her new academic appointment is to be located shall be consulted and informed of the reasons for the proposed transfer. The peers in the receiving academic department/unit shall vote to advise the President of the acceptability of the tenured faculty member under consideration for transfer. When a tenured faculty member is transferred to another academic department/unit other than that with which he/she was originally associated, the transfer will be made with tenure. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

Tenure-track faculty on probationary 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/unit in which his/her new academic appointment is to be located shall be consulted and informed of the reasons for the proposed transfer. The

tenure-track faculty member may request that a new probationary period begin at the time of the transfer. The tenured faculty members in the receiving academic department/unit shall vote to advise the President of the acceptability of the tenure-track faculty member being considered for transfer and whether to credit the tenure-track faculty member with the years of prior service completed in the previous academic department/unit.

For the transfer of either a tenured or a tenured-track faculty member from one academic department/unit to another, both the faculty member and the receiving academic department/unit shall be consulted concerning the transfer and, in the case of a tenure-track faculty member, concerning the probationary period required in the receiving academic department/unit. In either type of transfer, no tenure committee shall be formed and no dossier compiled. However, in the case of a tenure-track faculty member, the information compiled in the faculty member's former academic department/unit, including tenure-track reviews, shall be transferred to the receiving academic department/unit.

In cases involving transfers resulting from reorganizations of entire programs, academic departments/units, colleges, or schools, the President shall carry out procedures similar to those described in Section VII. F. Termination of Tenure for Curricular Reasons. In such terminations resulting from reorganization, the same principles apply as stated above, namely, all tenured faculty retain their tenured status, and both the faculty members and the receiving academic departments/units shall be consulted concerning the transfer.

C. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member. Consistent with federal or state law, tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

A faculty member shall relinquish or waive his/her right to tenure upon resignation from Tennessee Tech or upon failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for his/her failure to report. Where a tenured faculty member is transferred or reclassified to another academic department/unit by Tennessee Tech, the transfer or reassignment shall be with tenure. Tenure is not relinquished during approved leaves of absence or administrative assignments at this University. Tenure is relinquished during a period of an unapproved leave of absence.

E. Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at this University subject to Board declaration that such financial conditions exist. All personnel decisions that result from a declaration of financial exigency at this University will comply with Tennessee Tech Policy 648 - Financial Exigency.

F. Termination of Tenure for Curricular Reasons

The appointment of a tenured faculty member may be terminated (1) because an academic program is deleted from the curriculum or (2) because of substantial and continued reduction of student enrollment in a field. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated by transferring appointments from one academic department/unit to another to handle changing enrollment patterns. Before declaring that curricular reasons exist that warrant the termination of appointments of tenured faculty, determining where such terminations might be required, or initiating the procedures described below, the President shall ensure meaningful participation by the Faculty Senate in making these decisions and shall inform that body of all considerations that warrant the termination of tenured appointments for curricular reasons. The President shall work with the Faculty Senate in identifying specific curricular reasons, considering alternatives to termination, evaluating the long-term effect of shifting enrollment patterns of Tennessee Tech's curricula, mission, and strategic planning goals, and determining where such reductions in faculty might best be made so as to least seriously compromise the educational programs of Tennessee Tech. These decisions shall take into account the extraordinary nature of such conditions, as outlined above, and shall be based upon careful assessment of the impact of any proposed actions on the staffing requirements of the academic department/unit, as compared to overall patterns of faculty responsibilities in comparable academic departments/units within Tennessee Tech and in other institutions similar enough to warrant comparison.

The Faculty Senate shall have the opportunity of responding in writing to the President on all matters relating to any proposed termination of tenured appointments before the Procedures for Termination of Tenure for Curricular Reasons described below are initiated.

1. Upon determination by the President, after consultation with the Faculty Senate, that termination of the appointment of one or more tenured faculty members is warranted for curricular reasons and upon identification by the President, after consultation with the Faculty Senate, of the department(s)/unit(s) within which such terminations should be made, faculty reductions within an academic department/unit shall take place in the following order, unless the President demonstrates (preferably by means of past annual performance evaluations) that an exception should be made to reduce qualitative compromise of an educational program:
 - a. Before a tenured faculty member is terminated, part-time faculty should not be renewed.
 - b. Before a tenured faculty member is terminated, temporary faculty or tenure-track faculty in the probationary period should not be renewed.
 - c. Among tenured faculty, those with lower rank should be terminated before those with higher rank.

- d. Among tenured faculty with comparable rank, those with lower academic degrees should be terminated before those with appropriate higher academic degrees.
 - e. Among tenured faculty with comparable rank and comparable degrees, those with less seniority in rank should be terminated before those with greater seniority.
2. After identifying the specific faculty members to be terminated pursuant to the above parameters, the President shall furnish each faculty member to be terminated a written statement detailing the reasons for the termination. Those reasons shall address fully the curricular circumstances that warrant the termination and shall indicate the manner and the information upon which the decision was reached of which faculty members were to be terminated. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
 3. If the faculty member to be terminated indicates objections to the President's written statement(s) and requests a review, the Faculty Affairs Committee shall conduct that review. That committee shall conduct a hearing on each review requested. At such hearing, the Committee shall consider evidence, including but not limited to the following: the identification of the academic department/unit in which the reductions are required, the order of reductions within the academic department/unit, exceptions to the normal order of reductions, and the possibility of relocation within Tennessee Tech. At the conclusion of its review, the committee shall report its findings and recommendation to the President, who shall consider, but not be bound by, such findings and recommendations. In a reasonable amount of time, the President shall inform in writing the faculty member proposed for termination either that the decision for termination stands or that it has been altered.
 4. The President's decision to terminate a tenured faculty member for curricular reasons is not subject to appeal.
 5. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed), and with tenure.
 6. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what

action would least seriously compromise the educational programs of the academic department/unit. Termination for curricular reasons presumes a staffing pattern in an academic department/unit which cannot be warranted either by comparison with general load practices within Tennessee Tech or by comparison with faculty loads in comparable academic departments/units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the academic department/unit as compared to overall patterns in Tennessee Tech and to comparable academic departments/units which, in his/her judgment, are in universities similar enough to warrant assessment.

7. Definitions: "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component, and that such termination eliminates or reduces the need for faculty qualified in that discipline or area of concentration. "Substantive and continued reduction of student enrollment in a field" means that over a period of at least three years, student enrollment in a field has decreased at a rate in considerable excess of that of Tennessee Tech as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within Tennessee Tech or by comparison with faculty loads in comparable academic departments/units at similar universities which the President deems appropriate for comparison.
8. When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another vacant position for which he/she is qualified. In instances where, in the opinion of the President, relocation within Tennessee Tech is a viable alternative, Tennessee Tech has an obligation to make significant effort to relocate the faculty member. The final decision on relocation is within the discretion of the President.
9. No decision shall be made to create, combine, dissolve, or otherwise reorganize academic departments/units, colleges, or schools of Tennessee Tech without prior discussion with the Academic or Administrative Council, whichever is appropriate, and the faculty members involved.

G. Termination for Adequate Cause

A faculty member with tenure may be terminated for adequate cause, which includes, but is not limited to, the following:

1. Incompetence or dishonesty in teaching or research.
2. 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 academic department/unit, or his/her willful failure to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.

3. Conviction of a felony or a crime involving moral turpitude.
4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental/unit and University duties and responsibilities.
5. Capricious disregard of accepted standards of professional conduct.
6. Falsification of information on an employment application or other information concerning qualifications for a position.
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the academic department/unit in which he/she holds academic appointment.

H. Process for Termination for Adequate Cause

Termination of a faculty member with tenure shall be subject to the following:

1. No termination shall be effective until steps 4 through 9 below are completed.
2. Suspensions pending termination shall be governed by the following:
 - a. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by Tennessee Tech that the faculty member's presence poses a danger to persons or property, or a threat of destruction to the academic or operational processes of Tennessee Tech. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
 - b. In any case of suspension, the faculty member shall be given an opportunity at the time of decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by legal counsel. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures
3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided as far as possible until the proceedings have been completed.
4. Upon a recommendation by the chief academic officer of Tennessee Tech to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a faculty member, the proposed termination shall be preceded by (a) discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement and (b)

informal inquiry by the Faculty Affairs Committee which may, failing to effect an adjustment, determine whether in its opinion termination proceedings should be undertaken, without its opinion being binding upon the President.

5. If no mutually acceptable resolution is reached through step 4, the following steps shall be taken:
 - a. The faculty member shall be provided with a written statement of the specific charges alleged by Tennessee Tech that constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty days before the hearing. The faculty member shall respond to the charges in writing at least five days before the hearing. The faculty member may waive the hearing by execution of a written waiver. If the faculty member waives the hearing, but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.
 - b. A hearing committee consisting of five tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure herein described. The President shall appoint two members of this committee and the President of the Faculty Senate shall appoint three members. The committee may not include any member of the Faculty Affairs Committee. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President who shall notify all parties of the communication.
6. The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
7. The chairperson of the hearing committee may at his/her discretion require a joint pre-hearing conference with the parties that may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include, but is not limited to, one or more of the following:
 - a. To delineate the procedure for conduct of the hearing.
 - b. To exchange witness lists, documentary evidence and affidavits.
 - c. To define and clarify issues.
 - d. To effect stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.

8. A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below:
 - a. During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
 - b. A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
 - c. The burden of proof that adequate cause exists rests with Tennessee Tech and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
 - d. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
 - e. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven days after delivery of the affidavit or if the committee chairperson determines that the admission of the affidavit is necessary to ensure a just and fair decision.
 - f. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from Tennessee Tech and other institutions of higher education.
 - g. The hearing committee will be generally bound by rules of evidence but may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
 - h. The findings of fact and the report will be based solely on the hearing record.
 - i. The President and the faculty member will be provided a copy of the written report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In

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

9. After consideration of the committee's report and the record, the President may in his/her discretion consult with the faculty member, the hearing committee, or others as necessary before reaching a final decision regarding termination. Following his/her review, the President shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation, shall be accompanied by a statement of the reasons.

VIII. Interpretation

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

IX. Citation of Authority for Policy

T.C.A. 49-8-301

X. Approved by:

Academic Council:	April 4, 2018
Administrative Council:	April 4, 2018
University Assembly:	April 18, 2018
Board of Trustees:	

**Tennessee Technological University
Policy No. 205**



Effective: June 26, 2018

Policy No.: 205

Policy Name: Faculty Tenure

Date Revised:

I. Purpose

The concept of tenure and the tenure process is an essential component in 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. In addition, tenure at Tennessee Technological University provides certain full-time faculty with the assurance of continued employment during the academic year until either retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as discussed herein.

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 reviewed by the Faculty Senate and approved by the Academic Council, Administrative Council, University Assembly, and the Board of Trustees.

III. Scope

The Faculty Tenure Policy governs all aspects of the tenure process and tenure rights and responsibilities for tenured and tenure-track faculty at Tennessee Tech. This policy is only applicable to those full-time faculty members that either hold tenure or are on a tenure-track appointment.

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 service/outreach are retained by Tennessee Tech from a faculty member. Academic appointments shall be made with academic rank, and may be temporary, tenure-track, or with tenure (see [Faculty Appointments](#), Policy 204).
- B. Academic Department/Unit -- an academic organizational unit (e.g., a department or division) or program, including the Library, within Tennessee Tech, generally devoted to the pursuit of a specific discipline, 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 Policy 206 – Faculty Promotion.

- 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 until the expiration or relinquishment of that status, subject to dismissal for adequate cause, financial exigency, or curricular reasons.
- E. Adequate Cause -- a basis upon which a tenured faculty member, ~~either with academic tenure or a tenure-track appointment, prior to the end of the specified term of the appointment,~~ may be dismissed or terminated. The specific grounds which constitute Adequate Cause are set forth in Section VII.G. herein.
- F. Board – the Tennessee Tech Board of Trustees
- G. 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.
- H. Faculty Member -- a member of the academic profession (including professional librarians) who holds academic rank as instructor, senior instructor, master instructor, assistant professor, associate professor, or professor, and whose responsibilities primarily include teaching, research/scholarship/creative activity, and service/outreach. Those who hold rank as Lecturer, Senior Lecturer, or Master Lecturer are those faculty whose responsibilities primarily involve teaching; however, in some cases, these faculty may have minor responsibilities in research/scholarship/creative activities and/or service/outreach. While also defined as faculty, lecturers are not eligible for tenure.
- I. Peers/Departmental/Unit Peers -- in the context of this policy, the terms "peers" and "departmental/unit peers" refer to those 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 chairpersons, 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. No evaluation and/or recommendation shall be submitted by peers (either within or without the department/unit) who are members of a faculty member's immediate family. For purposes of this policy, "immediate family member" shall include 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). Immediate family members will not be included in the plenum of peers when a tenure vote is taken (see [Tenure Procedures and Forms List](#), section III.I).
- J. President -- the President of Tennessee Technological University.
- K. 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

Commented [A1]:

By including "tenure-track appointment" in this definition, it appears that tenure-track faculty have the same rights upon termination as tenured faculty. This seems to conflict with the definition of "Probationary Employment" and Sections VI and VII.A, which appear to contemplate a separation during the tenure-track period by processes different than and for reasons less than those afforded tenured faculty.

Recommend the rewording of this subsection to only include tenured faculty and to exclude tenure-track faculty who are still in their probationary period.

purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her commitment to Tennessee Tech and for Tennessee Tech to determine whether the individual meets its perception of quality and projected need.

- L. University/this institution/Tennessee Tech -- Tennessee Technological University.
- M. Curriculum Vitae – from Latin, meaning [the] course of [my] life. Similar to a resume but usually greater in scope and detail. Works and accomplishments attained or acquired prior to employment at Tennessee Tech should be dated appropriately.
- N. Committee of the Whole – the complement of faculty in a department qualified to vote on a particular tenure consideration, by policy.

V. Consideration for Tenure

A. Tenure Overview

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 only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The Board does not award tenure in non-faculty positions. Tenure appointments reside in the academic departments/units or programs, and are assurances of continued employment during the academic year subject to expiration, relinquishment, or termination of tenure as set forth in Section VII. herein. Recommendations for or against tenure should originate from the academic department/unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the academic department/unit as specified in this policy.

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 ~~a recommendation for tenure by his/her peers and by the President and an affirmative award of tenure by the Board approval pursuant to this policy.~~ No other person shall have any authority to make any representation concerning tenure to any faculty member. Failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at Tennessee Tech, provided no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

Commented [A2]: Recommend deleting the phrase “a recommendation for tenure by his/her peers and by the President and an affirmative award of tenure by the Board” and inserting the phrase “approval pursuant to this policy”. This revisions results in all appropriate approvals being required for awarding Tenure.

Also recommend the deletion of the word “other” in the sentence “No other person shall have authority...” The inclusion of the word “other” implies that there exists a person who can grant tenure when, in fact, only the Board of Trustees can grant tenure.

B. Tenure Process

The Tenure process is described in the Tenure Procedures and Forms List. University procedures shall ensure that peer committees have qualified privilege of academic confidentiality against disclosure of individual tenure votes unless there is evidence that casts doubt upon the integrity of the peer committee. This policy shall be interpreted in a manner consistent with the Tennessee Public Records Act, as recorded in T.C.A. Sections

10-7-101 et seq. or any other applicable law or legal requirement. The President must make the recommendation for tenure to the Board. In the event that the Board awards tenure, the President shall furnish to the faculty member written confirmation of the award.

Annual evaluations conducted by the candidate's academic department/unit chair or program head are an important aspect of the criteria for tenure at this University. Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship/creative activity, and service/outreach are identified in subsections VI.B.1-3.

- C. Minimum Eligibility Requirements for Consideration for Academic Tenure
Academic tenure may be awarded only to full-time faculty members who: (a) hold academic rank as instructor, master instructor, senior instructor, assistant professor, associate professor, or professor and meet the minimum criteria for that rank as specified in Tennessee [Tech Policy 206 – Faculty Promotion](#) ; (b) have been employed pursuant to tenure-track appointments and have completed a probationary period of service, and/or as agreed upon in writing and signed by the appropriate academic officer; and (c) have been determined by Tennessee Tech to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.

Faculty members whose appointment is supported in whole or in part by funds available to Tennessee Tech on a short-term basis, such as grants, contracts, or foundation sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of Tennessee Tech upon the recommendation of tenure to the Board.

No faculty member shall be eligible for tenure unless the employee's contract specifies his/her tenure-track status; provided that where a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in a former faculty position only; and provided further that a faculty member otherwise eligible for tenure who also holds a non-faculty position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Probationary Employment

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. See V.D-E for exceptions. A faculty member may apply for tenure only once. If the ultimate result of the tenure application is negative, there is no second chance.

A faculty member may receive a reduction of the probationary period in the following instances:

1. Reduction of the minimum probationary period may be made for a faculty member who shows exceptional accomplishment during the probationary period.

Commented [A3]: Recommend replacing the sentence "See V.D-E for exceptions" with the phrase "except as provided in this policy or by law". This allows for a broader set of conditions in which probationary periods may be extended, rather than being restricted to only the conditions detailed in section V.D-E.

Such requests for probationary period reductions are made upon recommendation of the departmental/unit peers to the department/unit chair, thence to the dean, the provost, and the President. The application for tenure does not occur until after the President's approval.

2. Prior service credit may be applied toward the completion of the tenure probationary period, upon recommendation of the departmental/unit peers to the department/unit chair, thence to the dean, the provost, and the President of Tennessee Tech, thereby resulting in a reduction of the tenure probationary period. Credit toward tenure for prior service must be agreed upon by those mentioned above at the time of employment and must be included in the appointment letter. Faculty members who have received prior service credit may not subsequently request that the credit not be applied to their probationary period. For example, if a faculty member receives two years of prior service credit, he/she must apply for tenure at the beginning of the fourth year. A faculty member may apply for tenure only once. If the ultimate result of the tenure application is negative, there will be no second chance.

E. Calculating the Probationary Period

1. Credit toward completion of the probationary period may, upon the recommendation of the peers to the chair and thence to the dean, the provost, and the President of Tennessee Tech, be given for a maximum of two years of 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. Any credit for prior service that is recognized and agreed to must be 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. See the [Tenure-Track Schedule](#) for important dates to be observed during the tenure-track years.

Credit toward completion of the probationary period may, upon the recommendation of the peers to the chair and thence to the dean, the provost, and the President of Tennessee Tech, be given for a maximum of two years of previous full-time service in a temporary faculty appointment at Tennessee Tech (see Policy 204 - [Faculty Appointments](#)) or in an earlier tenure-track appointment at Tennessee Tech that has been followed by a break in service. Any credit for prior service in a temporary full-time faculty appointment at Tennessee Tech or in an earlier tenure-track appointment at Tennessee Tech that has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.

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 period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the President of Tennessee Tech 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. A faculty member may apply for a maximum of two extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

Commented [A4]: Recommend the addition of the clause "Absent good cause" to provide flexibility for Tennessee Tech to address situations that would warrant a retroactive request for a leave (e.g. major injury or natural disaster that prevents a person from making a timely request)

2. Stopping the Tenure Clock

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. Discretion for stopping the tenure clock rests on Tennessee Tech and requires supervisory approval (described in detail in the Section E.4. below). 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, but will not necessarily 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. Once approved, the "stop the tenure clock" year is not counted in the probationary period accrual.

3. Application for Leave of Absence and/or Tenure Clock Stoppage

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 the department/unit chair for consideration and recommendation. The chair's recommendation is forwarded to the dean of the faculty member's college for consideration and recommendation; thence to the provost for consideration and recommendation; and finally, to the President for approval or denial. Within one month of receiving the request, the President will notify the faculty member, in writing, of the decision to approve or deny such exceptions. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to Tennessee Tech's legal counsel for review.

4. Administrative Appointments Before Tenure

A faculty member that 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 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.

5. Departmental 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, time spent in the first appointment shall count toward establishing the minimum and maximum probationary period (see V.E above).

VI. Criteria to Be Considered in Tenure Recommendations

A. Overview

The relative importance of the criteria for the recommendation for tenure depends upon the mission and goals of Tennessee Tech, as well as the mission and goals of the specific academic department/unit in which a faculty member holds academic rank. The recommendation for tenure, subject to the requirements of this policy, shall devolve from the professional judgment of tenured peers in the academic department/unit in which the faculty member holds academic rank; the tenured peers representing that segment of the wider community of scholars best qualified to evaluate the faculty member in the performance of his/her professional services. Recommendation for tenure for librarians shall be based upon the performance of professional library responsibilities. The faculty member is expected to maintain minimum professional levels of performance with the weightings agreed upon in the [Agreement on Responsibilities](#). Greater specificity is provided in [Tenure Procedures and Forms List](#), which constitutes the procedures used to follow the tenure policy. At this point, it is sufficient to state emphatically (1) that the faculty member is assumed to have been trained professionally in an academic discipline, (2) that the faculty member is aware of the standards of excellence in his/her discipline, (3) that the faculty member's principal responsibility is to practice that discipline in pursuit of excellence to the limits of individual capacity and institutional duties, and (4) that the faculty member's success will be determined by the professional judgment of his/her tenured peers. This determination shall, consistent with this policy, establish the basis for the faculty member's recommendation for tenure.

B. Criteria

Criteria for tenure relate to Tennessee Tech's three traditional and often inter-related missions: teaching, research/scholarship/creative activities, and service/outreach.

1. Teaching

Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and

potential for continued development. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from research/scholarship/creative activities and service/outreach.

~~Although it is difficult to establish evidence of teaching excellence, each~~ academic department/unit must develop a procedure to ensure that information relative to a candidate's teaching is available at the time he/she is considered for tenure.

Commented [A5]: The policy includes a broad definition of evidence of teaching excellence. For that reason, the characterization of it as "difficult to establish" seems unnecessary.

The teaching dossier should include, but is not limited to, evidence of teaching excellence as follows: ability to organize and present subject matter in a logical and meaningful way; ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and evidence of peer evaluation. Documentation of teaching should routinely include: statement of teaching philosophy; course materials; student evaluations for every course evaluated during the probationary period; and evidence of supervision of student projects and other forms of student mentorship. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as additional student input, student products, teaching recognition; teaching scholarship; peer input; 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.

2. Research/Scholarship/Creative Activities

A candidate for tenure must present evidence of his/her research/scholarship/creative activities when he/she applies 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.

The tenure dossier 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, creative activities, performances, or exhibitions that

have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are reliable indicators of research/scholarship ability. For creative activity, written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those not subjected to such rigorous examination. In reviewing these materials, the tenure committee shall place a higher importance of the quality of the works rather than the quantity of such works.

The research/scholarship of teaching (pedagogical research) is a valid measure of research capability. It goes beyond doing a good job in the classroom. Faculty should organize, record, and document their efforts so colleagues may share their contributions to the art of teaching. Appropriate textbooks or educational articles in one's discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.

3. Service/Outreach

Service/outreach encompasses a faculty member's activities in one or more of the following three areas:

- a. The outreach or public service function is Tennessee Tech's outreach to the community and society, with major emphasis on the application of knowledge for the solution of societal problems. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of Tennessee Tech. A vital component of Tennessee Tech's mission, public service must be performed at the same high levels of quality that characterize the teaching and research/scholarship/creative activities missions.
- b. University service refers to work other than teaching and research/scholarship/creative activities done at the department/unit, college, 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 departmental/unit, college, and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a University-wide student organization, and membership on a University search committee.
- c. 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. ~~While it is difficult to define the exact nature of significant professional service, m~~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.

Commented [A6]: The policy includes a broad definition of significant professional service. For that reason, the characterization of it as "difficult to establish" seems unnecessary.

C. Assessment of Satisfactory Progress Toward Tenure

As part of the annual evaluation of faculty on tenure-track appointments, the departmental chairperson, in consultation with the tenured members of the departmental faculty, 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 appear on the Tenure-Track Schedule in the Tennessee Tech Faculty Handbook.

To complete this assessment, the departmental chairperson shall notify each tenure-track faculty member of the deadline to compile and submit a dossier of information similar to that required by Form T3 (Tenure Procedures and Forms List), No letters of recommendation shall be included in the dossier. Once submitted, the dossier is available to departmental peers for review. By the identified Deadline for Tenure-Track Review, the departmental chairperson shall call a meeting of the departmental peers to discuss the tenure-track faculty member's qualifications. During this meeting, each peer will complete Form T15 (Tenure Procedures and Forms List), thereby conveying to the departmental chairperson her/his assessment of the faculty member's progress toward tenure. The chairperson of the department shall provide written communication of the results of his/her assessment to the faculty member. 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 chairperson in consultation with the tenured departmental peers and with the approval of the appropriate administrative officers in accordance with Section VII.A. below.

VII. Changes in Tenure/Tenure-Track Status

A. Non-Renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
 - a. No later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least three months in advance of its termination;
 - b. No later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least six months in advance of its termination;
 - c. No later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.

The above stated dates are the latest dates of notice of non-renewal of faculty on tenure-track appointments. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, by registered letter, to the faculty member at his/her current home address of record at Tennessee Tech.

Applicable dates for notice of non-renewal are based upon actual years of service at Tennessee Tech and are in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the President will recommend the faculty member for tenure or will notify the faculty member of non-renewal of the appointment during the spring term following application for such status. Notice of non-renewal should be given no later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in Section V. A. herein. When a tenure-track faculty member's probationary period has ended and the faculty member has not been awarded tenure, the faculty member may remain at Tennessee Tech one more academic year, but on a temporary appointment, 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 for the termination of tenured faculty.
3. The non-renewal or non-appointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.
4. A tenure-track faculty member who is dissatisfied with the reasons given for the non-renewal of his/her 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, whose and the President's decision shall be final.
- ~~0. Unless there is a violation of state or federal law, non-renewal of a tenure-track appointment during the probationary period and denial of tenure accompanied by notice of termination in the final year of the probationary period are not subject to appeal to the Board.~~

Commented [A7]: If the Board decides not to hear tenure appeals, recommend the addition of the last sentence in subsection 4, i.e. "The Committee shall make a recommendation to the President, and the President's decision shall be final." and the deletion of subsection 5.

D.C. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member. Consistent with federal or state law, tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

F.D. Relinquishment of Tenure

A faculty member shall relinquish or waive his/her right to tenure upon resignation from Tennessee Tech or upon failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for his/her failure to report. Where a tenured faculty member is transferred or reclassified to another academic department/unit by Tennessee Tech, the transfer or reassignment shall be with tenure. Tenure is not relinquished during approved leaves of absence or administrative assignments at this University. Tenure is relinquished during a period of an unapproved leave of absence.

F.E. Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at this University subject to Board declaration that such financial conditions exist. All personnel decisions that result from a declaration of financial exigency at this University will comply with Tennessee Tech Policy 648 - Financial Exigency.

G.F. Termination of Tenure for Curricular Reasons

The appointment of a tenured faculty member may be terminated (1) because an academic program is deleted from the curriculum or (2) because of substantial and continued reduction of student enrollment in a field. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated by transferring appointments from one academic department/unit to another to handle changing enrollment patterns. Before declaring that curricular reasons exist that warrant the termination of appointments of tenured faculty, determining where such terminations might be required, or initiating the procedures described below, the President shall ensure meaningful participation by the Faculty Senate in making these decisions and shall inform that body of all considerations that warrant the termination of tenured appointments for curricular reasons. The President shall work with the Faculty Senate in identifying specific curricular reasons, considering alternatives to termination, evaluating the long-term effect of shifting enrollment patterns of Tennessee Tech's curricula, mission, and strategic planning goals, and determining where such reductions in faculty might best be made so as to least seriously compromise the educational programs of Tennessee Tech. These decisions shall take into account the extraordinary nature of such conditions, as outlined above, and shall be based upon careful assessment of the impact of any proposed actions on the staffing requirements of the academic department/unit, as compared to overall patterns of faculty responsibilities in comparable academic departments/units within Tennessee Tech and in other institutions similar enough to warrant comparison.

The Faculty Senate shall have the opportunity of responding in writing to the President on all matters relating to any proposed termination of tenured appointments before the Procedures for Termination of Tenure for Curricular Reasons described below are initiated.

1. Upon determination by the President, after consultation with the Faculty Senate, that termination of the appointment of one or more tenured faculty members is

warranted for curricular reasons and upon identification by the President, after consultation with the Faculty Senate, of the department(s)/unit(s) within which such terminations should be made, faculty reductions within an academic department/unit shall take place in the following order, unless the President demonstrates (preferably by means of past annual performance evaluations) that an exception should be made to reduce qualitative compromise of an educational program:

- a. Before a tenured faculty member is terminated, part-time faculty should not be renewed.
 - b. Before a tenured faculty member is terminated, temporary faculty or tenure-track faculty in the probationary period should not be renewed.
 - c. Among tenured faculty, those with lower rank should be terminated before those with higher rank.
 - d. Among tenured faculty with comparable rank, those with lower academic degrees should be terminated before those with appropriate higher academic degrees.
 - e. Among tenured faculty with comparable rank and comparable degrees, those with less seniority in rank should be terminated before those with greater seniority.
2. After identifying the specific faculty members to be terminated pursuant to the above parameters, the President shall furnish each faculty member to be terminated a written statement detailing the reasons for the termination. Those reasons shall address fully the curricular circumstances that warrant the termination and shall indicate the manner and the information upon which the decision was reached of which faculty members were to be terminated. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
 3. If the faculty member to be terminated indicates objections to the President's written statement(s) and requests a review, the Faculty Affairs Committee shall conduct that review. That committee shall conduct a hearing on each review requested. At such hearing, the Committee shall consider evidence, including but not limited to the following: the identification of the academic department/unit in which the reductions are required, the order of reductions within the academic department/unit, exceptions to the normal order of reductions, and the possibility of relocation within Tennessee Tech. At the conclusion of its review, the committee shall report its findings and recommendation to the President, who shall consider, but not be bound by, such findings and recommendations. In a reasonable amount of time, the President shall inform in writing the faculty

member proposed for termination either that the decision for termination stands or that it has been altered.

4. The President's decision to terminate a tenured faculty member for curricular reasons is not subject to appeal.
5. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed), and with tenure.
6. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs of the academic department/unit. Termination for curricular reasons presumes a staffing pattern in an academic department/unit which cannot be warranted either by comparison with general load practices within Tennessee Tech or by comparison with faculty loads in comparable academic departments/units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the academic department/unit as compared to overall patterns in Tennessee Tech and to comparable academic departments/units which, in his/her judgment, are in universities similar enough to warrant assessment.
7. Definitions: "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component, and that such termination eliminates or reduces the need for faculty qualified in that discipline or area of concentration. "Substantive and continued reduction of student enrollment in a field" means that over a period of at least three years, student enrollment in a field has decreased at a rate in considerable excess of that of Tennessee Tech as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within Tennessee Tech or by comparison with faculty loads in comparable academic departments/units at similar universities which the President deems appropriate for comparison.
8. When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another vacant position for which he/she is qualified. In instances where, in the opinion of the President, relocation within Tennessee Tech is a viable alternative,

Tennessee Tech has an obligation to make significant effort to relocate the faculty member, ~~including the bearing of reasonable retraining costs.~~ The final decision on relocation is within the discretion of the President.

Commented [A8]: Recommend the deletion of the phrase "including the bearing of reasonable retraining costs" as this seems inconsistent with the requirement that the faculty member be qualified for the position.

9. ~~Since the primary responsibility for the curriculum is vested in the faculty, and to prevent the inadvertent creation of situations in which curricular reasons for the termination of tenured faculty members might arise, n~~No decision shall be made to create, combine, dissolve, or otherwise reorganize academic departments/units, colleges, or schools of Tennessee Tech without ~~the prior participation of discussion with~~ the Academic or Administrative Council, whichever is appropriate, and ~~of~~ the faculty members involved.

Commented [A9]: By statute, the Board's authority also extends to curricula. For that reason, recommend the deletion as noted.

H.G. Termination for Adequate Cause

A faculty member with tenure, ~~or a faculty member on a tenure-track appointment,~~ may be terminated for adequate cause, which includes, but is not limited to, the following:

Commented [A10]: Recommend the deletion of the phrase "or a faculty member on a tenure-track appointment" for the same reasons as those described in the comments of Section IV.E.

1. Incompetence or dishonesty in teaching or research.
2. 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 academic department/unit, or his/her willful failure to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.
3. Conviction of a felony or a crime involving moral turpitude.
4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental/unit and University duties and responsibilities.
5. Capricious disregard of accepted standards of professional conduct.
6. Falsification of information on an employment application or other information concerning qualifications for a position.
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the academic department/unit in which he/she holds academic appointment.

H.H. Process for Termination for Adequate Cause

Termination of a faculty member with tenure, ~~or a faculty member on a tenure-track appointment,~~ shall be subject to the following:

Commented [A11]: Recommend the deletion of the phrase "or a faculty member on a tenure-track appointment" for the same reasons as those described in the comments of Section IV.E.

1. No termination shall be effective until steps 4 through 9 below are completed.
2. Suspensions pending termination shall be governed by the following:
 - a. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by Tennessee Tech that the faculty member's

presence poses a danger to persons or property, or a threat of destruction to the academic or operational processes of Tennessee Tech. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.

- b. In any case of suspension, the faculty member shall be given an opportunity at the time of decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by legal counsel. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures
3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided as far as possible until the proceedings have been completed, including consideration by the Board.
4. Upon a recommendation by the chief academic officer of Tennessee Tech to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a faculty member, the proposed termination shall be preceded by (a) discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement and (b) informal inquiry by the Faculty Affairs Committee which may, failing to effect an adjustment, determine whether in its opinion termination proceedings should be undertaken, without its opinion being binding upon the President.
5. If no mutually acceptable resolution is reached through step 4, the following steps shall be taken:
 - a. The faculty member shall be provided with a written statement of the specific charges alleged by Tennessee Tech that constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty days before the hearing. The faculty member shall respond to the charges in writing at least five days before the hearing. The faculty member may waive the hearing by execution of a written waiver. If the faculty member waives the hearing, but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.
 - b. A hearing committee consisting of five tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure herein described. The President shall appoint two members of this committee and the President of

Commented [A12]: If the Board decides not to hear tenure appeals, recommend the deletion of the phrase "including consideration by the Board."

the Faculty Senate shall appoint three members. The committee may not include any member of the Faculty Affairs Committee. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President who shall notify all parties of the communication.

6. The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
7. The chairperson of the hearing committee may at his/her discretion require a joint pre-hearing conference with the parties that may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include, but is not limited to, one or more of the following:
 - a. To delineate the procedure for conduct of the hearing.
 - b. To exchange witness lists, documentary evidence and affidavits.
 - c. To define and clarify issues.
 - d. To effect stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
8. A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below:
 - a. During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
 - b. A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
 - c. The burden of proof that adequate cause exists rests with Tennessee Tech and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
 - d. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.

- e. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven days after delivery of the affidavit or if the committee chairperson determines that the admission of the affidavit is necessary to ensure a just and fair decision.
- f. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from Tennessee Tech and other institutions of higher education.
- g. The hearing committee will be ~~generally be~~ bound by ~~strict rules of legal~~ evidence ~~but and~~ may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- h. The findings of fact and the report will be based solely on the hearing record.
- i. The President and the faculty member will be provided a copy of the written report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than termination. The report shall also specify any applicable policy the committee considered.
- 9. After consideration of the committee's report and the record, the President may in his/her discretion consult with the faculty member, ~~the hearing committee, or others as necessary~~ before reaching a final decision regarding termination. Following his/her review, the President shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation, shall be accompanied by a statement of the reasons.

Commented [A13]: Recommend the rewording of this section since the phrase "will be bound by strict rules of evidence" is inconsistent with subsection e. above.

Commented [A14]: Recommend the addition of the phrase "the hearing committee, or others as necessary" to provide more flexibility to the President to consult with appropriate individuals when making a final decision.

VIII. Interpretation

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

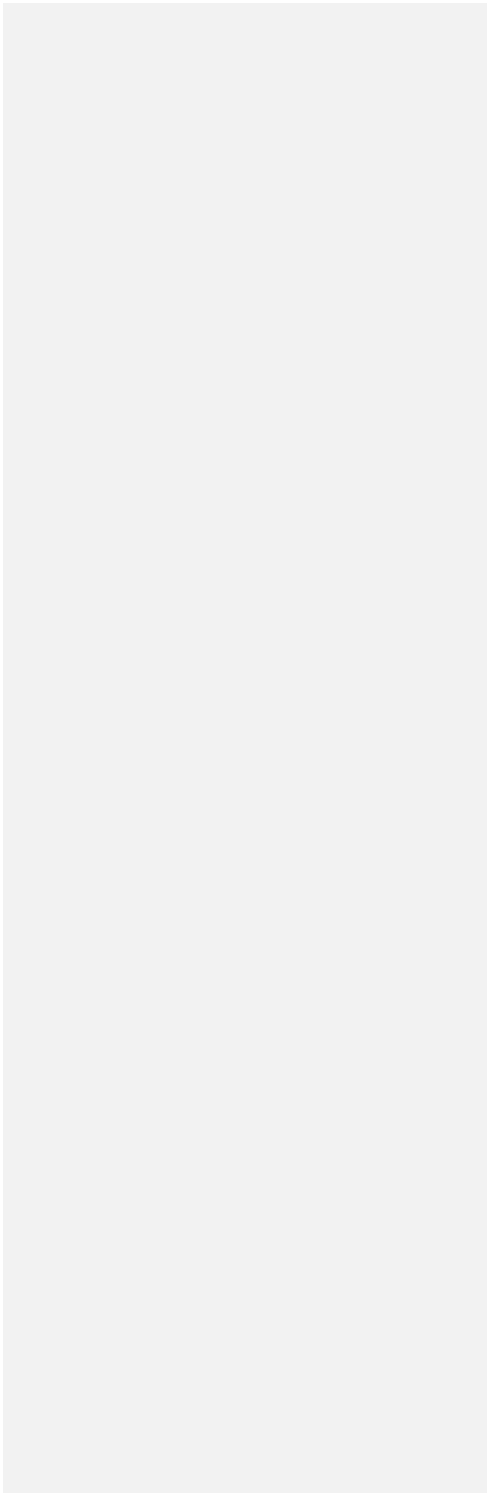
IX. Citation of Authority for Policy

T.C.A. 49-8-301

X. Approved by:

Academic Council: April 4, 2018
Administrative Council: April 4, 2018
University Assembly: April 18, 2018
Board of Trustees:

in approval





Agenda Item Summary

Date: June 26, 2018

Division: Planning and Finance

Agenda Item: Institutional Compensation Plan

Review

Action

No action required

PRESENTERS: Dr. Leslie Crickenberger, Associate Vice President of Human Resources

PURPOSE & KEY POINTS:

Review and approve the FY2018-19 Institutional Compensation Proposal recommendations.

Tennessee Technological University
 FY 2018-19 Institutional Compensation Proposal

Part I. Creation of Salary Pool

A. A salary pool is proposed that is equal to the following percent of April 30, 2018 actual salaries and the following amount:

Percent:	2.50%
Actual Salaries:	\$ 69,807,010
Proposed 2.5% Salary Pool Amount:	\$ 1,745,175

B. The Salary Pool will be used for the following purposes (Enter Amounts):

COLA:	\$	-	0.00	%
Performance Pay:	\$	1,554,314	89.06	%
Additional Positions:	\$	-	0.00	
Faculty Promotions:	\$	190,861	10.94	%
	\$	1,745,175		100.00

Part II. COLA

Provide the percent increase provided to employees 0.00 %

Provide narrative addressing any specific parameters for receipt of COLA, such as performance evaluation rating, or other parameters

Part III. Comp Plan Adjustments (Performance Only for FY19)

Are you indexing (shifting the salary grades for) your comp plan? No

If Yes, what percent of the amount dedicated to the comp plan adjustments is being used for this purpose?

What percent of the comp plan adjustment is being used to move specific employee groups to their target salary?

If any portion is for a comp plan increase please complete the remainder of the form. If it is entirely for a COLA, please skip to section D.

Tennessee Technological University
FY 2018-19 Institutional Compensation Proposal

C. Proposed 2.5% Salary Distribution:

	By EEO Category		Percent Comp Plan Funded
	Amount	Percent Total	
Faculty	\$ 842,696	48.29%	<i>Leave Blank - Only Use for Equity</i>
Administration	\$ 145,520	8.34%	
Professional	\$ 497,992	28.54%	
Clerical Support	\$ 258,967	14.84%	
Total	\$ 1,745,175	100%	

Part VI. Comp Plan Adjustments

Provide the number of faculty members affected by using the designated amount of the salary pool above for faculty promotions

31

Part V. One-Time Payments

One-Time Performance Bonus Pool:

\$ 154,025

Provide narrative addressing any specific parameters for receipt of payment(i.e. Years of institution service, satisfactory performance evaluation rating, etc.)

One time performance bonus is provided to faculty who go above and beyond in research and/or teaching. It is based one current year evaluation scores and additional meritorious factors (e.g. research, etc.). This is a permanent separate funding line than the mandated 2.5% salary pool.

Part VI. Timing of Increase Adjustments

Effective Date for COLA Increases	
Effective Date for Performance Increases**	7/1/2018
Effective Date for One-Time Payment	8/1/2018
Effective Date for Additional Positions	
Effective Date for Promotions	8/1/2018

*** Performance Increases for Faculty are effective 8/1/2018; beginning of new contract year*



Agenda Item Summary

Date: June 26, 2018

Division: Planning and Finance

Agenda Item: Campus Master Plan Amendment

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS: Review and approval of a Master Plan Amendment that more adequately defines academic expansion specifically for the College of Engineering, and illustrates the proposed location of a new Engineering Building.



Agenda Item Summary

Date: June 26, 2018

Division: Planning and Finance

Agenda Item: Capital Budget

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS: Review and approval of the FY 2019-20 Capital Budget Request and one project for the FY 2018-19 Disclosure Amendment.

This project is an addition to the TTU submittal for the 2018-19 Capital Budget.

The scope of work in this renovation includes the following:

- Complete replacement of the mechanical and plumbing systems, electrical switchgear and related service components.
- Renovate the bathrooms and replace plumbing fixtures.
- Add an auxiliary natural gas hot water system for use during steam outages.
- Update materials & finishes throughout building.
- Provide additional code compliant exits from ground floors.
- Abate asbestos materials as necessary.

Instructions for Preparation of

FY 2019-20

Capital Outlay, Maintenance, and Disclosure Funding Requests

Revised 03.09.2018

TENNESSEE HIGHER EDUCATION COMMISSION
Suite 1900, Parkway Towers
404 James Robertson Parkway
Nashville, Tennessee 37243-0830
615-741-3605

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Submittal Documents:

- Optional: Cover Letter
- Academic Programs - Support Documentation for Capital Outlay Project FY 2019-20 (attached)
- FY 19-20 Capital Outlay Request.xlsx (attached)
 - Project Submittal Documents
 - 1. State Goals and Drive to 55, Narrative – p. 8
 - 2. Master Plan and Strategic Plan, Narrative– p. 9
 - 3. Project Description and Impact on Campus – p. 10
 - DB70 THEC 2019-20 – (Inst Proj).xlsx, sheets 3a-f (attached)
 - 4. Space Needs – p. 11
 - DB70 THEC 2019-20 – (Inst Proj).xlsx, sheets 4a-c (attached)
 - THEC Space Guide – Universities.xlsx (attached)
 - THEC Space Guide – Community Colleges.xlsx (attached)
 - THEC Space Guide – TCATs.xlsx (attached)
 - 5. External Funding – p. 12
 - DB70 THEC 2019-20 – (Inst Proj).xlsx, sheets 5a,b (attached)
- FY19-20 Capital Maintenance Request.xlsx (attached)
- FY19-20 Capital Disclosure.xlsx (attached)

Introduction

Process Overview

The goal of the higher education capital program is to develop and maintain physical facilities so that each institution can fulfill its mission and, in accordance with the Public Agenda for Higher Education, increase the number of Tennesseans with a postsecondary credential. To assure fair and equitable funding consistent with the Tennessee Higher Education Commission's (THEC) capital program objectives, and the Department of Finance and Administration's Capital Budget requirements, the Commission's recommendations are based upon a prioritization process that incorporates five criteria detailed below.

All outlay projects will be evaluated by THEC staff, and may include a campus site visit to review project plans and discuss details with institution and board officials. THEC will compile information and evaluator feedback on the top priorities from the eight governing boards (six LGIs, TBR, and UT), which will be used to establish a statewide priority list. The Commission will establish the priority ranking of governing-board recommended projects that are consistent with the THEC Capital Projects policy. Because the capital process is meant to respond to state and institutional needs, all projects will be assessed and scored annually. Projects that are recommended, but are not granted funding in a fiscal year, should be resubmitted for rescoring the next budget cycle if the project remains a priority for the institution. Previously recommended projects are not guaranteed recommendation in the following fiscal year.

Timeline

For the 2019-20 budget cycle, governing boards must submit project proposals to THEC by **July 16, 2018**. After evaluation, THEC staff will include the prioritized statewide capital outlay and maintenance lists as part of the overall 2019-20 budget request that will be presented to the Commission for action at the **November 7, 2018** meeting.

Capital Outlay Evaluation Criteria and Objectives

1. Capital projects will be linked to state goals and the Drive to 55, including:
 - a. Increasing degree production, particularly at the undergraduate level;
 - b. Enhancing research and/or workforce development;
 - c. Emphasizing focus populations, as identified in the outcomes-based funding formula; and
 - d. Identifying and addressing education and workforce needs of local and regional economies.
2. Capital projects should enhance campus mission and distinction and should be envisioned in the institution's current Master Plan.

3. Institutional facility condition and needs, as analyzed by the THEC Space Planning Guidelines, should be a factor in determining institutional priorities.
4. Boards should develop project proposals that include a programmatic plan, which may include academic planning and early ideas regarding the uses and layout of buildings impacted by each project.
5. External funding should be a factor in project priority, but should not inappropriately determine institutional or system priorities. The capital match program identifies a minimum percentage of project costs to be borne by the campus, ideally from private fundraising. Non-state funds raised above the minimum percentage garner additional points in the scoring process.
6. The Commission will be proactive when appropriate to identify types of capital projects that are consistent with statewide goals.
7. All projects, whether major renovations or new construction, regardless of sector or formula/non-formula status, should have a fair chance to receive funding.

Capital Outlay Scoring Matrix

The points assigned to each evaluation criteria are detailed below.

Prioritization Criteria	All Universities, CC, and Nonformula Units	TCATs
1. State Goals & the Drive to 55	25	25
2. Strategic Plan and Campus Master Plan	25	25
3. Project Description and Impact on Campus	21	25
4. Space Needs	21	25
Space Needs, Sheets 4a, 4b, 4c (except 4a boxes L and M)	10	12
Summary Results of Facility Condition, Sheet 4a Box L	8	10
Migration Plan, Sheet 4a Box M	3	3
5. External Funding	8	0
TOTAL	100	100

The components required to assess each criterion are described in full in the **Project Assessment Materials** section found on page 8 of this document.

External Funding (Match) Thresholds for Capital Outlay Projects

Projects submitted by all Universities and Community Colleges must meet a minimum match requirement to be evaluated. The minimum match requirement differs by sector and project type, as detailed below. There are no match requirements for TCATs. Further, the External Funding score will be based upon a ratio of the project's minimum match requirement to the project's maximum scorable match, meaning that a project with only the minimum match will receive zero points, but, as a project's match approaches the maximum scorable match level, points will accumulate proportionately up to the Maximum Score. The minimum match requirement and the maximum scorable match by sector and project are reported below.

Outlay funding shall include an institutional matching component that is no less than the amount pledged by the institution in the capital outlay budget proposal the institution submits to the Tennessee Higher Education Commission. Matching funds may include gifts, grants, institutional funds, student fees, and other non-state sources.

No more than one-third (1/3) of the total pledged institutional match shall consist of Tennessee State School Bond Authority financing, the term of which shall not exceed five (5) years. Obligations resulting from such financing shall be reduced as the matching funds from gifts, grants, institutional funds, student fees, and other non-state sources are raised and recognized.

The match component for new construction projects (not renovations) shall consist of gifts to the institution in the following percentage of the total pledged match:

- 30% for all Community Colleges and Nonformula Units;
- 40% for "Doctoral: Moderate Research" and "Masters: Larger or Medium" Universities; and
- 50% for "Doctoral: Higher Research" and "Doctoral: Highest Research" Universities.

Match Requirement of Total Project Cost FY 2019-20 (3)						
Project Type	Community Colleges and Nonformula Units		Univ.: Moderate Research/ Masters (1)		Univ.: Higher and Highest Research (2)	
	Min	Max	Min	Max	Min	Max
Major Renovation - no gift minimum	0%	5%	2%	10%	4%	15%
New Construction (Includes gift minimum as noted below)	2%	10%	5%	15%	10%	25%
New Construction Gift Minimum	30% of 2%	30% of 10%	40% of 5%	40% of 15%	50% of 10%	50% of 25%

1. Includes universities classified as "Doctoral: Moderate Research" (East Tennessee State, Middle Tennessee State, Tennessee State, and Tennessee Technological Universities) or "Master's: Larger or Medium" (Austin Peay State University, UT Chattanooga, and UT Martin) by the Carnegie basic classification system.
2. Includes universities classified as "Doctoral: Higher Research" or "Doctoral: Highest Research" by the Carnegie basic classification system. The two public Tennessee universities identified as such are University of Memphis and UT Knoxville.
3. There is no match requirement for TCAT's.

Outlay Request Requirements

Priority lists for all requested outlay projects must be submitted on the attached MS-Excel **FY19-20 Capital Outlay Request spreadsheet, tab "Outlay Requests"** in order to be considered for inclusion in the THEC appropriations recommendation. Governing boards must identify the project type, square footage, project cost, and level and source of external funding.

Governing Board Priorities

Governing boards must report projects in descending priority order. Priority orders will not be altered. Governing boards that serve multiple institutions (Tennessee Board of Regents and the University of Tennessee System), however, may identify a band of their top projects (up to three) so that, in the event that the third-ranked project within the band scores higher than the second-ranked project within that same band, the third-ranked project may be prioritized by THEC above the second-ranked project. TBR and UT may create subsequent bands—banding up to three projects in each—for projects prioritized after the initial band.

Projects will only be scored on the basis of the Project Assessment Materials as defined in these instructions. If an outlay project was submitted in the FY2018-19 budget cycle and it was not funded, an institution may choose to resubmit the project for FY2019-20, or may submit a new priority project. If it is resubmitted, the submittal must be formatted according to the FY2019-20 instructions.

THEC Policy reserves the right to limit the number of projects reviewed and scored in a given funding cycle. For the FY2019-20 funding cycle, THEC requests one capital outlay project per each LGI, 5 projects from the University of Tennessee System, and 5 projects from the Tennessee Board of Regents.

Capital Outlay Out-Years

In accordance with preliminary capital budget instructions from the Department of Finance and Administration, each governing board will submit a capital budget request that contains the capital outlay projects to be requested for each of the four planning years through FY2023-24. **These capital projects should be listed in the appropriate fields on the tab labeled "Outlay Requests" in the FY19-20 Capital Outlay Request spreadsheet.** Governing boards do not need to identify banded priority projects for out-years.

Submittal Format and Delivery

Seven (7) hardcopies of all required submittal documents.
Email and deliver all documents to THEC by **July 16, 2018** to:
Patti.Miller@tn.gov, and Steven.Gentile@tn.gov

Please replace "Institution" in the file name of the DB70 with the letter name of your institution. Please include the letter name of your institution in the file name of other electronic submittal files.

Project Assessment Materials

Cover Letter from Institution – Optional

Academic Programs - Support Documentation for Capital Outlay Project FY 2019-20

Provide requested data in the form titled "Academic Programs - Support Documentation for Capital Outlay Project FY 2019-20.

Evaluation Criteria

1. State Goals & the Drive to 55: 25 points

Over the last several years, two landmark initiatives—the Complete College Tennessee Act of 2010 and the Drive to 55—have provided the policy foundation for Tennessee higher education. The core elements of THEC's 2015-2025 Master Plan reflect the priorities of the CCTA and the Drive to 55, namely:

"The overriding function of the Plan is to direct higher education to be accountable for increasing the educational attainment levels of Tennesseans, while also: addressing the state's economic development, workforce development, and research needs...."

"Although this Plan places certificate training and undergraduate education at the center of the state's college completion policy agenda for the decade 2015-2025, the state continues to acknowledge the critical need for academic programs of distinction at the graduate and professional level to fully address Tennessee's economic development, workforce, and research needs."

Capital project proposals should develop a narrative of no more than 2 pages, 8.5" x 11" (Times New Roman, 12 pt.) that details the connections between the project and statewide goals. (A limited number of supplemental graphic documents on 8.5" x 11" pages, such as campus plans, graphs, and photographs, may be in addition to the 2 page narrative.) Of note is that certain types of projects, particularly renovations, may not have obvious and tangible impacts on numerical state goals. Institutions should still provide information that links the requested renovation project to state goals.

The THEC Master Plan can be found here:

<https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/master-plan/MasterPlan2025.pdf>

Project narratives should address the following as applicable:

- Projected impact on credential production or enhancement in quality of existing credential production;
- Expansion of research and/or public service mission; and
- Labor and workforce dynamics, including any appropriate analysis of local or regional supply/demand data.

Data sources that may help address the above descriptions included, but are not limited to:

- THEC *Master Plan for Tennessee Postsecondary Education 2015-2025*
<https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/master-plan/MasterPlan2025.pdf>
- THEC/Boyd Center for Business and Economic Research labor supply/demand reports (e.g., <http://cber.haslam.utk.edu/pubs/mnm130c.pdf> or <https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/supply-demand/Academic%20Supply%20and%20Occupational%20Demand%20-%20Final.pdf>)
- Tennessee Department of Labor and Workforce Development Occupations in Demand reports (<https://www.tn.gov/workforce/topic/occupations-in-demand>); and
- Data provided by the Tennessee Department of Economic and Community Development's Center for Economic Research in Tennessee (CERT) (<https://www.tn.gov/ecd/>).

2. Strategic Plan and Campus Master Plan 25 points

Capital project proposals should develop a narrative of no more than 2 pages, 8.5" x 11" (Times New Roman, 12 pt.) that links the project with the institution's strategic plan and campus facilities master plan. (A limited number of supplemental graphic documents on 8.5" x 11" pages, such as campus plans, graphs, and photographs, may be in addition to the 2 page narrative.) The proposal should provide:

- relevant objectives from the strategic plan—with web links to the strategic plan where appropriate;
- how the project aligns with state objectives;
- specific references of the proposed project in the current master plan; and
- an assessment of alternatives to the project that were considered during the planning process to meet the academic and space needs of the institution.

3. Project Description and Impact on Campus

21 points – Universities and Community Colleges

25 points – TCATs

Capital outlay proposals should include figures and narratives in the spaces provided in the DB70 spreadsheets. The Project Description and Impact on Campus section:

- 1) provides an overview of the project,
- 2) serves as confirmation of the Governing Board's understanding of the project, and
- 3) confirms the level of pre-planning conducted in advance of the submittal.

Governing boards should ensure that each capital outlay project is sufficiently developed and addresses all of the elements below.

- a. DB70
 - o The Project Description is an overview of the scope of the project.
- b. Project Support Documentation 1:
 - o Program Scope – Describe the end use of the project, and provide additional details on the scope of the project.
 - o Evidence of Physical Facility Need – Describe the deficiency being remedied by the project, whether it is lack of adequate space, inadequate conditions, growing demand, systems in need of repair, etc. The focus of the need in this section is on space needs, space condition, or other physical factors that create the need for the project.
 - o Historical Profile – Provide history of the facility and program. On existing structures, provide dates of original construction, additions and renovations, etc.
 - o Related Requirements – Provide details of issues or actions related to the project, but not included in the project scope.
- c. Project Support Documentation 2:
 - o Cost Information Basis for SF Cost and Other Costs - Describe method for determining estimated construction costs, soft costs, AV, IT, Commissioning, specialty consultants, programming and administrative costs.
 - o Project Schedule – Provide a preliminary schedule for the project.
 - o Total FTE Supported by this Project – Describe number of students or program participants who will directly or indirectly be served by the project. Describe FTE supported by the project, number of majors in programs associated with the project, number of people impacted by the projected research, and/or number of program participants affected by non-formula projects.

- o Campus or Program Impact - Describe any other costs or program related impact of the project otherwise not described in this section.
- d. Schedule of Movable Equipment: Itemize equipment planned for the project and estimated cost. The total should equal the total on the DB70 sheet for movable equipment. Equipment may be summarized in lump sum by categories, such as furnishings, AV, IT (describe IT elements included), lab or discipline specific equipment, signage, site furnishings. Explain the basis for estimating the equipment costs in narrative box I.
- e. First-Year Operating Costs: Ongoing costs to maintain the building and its academic programs/research. Costs may be defined by previously approved expenses and revenue, and/or new funding needed as a result of the proposed project. If needed add explanation of anticipated operating costs in the narrative box.
- f. Bond Questionnaire

Optional: Any preliminary concept sketches that provide an overview of the project.

4. Space Needs - THEC Space Guideline, Facility Assessment and Migration Plan

See attached Excel THEC Space Guides spreadsheets: Universities, Community Colleges, and TCATs

See attached Project DB70, 4a Space Needs, 4b Space Tabulation, and 4c Space Detail.

21 points – Universities and Community Colleges

25 points – TCATs

See Capital Outlay Scoring Matrix for point details.

- **Space Needs:** Capital project proposals should include a space-needs analysis in the attached DB70 spreadsheet, 4a Space Needs.
 - o Complete the full THEC Space Guide based on the campus data (not project data), and then transfer the summary totals to the 4a Space Needs sheet, "Modeled" and "Exist E&G SF". Complete the "Net Change" column on sheet 4b Tabulation of Affected Space, and enter the summary information in the "Net Change NASF" column on 4a Space Needs sheet.
 - o Complete the narrative box "K" in the 4a Space Needs sheet. The narrative may address space needs for formula space, or space needs for non-formula space. Include relevant space needs documented by the Master Plan. The proposal may include any other space utilization studies if appropriate. If the Space Guidelines do not apply to the project (e.g., for non-formula units) or only partially applies, proposals should provide the details of the identified need outside the guidelines that drives this project (e.g., research).

- Complete Program Summary on sheet 4c Space Detail. Itemize space by name, room use, description, net area, number of same-type spaces, total net area. Sheet will provide subtotals by formula space type. This information provides more details about the project, and is an indicator of the institution's advance planning efforts and understanding of the program.
- **Summary Results of Facility Condition:** See 4a Space Needs sheet, box L, Summary Results and Data of Physical Facilities Survey. Include a current facilities assessment (e.g., a Facility Survey Score) and the general condition of any existing building that will be impacted by this project—including any buildings that will be vacated after project completion, renovated or demolished. Identify condition of the major systems of relevant buildings (i.e. HVAC, roof, envelope, and others) and identify which ones will be addressed by the project.
- **Migration Plan:** See 4a Space Needs, box M, Migration Plan. Provide a migration plan for buildings and programs impacted by the project. It should include the future planned use of space vacated as a result of new construction. In the case of renovations, describe any temporary provisions for dislocated occupants. Clarify how much of the migration plan and associated construction are included in the scope of the current project.

A limited number of supplemental sheets for graphics or photos may be provided in support of this section.

5. External Funding (See FY19-20 Capital Outlay Request spreadsheet, tab "External Funding")

8 points - Universities and Community Colleges

0 points - TCATs

Enter match funds committed for the project on sheet 5a Funding Analysis in the DB70. If the project is a mix of new construction and renovation, the basis for the match required is the total project cost for each portion of the project. Sheet "5b Required for Mix - Grouper" is required for all projects with a mix of new construction and renovation. Enter the total project cost for each type of construction - new or renovation - to calculate the percentage mix of the project, and min/max required for the match on sheet 5a.

All institutions including TCATs must fill out the top section of sheet 5a if funding sources other than outlay are pledged for the project.

Maintenance Request Requirements

A capital maintenance project is a rehabilitation project that keeps a facility or asset in efficient operating condition or is needed to restore a facility to an acceptable condition but does not include programmatic renovation, demolition, or new construction. These projects are of a non-recurring nature, beyond the scope of ordinary repairs, and do not appreciably prolong the previously estimated service life or increase the estimated value of the building. In general, ordinary repair and maintenance projects, and other projects below \$100,000, will be funded through operating appropriations rather than capital maintenance.

Each governing board is allocated a proportion of the total higher education capital maintenance request based upon the Sherman-Dergis Formula. This industry-standard formula calculates an estimated annual renewal cost for each campus, based on the aggregated age, size, and type (e.g., fine arts vs. engineering) of E&G space as reported on the FY2018-19 Schedule D. Each governing board's proportion is equal to the sum of the respective individual campus' renewal costs divided by the total higher education renewal cost. For planning purposes, the FY2019-20 maintenance pool request will be set at **\$120,000,000**. Should THEC alter the total request, the calculated proportions for each governing board will remain the same, but the governing board maintenance requests will change *pro rata*.

Maintenance Request Submission

All maintenance requests must be submitted on the tab labeled "Maintenance Request" in the attached FY19-20 Capital Maintenance Request spreadsheet. Select the appropriate governing board from the drop-down menu—the 2019-20 Maintenance Allocation for the selected governing board will automatically populate. In the space provided, insert the name of the institution, project, project cost, and detailed project description. Insert more rows if your board is requesting more than 20 maintenance projects. Total Project Cost must **not** exceed the 2019-20 Maintenance Allocation for your governing board. If the total maintenance request exceeds the allocation for your board, THEC staff may alter individual project budgets to comply with the overall budget recommendation. **Please provide the first sheet, 3a "DB70 Form – Project Request", from the DB70 Spreadsheet for each maintenance project. The other forms are not required for maintenance projects unless they are needed to describe the project.**

Capital Maintenance Out-Years

In accordance with the Department of Finance and Administration's Capital Budget Instructions, each governing board will submit a capital budget request that contains the capital maintenance projects to be requested for each of the four planning years through FY2023-24. **These capital projects should be listed in the appropriate fields on the tab labeled "Maintenance Request."** The projects listed are not confined to any calculated pools as these are preliminary estimates.

Disclosed Projects Requirements

Each governing board must submit a list of all anticipated capital projects to be funded from sources other than state appropriations, such as institutional funds, auxiliary funds, reallocation of existing capital funds, Tennessee State School Bond Authority funds, or gift funds, for FY2019-20. All Capital Improvement projects in excess of \$100,000 must be disclosed to THEC. All Capital Maintenance projects in excess of \$500,000 must be disclosed to THEC. Capital Improvement and Capital Maintenance are defined by the State Building Commission (Policy Item 2.01).

All disclosure projects must be submitted on the tab labeled "2019-20 Disclosure" in the attached FY19-20 Capital Disclosure spreadsheet.

Quarterly Submission

Should unforeseen opportunities or needs arise that require disclosure *during* a fiscal year, governing boards may disclose such projects each quarter, in coordination with requests from THEC. THEC will request quarterly submissions for disclosed projects in June, September, December, and March for projects intended to be initiated in the three months that follow. *THEC reserves the right to request a governing board hold a disclosed project of significance—one that requires master plan guidance—to the following fiscal year submission.*

Projects funded by TSSBA funds can only be disclosed during the annual process.

Emergency Projects

If an event occurs which requires a campus or unit to immediately engage in a capital project exceeding the aforementioned thresholds to avoid immediate danger to persons or property or when absolutely essential and indispensable to campus operations, governing boards may initiate the project immediately but must disclose it in the subsequent quarterly submission. Emergency performance of capital improvement or renovations are subject to appropriate State Building Commission, Department of Finance & Administration, and other State policies and procedures, including review and approval.

Department of Finance & Administration Requirements

In accordance with the Department of Finance and Administration's Capital Budget Instructions, each governing board must submit additional materials (including four USB flash drive with all completed DB70 forms and data) by the end of September 2018. These instructions have yet to be distributed by the Department of Finance and Administration but THEC will coordinate with all governing boards this portion of the submission when instructions are released.

CAPITAL OUTLAY PROJECTS										
FY 2019-20 thru 2023-24										
							A	B	C = B / A	D = A - B
Fiscal Year	Priority	Institution	Project Name	Project Type	New Square Footage	Reno. Or Replaced Square Footage	Project Cost	Committed External Funds	Percent Match*	State Funds Request
2019-20	1	TTU	Engineering & Research Building	New Construction	100,000		\$55,000,000	\$2,750,000	5%	\$52,250,000
2019-20	2								0%	\$0
2019-20	3								0%	\$0
2019-20	4								0%	\$0
2019-20	5								0%	\$0
Out-Years										
Fiscal Year	Priority	Institution	Project Name	Project Type	New Square Footage	Reno. Or Replaced Square Footage	Project Cost	Committed External Funds	Percent Match	State Funds Request
2020-21	1	TTU	Biology Building	New Construction	100,000	59,679	\$60,000,000	\$3,000,000	5%	\$57,000,000
2020-21	2								0%	\$0
2020-21	3								0%	\$0
2020-21	4								0%	\$0
2020-21	5								0%	\$0
2021-22	1	TTU	Academic Classroom/Office Building	New Construction	50,000	43,555	\$19,500,000	\$925,000	5%	\$18,575,000
2021-22	2								0%	\$0
2021-22	3								0%	\$0
2021-22	4								0%	\$0
2021-22	5								0%	\$0
2022-23	1	TTU	Facilities Services Complex	New Construction	70,000	43,886	\$10,100,000	\$505,000	5%	\$9,595,000
2022-23	2								0%	\$0
2022-23	3								0%	\$0
2022-23	4								0%	\$0
2022-23	5								0%	\$0
2023-24	1	TTU	Memorial Gym Update	Major Renovation		87,181	\$15,400,000		0%	\$15,400,000
2023-24	2								0%	\$0
2023-24	3								0%	\$0
2023-24	4								0%	\$0
2023-24	5								0%	\$0



Office of the President

TENNESSEE TECH

<Date>

Executive Director Mike Krause
Tennessee Higher Education Commission
Suite 1900, Parkway Towers
404 James Robertson Parkway
Nashville, TN 37243-0830

Dear Mr. Krause,

Tennessee Tech University requests funding for a new College of Engineering building to serve the bold, fearless, and confident students who are choosing Tech for experiences that will transform their lives and our state.

As the state's premier STEM university, Tech considers construction of a new engineering building a high priority. To fulfill our distinctive mission as the state's technological university, the building is vital to the growth of our education, service, and research across all engineering disciplines and to promote interdisciplinary interaction.

As College of Engineering enrollment increases, the new building is a critical component in our plans to meet workforce and economic needs. This new building will impact more than 10,000 students of all disciplines annually through its modern, student-centered, interdisciplinary space. The new building will offer open, flexible, re-configurable spaces. The design will facilitate hands-on, interdisciplinary collaborative learning through "maker" spaces, design project space, and wet-and-dry-laboratories. The building will house faculty and graduate student offices with lab spaces that support undergraduate and some graduate research.

In the new building, visitors will be able to see the day-to-day work of students and interdisciplinary teams. Tech will take advantage of the new construction to increase innovation and entrepreneurial activities into research and the classroom.

The proposed new construction will provide an additional 60,000 net assignable square feet for the College of Engineering's educational use.

Executive Director Mike Krause

<Date>

Page Two

Tech's College of Engineering produces career-ready graduates in a variety of fields. The College offers ABET-accredited Bachelor of Science programs in Chemical, Civil, Electrical, Computer, and Mechanical Engineering, as well as Computer Science and Manufacturing Engineering Technology. Graduate programs are available for students in Chemical, Civil, Electrical, and Mechanical Engineering; and in Computer Science. The college is home to state-funded Centers of Excellence in the areas of Energy Systems, Manufacturing, and Water research, along with an NSF-funded Cybersecurity Education Center.

A new College of Engineering building will allow us to provide new transformative experiences for students. While we provide those experiences, Tech will increase its impact on the state and nation. The University appreciates THEC's consideration and support.

Sincerely,

Philip B. Oldham
President

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Tennessee Tech University
Project: Engineering Building
City/County: Cookeville/Putnam

2 Fiscal Year: 2019/ 2020

3		New	Reno/Maint
<input checked="" type="checkbox"/>	Capital Outlay		0
<input type="checkbox"/>	Capital Maintenance	100,000	0
<input type="checkbox"/>	Disclosure	0	0
<input checked="" type="checkbox"/>	Designer Required	420.00	0.00

4 Project Description:

Construct a student centered interdisciplinary engineering building for the College of Engineering.

5	Total Project	Allocation	Estimated Building Construction Cost:	
	42,000,000.00	42,000,000.00	Building Construction	42,000,000
	787,500.00	787,500.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	42,787,500.00	42,787,500.00	Bid Target	
	2,139,500.00	2,139,500.00	Contingency: 5.00 percent	5.00
	44,927,000.00	44,927,000.00	MACC (Maximum Allowable Construction Cost)	
	2,418,213.00	2,418,213.00	Fee: 35/LogP-1.15 = 5.38253903	New
	4,000,000.00	4,000,000.00	Movable Equipment	
	1,800,000.00	1,800,000.00	first other Lab/Engr/Commissioning	
	600,000.00	600,000.00	second other A/V,Vibration C	
	1,254,787.00	1,254,787.00	Administration & Miscellaneous	
	55,000,000.00	55,000,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
52,250,000.00	52,250,000.00	STATE funds
0.00	0.00	FEDERAL funds
2,750,000.00	2,750,000.00	Local and Institutional Funds Match - Gifts

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
55,000,000.00	0.00	

8 SBC Action: If an existing project, SBC Project No.: n/a

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Tennessee Tech University

Project: Engineering Building

A. Program Scope:

The new building will be a modern, student-centered, interdisciplinary space used by all departments in the College of Engineering. The building has been programmed around the concept of open, flexible, and re-configurable spaces to promote multi-purpose use and collaborative learning. The building will be designed to facilitate hands-on, interdisciplinary, and collaborative learning through "Maker" spaces, design project space, and labs. Larger, more visible classrooms, active student labs, and student display space will peak interest and increase prominence for the Engineering program and its activities.

B. Evidence of Physical Facility Need:

The College of Engineering is currently housed in eight buildings, which together total 205,726 NASF. This number differs slightly from our programming document due to inclusion of temporary space being utilized by the College. Preliminary programming estimates the required NASF for the current program to be 257,408. This is a deficit of 51,682 NASF. The new engineering building will correct this current shortfall. Currently 24,431 SF of existing Engineering space is located in East Stadium. This space is assigned to engineering in the PFI, but it is virtually unusable and certainly not suited as outstanding technical spaces due to moisture intrusion issues. If the condition of the stadium space is taken into account, the deficit of space would more accurately be 76,113 NASF. The average age of TTU's engineering buildings is 64 years, demonstrating TTU's responsible use of capital investment.

The State's recent recurring \$3 million funding for the College of Engineering, starting in fiscal year 2019, will be most impactful if facilities are improved. By leveraging the funding investment from the state in a modern facility, programs will be bolstered to more effectively benefit students. TTU plans to build upon the state's investment in a new engineering facility both by making efficient use of space in the new facility and renovating existing spaces to refresh and enhance the learning experience of students across disciplines in the College of Engineering. The new building will house flexible, forward-looking spaces while the initial investment in our original buildings will be respected and modernized for continued use.

There are no alternatives the University should consider other than the construction of additional space.

C. Historical Profile:

The Engineering program is currently housed across eight buildings. Building names and construction dates are: Brown - 1967; Bruner - 1966; Clement - 1965; Prescott - 1971; Lewis - 1921; Foundry - 1943; East Stadium - 1966; Foundation Hall - 1932. The average age of existing engineering facilities is 64 years. No major renovations or additions have occurred in these buildings.

D. Related Requirements:

Capital maintenance funding will be requested for the renovations of Brown and Bruner Halls through TTU's multi-phased Several Buildings Upgrade project, SBC 166/011-04-2016. The demolition of Lewis Hall and the Foundry are not included in the scope of this project request.

Project Support Documentation - 2

Department: Tennessee Higher Education Commission

Institution: Tennessee Tech University

Project: Engineering Building

E. Cost Information - Basis for SF Cost and Other Costs:

As suggested by the Dober Lidksy Mathey report, the cost of engineering buildings can range from \$400-450 per square foot. Construction cost is estimated at \$420 per square foot, and is based on the square foot costs of two new buildings currently under construction on campus, a Laboratory Sciences Building and a Recreation Center. Commissioning was estimated at \$2.16/sq.ft., and was based on the commissioning fee for the Lab Sciences project. Remaining consultant costs (A/V, Vibration, Lab, etc.) were derived from similar costs budgeted for the Lab Sciences Building. Administrative & miscellaneous expenses were set at 50% of the designers fee.

F. Project Schedule:

The anticipated project schedule is 12 – 15 months for design and 18 months for construction.

G. Total Campus FTE , FTE directly Impacted, Majors: (current & projected)

Total campus FTE, Fall 2017 = 9,019

FTE directly impacted, 2,834 students in the College of Engineering, and over 10,000 students of all disciplines annually.

Majors, current = 11 (Engineering)

Based on enrollment numbers from Institutional Research, Engineering enrollment increased 66% over the last ten years at the undergraduate level, or slightly over 5% per year on average. At the graduate level, there has been an increase of 45% over the last ten years, an average of approximately 4% per year. It should be noted that the introduction of "Tennessee Promise" tempered the undergraduate growth rate to some extent. It is reasonable to expect a continued average growth of 2.5% per year in the undergraduate program and 3% per year in the graduate program. Using these growth rates, enrollment in the College of Engineering is predicted to have 3,260 undergraduates and 280 graduates, or approximately 3,540 total enrollment in ten years.

H. Other Campus or Program Impact:

First-Year Operating Costs

Department: Tennessee Higher Education Commission

Institution: Tennessee Tech University

Project: Engineering Building

	Existing Budgeted Costs	New & Future Costs Required for Program Support		Existing Budgeted Positions	New & Future Position Requests
Regular Salaries:	0	0	Positions:		
Longevity:	0	0	Full-Time:	0	0
Overtime:	0	0	Part-Time:	0	0
Benefits:	0	0	Seasonal:	0	0
Personnel Total:	0	0	Total Positions:	0	0

Utilities and Maintenance		
	Existing	New
Utilities base rate:	4.45	4.50
Maintenance base rate:	6.15	6.04
Square footage:	0	100,000
Util & Maint Total	0	1,054,000

Operational Costs:	0	0
Custodial Services	0	106,000
	0	0
Operational Total:	0	106,000

Revenues to defray costs:		
	Existing	New
Tuition:	0	0
Fees:	0	0
Grants:	0	0
Counties:	0	0
Cities:	0	0
Non-Government:	0	0
Current Services:	0	0
Inter-Departmental:	0	0
Reserves:	0	0
	0	0
	0	0
	0	0
State Total	0	0

Federal Revenue:	0	0
	0	0
Federal Total	0	0

Total Expense:	0	106,000	Total Revenue:	0	0
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Bond Questionnaire

Department: Tennessee Higher Education Commission
Institution: Tennessee Tech University
Project: Engineering Building

1. Intended Use: In your own words, state the intended use of the project (public use, office space, restricted use, etc.)

The project will provide educational and general space for students, faculty and public use.

2. Operator: Who will be the operator of the project upon completion (state agency, private contractor, non-profit organization, etc.)

The facility will be operated under the aegis of the above-named Institution.

3. Users: Who are the intended users of the project (students, faculty, staff and general public, etc.)

Principal users will be public employees of the above-named Institution and students pursuing academic credit.

4. Contracts: Describe any leases, incentive payment contracts, or management contracts to be entered into in connection with the operation of the completed project. Indicate the portion of the project to which contracts relate, as well as the anticipated length and payments to vendor.

None anticipated.

5. Loans: Will any debt proceeds be used to make or finance loans to any private entity? If so, indicate the amounts of such loans, the length and payment terms.

No.

6. Income: Indicate any expected payments (direct or indirect) to be made by non-governmental entities, separately, and in the aggregate, to the state or any other government entity, with respect to the project.

None.

7. Private Use: Indicate whether any of the following activities will take place at the project. Indicate whether the activities are operated by a private entity or will indirectly benefit a private entity. Include all incidental private uses. For each direct or indirect private use.

	Number	Square Footage	Vendor	
Vending Machines:	6	300	X	300
ATM & Pay Phones:	0	0		0
Newsstands:		0		0
Pharmacies:		0		0
Bookstores:		0		0
Laundry Services:		0		0
Provision of Health Care Services:		0		0
Cafeterias:		0		0
Other Food Service Areas:		0		0
Non-Qualifying Laboratory Research Space:		5,900		0
Office Space:		11,120		0
Other Private Use:		0		0
Square Footage not accounted in the list above:		82,680		
Total Square Footage in Project:		100,000		300
Percent of project intended for private use:				0.3%

Space Needs

Department: Tennessee Higher Education Commission

Institution: Tennessee Tech University

Project: Engineering Building

Date of Data: 5/23/2018

Space Guideline Compiled by: TTU Capital Projects Office

Summary NASF - Info from THEC Space Guideline					This Project		
Part	Equip FICM	Modeled	Exist E&G SF	Difference from Model	Net Change NASF	Result Net E&G SF	Difference from Model
I - Classrooms	1xx	150,064	178,548	28,484	15,250	193,798	43,734
II - ClassLab	210, 215	253,692	181,482	-72,210	10,530	192,012	-61,680
III - Open Lab	220, 225	42,209	29,144	-13,065	14,940	44,084	1,875
IV - Research	250, 255	41,221	85,159	43,938	5,900	91,059	49,838
V - Office	3xx	246,967	325,609	78,642	11,120	336,729	89,762
VI - Library	4xx	45,236	76,665	31,429	400	77,065	31,829
VII - Phys Ed	520 523 525	160,860	252,261	91,401	0	252,261	91,401
Totals:		940,249	1,128,868	-188,619	58,140	1,187,008	246,759
		Input Data from THEC Guideline	Input Data from THEC Guideline		Input NASF Info from This Project		

The three digit numbers are from the "Postsecondary Education Facilities Inventory and Classification Manual (FICM)" 2006

K. Notes or Comments on Above Data, or Describe Need for Non-Formula Space

Currently 24,431 SF of existing Engineering space is located in East Stadium. This space is underneath concrete bleachers and constantly battles severe moisture issues. This space is assigned to engineering in the PFI, but it is virtually unusable and certainly not suited as outstanding technical spaces due to moisture intrusion issues. No departments can effectively utilize the space, however, engineering space use numbers are skewed since the space is assigned to them. This should be considered when assessing current space for the College of Engineering. If the condition of the stadium space is taken into account, the deficit of space would more accurately be 76,113 NASF.

L. Summary Results and Date of Physical Facilities Survey:

The Engineering program is currently housed across eight buildings, offering a combined net assignable square footage of 199,387. Foundry and Lewis Hall are identified for eventual demolition per the masterplan. The current Physical Facility Survey Review Team Scores are below 60% for four of eight buildings. All eight buildings are below a rating of 65%. A rating of 60% is defined as system salvageable, major upgrade or significant replacement of components required. Physical Facility Survey review dates range from 2014-2017.

M Migration Plan

Upon completion of the new Engineering building, vacated spaces in Clement and Prescott Halls will be renovated then backfilled by Engineering, as additional space is required for current College of Engineering programs. Lewis Hall and the Foundry will be demolished. The current space assessment will help to determine if the Foundry and MIT instructional shops should be located in separate buildings due to the nature of their operations. Building occupants will be relocated to surge space in Foundation Hall while their respective buildings are being renovated.

Tabulation of Affected Space

Department: Tennessee Higher Education Commission

Institution: Tennessee Tech University

Project: Engineering Building

Space Description	Net Assignable Square Feet				
	Demolition	Renovation		New Construction	Net Increase
		Former Use	New Use		
Classrooms 100's	0	0	0	15,250	15,250
Class Lab / Studio 210, 215	0	0	0	10,530	10,530
Open Laboratories 220, 225	0	0	0	14,940	14,940
Research 250, 255	0	0	0	5,900	5,900
Offices 300's	0	0	0	11,120	11,120
Study facilities 400's	0	0	0	400	400
Physical education 520, 523, 525	0	0	0	0	0
Subtotal THEC Formula Space All of the above FICM Use Codes	0	0	0	58,140	58,140
General use facilities 600's	0	0	0	2,000	2,000
Non Formula Use	0	0	0	0	0
Sub-Total Net Assignable:	0	0	0	60,140	60,140
plus Non-Assignable:	0	0	0	39,860	39,860
Total Gross:	0	0	0	100,000	100,000

The three digit numbers are from the "Postsecondary Education Facilities Inventory and Classification Manual (FICM)" 2006

Space Detail Information

Department: Tennessee Higher Education Commission

Institution: Tennessee Tech University

Project: Engineering Building

Space Name	Room Use	Activity Description	Occupant Count	Area (NASF)	Number of Spaces	Area (NASF)
Classrooms	100's	refer to attached spreadsheet				0
						0
						0
						0
Classroom Total	(All 100s)		0	0	0	0
Laboratories	200's					0
						0
						0
						0
						0
ClassLab Total	(All 200s)		0	0	0	0
Office	300's	Office	0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
Office Total	(All 300s)		0	0	0	0
Study Facilities	400's		0	0	0	0
			0	0	0	0
			0	0	0	0
Study Fac. Total	(All 400s)		0	0	0	0
Special Use	500's		0	0	0	0
			0	0	0	0
			0	0	0	0
Special Use Total	(All 500s)		0	0	0	0
General Use	600's		0	0	0	0
			0	0	0	0
			0	0	0	0
General Use Total	(All 00s)		0	0	0	0
Support	700's		0	0	0	0
Health	800's		0	0	0	0
			0	0	0	0
Support & Health	(700s & 800s)		0	0	0	0
Grand Total Net SF:			0	0	0	0



College of Engineering - Student Centered Interdisciplinary Resource v5

Space ID	Space Type	Name of Space	Stations	NO. OF ROOMS	NASF	TOTAL NASF	Essential	Desirable	Enhancement
CLASSROOMS									
110	Classroom		200	1	4,000	4,000			
110	Classroom		125	1	2,750	2,750			
110	Classroom		80	3	2,000	6,000			
110	Classroom		50	2	1,250	2,500			
						15,250			
LABORATORIES									
210	Instructional Lab with hoods		28	2	1,680	3,360			
210	Instructional Lab with hoods		28	2	1,680	3,360			
210	Instructional Lab		28	2	1,680	3,360			
215	Lab Support			3	150	450			
						10,530			
COLLABORATION ROOMS/SMALL GROUP STUDY									
350	Collaboration Room		28	1	700	700			
350	Collaboration Room		18	1	450	450			
350	Collaboration Room		12	1	360	360			
350	Small Group Rooms		6	8	180	1,440			
						2,950			
FACULTY & STUDENT RESEARCH LABORATORIES									
250	Research Lab, Core Research			2	1,000	2,000			
250	Research Lab			1	900	900			
250	Research Lab			2	600	1,200			
250	Research Lab			3	300	900			
255	Lab Support, Precision Instrumentation			1	300	300			
255	Research Lab Support			4	150	600			
						5,900			
DESIGN/COMPUTATIONAL STUDIOS									
220	Studio, Design/Computation		40	1	1,600	1,600			
220	Studio, Design/Computation		28	1	1,120	1,120			
225	Studio Support			1	150	150			
						2,870			
OFFICES									
Student Success Center									
311	Office, Director		1	1	120	120			
311	Office, Assistant Director		1	1	120	120			
311	Office, Admin Assistant		1	1	100	100			
311	Office, Advisor		1	6	120	720			
315	Office Support			2	30	60			
350	Conference Room		18	1	450	450			
220	Lab/Studio, Tutoring Room		24	1	720	720			
225	Lab/Studio Support			1	350	350			
						2,640			
Shared Grad Student Offices									
312	Grad Student Office Areas (Shared Bullpen)		8	10	320	3,200			
						3,200			
Faculty Offices									
310	Office, Faculty		1	15	120	1,800			
310	Office, Adjunct Faculty, Shared		2	4	120	480			
315	Office Support			2	50	100			
311	Office, Technician		2	1	120	120			
						2,500			

STUDENT PROJECT AREAS

220 Student Project Area - Clean									
220 Student Project Area - Dirty			1	8,500		8,500			
220 Student Project Area - Electronics									
220 Student Project Area - Quiet/Writing									
220 Student Project Area - Specific Projects			5	300		1,500			
225 Support Areas, Storage			5	200		1,000			
						11,000			

ATRIUM, COMMUTER LOUNGE, STUDENT CLUBS, STUDY									
	650	Atrium		1	2,000		2,000		
	312	Engineering Student Club, Office & Support	6	5	180		900		
	410	Study Room	20	1	400		400		
							3,300		

						Total NASF	60,140		
						Target based on \$40 M Construction Cost	60,000		
						Difference	140		
						GSF Difference	233		
						Construction Cost Difference at \$400/GSF	\$ 93,333		

Not Included in the NASF but included in the GSF									
		Corridors			-	-	-		
		Elevators			-	-	-		
		Lobbies			-	-	-		
		Loading Dock			-	-	-		
		Mechanical Spaces			-	-	-		
		Public Restrooms			-	-	-		
		Stairways			-	-	-		
		Thickness of Walls/Structure			-	-	-		

THEC - Space Allocation Guidelines

ver 0916

Data Input and Calculation Spreadsheet - UT and TBR Universities

Name of Institution:	2017 Tennessee Tech University
Date of Data:	Fall 2016

Change shaded cells only:

blue	Data inputs (institutions)
salmon	Guidelines / planning inputs (THEC)

NASF totals rounded up to next whole square foot.

Enrollment Data		
Students	FTE	Headcount
On-ground	8,442	
Online	685	
Living on campus		2,618

Part I - Classrooms		
Class Size	# of sections	Weekly CR Hours
1-8	315	933
9-14	116	330
15-20	312	809
21-26	309	827
27-32	161	445
33-47	358	1,085
48-74	133	351
75-126	48	127
127+	31	89

Sta util = 60% (fixed) Hrs per week: 30 Institutions enter 30 hrs for Day session or 17 for Evening.

Classroom Stations	NASF / Sta	NASF per CR	Number of CRs	Total NASF
12	26	312	32	9,984
20	25	500	11	5,500
30	21	630	27	17,010
40	18	720	28	20,160
50	18	900	15	13,500
60	18	1,080	37	39,960
100	17	1,700	12	20,400
150	16	2,400	5	12,000
275	14	3,850	3	11,550
Total CR NASF:				150,064

Part II - Scheduled Labs and Studios			
Lower Div (100+200 level)			
Discipline	# of sections	Weekly Lab Hours	Total Enrollment
A	4	8	88
B	24	42	402
C	165	396	2,754
D	165	406	4,873
E	61	116	1,163

Sta util: 80% Hrs per week: 20

Mean Section Size	Stations per Lab	NASF / Sta	NASF per Lab	Number of Labs	Lab+Studio NASF	Support Allocation	Support NASF	Total NASF
22.0	28	150	4,200	1	4,200	40%	1,680	5,880
17.0	22	100	2,200	3	6,600	35%	2,310	8,910
17.0	22	75	1,650	20	33,000	30%	9,900	42,900
30.0	38	60	2,280	21	47,880	25%	11,970	59,850
19.0	24	40	960	6	5,760	20%	1,152	6,912
Total Lower Div NASF:					97,440		27,012	124,452

Upper Div + Grad (300+ level)			
Discipline	# of sections	Weekly Lab Hours	Total Enrollment
A	31	73	486
B	20	51	277
C	190	734	1,775
D	99	328	1,396
E	37	148	405

Sta util: 75% Hrs per week: 15

Mean Section Size	Stations per Lab	NASF / Sta	NASF per Lab	Number of Labs	Lab+Studio NASF	Support Allocation	Support NASF	Total NASF
16.0	22	150	3,300	5	16,500	40%	6,600	23,100
14.0	19	100	1,900	4	7,600	35%	2,660	10,260
9.0	12	75	900	49	44,100	30%	13,230	57,330
14.0	19	60	1,140	22	25,080	25%	6,270	31,350
11.0	15	40	600	10	6,000	20%	1,200	7,200
Total Upper Div NASF:					99,280		29,960	129,240

Grand Total Scheduled Lab and Studio NASF: 253,692

Part III - Open Labs, Studios, Collaboration	
Student enrollment, on-ground (FTE)	8,442
Student enrollment, online (FTE)	685

NASF / FTE	Total NASF
5	42,209
0	0
Grand Total Open Labs, Studios, Collaboration NASF:	42,209

Part IVa Research – by Res Expenditure		
Discipline	3-year Average Research Expenditure \$	
	On-campus	Off-campus
A	\$2,017,000	
B	\$6,059,000	
C	\$168,000	

D	\$1,474,000	
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Part IVb Research – by Research FTE				
Personnel Category	Indicate FTE by Teaching Load or Contr: Teaching Load			
	Discipline Group – FTE			
	A	B	C	D
Faculty	25.2	10.5	26.8	17.2
PhD, Post Doc	49.0	6.7	4.3	19.0
Non-Faculty	19.8	12.5	11.8	40.5
GRA / GTA	33.0	15.0	25.0	21.0
Undergrad	24.7	107.1	143.0	34.1
Vis / Adj	0.0	0.0	0.0	0.0

Support Allocations:

Inflation since 2012:		NASF		
NASF / \$1M	Adjusted NASF / \$1M	On-campus	Off-campus	Total NASF
		Factor	Factor	
		100%	25%	
6,350	5,791	11,681	0	11,681
5,250	4,788	29,011	0	29,011
3,450	3,146	529	0	529
Total Research Lab NASF by Res\$:				41,221

2,600	2,371	3,496	0	3,496
Total Research Office NASF by Res\$:				3,496

Research Lab				
Research Lab NASF / FTE	Research Lab NASF	Lab Support NASF	Total Lab + Supt NASF	
600	450	300	27,909	10,123
300	225	150	16,853	6,601
300	225	150	10,523	3,891
100	75	75	6,300	2,276
50	50	50	13,740	4,513
300	225	150	0	0

Support Allocations: 40% 35% 30%

Total Research Lab NASF by Research Personnel FTE: 102,732

Research Office			
Res Office NASF / D	Research Office NASF	Office Support NASF	Total Office + Supt NASF
50	860	172	1,032
50	950	190	1,140
50	2,025	405	2,430
50	1,050	210	1,260
50	1,705	341	2,046
50	0	0	0
20%			

Tot Research Office NASF by Res Personnel FTE: 7,908

Part V - Personnel Requiring Office	
Personnel Category	Total FTE
President, Chancellor	1.0
Provosts, Vice President	7.0
Dean	9.0
Assoc. Dean, Dept. Chair	50.0
Professor, Assoc, Asst	317.0
Other Faculty	99.0
Professional Staff	338.8
Clerical	207.2
Staff, Technician	130.5
GTA (Headcount)	131.0
GRA (Headcount)	87.0
Other Students (Headcount)	2,539.0
Other: Auditor, etc.	0.0

NASF / FTE	Total NASF
350	350
240	1,680
180	1,620
150	7,500
150	47,550
100	9,900
130	44,038
120	24,864
100	13,053
60	7,860
40	3,480
10	25,390
100	0

Subtotal NASF: 187,285

Support Allocation: 30% 56,186

Total Office NASF by FTE: 243,471

Part VI - Library and Study	
Total volumes and volume-equivalents	269,267
Tot volumes in compact shelving	0
Cartographic collection	25,194
Student enrollment, on ground (FTE)	8,442
Student enrollment, online (FTE)	685
Students living on campus (HC)	2,618
Total Student enrollment, on-ground (HC)	0
Headcount-to-FTE conversion factor	0.00
Estimated FTE living on campus	0

	Volumes	NASF per Volume	Total NASF
First 150,000 Volumes:	150,000	0.10	15,000
Next 150,000 Volumes:	119,267	0.09	10,735
Next 300,000 Volumes:	0	0.08	0
Next 600,000 Volumes:	0	0.07	0
Next 1,200,000 Volumes:	0	0.06	0
Next 2,400,000 Volumes:	0	0.05	0
Above 4,800,000 Volumes:	0	0.04	0
Compact Shelving	0	0.03	0
Cartographic Collection	25,194	0.02	504
NASF for Volumes:			26,239

Number of Tables, Carrels, and Groups

	% of FTE Enrollment	Number of T, C, & Gs
Living on-campus:	25.0%	0
On ground, off-campus:	5.0%	423
Online:	5.0%	35
Total T, C, & Gs:		458

NASF for Tables, Carrels, Groups

	% of T, C, & Gs	Number of T, C, & Gs	NASF per Station	Total NASF
% Standard:	45%	206	25	5,153
% Enhanced / Group:	25%	115	35	4,008
% Reserved / Assignable:	20%	92	35	3,206
% Group Study:	10%	46	35	1,603
NASF for Readers:				13,970

Space for Technical Services

Sub-total Books and Reader Space:	40,209
Add'l NASF, % of Sub-total for Technical Services:	12.5%
Total Library and Study NASF:	45,236

Part VII - Physical Education and Recreation	
Student Enrollment, on-ground (FTE)	8,442
Per-institution Minimum NASF, <4000 FTE Students:	40,800
Per-institution Minimum NASF, 4000+ FTE Students:	68,000
Additional NASF Per FTE :	11
Institution Minimum NASF:	68,000
Per FTE Allocation:	92,860
Total Physical Education and Recreation NASF:	160,860

Summary NASF				
Part	Modeled	Exist E&G	Difference	Equiv FICM
I - Classrooms	150,064	178,548	28,484	1xx
II - Lab / Studio	253,692	181,482	-72,210	210, 215
III - Open Lab	42,209	29,144	-13,065	220, 225
IV - Research	102,732	85,159	-17,573	250, 255
V - Office	251,379	325,609	74,230	3xx
VI - Library	45,236	76,665	31,429	4xx
VII - Phys Ed	160,860	252,261	91,401	520, 523, 525
Totals:	1,006,172	1,128,868	122,696	



Funding Analysis

Department: Tennessee Higher Education Commission
Institution: Tennessee Tech University
Project: Engineering Building

2,750,000 Total Match Funding			
Amount	Non-Appropriated Category	Specifics of Source	
0%	0	Plant Funds (Auxiliary)	
0%	0	Plant Funds (Non-auxiliary)	
0%	0	Land Sale Proceeds	
0%	0	Access Fees	
0%	0	Student Fees	
100%	2,750,000	Gifts	Gifts
0%	0	Local Government	
0%	0	Federal Funds	
0%	0	5-Year Bond Funds	
0%	0		

Community College & Non-Formula Units

	Total Project Cost			
	Total Match		Minimum	Maximum
	Renovation	100%	-	-
	New		-	-
			-	-
			-	-
Match Requirement			Eligible Check	-
Min	Max		Ratio above minimum	#DIV/0!
0%	5%	Reno	Maximum Points	8.00
2%	10%	New	Calculated Points	#DIV/0!

Moderate Research University - APSU ETSU MTSU TSU TTU UTC UTM

	Total Project Cost	55,000,000		
	Total Match	2,750,000	Minimum	Maximum
	Renovation	0%	-	-
	New	100%	2,750,000	8,250,000
			2,750,000	8,250,000
			-	-
			-	-
Match Requirement			Eligible Check	-
Min	Max		Ratio above minimum	0%
2%	10%	Reno	Maximum Points	8.00
5%	15%	New	Calculated Points	-

High Research University - UoM UTK

	Total Project Cost	-		
	Total Match	-	Minimum	Maximum
	Renovation	100%	-	-
	New	0%	-	-
			-	-
			-	-
			-	-
Match Requirement			Eligible Check	-
Min	Max		Ratio above minimum	#DIV/0!
4%	15%	Reno	Maximum Points	8.00
10%	25%	New	Calculated Points	#DIV/0!

Capital Maintenance Request: FY2019-20

Governing Board: **Tennessee Tech**
 2019-20 Maintenance Allocation: **\$6,170,000**

Fiscal Year	Priority*	Institution	Project	Project Cost	Project Description
2019-20		1 TTU	Several Bldgs. Roof Replacements	\$ 3,060,000	Roof replacements and related roof component repairs
2019-20		2 TTU	Several Buildings Upgrades	\$ 3,110,000	Building Systems and FFE Upgrades
2019-20		3			
2019-20		4			
2019-20		5			
2019-20		6			
2019-20		7			
2019-20		8			
2019-20		9			
2019-20		10			
Total Project Cost				\$ 6,170,000	

* Requests are not limited to 10. Insert more rows if there are more projects to recommend. Total costs must fall within allocation.

Capital Maintenance Out-Years: FY 2020-21 through 2023-24

Fiscal Year	Priority	Institution	Project	Project Cost	Project Description
2020-21		1 TTU	Several Buildings Upgrades	\$ 9,400,000	Building Systems and FFE Upgrades
2020-21		2 TTU	Building Controls Upgrade Phase 1	\$ 3,000,000	Upgrade HVAC Controls Campus Wide
2020-21		3			
2020-21		4			
2020-21		5			
2020-21		6			
2020-21		7			
2020-21		8			
2020-21		9			
2020-21		10			
2021-22		1 TTU	Volpe Library HVAC Upgrades	\$ 9,800,000	HVAC Upgrades

2021-22	2 TTU	Building Controls Upgrade Phase 1	\$ 3,000,000	Upgrade HVAC Controls Campus Wide
2021-22	3			
2021-22	4			
2021-22	5			
2021-22	6			
2021-22	7			
2021-22	8			
2021-22	9			
2021-22	10			
<hr/>				
2022-23	1 TTU	Derryberry Hall Upgrades	\$ 10,170,000	Building Systems and FFE Upgrades
2022-23	2			
2022-23	3			
2022-23	4			
2022-23	5			
2022-23	6			
2022-23	7			
2022-23	8			
2022-23	9			
2022-23	10			
<hr/>				
2023-24	1 TTU	Clement Hall Upgrades	\$ 10,550,000	Building Systems and FFE Upgrades
2023-24	2			
2023-24	3			
2023-24	4			
2023-24	5			
2023-24	6			
2023-24	7			
2023-24	8			
2023-24	9			
2023-24	10			

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Tennessee Tech University
Project: Roof Replacements - Phase 3
City/County: Cookeville/Putnam

2 Fiscal Year: 2019/ 2020

3		New	Reno/Maint
<input type="checkbox"/>	Capital Outlay		
<input checked="" type="checkbox"/>	Capital Maintenance	0	0
<input type="checkbox"/>	Disclosure	0	0
<input checked="" type="checkbox"/>	Designer Required	0.00	0.00

4 Project Description:

Replace roofs on several buildings. A detailed scope of work is included in three attached Roof Observation Reports from Richard C. Rinks & Associates, Inc. Generally speaking the scope of work will include roof replacement, repair or replace flashing, decking, coping and other roof components as needed. Repair masonry above the roof and dormers as required. Replace the cupola and clock on Derryberry Hall. Repair/replace other cupolas as needed. Additional roofs to be replaced that are not included in the Rinks' reports are Health & P.E Bldg.(Memorial Gym), Lewis Hall, Matthews/Daniel Hall, Ag. Pavilion (2 bldgs.) on the main campus and Cool Wing, Clay, and Glass & Metals at the Craft Center.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	2,500,000.00	2,500,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	2,500,000.00	2,500,000.00	Bid Target	
	250,000.00	250,000.00	Contingency: 10.00 10.00 percent	
	2,750,000.00	2,750,000.00	MACC (Maximum Allowable Construction Cost)	
	227,462.00	227,462.00	Fee: 35/LogP-1.15 = 6.61709180	Renovation
	0.00	0.00	Movable Equipment	
	0.00	0.00	first other	
	0.00	0.00	second other	
	82,538.00	82,538.00	Administration & Miscellaneous	
	3,060,000.00	3,060,000.00	Total Cost	

6 Funding Request:	THIS REQUEST
3,060,000.00	3,060,000.00 STATE funds
0.00	0.00 FEDERAL funds
0.00	0.00 Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	340,000.00	15/16 Current - Cap. Maint.
4,850,227.00	1,110,000.00	2015 G.O. Bonds - Cap. Maint.
plus This Request	280,227.00	Plant Funds (non aux)
7,910,227.00	3,120,000.00	17/18 Current - Cap. Maint.
	0.00	

8 SBC Action: If an existing project, SBC Project No.: 166/011-07-2015

9 Designer: Kaatz Binkley Jones Morris Architects, Inc.

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Tennessee Tech University

Project: Roof Replacements - Phase 3

A. Program Scope:

Detailed scope is included in the Rinks reports, and includes roof replacements, repair/replace flashing, decking, coping and other roof components as needed. Repair masonry above the roof and dormers as required. Replace the cupola and clock on Derryberry Hall. Repair/replace other cupolas as needed. Roofs identified in the Rinks report are: Brown, Bruner, Clement, Derryberry, Foster, Foundation, Jere Whitson, Volpe Library, Pennebaker, South, Southwest, T.J. Farr, Univ. Police, Univ. Services. Additional bldgs. not included in the Rinks' reports are Matthews/Daniel, Health & P.E. Bldg, Lewis, Ag. Pavilion (2 bldgs.) on the main campus and Cool Wing, Clay, and Glass & Metals at the Craft Center.

B. Evidence of Physical Facility Need:

From the Rinks Report--"Many of the buildings have wood fiber and gypsum decks that are not ideal roofing substrates, especially to receive shingles. The shingles are oxidized and deteriorated. Numerous shingles have blown off; many have been replaced. The shingles have suffered granule loss and the fiberglass is exposed in numerous locations. The tube-lok nails used on wood fiber decks are backing out and are exposed in some locations. Several shingles, brick walls and flashings have been caulked. The decks have deflected in some locations. Some of the rooftop equipment is rusted. Some rooftop equipment has been damaged. Some details are improper. We observed evidence of ponding on the low slope roofs."

C. Historical Profile:

Refer to the attached Rinks Reports(3) and the tab titled Roof Data Sheet for list of buildings, roof area, type, age, etc. Roofs for eight additional buildings not included in the Rinks reports are also included in this scope of work.

D. Related Requirements:

Future projects will be required to correct all deficient roofs identified in the reports. An architectural consultant will be required for repairs to the clock tower and cupolas. Masonry and stone consultants may also be required.

As identified in the Rinks reports, roof replacement needs are numerous. Future projects will be necessary to complete the roof replacements and make other recommended corrections.

TTU Roof Replacements

Roof Data

6/2/2014

Bldgs. Included In Rinks Report

Roof Replacements - Phase 3

\ Code	Building	Year Blt.	Area Flat	Type	Roof Mfr.	Year	Area Sloped	Type	Mfr.	Year	PFS Score	
BRWN	Brown Hall	1967	0				16000	F.S.	Owens-Corning	1986	30	Complete
BRUN	Bruner Hall	1966	0				16200	F.S.	Owens-Corning	1986	30	
CLEM	Clement Hall	1965	4700	Epdm	Carlisle	1986	15900	F.S.	Owens-Corning	1986	30	
DBRY	Derryberry Hall	1912	466	Epdm		1991	22125	F.S.	Owens-Corning	1991	30	
FOST	Foster Hall	1964	5544	Epdm	Carlisle	2011	10450	F.S.	Owens-Corning	1985	50	
FNDH	Foundation Hall	1932	29971	EPDM & B/U		unknown	30550	shingle		unknown	20	
JWB	Jere Whitson Bldg.	1949	0				12100	F.S.	Johns Manville	1978	30	
LIBR	Volpe Library	1989	8100	Epdm	Carlisle	1989	50400	F.S.	Owens-Corning	1989	50	
PENN	Pennebaker Hall	1968	0				16000	F.S.	Owens-Corning	1985	30	
OKLY	Oakley Hall	1931	6467	Epdm	Gen-Flex	1996	7785	F.S.	Owens-Corning	1996	50	
SWH	Southwest Hall	1973	23500	EPDM		1987/1995	0				40	
FARR	T.J. Farr Bldg.	1928	8946			1981	2888	F.S.	Johns Manville	1981	30	
ROTC	Military Science	1944	2250	Epdm	Carlisle	1980	0				40	
USVC	University Services Bldg.	1929	12300	Epdm	Carlisle	1981	7700	Metal		1981	30	
Additional Roofs Needing Replacement Not Included in Rinks Report												
DANL	Daniel Hall	1921	8358	Epdm	Carlisle		923	FAS	Owens-Corning	1993	40	Complete
MGYM	Memorial Gym	1929	22100	Epdm	Carlisle		19100	F.S.	Owens-Corning	1993	40	
MATT	Matthews Hall	1951	1047				8358	F.S.	Owens-Corning	1993	40	
CHIL	Chiller Plant	1972	6162	Epdm	Firestone					1995	50	
HOOP	Hooper Eblen Center	1976	74758	Epdm	Firestone					1995	50	
LEWS	Lewis Hall	1921	18838	B/U	Gen-Flex		2997	B/U,F.S.	Owens-Corning	1997	50	
AB	Hyder-Burks Barn	1993	6660	Epdm	Firestone	1993	43927	Steel	Butler	1993		
AA	Hyder-Burks Arena	1995	72085	Epdm	Firestone	1995				1995		
QB	Cool Wing	1979	Rep.				24070	F.S.	Owens-Corning	1993		
QD	Glass/Metals Studio	1979	Rep.				24070	F.S.	Owens-Corning	1993		
QC	Clay Studio	1979	Rep.				24070	F.S.	Owens-Corning	1994		

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Tennessee Tech University
Project: Several Buildings Upgrades
City/County: Cookeville/Putnam

2 Fiscal Year: 2019/ 2020

3		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	0	Gross Sq.Ft.	0
<input type="checkbox"/>	Disclosure	0	Net Sq.Ft.	0
<input checked="" type="checkbox"/>	Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

Update systems and spaces in Brown Hall, which was included in the Master Plan follow-up assessment study. Provide system and space upgrades in Bruner Hall and Prescott Hall. Abate asbestos materials as required. Coordinate work with other related projects on campus as needed.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	2,460,000.00	2,460,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	2,460,000.00	2,460,000.00	Bid Target	
	246,000.00	246,000.00	Contingency:	10.00 10.00 percent
	2,706,000.00	2,706,000.00	MACC (Maximum Allowable Construction Cost)	
	224,119.00	224,119.00	Fee:	35/LogP-1.15 = 6.62586673 Renovation
	0.00	0.00	Movable Equipment	
	20,000.00	20,000.00	first other	Commissioning
	50,000.00	50,000.00	second other	A/V Equipment
	109,881.00	109,881.00	Administration & Miscellaneous	
	3,110,000.00	3,110,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
3,110,000.00	3,110,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	5,340,000.00	16/17
	991,687.00	16/17
12,621,687.00	6,290,000.00	17/18
plus This Request	0.00	State - Capital Maintenance
15,731,687.00	0.00	Plant Funds (non-aux)
		State - Capital Maintenance

8 SBC Action: If an existing project, SBC Project No.: 166/011-05-2016

9 Designer: Upland Design Group, Inc.

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Tennessee Tech University

Project: Several Buildings Upgrades

A. Program Scope:

Update systems and spaces in Brown Hall, which was included in the Master Plan follow-up assessment study. Provide system and space upgrades in Bruner Hall and Prescott Hall. Abate asbestos materials as required. Coordinate work with other related projects on campus as needed.

B. Evidence of Physical Facility Need:

Many updates of systems and spaces within the above buildings were identified as necessary in the recently completed Master Plan Update, 11 March, 2010, and the related Six Academic Buildings - An Assessment, 20 April, 2010. These documents identified needs within the above academic buildings, as well as similar academic buildings, that must be done over time to make the facilities code compliant and adequate for instruction.

C. Historical Profile:

Brown Hall opened in 1967, Bruner Hall opened in 1966, Prescott Hall opened in 1971. Outside of replacing the elevator and electrical system in Bruner, no major updates of systems have taken place in these buildings.

D. Related Requirements:

As needs are numerous in all of the above facilities, future projects will be necessary to address all current issues.

Institution	Project	Disclosure Year	Funding Source	Project Cost	Net New Sq. Ft.	TSSBA	Gifts	Grants	Auxiliary	Contractor Funds	Operating
TTU	Cooper/Dunn Residence Hall Upgrades	2018-2019	Plant Funds (Auxiliary) and TSSBA	\$ 6,700,000		\$ 6,650,000			\$ 50,000		

Capital Disclosure: FY2019-20											
	Institution	Project	Project Cost	New Sq. Ft.	Funding Source						Project Description
					Plant-Funds - Non-Auxiliary	Plant Funds - Auxiliary	TSSBA	Gifts	Contractor Funds	Other	
3	TTU	Hooper Eblen Center Roof Replaceme	\$1,550,000	N/A	\$ 1,550,000.00						Roof Replacement
4	TTU	Baseball Field Lighting Replacement	\$870,000	N/A	\$ 870,000.00						Lighting Replacement
5											
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Agenda Item Summary

Date: June 26, 2018

Division: Planning and Finance

Agenda Item: 2017-18 Estimated and 2018-19 Proposed Budgets

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

Review recommendation and approval of Tennessee Tech's FY2017-18 Estimated and FY2018-19 Proposed Budgets.

E&G Revenues - Current Estimate FY2017-18 and Proposed Budget FY2018-19

	Current Estimate FY2017-18		Proposed Budget FY2018-19		% Change Over Current Estimate
Tuition and Fees	\$	97,672,100	\$	97,176,200	-0.51%
State Appropriations	\$	47,030,200	\$	50,365,800	7.09%
Contracts and IDC	\$	971,400	\$	971,400	0.00%
Sales and Services	\$	1,069,300	\$	865,500	-19.06%
Other Activities	\$	3,183,410	\$	3,051,410	-4.15%
Athletics (inc student fee)	\$	6,403,390	\$	6,303,890	-1.55%
Total Revenues	\$	156,329,800	\$	158,734,200	1.54%

E&G Expenses by Budget Category - Current Estimate FY2017-18 and Proposed Budget FY2018-19

	Current Estimate FY2017-18		Proposed Budget FY2018-19		% Change Over Current Estimate
Instruction	\$	70,201,200	\$	71,065,100	1.23%
Research	\$	3,569,000	\$	2,577,100	-27.79%
Public Service	\$	2,619,500	\$	2,166,900	-17.28%
Academic Support	\$	12,309,500	\$	12,296,400	-0.11%
Student Services	\$	19,456,700	\$	18,271,300	-6.09%
Institutional Support	\$	16,007,600	\$	15,485,800	-3.26%
Oper. & Maint. of Plant	\$	13,809,500	\$	13,995,800	1.35%
Scholarships & Fellowships	\$	16,705,300	\$	18,088,600	8.28%
Total Expenses	\$	154,678,300	\$	153,947,000	-0.47%

E&G Expenses by Natural Classification - Current Estimate FY2017-18 and Proposed Budget FY2018-19

	Current Estimate FY2017-18		Proposed Budget FY2018-19		% Change Over Current Estimate
Salaries and Wages	\$	76,290,300	\$	79,227,400	3.85%
Fringe Benefits	\$	31,424,100	\$	31,704,600	0.89%
Travel	\$	2,725,200	\$	1,911,700	-29.85%
Operating & Utilities	\$	27,022,700	\$	22,676,200	-16.08%
Scholarships & Fellowships	\$	16,705,300	\$	18,088,600	8.28%
Capital	\$	510,700	\$	338,500	-33.72%
Total Expenses	\$	154,678,300	\$	153,947,000	-0.47%

E&G Unrestricted Budget Summary - Current Estimate FY2017-18 and Proposed Budget FY2018-19

	Current Estimate FY2017-18		Proposed Budget FY2018-19		% Change Over Current Estimate
Beginning Fund Balance	\$	11,099,350	\$	8,369,706	-24.59%
E&G Revenues	\$	156,329,800	\$	158,734,200	1.54%
E&G Expenses	\$	154,678,300	\$	153,947,000	-0.47%
Mandatory Transfers	\$	369,900	\$	369,900	0.00%
Non-mandatory Transfers	\$	4,011,300	\$	4,516,200	12.59%
Ending Fund Balance	\$	8,369,650	\$	8,270,806	-1.18%

Auxiliary Budget Summary - Current Estimate FY2017-18 and Proposed Budget FY2018-19

	Current Estimate FY2017-18		Proposed Budget FY2018-19		% Change Over Current Estimate
Beginning Fund Balance	\$	1,561,750	\$	1,308,294	-16.23%
Aux Revenues	\$	18,341,000	\$	18,342,300	0.01%
Aux Expenses	\$	7,316,400	\$	7,435,000	1.62%
Mandatory Transfers	\$	5,152,300	\$	5,152,300	0.00%
Non-mandatory Transfers	\$	6,125,700	\$	5,755,000	-6.05%
Ending Fund Balance	\$	1,308,350	\$	1,308,294	0.00%

TOTAL Budget Summary - Current Estimate FY2017-18 and Proposed Budget FY2018-19

	Current Estimate FY2017-18		Proposed Budget FY2018-19		% Change Over Current Estimate
Beginning Fund Balance	\$	12,661,100	\$	9,678,000	-23.56%
Total Revenues	\$	174,670,800	\$	177,076,500	1.38%
Total Expenses	\$	161,994,700	\$	161,382,000	-0.38%
Mandatory Transfers	\$	5,522,200	\$	5,522,200	0.00%
Non-mandatory Transfers	\$	10,137,000	\$	10,271,200	1.32%
Ending Fund Balance	\$	9,678,000	\$	9,579,100	-1.02%

Breakdown of E&G Fund Balance - Current Estimate FY2017-18 and Proposed Budget FY2018-19

Current Estimate FY2017-18				
	<u>Beginning Fund Balance</u>		<u>Ending Fund Balance</u>	
Allocation for Encumbrances	\$	270,194	\$	270,194
Allocation for Working Capital	\$	2,944,013	\$	2,944,013
Special Allocations*	\$	7,885,143	\$	5,155,443
Unallocated Balance	\$	-	\$	-
Total E&G Fund Balance	\$	11,099,350	\$	8,369,650
*2% to 5% Reserve	\$	6,003,362	\$	3,273,662
*Student Activity Fee	\$	621,069	\$	621,069
*Technology Access Fee	\$	1,076,383	\$	1,076,383
*Specialized Academic Course Fee	\$	184,329	\$	184,329
Total Special Allocations	\$	7,885,143	\$	5,155,443

Proposed Budget FY2018-19				
	<u>Beginning Fund Balance</u>		<u>Ending Fund Balance</u>	
Allocation for Encumbrances	\$	270,194	\$	270,194
Allocation for Working Capital	\$	2,944,013	\$	2,944,013
Special Allocations*	\$	5,155,499	\$	5,056,599
Unallocated Balance	\$	-	\$	-
Total E&G Fund Balance	\$	8,369,706	\$	8,270,806
*2% to 5% Reserve	\$	3,273,718	\$	3,174,818
*Student Activity Fee	\$	621,069	\$	621,069
*Technology Access Fee	\$	1,076,383	\$	1,076,383
*Specialized Academic Course Fee	\$	184,329	\$	184,329
Total Special Allocations	\$	5,155,499	\$	5,056,599

E&G Transfers - Current Estimate FY2017-18 and Proposed Budget FY2018-19

	Current Estimate FY2017-18	Proposed Budget FY2018-19
<u>Debt Service and Unexpended Plant</u>		
Debt Service Perf Contract	\$ 369,930	\$ 369,930
Debt Service Fitness Center	\$ 2,065,530	\$ 2,021,730
Debt Service Univ Center	\$ 91,400	\$ 89,460
Debt Service Eblen Center	\$ 201,070	\$ 196,810
Facilities Development (fee)	\$ 887,500	\$ 868,000
Parking and Transportation	\$ 940,597	\$ 973,275
Extraordinary Maintenance	\$ 650,000	\$ 150,000
Small Projects	\$ 977,296	\$ 841,000
Total Debt Service & Unexp Plant	\$ 6,183,323	\$ 5,510,205
<u>Renewal and Replacement</u>		
IT Computer Equipment	\$ 277,110	\$ 377,110
Electronic Upgrades	\$ 350,000	\$ 350,000
Equipment - Departments	\$ 243,000	\$ 243,000
Reserves	\$ (2,672,200)	\$ (1,594,170)
Total R&R	\$ (1,802,090)	\$ (624,060)
GRAND TOTAL All Transfers	\$ 4,381,233	\$ 4,886,145

Reserves - Proposed Budget FY2018-19 - Beginning July 1

		<u>Unexpended Plant</u>
Land Purchases	\$	1,518,031
New Construction:		
Science Building	\$	10,842,023
Fitness & Rec Center	\$	9,973,949
Parking & Transportation	\$	1,764,497
Residence Hall Rvn & Roof	\$	1,693,838
Roaden Center Rvn	\$	327,375
Eblen Center Rvn	\$	1,027,728
Infrastructure & HVAC	\$	1,665,146
Football Digital Board	\$	151,109
Volpe Library Expansion	\$	100,000
Engineering Master Plan	\$	10,000
Extraordinary Maint.	\$	1,388,609
Depts. Small Projects	\$	75,809
Other Small Projects	\$	59,278
Total Unexpended Plant	\$	30,597,392
		<u>Renewal and Replacement</u>
Auxiliary - Housing	\$	14,831,957
Auxiliary - Other	\$	9,272,969
Computer Center	\$	2,531,771
Technology Update	\$	1,122,847
Telecommunication	\$	363,378
Printing & Photo Srv	\$	222,218
Motor Pool	\$	515,606
Craft Center R&R	\$	754,410
Departmental R&R	\$	595,422
University Reserve	\$	3,179,363
Total R&R	\$	33,389,941
GRAND TOTAL All Reserves	\$	63,987,333

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Tennessee Tech University
Summary Of Unrestricted Current Funds Available And Applied
July Budget 2018-19

	Actual 2016-17	October Budget 2017-18	Estimated Budget 2017-18	% Change Over Actual	July Budget 2018-19	% Change Over Actual
Unrestricted Current Fund Balances						
at Beginning of Period						
Allocation for Encumbrances	740,567	270,200	270,200	-63.5	270,200	-63.5
Allocation for Working Capital	4,046,192	3,335,300	3,335,300	-17.6	3,335,300	-17.6
Special Allocations	10,578,348	8,731,000	8,731,000	-17.5	6,072,500	-42.6
Unallocated Balance	1,426,127	324,600	324,600	-77.2	0	-100.0
Total Unrestricted Current Fund Balances	16,791,234	12,661,100	12,661,100	-24.6	9,678,000	-42.4
Revenues						
Education and General						
Tuition and Fees	96,845,705	98,560,500	97,672,100	00.9	97,176,200	00.3
State Appropriations	42,172,363	47,030,200	47,030,200	11.5	50,365,800	19.4
Federal Grants and Contracts	1,291,184	869,700	869,700	-32.6	869,700	-32.6
Local Grants and Contracts	18,188	3,200	3,200	-82.4	3,200	-82.4
State Grants and Contracts	108,505	59,400	59,400	-45.3	59,400	-45.3
Private Grants and Contracts	32,282	39,100	39,100	21.1	39,100	21.1
Private Gifts	20,976	0	0	-100.0	0	-100.0
Sales & Services of Educ Activities	1,947,215	878,000	1,069,300	-45.1	865,500	-55.6
Sales & Services of Other Activities	9,592,431	8,637,700	8,737,800	-08.9	8,506,300	-11.3
Other Sources	974,416	866,000	849,000	-12.9	849,000	-12.9
Total Education and General	153,003,265	156,943,800	156,329,800	02.2	158,734,200	03.7
Sales & Services of Aux Enterprises						
Sales and Services of Aux Enterprises	16,917,308	17,673,700	18,341,000	08.4	18,342,300	08.4
Total Revenues	169,920,573	174,617,500	174,670,800	02.8	177,076,500	04.2
Expenditures and Transfers						
Education and General						
Instruction	68,403,756	71,337,200	70,201,200	02.6	71,065,100	03.9
Research	2,040,812	3,693,500	3,569,000	74.9	2,577,100	26.3
Public Service	2,729,050	2,379,400	2,619,500	-04.0	2,166,900	-20.6
Academic Support	12,298,538	11,680,800	12,309,500	00.1	12,296,400	00.0
Student Services	20,082,370	18,783,400	19,456,700	-03.1	18,271,300	-09.0
Institutional Support	15,061,102	15,990,800	16,007,600	06.3	15,485,800	02.8
Operation & Maintenance of Plant	12,822,785	13,687,300	13,809,500	07.7	13,995,800	09.1
Scholarships & Fellowships	16,339,882	18,638,900	16,705,300	02.2	18,088,600	10.7
Total Education and General	149,778,295	156,191,300	154,678,300	03.3	153,947,000	02.8
Mandatory Transfers for:						
Principal & Interest	518,243	325,000	369,900	-28.6	369,900	-28.6
Renewals & Replacements	0	0	0		0	

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Tennessee Tech University
Summary Of Unrestricted Current Funds Available And Applied
July Budget 2018-19

	Actual 2016-17	October Budget 2017-18	Estimated Budget 2017-18	% Change Over Actual	July Budget 2018-19	% Change Over Actual
Loan Fund Matching Grant	0	0	0		0	
Total Mandatory Transfers	518,243	325,000	369,900	-28.6	369,900	-28.6
Non-Mandatory Transfers for:						
Transfers to Unexpended Plant Fund	3,227,108	3,015,000	3,455,400	07.1	2,832,300	-12.2
Transfers to Renewal & Replacements	1,183,760	870,100	1,197,900	01.2	1,391,700	17.6
Transfers to Other Funds	2,398,745	2,366,000	2,358,000	-01.7	2,308,000	-03.8
Transfers from Unexpended Plant Fund	0	0	0		0	
Transfers from Renewal & Replacements	0	-3,000,000	-3,000,000		-2,015,800	
Transfers from Other Funds	0	0	0		0	
Total Non-Mandatory Transfers	6,809,613	3,251,100	4,011,300	-41.1	4,516,200	-33.7
Total Education and General	157,106,151	159,767,400	159,059,500	01.2	158,833,100	01.1
Auxiliary Enterprises Expenditures						
Auxiliary Enterprises Expenditures	6,801,561	7,235,800	7,316,400	07.6	7,435,000	09.3
Total Auxiliary Expenditures	6,801,561	7,235,800	7,316,400	07.6	7,435,000	09.3
Mandatory Transfers for:						
Principal & Interest	3,981,250	5,057,900	5,152,300	29.4	5,152,300	29.4
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	3,981,250	5,057,900	5,152,300	29.4	5,152,300	29.4
Non-Mandatory Transfers for:						
Transfers to Unexpended Plant Fund	0	0	0	00.0	0	00.0
Transfers to Renewal & Replacements	6,161,784	5,666,800	6,125,700	-00.6	5,755,000	-06.6
Transfers to Other Funds	0	0	0	00.0	0	00.0
Transfers from Unexpended Plant Fund	0	0	0	00.0	0	00.0
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	6,161,784	5,666,800	6,125,700	-00.6	5,755,000	-06.6
Total Auxiliary Enterprises	16,944,595	17,960,500	18,594,400	09.7	18,342,300	08.2
Total Expenditures And Transfers	174,050,746	177,727,900	177,653,900	02.1	177,175,400	01.8
Other						
Prior Period Adjustments	0	0	0	00.0	0	00.0

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Tennessee Tech University
Summary Of Unrestricted Current Funds Available And Applied
July Budget 2018-19

	Actual 2016-17	October Budget 2017-18	Estimated Budget 2017-18	% Change Over Actual	July Budget 2018-19	% 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	270,194	270,200	270,200	00.0	270,200	00.0
Allocation for Working Capital	3,335,259	3,335,300	3,335,300	00.0	3,335,300	00.0
Special Allocations	8,731,020	5,945,200	6,072,500	-30.4	5,973,600	-31.6
Unallocated Balance	324,588	0	0	-100.0	0	-100.0
Total Unrestricted Current Fund Balances	12,661,061	9,550,700	9,678,000	-23.6	9,579,100	-24.3

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/assets/usermedia/planning-finance/budgetary-information/Budget_Summary_July_FY18-19.pdf

Direct Link to document – **Analysis:** https://www.tntech.edu/assets/usermedia/planning-finance/budgetary-information/Budget_Analysis_July_FY18-19_1.pdf

Historical Budget documents (FY2011 through FY2018):

Budget **Summary:** <https://www.tntech.edu/planning-and-finance/budgeting-and-planning/budgetary-information#julybudgetsummary>

Budget **Analysis:** <https://www.tntech.edu/planning-and-finance/budgeting-and-planning/budgetary-information#budgetanalysis>



Office of the President

TENNESSEE TECH

May 4, 2018

Submitting on behalf of Tennessee Tech University (TTU) a crosswalk of organizational changes/updates with a proposed implementation date of July 1, 2018, as follows:

Academic Affairs

- Realign Study Abroad as a direct report to Academic Support from the Office of International Education
- Name change of Department of Accounting and Business Law to “Department of Accounting”

Enrollment Management & Career Placement

- Realign Career Development to report direct to Student Success
- Align Academic Services to report direct to the Vice President for Enrollment Management & Career Placement
- Realign New Student & Family Programs to report direct to Student Success

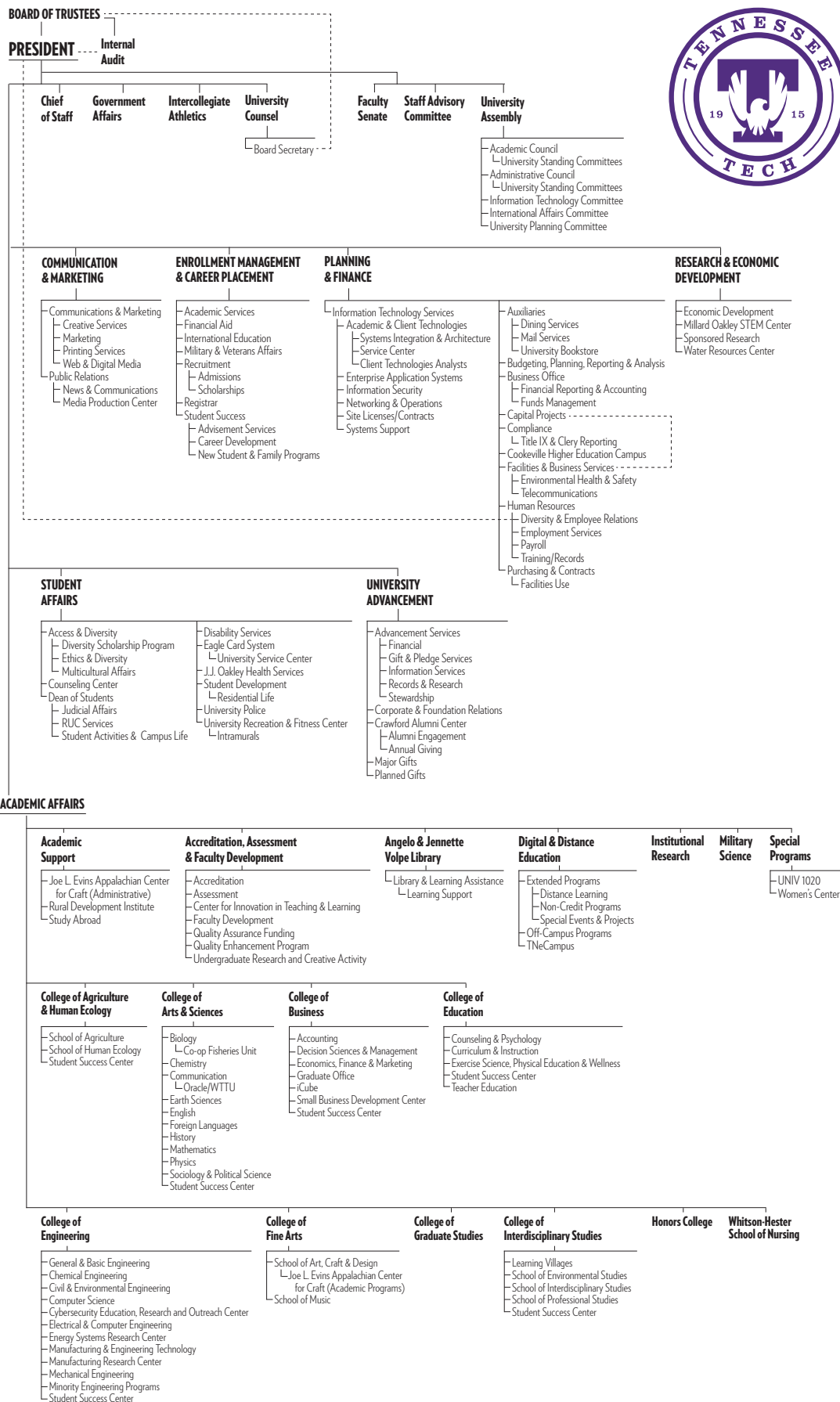
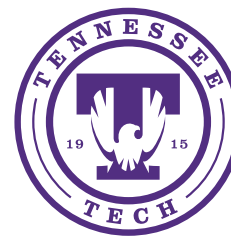
Planning and Finance

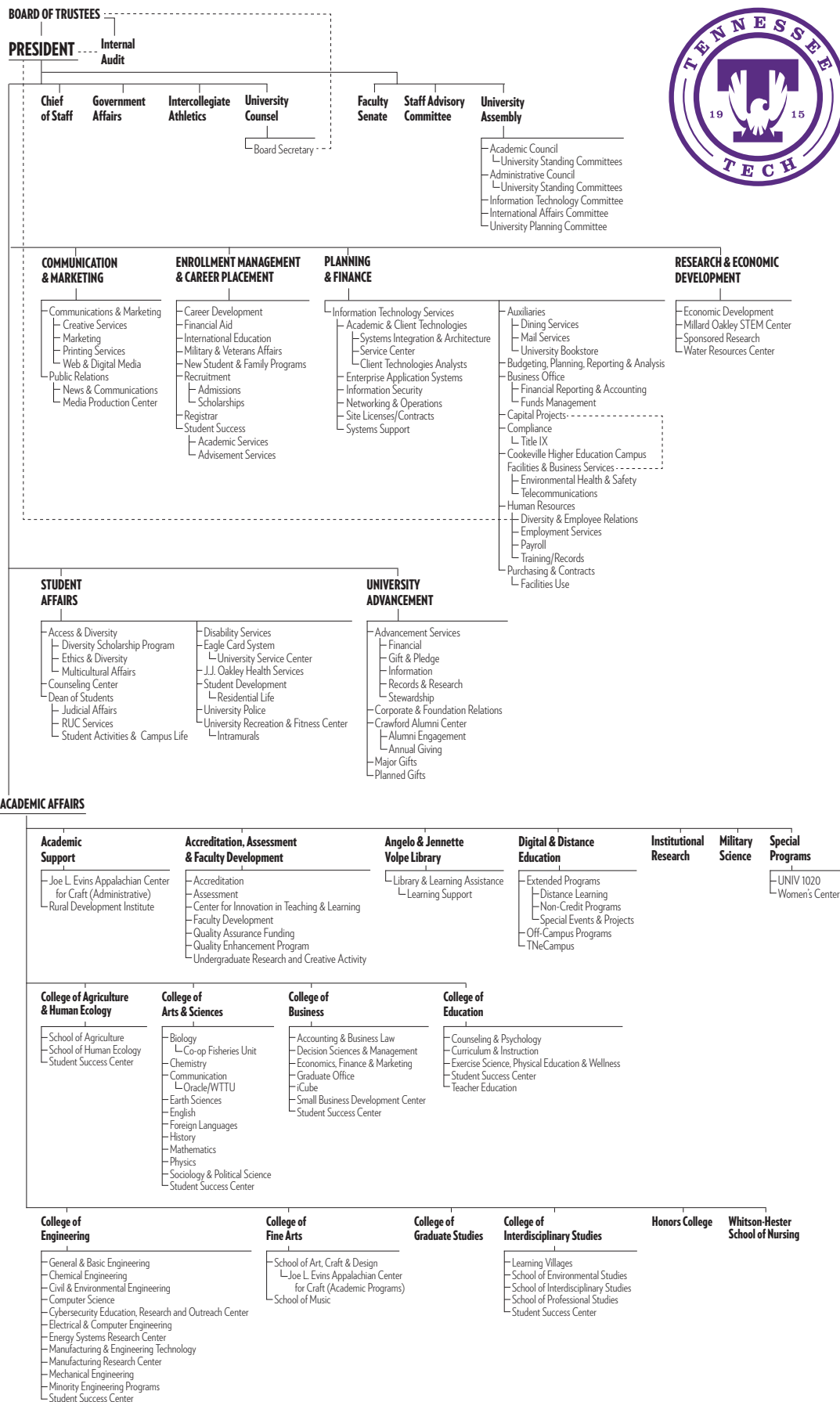
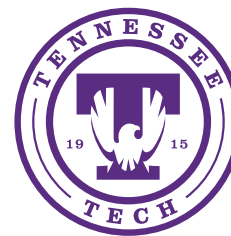
- Align Facilities & Business Services as a direct report to Vice President of Planning and Finance with realignment of Environmental Health & Safety and Telecommunications
- Capital Projects will remain as a standalone direct report to the Vice President for Planning and Finance.
- Name change of Title IX to “Title IX & Clery Reporting”

University Advancement

- Name change of Gift Pledge to “Gift & Pledge Services”
- Name change of Information to “Information Services”

Dr. Philip B. Oldham, President







Agenda Item Summary

Date: June 26, 2018

Division: Planning and Finance

Agenda Item: Maintenance and Mandatory Fees

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

Recommendation of Tennessee Tech's FY2018-19 maintenance and mandatory fees.

Tennessee Tech University



Mandatory Fees 2018-2019

Tennessee Tech University
Fee Proposal Summary
FY2018-2019

MANDATORY FEES:

Counseling Center:	
Student Mental Health Wellness Fee	\$ 58,000
SOLO Fee	
(Student Organization Life Opportunity Fund)	<u>\$ 210,000</u>
Total Increase Per Fee Proposals	<u><u>\$ 268,000</u></u>

TENNESSEE TECH UNIVERSITY
PROPOSED FEE CHANGES
2018-19

Description	Rates			Annual Revenue Impact of Fee Change	Prior Fee Increases	Justification
	Current	Proposed	Increase			
MANDATORY FEES:						
Student Mental Health Wellness Fee <i>(To be included as a component of the General Access Fee, charged hourly and reaching a maximum at 7 hours)</i>	None	\$3 maximum/semester		\$58,000	New fee	*Continue Suicide Prevention Hotline after current NIH grant funding ends 9/30/18. The Hotline, which is available after hours, on holidays, and on weekends, is answered by licensed mental health professionals. *Enable Counseling Center to continue offering optional online mental health screening questionnaires designed to identify potential problems and offer appropriate referrals. *Provide funding for a portion of the Counseling Center Director's salary currently funded from Health Services.
SOLO Fee	\$20/sem full-time students only	\$30 maximum/semester \$3/hr part-time enrollment		\$210,000	Fee established in 2010-11 at current rate	*Enable scheduling of top-tier concert artists during both Fall and Spring semesters. *Provide 25% support of an administrative level position to plan and execute each concert; work directly with SGA; oversee Homecoming, Tech Activities Board, and student organizations.

Tennessee Tech University

Proposed Maintenance Fee Increase Analysis

For FTE Hours and Per Credit Hour

Fee Description	For FTE				Per Credit Hour			
	Fall 2017	Fall 2018	\$ Increase	% Increase	Fall 2017	Fall 2018	\$ Increase	% Increase
Maintenance								
In-State Tuition (Undergraduate)	3,828.00	3,930.00	102.00	2.66%	304.00	312.00	8.00	2.6%
In-State Tuition Over Base (Undergraduate)					60.00	62.00	2.00	3.3%
In-State Tuition (Graduate)	5,072.00	5,218.00	146.00	2.9%	488.00	502.00	14.00	2.9%
In-State Tuition Over Base (Graduate)					96.00	99.00	3.00	3.1%
TN eCampus Fees**								
TN eCampus Tuition (Undergraduate)					304.00	312.00	8.00	2.6%
TN eCampus Course Fee (Undergraduate)					122.00	125.00	3.00	2.5%
TN eCampus Tuition (Graduate)					488.00	502.00	14.00	2.9%
TN eCampus Course Fee (Graduate)					122.00	125.00	3.00	2.5%
Out-of-State Tuition***								
Out-of-State Tuition (Undergraduate)	9,915.00	9,915.00	-	0.0%	661.00	661.00	-	0.0%
Out-of-State Tuition (Graduate)	8,712.00	8,712.00	-	0.0%	726.00	726.00	-	0.0%
E-Rate****								
Undergraduate					152.00	156.00	4.00	2.6%
Graduate					244.00	251.00	7.00	2.9%

* Base hours for undergraduate is 12 hours and graduate is 10 hours. FTE for Undergraduate is 15 Hours and 12 Hours for Graduate.

** Charges are by credit hour with no maximum.

*** Charged in addition to In-State Tuition for out-of-state residents.

**** Charged in lieu of Out-of-State Tuition for exclusively online schedules.

June 26, 2018, Board Agenda and Materials - Audit & Business Committee Report and Recommendations

2018-19 Binding Tuition Ranges
2018-19 Maintenance and Mandatory Fee Increase Scenario and Comparison - 3.00% Limit

Institutions	2017-18			2018-19 Maximums			Combined Increase	Combined % Increase	2018-19 Binding Ranges				Expected Maintenance	Compliant?	Expected Maint. & Mand.	Compliant?
	Maintenance Fee	Mandatory Fee	Combined	Maintenance Fee	Mandatory Fee	Combined			Maintenance Fee Minimum	Maintenance Fee Maximum	Maintenance + Mandatory Fees Minimum	Maintenance + Mandatory Fees Maximum				
Austin Peay	\$ 6,696	\$ 1,529	\$ 8,225	\$ 6,897	\$ 1,575	\$ 8,472	\$ 247	3.00%	\$0 or Less	\$ 201	\$0 or Less	\$ 247		Compliant		Compliant
East Tennessee	\$ 7,224	\$ 1,791	\$ 9,015	\$ 7,441	\$ 1,845	\$ 9,285	\$ 270	3.00%	\$0 or Less	\$ 217	\$0 or Less	\$ 270		Compliant		Compliant
Middle Tennessee	\$ 7,176	\$ 1,772	\$ 8,948	\$ 7,391	\$ 1,825	\$ 9,216	\$ 268	3.00%	\$0 or Less	\$ 215	\$0 or Less	\$ 268		Compliant		Compliant
Tennessee State	\$ 6,726	\$ 1,050	\$ 7,776	\$ 6,928	\$ 1,082	\$ 8,009	\$ 233	3.00%	\$0 or Less	\$ 202	\$0 or Less	\$ 233		Compliant		Compliant
Tennessee Tech	\$ 7,656	\$ 1,217	\$ 8,873	\$ 7,886	\$ 1,254	\$ 9,139	\$ 266	3.00%	\$0 or Less	\$ 230	\$0 or Less	\$ 266	\$ 7,860	Compliant	\$ 9,103	Compliant
University of Memphis	\$ 8,064	\$ 1,637	\$ 9,701	\$ 8,306	\$ 1,686	\$ 9,992	\$ 291	3.00%	\$0 or Less	\$ 242	\$0 or Less	\$ 291		Compliant		Compliant
Chattanooga	\$ 4,032	\$ 319	\$ 4,351	\$ 4,153	\$ 329	\$ 4,482	\$ 131	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 131		Compliant		Compliant
Cleveland	\$ 4,032	\$ 299	\$ 4,331	\$ 4,153	\$ 308	\$ 4,461	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Columbia	\$ 4,032	\$ 315	\$ 4,347	\$ 4,153	\$ 324	\$ 4,477	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Dyersburg	\$ 4,032	\$ 299	\$ 4,331	\$ 4,153	\$ 308	\$ 4,461	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Jackson	\$ 4,032	\$ 285	\$ 4,317	\$ 4,153	\$ 294	\$ 4,447	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Motlow	\$ 4,032	\$ 307	\$ 4,339	\$ 4,153	\$ 316	\$ 4,469	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Nashville	\$ 4,032	\$ 225	\$ 4,257	\$ 4,153	\$ 232	\$ 4,385	\$ 128	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 128		Compliant		Compliant
Northeast	\$ 4,032	\$ 311	\$ 4,343	\$ 4,153	\$ 320	\$ 4,473	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Pellissippi	\$ 4,032	\$ 339	\$ 4,371	\$ 4,153	\$ 349	\$ 4,502	\$ 131	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 131		Compliant		Compliant
Roane	\$ 4,032	\$ 303	\$ 4,335	\$ 4,153	\$ 312	\$ 4,465	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Southwest	\$ 4,032	\$ 315	\$ 4,347	\$ 4,153	\$ 324	\$ 4,477	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Volunteer	\$ 4,032	\$ 293	\$ 4,325	\$ 4,153	\$ 302	\$ 4,455	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
Walters	\$ 4,032	\$ 288	\$ 4,320	\$ 4,153	\$ 297	\$ 4,450	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130		Compliant		Compliant
UT Chattanooga	\$ 6,888	\$ 1,776	\$ 8,664	\$ 7,095	\$ 1,829	\$ 8,924	\$ 260	3.00%	\$0 or Less	\$ 207	\$0 or Less	\$ 260		Compliant		Compliant
UT Knoxville (admitted after 2013-14)	\$ 11,110	\$ 1,860	\$ 12,970	\$ 11,443	\$ 1,916	\$ 13,359	\$ 389	3.00%	\$0 or Less	\$ 333	\$0 or Less	\$ 389		Compliant		Compliant
UT Martin (Part-Time & Full-Time w/ 60+ SCH) ¹	\$ 7,200	\$ 1,418	\$ 8,618	\$ 7,416	\$ 1,461	\$ 8,877	\$ 259	3.00%	\$0 or Less	\$ 216	\$0 or Less	\$ 259		Compliant		Compliant
UT Martin (Full-Time w/ less than 60 SCH) ¹	\$ 7,818	\$ 1,418	\$ 9,236	\$ 8,053	\$ 1,461	\$ 9,513	\$ 277	3.00%	\$0 or Less	\$ 235	\$0 or Less	\$ 277		Compliant		Compliant
TN Colleges of Applied Tech	\$ 3,507	\$ 230	\$ 3,737	\$ 3,612	\$ 237	\$ 3,849	\$ 112	3.00%	\$0 or Less	\$ 105	\$0 or Less	\$ 112		Compliant		Compliant
University Avg	\$ 7,656	\$ 1,547	\$ 9,203	\$ 7,886	\$ 1,593	\$ 9,479	\$ 276	3.00%	\$0 or Less	\$ 230	\$0 or Less	\$ 276				
Community College Avg	\$ 4,032	\$ 300	\$ 4,332	\$ 4,153	\$ 309	\$ 4,462	\$ 130	3.00%	\$0 or Less	\$ 121	\$0 or Less	\$ 130				

¹ - The 2017-18 tuition rate for full-time students who have completed fewer than 60 credit hours is a flat rate for 12 hours a semester regardless of how many hours the student is enrolled in. Full-time students who have completed more than 60 credit hours are also charged a flat rate for 12 hours regardless of how many hours the student is enrolled in. Part-time students are charged on a per credit hour basis at the 60+ credit hour rate.

**2018-19 Binding Tuition Ranges
Maintenance and Mandatory Fee Increase Dynamic Template**

Institution	2017-18		2017-18			2018-19			2018-19 Percent Increases			2018-19 Total Fees			Are these fees compliant with the THEC tuition and tuition and mandatory fee ranges?
	Maintenance Fee per SCH (1-12)	Maintenance Fee per SCH (12+)	Maintenance Fee	Mandatory Fee	Combined	Maintenance Fee per SCH (1-12)	Maintenance Fee per SCH (12+)	Mandatory Fee *	Maintenance Fee	Mandatory Fee	Combined	Maintenance Fee	Mandatory Fee	Combined	
Tennessee Tech	\$ 304	\$ 60	\$ 7,656	\$ 1,217	\$ 8,873	\$ 312	\$ 62	\$ 1,243	2.66%	2.14%	2.59%	\$ 7,860	\$ 1,243	\$ 9,103	Compliant

* Proposed Annual Increase:
 SQLO \$20 increase
 Student Mental Health Wellness Fee \$ 6 increase

Tennessee Tech University

Impact of Proposed Increase on Maintenance

Analysis - Fall 2017 vs. Fall 2018

Estimated Total Registration Fees by Major	Fall 2017	Fall 2018	Maintenance \$ Increase	% Increase
Freshman:				
Agriculture (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Arts & Sciences:				
Non-science concentration (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Science concentration (17 hrs)	\$ 3,948.00	\$ 4,054.00	\$ 106.00	2.68%
Business Administration (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Education:				
Arts (16 hrs)	\$ 3,888.00	\$ 3,992.00	\$ 104.00	2.67%
Music (16 hrs)	\$ 3,888.00	\$ 3,992.00	\$ 104.00	2.67%
Teaching Licensure (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Non-Licensure (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Engineering (16 hrs)	\$ 3,888.00	\$ 3,992.00	\$ 104.00	2.67%
Human Ecology (17 hrs)	\$ 3,948.00	\$ 4,054.00	\$ 106.00	2.68%
Nursing (16 hrs)	\$ 3,888.00	\$ 3,992.00	\$ 104.00	2.67%
Upperclassman: (Junior)				
Agriculture (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Arts & Sciences:				
Non-science concentration (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Science concentration (14 hrs)	\$ 3,768.00	\$ 3,868.00	\$ 100.00	2.65%
Business Administration (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Education:				
Arts (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Music (18 hrs)	\$ 4,008.00	\$ 4,116.00	\$ 108.00	2.69%
Teaching Licensure (18 hrs)	\$ 4,008.00	\$ 4,116.00	\$ 108.00	2.69%
Non-Licensure (15 hrs)	\$ 3,828.00	\$ 3,930.00	\$ 102.00	2.66%
Engineering (16 hrs)	\$ 3,888.00	\$ 3,992.00	\$ 104.00	2.67%
Human Ecology (14 hrs)	\$ 3,768.00	\$ 3,868.00	\$ 100.00	2.65%
Nursing (14 hrs)	\$ 3,768.00	\$ 3,868.00	\$ 100.00	2.65%

A proposed 2.66% increase in undergraduate maintenance fees will result in a per hour rate of \$312 and an over base rate of \$62.

Tennessee Tech University

Impact of Proposed Increase on Maintenance & Mandatory Fees

Analysis - Fall 2017 vs. Fall 2018

Estimated Total Registration Fees by Major	Fall 2017	Fall 2018	\$ Increase	% Increase
Freshman:				
Agriculture (15 hrs)	\$ 4,696.50	\$ 4,826.50	\$ 130.00	2.77%
Arts & Sciences:				
Non-science concentration (15 hrs)	\$ 4,436.50	\$ 4,551.50	\$ 115.00	2.59%
Science concentration (17 hrs)	\$ 4,819.50	\$ 4,938.50	\$ 119.00	2.47%
Business Administration (15 hrs)	\$ 4,626.50	\$ 4,756.50	\$ 130.00	2.81%
Education:				
Arts (16 hrs)	\$ 4,646.50	\$ 4,763.50	\$ 117.00	2.52%
Music (16 hrs)	\$ 4,701.50	\$ 4,818.50	\$ 117.00	2.49%
Teaching Licensure (15 hrs)	\$ 4,571.50	\$ 4,686.50	\$ 115.00	2.52%
Non-Licensure (15 hrs)	\$ 4,661.50	\$ 4,776.50	\$ 115.00	2.47%
Engineering (16 hrs)	\$ 4,726.50	\$ 4,843.50	\$ 117.00	2.48%
Human Ecology (17 hrs)	\$ 4,846.50	\$ 4,965.50	\$ 119.00	2.46%
Nursing (16 hrs)	\$ 4,679.50	\$ 4,796.50	\$ 117.00	2.50%
Upperclassman: (Junior)				
Agriculture (15 hrs)	\$ 4,676.50	\$ 4,806.50	\$ 130.00	2.78%
Arts & Sciences:				
Non-science concentration (15 hrs)	\$ 4,436.50	\$ 4,551.50	\$ 115.00	2.59%
Science concentration (14 hrs)	\$ 4,651.50	\$ 4,764.50	\$ 113.00	2.43%
Business Administration (15 hrs)	\$ 4,886.50	\$ 5,076.50	\$ 190.00	3.89%
Education:				
Arts (15 hrs)	\$ 4,706.50	\$ 4,836.50	\$ 130.00	2.76%
Music (18 hrs)	\$ 4,891.50	\$ 5,012.50	\$ 121.00	2.47%
Teaching Licensure (18 hrs)	\$ 5,054.50	\$ 5,175.50	\$ 121.00	2.39%
Non-Licensure (15 hrs)	\$ 4,701.50	\$ 4,831.50	\$ 130.00	2.77%
Engineering (16 hrs)	\$ 5,279.50	\$ 5,396.50	\$ 117.00	2.22%
Human Ecology (14 hrs)	\$ 4,679.00	\$ 4,792.00	\$ 113.00	2.42%
Nursing (14 hrs)	\$ 5,119.50	\$ 5,232.50	\$ 113.00	2.21%

A proposed 2.66% increase in undergraduate maintenance fees will result in a per hour rate of \$312 and an over base rate of \$62.

Mandatory registration fees include a proposed \$10 SOLO Fee increase and \$3 General Access Fee (Mental Health Wellness Component) increase.

Business SACF increased by \$5 dollars based on a previously approved phased increase.



Agenda Item Summary

Date: June 26, 2018

Division: Planning and Finance

Agenda Item: MSN Non-Mandatory Fees

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

Recommendation for on-line and Specialized Academic Course Fee increase to support development of Tennessee Tech Master in nursing on-line program.

Tennessee Tech University



Non-Mandatory MSN Fees 2018-2019

Tennessee Tech University
Fee Proposal Summary
FY2018-2019

NON-MANDATORY MSN FEES:

Whitson-Hester School of Nursing:

Nursing Graduate Online Fee	\$ 72,720
Nursing Graduate Specialized Academic Fee	<u>\$ 55,260</u>
Total Increase Per Fee Proposals	<u><u>\$ 127,980</u></u>

TENNESSEE TECH UNIVERSITY
PROPOSED FEE CHANGES
2018-19

Description	Rates			Annual Revenue Impact of Fee Change	Prior Fee Increases	Justification
	Current	Proposed	Increase			
NON-MANDATORY MSN FEES:						
Nursing Graduate Online Fee	None	\$150 / per hour		\$72,720	New fee	*Phase out of TN eCampus MSN Program *Development of Tennessee Tech Online MSN Program
	Fee to be charged in lieu of TN eCampus Online Fee as courses transition from TN eCampus to TTU Online delivered courses.					
Nursing Graduate Specialized Academic Fee	\$30	\$60 / per hour	\$30	\$55,260	Fee established in 2009-10 at \$25 per hour Fee increased in 2012-13 to \$30 per hour	*Phase out of TN eCampus MSN Program *Development of Tennessee Tech Online MSN Program