

00:00:01 Table of Contents

The Manual

00:00:02 Notice and Disclaimer
00:00:03 Policies and Procedures Manual Additions/Modifications/Deletions

Philosophy and Purpose

00:01:00 Mission Statement
00:02:00 Vision Statement
00:03:00 Equal Opportunity and Nondiscrimination in Education & Employment

System of Governance

01:01:00 Tennessee Higher Education Commission
01:01:01 System of Governance
01:02:00 Tennessee Board of Regents
01:03:00 Tennessee Board of Regents Institutions and Schools
01:03:01 Student and Faculty Participation in Development of Campus Policies and Programs
01:04:00 Tennessee Board of Regents Staff
01:05:00 Tennessee Higher Education Commission and Tennessee Board of Regents Manuals
01:06:00 Lead Institutions
01:07:00 Campus Communication of Board Actions and Policies
01:08:00 Sub-Councils to the Joint Presidents' Council
01:09:00 TBR Councils
01:10:00 Standing Committees
01:12:00 TBR Enabling Legislation
01:13:00 Higher Education Commission Enabling Legislation
01:14:00 Post-Secondary and Higher Education
01:15:00 Tennessee Board of Regents By-Laws

Administrative Organization

02:01:00 Organizational Chart

Academic

03:01:00	Degree Requirements and Credentials Awarded: Career Programs not Designed for Transfer
03:01:01	Degree Requirement - Transfer Programs
03:01:02	Undergraduate Degree Requirements
03:01:03	Posthumous Degrees
03:01:04	Associate Degree Programs
03:02:00	Curriculum Content and Sequence
03:02:01	Curriculum Development Committee
03:03:00	Selection of Instructional Materials
03:03:01	Syllabi
03:03:02	Final Examination/Final Grades
03:04:00	Credit Course - Addition/Deletion/Modification
03:04:01	Degree Program, Academic Certificate, Technical Certificate, Addition
03:04:02	Program Modification
03:04:03	Program Evaluation
03:04:04	Academic Program Proposals
03:04:05	Program Review & Approval
03:04:06	Permanent or Semi-permanent Institutional Facilities
03:05:00	Distance Learning
03:06:00	Off-Campus Speakers
03:08:00	Articulation in Vocational/Technical Education
03:08:01	Articulation Agreements
03:08:02	Articulation with Proprietary Colleges
03:09:00	Catalog
03:10:00	Advisory Committees
03:11:00	Admissions and Registration
03:11:01	Academic Standards
03:11:02	Academic Calendar
03:11:03	Limitations & Enrollments
03:12:00	Continuing Education
03:13:00	Learning Support Program
03:14:00	Undergraduate Academic Retention Standard
03:15:00	Inter-institutional Relationships and Off-Campus Offerings
03:16:00	Intellectual Property (Formerly Patents and Copyright)
03:16:01	Use of Copyrighted Materials
03:16:02	Distance Education and Intellectual Property

Student

04:01:00	Student Organizations
04:02:00	Academic/Classroom Conduct and Disciplinary Sanctions
04:02:01	Student Due Process Procedure
04:02:02	Rights, Freedoms and Responsibilities of Students
04:03:00	Student Records Confidentiality
04:05:00	Credit by Examination
04:05:01	Credit for Life Experience
04:06:00	Independent Study
04:07:00	Disability Services (DS) formerly Services for Students with Disabilities
04:08:00	Student Publications
04:09:00	Student Life Policies and Procedures
04:10:00	Classification of Students
04:11:00	Scholarships and Financial Aid
04:12:00	Non-Resident Enrollment
04:13:00	Student Advisors

Business

05:01:00	Budget
05:01:01	Contracts and Agreements
05:01:02	Budget Control
05:01:03	Collection of Accounts Receivable
05:02:00	Bookstore
05:03:00	Maintenance and Custodial Services
05:04:00	Telephone System
05:04:01	Wireless Communication Device
05:05:00	Senior Citizen/Person with Disability Charges
05:06:00	Tennessee Claims Commission
05:07:00	Purchasing Policy
05:07:02	Purchasing/Contracting Ethics
05:07:03	Disposal of Surplus Personal Property
05:07:05	Acquisition and Disposal of Real Property
05:08:00	Taxes and Deductions
05:08:01	Payroll Time Sheets
05:08:02	Payroll Check Distribution
05:08:03	Direct Deposit
05:10:01	Receipting Monies Collected Outside of a Cashier Area
05:11:00	Parking and Traffic Regulations
05:12:00	Equipment Inventory and Property Control
05:13:00	Check Cashing - Employee
05:15:00	Fees, Charges & Refunds
05:15:01	Deferred Payment Plan
05:15:02	Payment of Student Fees and Enrollment
05:16:00	Auxiliary Enterprises
05:17:00	Financial Exigency
05:18:00	Deposit and Investment of Funds
05:19:00	Revenues From Campus Concessions
05:20:00	Inventory Methods for TBR Libraries
05:20:01	Community College Athletics

Personnel

06:01:00	General Personnel
06:01:01	Faculty
06:01:02	Adjunct Faculty
06:01:03	Orientation of New Full-Time Faculty
06:01:04	Faculty Professional Ethics
06:01:05	Faculty Emeritus
06:01:06	Faculty Exchange
06:01:07	Assignment of Non-Instructional Time
06:01:08	Use of Titles
06:01:09	TBR Definition of Faculty
06:01:10	Faculty Proficiency in Oral & Written English
06:02:00	Academic Tenure
06:02:01	Tenure in Non-Faculty Positions
06:02:02	Faculty Appointments
06:02:03	Academic Freedom and Responsibility
06:02:04	Faculty Evaluation System
06:03:00	Faculty Promotion
06:04:00	Support for Education Assistance
06:04:01	Classification of Employees, Their Spouses & Children for Purposes of Fees and Tuitions

06:05:00 Extra Compensation
 06:06:00 Faculty Compensation During Summer Session and Intersessions
 06:07:00 Employment Classification
 06:07:01 Annual Leave
 06:07:02 Parental Leave
 06:07:03 Leave of Absence
 06:07:04 Military Leave
 06:07:05 Civil Leave
 06:07:06 Leave Transfer Between TBR Institutions and State Agencies
 06:07:07 Sick Leave
 06:07:08 Leave for Temporary Part-time Employees
 06:07:10 Bereavement Leave
 06:07:11 Faculty Sick Leave Bank
 06:07:12 Non Faculty Sick Leave Bank
 06:07:13 Voting Leave
 06:07:14 Educational Leave
 06:07:15 Transfer of Sick Leave Between Employees
 06:07:16 Family and Medical Leave (FMLA)
 06:07:18 Disaster Relief Service Leave
 06:08:00 Retirement
 06:09:00 Retirement Program - Optional
 06:09:01 Deferred Compensation Plans
 06:10:00 Degree Attainment
 06:10:01 Certified Professional Secretary Examination
 06:12:01 Immigration Reform and Control Act (I-9 Verification)
 06:12:03 Employment of Minors
 06:12:04 Dual Service Agreements
 06:12:05 Personnel Transactions and Recommended Forms
 06:12:06 Modified Fiscal Year Appointments
 06:12:07 Employment Background Checks
 06:13:00 Hours Worked
 06:13:01 Implementation of 37.5 Hour Work Week
 06:14:00 Holidays
 06:15:00 Administrative Closings
 06:16:00 Employee Status Change
 06:17:00 Outside Employment and Extra Compensation
 06:17:02 Conflict of Interest
 06:18:00 Overtime and Compensatory Time
 06:18:01 Alternate Work Schedule
 06:19:00 Extra Compensation - Staff Employee
 06:20:00 Political Activity - Staff Employee
 06:21:01 Faculty Development
 06:22:00 Performance Review and Development Plan for Staff Evaluation
 06:23:00 Employee Grievance/Complaint Procedures
 06:23:01 Discrimination and Harassment, Complaint and Investigation Procedure
 06:23:02 Support Staff Grievance
 06:24:00 Uniform Procedures for Cases Subject to the TN Uniform Administrative Procedures Act
 06:25:00 Student Personnel
 06:26:00 Personnel Records
 06:27:00 Inspection and Copying of Public Records
 06:29:00 Longevity Pay
 06:30:00 Volunteer Worker
 06:31:00 Charitable Organization Solicitation/Deductions
 06:32:00 Benefit in the Event of an Employee Death
 06:33:00 Unemployment Compensation

06:34:00 Workers' Compensation
06:35:00 Method of Administration for OCR
06:36:00 Workplace Violence Prevention
06:37:00 Employee Assistance Program
06:38:00 Commissioning Security Officers
06:39:00 Campus Sex Crimes Prevention Act
06:40:00 Americans with Disabilities (ADA)
06:41:00 Retiree Benefits

Travel

07:01:00 Travel Regulations
07:01:02 Business Meals
07:02:00 Motor Vehicle Use
07:02:02 Travel: Student/Group/Abroad
07:03:00 Travel Expenses for Multiple-Site Instruction
07:04:00 Corporate Card Program

Facilities, Services and General Information

08:01:00 Committee Structure and Membership
08:02:00 Institutional Research
08:02:01 Conducting Research at Pellissippi State
08:03:00 Facilities and Performing Arts Center Usage
08:03:01 Equipment Use
08:03:02 Bulletin Board/Posting
08:03:04 Student Recreation Center
08:03:06 Campus Master Plan
08:03:07 Building Plaques
08:03:08 Lease Procedures and Guidelines
08:03:09 Building Energy Conservation Procedures
08:03:10 Naming Buildings and Facilities
08:03:11 Facilities Planning
08:03:12 Property Acquisition
08:03:13 Demonstrations
08:03:14 Trespass Policy
08:03:15 After Hours Access to Buildings, Offices, and Classrooms
08:04:00 Library Services Policies
08:04:01 Educational Technology Services Center
08:04:02 Educational Resources Center (ERC) Services
08:04:03 Information Technology Support Center Open Computer Lab
08:04:05 Information Technology Resources
08:05:00 Marketing and Communications
08:05:01 Expenditure of State Funds for Paid Advertising
08:05:02 Letterhead and Stationery
08:05:03 Publications
08:06:00 Smoking/Tobacco Use
08:07:00 Drug-Free Campus/Workplace
08:07:01 Alcoholic Beverages
08:08:02 Snow/Ice Removal
08:09:00 Missing Property
08:09:01 Lost and Found
08:10:00 Environmental Policy Statement
08:11:00 Mail Service
08:12:00 Shipping and Receiving

08:13:00 Network & Technical Services Department
08:13:01 Computer Usage
08:13:02 Computer Account
08:13:04 College-Related Web Site Page Development and Use
08:13:05 Computer System Use
08:13:08 Electronic Account Access
08:13:09 Wireless Network
08:13:10 Remote Access Policy
08:13:11 Use and Installation of Video Surveillance Equipment
08:14:00 Foundation
08:14:01 Solicitation and Acceptance of Gifts
08:15:00 Key Request
08:16:00 Grant Development
08:17:00 Internal Audit
08:18:00 Bloodborne Pathogens Control Plan
08:18:02 Health and Safety Plan
08:18:03 Chemical Hygiene Plan
08:19:00 Minors on Campus
08:20:00 Memberships and Subscriptions
08:22:00 Records – Retention and Disposal