THE UNIVERSITY OF TENNESSEE

TITLE VI IMPLEMENTATION PLAN

2008-2009

Revised: September 2008
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GOALS AND OBJECTIVES

Goals

The University of Tennessee seeks, as its Title VI goal to ensure that its instructional, research, public service programs and purchasing activities do not discriminate against participants on the basis of race, color, or national origin. Further, it is the goal of the University, through its rigorous implementation of policies and programs designed to expand the ethnic and gender composition of the student body, faculty, administrators, and staff, to be more representative of the diversity found within the population base of the state.

Major Objectives

The University has determined that the following strategies and plans for achieving the above goals will enhance compliance with Title VI:

An enforcement program for sub-recipients of federal funds was designed and implemented during 1995-96, including a questionnaire on Title VI compliance and a process to review that questionnaire for compliance. During 1996-97, both the enforcement program and the survey forms were reviewed and revised to ensure compliance and clarify the information solicited. During 1997-98, a follow-up procedure for sub-recipient surveys was implemented.

Non-discrimination posters unique to the University of Tennessee were developed and are placed throughout the University to reflect the University’s commitment to and compliance with Title VI. Persons to contact regarding any complaints of Title VI noncompliance are identified on the posters. These posters will continue to be updated as needed.

Title VI brochures were developed and are distributed throughout the University to promote knowledge of Title VI and appropriate methods for redressing concerns. The brochure,
printed in both English and Spanish was updated during fiscal year 2007 and will be kept current as needed.

University General Bid Conditions were updated to include the most recent EEO/AA statement, which includes reference to Title VI. Bid conditions for capital projects were revised to include a statement encouraging bidders to actively seek participation by minority-owned businesses. Additionally, contractors and subcontractors are required by bid conditions to maintain policies of nondiscrimination.
OVERVIEW OF THE UNIVERSITY OF TENNESSEE COMPLIANCE PROGRAM

Overview of The University of Tennessee

The University of Tennessee is a state institution of higher education and is composed of the University of Tennessee Knoxville, the University of Tennessee Chattanooga, the University of Tennessee Martin, the University of Tennessee Health Science Center in Memphis, the University of Tennessee Institute of Agriculture, the University of Tennessee Institute for Public Service, and the University of Tennessee Space Institute at Tullahoma. Effective July 1, 2004, Dr. John D. Petersen became the 23rd President of the University of Tennessee. The President’s office is located on the eighth floor of Andy Holt Tower, University of Tennessee at Knoxville. Mr. Theotis Robinson Jr., Vice President of Equity and Diversity, continues to report directly to the President and serves as the Title VI Coordinator for the University system-wide.

The University’s primary missions are instruction, research, and public service with an emphasis on quality, information technology, financial stewardship and an aggressive commitment to the economic, social and cultural development of the State of Tennessee. Instructional offerings include undergraduate, graduate, professional and postgraduate work. Major research areas include agriculture, biotechnology, energy, and health sciences. In the public service area, the University supplies academic expertise to assist businesses, governments, agricultural producers, and rural and urban families. The University spans the State of Tennessee with a network of instructional, research, and service units located in every county.

The University of Tennessee is a recipient of federal financial assistance, and in accordance with the provisions of 42 U.S.C. § 2000d-4a, all instructional, research, and public
service programs and activities of the University of Tennessee are subject to the prohibition of
Title VI against discrimination on the basis of race, color, or national origin.

For the most part, the University of Tennessee is a recipient of federal financial assistance
and not an agency through which federal funds flow to sub-recipients. The University generally
receives minimal funds from a federal agency for distribution to other governmental entities or
private entities. Therefore, the University’s primary duty under Title VI is to ensure that its own
instructional, research, and public service programs and activities are provided without
discrimination on the basis of race, color, or national origin. A secondary duty is to assure Title
VI compliance by those sub-recipients of federal funds distributed through the University of
Tennessee.

Program Coverage: Budgets/Amounts of Federal and State Dollars

The University of Tennessee is a recipient of federal financial assistance, and all
instructional, research, and public service programs and activities of the University of Tennessee
are subject to the prohibition of Title VI against discrimination on the basis of race, color, or
national origin. Although, the University receives minimal federal financial assistance to be
redistributed to sub-recipients, there are some sub-recipients who receive federal funds through
the University. Therefore, an enforcement plan for sub-recipients has been developed, a copy of
which is provided in (Appendix A). Also included in (Appendix A) is a copy of the Title VI
Survey of Sub-Recipients of Federal Funds, the Assurance of Title VI Compliance form, and a
Subcontract Checklist.

When the University contracts with an outside entity to provide instruction, research, or
service programs for the University, the contract includes a provision against discrimination on
the basis of race, color, or national origin (and all other classes protected by federal or state anti-discrimination laws) regardless of whether the contract directly involves federal financial assistance. Additionally, contracts with sub-recipients of federal funds contain a provision requiring compliance with Title VI.

(Appendix B) provides fiscal information for the period of 2006-2007 showing (a) unrestricted and restricted revenues including federal and state dollars allocated to the University of Tennessee; (b) and a schedule of federal agency dollars expended by the University and the amount distributed to sub-recipients; and (c) a detailed list of sub-recipients.

Sub-recipients of sponsored projects funded from all external agencies, including the Federal government, are primarily determined by the University’s project directors, and the sub-recipients’ expertise and qualifications are often included in the University’s proposals to the external agencies. Their selection may be based upon various criteria such as project requirements, prior collaboration, expertise, and reputation in the field. In addition to sub-recipients receiving monies from Federal and other sources, goods and non-scientific services are procured by the University from other vendors in accordance with the University’s established policies and procedures.

For each Federal award exceeding $500,000, the Federal government may, at the election of the government’s representative, require that the University prepare a Small and Disadvantaged Business Utilization Plan, the purpose of which is to establish a goal for subcontracting a portion of the award to small and disadvantaged business concerns. Under such a Plan, subcontracting is not limited to scientific expertise; rather, it includes the purchase of items such as miscellaneous supplies, travel, equipment, etc. As indicated above, such purchases must follow established University policies and procedures.
Organization/Civil Rights Coordinator

The University of Tennessee System is organized to effect compliance and implement civil rights enforcement by providing coordination of effort through the University Administration and placing responsibility for implementation at the campus level. Theotis Robinson, Jr., Vice President of Equity and Diversity, is responsible for the development and implementation of the University’s Title VI Plan and subsequent updates. He reports to the University President and is charged with providing overall direction and leadership to the University’s Title VI compliance activities. Mr. Robinson’s office is located at 827 Andy Holt Tower, Knoxville, Tennessee 37996, (865) 974-0518. As the University-wide Title VI Coordinator, Mr. Robinson serves as liaison with federal and state personnel on Title VI issues and concerns and is responsible for the University’s overall Title VI program.

In addition, each University campus and/or institute has a Title VI Coordinator who coordinates Title VI activities for that unit and monitors compliance with Title VI in accordance with federal and state laws. A list of Title VI coordinators, including addresses and telephone numbers, and a list of Title VI Coordinator responsibilities are provided as Appendix C. All six Title VI Coordinators are African American. Mr. Robinson works with the Title VI Coordinators at the respective campus and/or institute levels to help plan Title VI activities and identify needed professional development and training in Title VI compliance activities.

Civil Rights Policy and Guidelines

The ultimate responsibility for implementing the Title VI program at each campus or institute rests with the president, the vice president, chancellors and the campus coordinators. University policy in support of Title VI is found in Personnel Policy 220, Equal Employment
Opportunity and Affirmative Action. Also, the processes for policy dissemination are found in
the campus/institute affirmative action plans and in handbooks for students and staff. Guidelines
for compliance with Title VI are found in existing University policies, guidelines, and reporting
mechanisms as found throughout the appendices of this document. (Appendix D) provides
examples of related policies and procedures to include:

- Personnel Policy 143, Recruiting (indicates that each campus/institute will develop
  procedures to fill staff exempt and staff non-exempt vacancies)
- Personnel Policy 220, Equal Employment Opportunity, Affirmative Action, and
  Diversity
- Personnel Policy 280, Sexual Harassment
- Personnel Policy 640, Grievances (method for resolution of problems that may arise
  between the University and regular, staff non-exempt employees)
- Discrimination Complaint Procedures—Knoxville (applies to any employee, student,
  applicant for admissions or employment or participant of a program or service)

The University’s policy against discrimination in its educational programs and activities
is widely disseminated through inclusion of the nondiscrimination notice in University
publications, contracts, catalogues, student handbooks, advertisements, and recruiting brochures,
and, as referenced previously, for those situations where the University distributes federal funds
to sub-recipients, the University has developed a Title VI enforcement program. This program
includes a survey for sub-recipients, a mechanism to monitor responses, and a method to prevent
future contracting with any sub-recipient who does not comply with Title VI requirements
(Appendix A).
Definitions

Assurances: A written statement or contractual agreement signed by an authorized University official in which the University agrees to administer federally assisted programs in accordance with civil rights laws and regulations.

Beneficiaries: Those persons to whom the University provides instructional, research, or public service assistance, service, or benefits.

Compliance: The fulfillment of the requirements of Title VI and other applicable laws, and implementing regulations and instructions to the extent that no distinctions are made in the delivery of any service or benefit on the basis of race, color, or national origin.

Contractor: A person or entity that perform services for the University at a specified price.

Discrimination: To make any distinction between one person or group of persons and others, either intentionally, by neglect, or by the effect of actions or lack of actions based on race, color, or national origin.

Federal Assistance: Any funding, property, or aid provided for the purpose of assisting a beneficiary.

Noncompliance: Failure or refusal to comply with Title VI of the Civil Rights Act of 1964, other applicable civil rights laws, and implementing regulations.

Sub-recipient: Any entity (or individual) with which the University contracts to perform services funded in whole or in part by federal funds.
Staff and Budgetary Resources/Civil Rights Training

In regard to the University’s compliance with Title VI, the Title VI Coordinator for each campus and institute is responsible for coordinating compliance and training with respect to Title VI and civil rights statutes in general on their campuses. The University includes a reference to Title VI requirements at each supervisory or other training session that covers nondiscrimination issues.

The Title VI Coordinators have periodic discussions with the University-wide Title VI Coordinator, which relate to training, guidance, relevant issues, and assistance in administering the University’s Title VI programs. Periodic meetings are held with Mr. John Birdsong, the State Title VI Coordinator, on an as-needed basis.

Discriminatory Practices

Examples of prohibited discriminatory practices specific to the University include:

1. Denial of admission on the basis of race, color, or national origin.

2. Assignment of on-campus housing or use of other facilities on the basis of race, color, or national origin.

3. Denial of academic or student support services on the basis of race, color, or national origin.

4. Denial of scholarships or other financial aid on the basis of race, color, or national origin (with the exception of court approved race-based scholarships under Geier v. Bredesen).

5. Discrimination in the recruitment, selection and employment of faculty and staff.

6. Discrimination in the provision of working conditions/environment.

7. Denial of any services, or other benefits for which individuals are otherwise qualified on the basis of race, color, or national origin.
Federal Assistance/Guidance

The U.S. Congress has delegated to the Department of Justice the responsibility for the enforcement of Title VI. The Department of Justice has further delegated enforcement responsibilities to other federal agencies. Annual state audits of uses of federal funds are conducted at the University of Tennessee. If inappropriate uses of federal assistance are found, the discontinuation of federal funding could result. The University has received no assistance or dollars from federal agencies for developing Title VI guidelines or training in Title VI compliance.
APPROACH TO MAJOR CIVIL RIGHTS FUNCTIONS

Statement of Assurances

University contracts for educational programs or services contain a provision against discrimination on the basis of race, color, and national origin, as contained in Contract Standard Terms and Conditions, a copy of which is included in (Appendix E). Moreover, the University requires a statement of assurance, Assurance of Title VI Compliance, from all sub-recipients of federal funds that acknowledges compliance with Title VI (Appendix A). A Subcontract Checklist, which documents compliance by each Knoxville sub-recipient, is maintained by the University (Appendix A).

Public Notification

The University of Tennessee System notifies the general public of the University’s commitment to Title VI through the inclusion of a statement of policy in regard to nondiscrimination practices in all University brochures and publications made available to the public. A sample of this statement is provided as (Appendix F). Through student and employee recruitment activities, eligible persons who have been historically deprived of equal opportunity are encouraged to participate fully in the University’s educational programs. Additionally, the Annual Title VI Report can be accessed through the University’s website under the UT System Department of Equity and Diversity.

Posters emphasizing the University’s commitment to compliance with Title VI are distributed and placed throughout the University. A copy of this poster is provided as (Appendix G). Additionally, a Title VI brochure has been developed presented in both English and Spanish.
This information is included in (Appendix H). Each individual campus may also use other written information (brochures, hand-outs, etc.) outlining the University’s obligations and commitments to non-discrimination in the employment and education context.

The University of Tennessee at Knoxville (UTK) campus continues its efforts to provide programs and services to all persons without regard to race, color, or national origin. The Title VI brochure and posters have been updated and will be distributed to all Knoxville area units. As in the past, copies of the updated Title VI brochures and posters will be made available to UT-SWA and all UT campuses for their use. An OED representative meets with all newly hired employees who participate in the weekly UTK New Hire Orientation sessions. This affected more than 400 persons during the Title VI reporting period. All attendees hear a discussion about OED and UT policies and procedures related to affirmative action, equal employment, and diversity and receive the following OED-developed brochures and flyers:

- *Your Rights Under Title VI of the Civil Rights Act of 1964*
- *University of Tennessee Discrimination Complaint Procedures*
- *Federal Discrimination Laws: A Brief Summary* (includes section on Title VI)
- *Promoting Diversity at the University of Tennessee* (campus-based diversity initiative spearheaded by the Office of the Chancellor and representing diversity plans developed and submitted by academic and non-academic units at the Knoxville area units)
- *Sexual Harassment is Illegal*
- *The Office of Equity and Diversity* (informational pamphlet)

The University of Tennessee Health Science Center, (UTHSC), has designated the Director of the Office of Equity and Diversity as the Title VI Coordinator in Memphis. All related Title VI issues for the Health Science Center campus and affiliated sites are managed by
the Office of Equity and Diversity. The Title VI Coordinator, or a designee, represents UTHSC in various local organizations and attends regular meetings, information sessions, and conferences. One such organization is the Federal Contractor’s Liaison Association. In addition, members from Human Resources and other key business departments also serve as delegates to this organization.

To raise employee awareness, and to prevent violations, the New Employee Orientation Program includes sessions on Title VI and VII of the Civil Rights Act of 1964; Title IX Education Amendments of 1972; Family Education Rights and Privacy Act (FERPA); Sexual Harassment (HR 0280), and Information Technology Policy (RIAA Infringement Notification). A general overview of work environment laws and institutional policies are given as a formal presentation at each orientation session by members the Office of Equity and Diversity and Employee Relations on a rotating basis. Title VI brochures and other related information, are provided to every participant during this session. The rights and responsibilities of employees regarding Title VI is presented to the new employees, followed by a period for questions. Further, the brochure, and all orientation materials are accessible on the Human Resources website in the online orientation section.

The Institute for Public Service informs its customers of their rights under Title VI in a number of ways. All publications of IPS include the University’s nondiscrimination notice. All publications that include a registration panel also ask for voluntary disclosure of Title VI information for tracking purposes. Within the IPS, Title VI brochures and posters are available and displayed with other training materials in the agencies that conduct open enrollment training. Finally, all home pages of the Institute’s web sites display the Title VI notification.
The University of Tennessee Space Institute (UTSI) displays the University’s Title VI brochure on a table outside the Department of Human Resources and on the counter at the UTSI receptionist desk near the lobby. Most of UTSI’s contract work is done through the Knoxville Facilities Planning Office. For the contract work that comes through UTSI, the contractor(s) is given a copy of the Title VI brochure along with all other applicable policies. The Title VI brochure is distributed at the orientations for new students and for new employees and mailed once a year to all faculty, staff, and students. The Title VI poster is posted in several conspicuous places on the campus.

The University of Tennessee at Chattanooga (UTC) notifies the public of its commitment to Title VI through the distribution of the Title VI brochures, which explain the bidding process for the University’s purchase of products and services and with a statement in all publications indicating that the University is an EEO/AA/Title VI/Section 504/ADA/ADEA employer. Title VI brochures are distributed to departments, individuals and clients through the Offices of Business Services, Operations, and Business and Financial Affairs. Minority contractors are notified when new campus projects are about to go out for bids. They are provided information regarding the bidding process as well as information regarding sub-contracting and other bidding related information.

The University of Tennessee at Martin (UTM) continues to require all contracted agencies to comply with Title VI. All contracts with agencies include a provision against discrimination on the basis of race, color, or national origin. All publications and job announcements contain the University’s anti-discrimination clause, which is as follows: The University of Tennessee at Martin is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer. Title VI brochures and sexual harassment brochures are given to all candidates who
interview for positions at the University of Tennessee at Martin. Title VI posters have been placed in plain view in all buildings throughout the University.

The University of Tennessee at Martin continued to be proactive in policies relative to admission of African American and other students of under represented groups and the employment of African American and other minority faculty. More specifically, the University intensified its efforts to recruit students from under represented populations. Further, the University made a concerted effort to employ African Americans and other minorities in faculty positions based on availability.

Compliance Reviews

In regard to entities that are sub-recipients of federal funds through the University of Tennessee, the procedures for both pre-award compliance and post-award compliance are delineated in the University of Tennessee Title VI Plan. The University requests each sub-recipient to complete and return a Title VI survey which is retained and reviewed by the University Controller. The receipt of surveys is monitored and any questions that arise during the review of the surveys are forwarded to a Title VI Advisory Committee for review and disposition.

The majority of sub-recipients of federal funds through the University of Tennessee are also direct recipients of federal funds, and therefore generally have preexisting Title VI compliance obligations. Because of this, the assurance statement and self-survey methods have been adopted to ensure compliance of the University’s sub-recipients.

Pre-Award Compliance: Each organization that receives a subcontract from the University of Tennessee containing federal funds must sign an Assurance Statement that the
agency will comply with the requirements of Title VI in regard to the provision of educational programs and services. The organization, by signing the contract, agrees to the following provision included in the terms of the contract:

*The subcontractor shall comply with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and if applicable, sponsor regulations, the provisions of which, and all future amendments of such statutes and regulations, are incorporated by reference as a part of this agreement.*

By signing the contract, the sub-recipient agrees to the Title VI assurance statement and has met the pre-award criteria. No additional procedures or tests are applied.

Post-Award Compliance: In conjunction with A-133 sub-recipient monitoring, the University will annually survey all sub-recipients for compliance with Title VI regulations. The survey method was selected as an effective and expedient tool to gauge compliance given the nature of the sub-recipients. The survey form is contained in (Appendix A). The surveys are collected, reviewed for Title VI compliance, and retained by the University Controller. If any of the survey responses indicate deficiencies, additional documentation of compliance will be requested from sub-recipients. Failure to answer any part of the survey will require follow-up action by the University. Any sub-recipient who indicates noncompliance with Title VI will be given written notice that the University will suspend, terminate, or reject future contracts with that entity, if the entity fails to correct the deficiency within a reasonable period of time. Any questions that arise which concern compliance deficiencies or the action to be taken by the University will be forwarded to an ad-hoc Title VI Advisory Committee for review and
disposition. Such a committee will include, but not limited to, the Vice President of Equity and Diversity, Office of the General Counsel, appropriate campus Title VI Coordinator, the Vice President of Budget and Finance, Human Resources, Office of Academic Affairs, and the Controller. In addition, the University annually and, on a random basis, will access and review public documentation on the Internet concerning anti-discrimination policies of sub-recipients.

Complaints of Discrimination

Each campus and institute of the University has a discrimination complaint procedure, which indicates how the Title VI Coordinator will handle Title VI complaints at the respective campus/institute. An example of a campus discrimination complaint procedure is provided as (Appendix I). The University’s student handbooks, faculty handbooks, personnel manuals and affirmative action plans notify students and employees of the procedure for filing a complaint of discrimination on the basis of race, color, or national origin. The complaint procedure is also documented in the Title VI brochure (Appendix H).

During the time period from July 1, 2005, through June 30, 2006, no complaints were filed by employees and/or students against the University of Tennessee alleging discrimination based on race, color or national under Title VI. (Appendix J)

Data Collection and Analysis

Extensive data collection and analyses concerning the University’s compliance with Title VI are included in the Appendices. Included in (Appendix K) are data for UT, UTC and UTM as follows: Undergraduate enrollment by race by campus units from 2001-2006; progression of African American and white freshmen who return as sophomores from 2002-2006; African American and white undergraduate graduation rates from 2001-2005. Included in (Appendix L)
is a list of degrees awarded by race and by campus. This information is used by the campuses to monitor the progress in recruitment and retention of minority students. UT has placed recruiting offices in Memphis and Nashville to ensure that the University is reaching out to all students in the state and, particularly, to broaden its efforts toward reaching minority students.

(Appendix M) provides a summary report of orders by UT, UTC, and UTM awarded to minority-, women-, and small-owned businesses for the fiscal year 2005-2006.

Extensive data regarding employment statistics and racial composition of the University's workforce are compiled annually through the Integrated Postsecondary Education Data System (IPEDS) report, which is used for biennial reporting to the Department of Labor. Selected information from this report, as of the last official reporting period of October 2006, is included in (Appendix N) along with employment utilization reports for some of the campus/institute.

**Title VI Activities By Units**

In September, 2006, the Federal District Court in Nashville dismissed the case of *Geier vs. Bredesen*, lawsuit brought by Rita Sanders Geier to desegregate public higher education in 1968. Finding that the State of Tennessee had “eliminated the vestiges of segregation from its systems of public education” and finding further that the “Plaintiffs and the Plaintiff-Intervenors... agree that the State is now operating a unitary system of public higher education in which the vestiges of segregation have been eliminated to the extent practicable and accordingly, that dismissal of this case is appropriate.”

The Court also noted that the Board of Trustees has the discretion and flexibility to revise and make adjustments to the policies and programs that allowed for the progress accomplished under the *Geier Consent Decree* to occur.
Accordingly, a Diversity Task Force with membership from across the System, including members of the Board of Trustees, has been established under the leadership of the Vice President of Equity and Diversity to develop new policies and programs post-Geier that meet the standards established by the court cases including Gratz vs. Bollinger and Gruder vs. Bollinger, the two public education cases from Michigan that have come to define much of what public institutions can do to achieve diversity among student populations.

The purpose of the Task Force is to gather input and recommendations relative to the development of a set of guiding principles that will articulate the University’s diversity policies, practices, and procedures. The charge to the Task Force is to:

- Reach consensus on a definition of diversity as it relates to students, faculty and staff.
- Study the legal and/or fiscal consequences of the definition of diversity.
- Draft a system-wide Diversity Statement for consideration of the President and Board of Trustees. Such statement should include, at a minimum, a definition of diversity and an articulation of the benefits of diversity to the University.
- Draft policies, as appropriate, that address the implementation and accountability of the UT Diversity Statement.

Study Abroad is becoming more common at colleges and universities across the country. Having the opportunity to study abroad provides students with real-world experiences and international cultural exposure that better prepares students to work in a global marketplace. As part of its effort to develop programs that appeal to a diverse student population and to expand the diversity of opportunities, the University established a Study Abroad Program to Ghana in 2005. This year, in a continuing effort to build stronger ties between the University of Tennessee and Tennessee State University, the program included three students from TSU.
Next year marks the fiftieth anniversary of the start of the first organized rural black voter registration campaign, an event that came to be known as Tent City in rural Haywood and Fayette Counties in West Tennessee. To commemorate this landmark event in the nation’s history, the Howard Baker Center for Public Policy is planning a two-day symposium to focus on the continuing struggle to ensure the right to vote and to engage every in the electoral process. The symposium will draw attention to: An examination of voter turnout in the United States; The legal foundation to the Voting Rights and legal restrictions on access to the polls; Campaign financing; A review of “One Man, One Vote;” The role and influence of the media on the electoral process and; The use of technology to increase voter access and participation.

The University of Tennessee Knoxville (UTK) campus continues its efforts to provide programs and services to all persons without regard to race, color, or national origin. During this past year, the UTK Office of Equity and Diversity (OED) continued to participate as a vital part of the weekly New Employee Orientation sessions. Nearly 900 new employees participated in these orientation sessions. All were provided printed information as well as general discussion regarding the Title VI provisions and issues. The Title VI brochure, (printed in both English and Spanish), was revised and will be posted in conspicuous locations throughout the campus. Additionally, this revised brochure will be distributed to other OED offices. A copy of the revised brochure has been included in this report (Appendix H).

In addition to participating in the weekly New Employee Orientation sessions, OED provides educational workshops on the myriad issues of diversity to students, faculty, and staff as a proactive means to prevent problems that must be addressed via the compliance route. More than 40 educational workshops on diversity issues to include race were provided reaching
approximately 500 students, 600 faculty and/or staff, and 90 persons in the community. The Director, Associate Director, and Diversity Coordinator participated as Lecturers in the Pakistani Summer Program conducted by University Outreach and Continued Education.

The OED Director continues to work with other local Title VI coordinators from the City of Knoxville, Tennessee Department of Workforce and Labor, Knox County, and Tennessee Department of Transportation for the purpose of sharing information and collaborating on efforts.

During this reporting period no official Title VI complaints were filed.

The University of Tennessee Health Science Center (UTHSC) Director of Purchasing is committed to improving, building and fostering additional business opportunities and business relationships with all segments of the community. In an effort to increase the business relationships between UTHSC and minority vendors, the Office of Purchasing Services has sought to broaden its pool of available minority vendors. The Vice Chancellor for Finance and Operations supports and encourages the Director of Purchasing and the staff in their Title VI efforts. Also, the Vice Chancellor serves as the second level of review for any complaints from vendors including issues regarding possible Title VI violations.

UTHSC utilizes an online database system for monitoring and controlling certain aspects of purchasing. UTHSC uses a software product that controls and monitors Purchasing, Accounts Payable, Controlling, and Funds Management. This system known as IRIS has resulted in a streamlined method of purchases for various vendor classes (i.e., minority, women, small businesses). Purchasing staff now has the ability to search for vendors in this system based upon vendor class.

The UTHSC Director of Purchasing participates in local business organizations to build relationships with prospective vendors such as the monthly Mid-South Minority Business
Council, (MMBC). Purchasing Services subscribes to MMBC and receives a directory each year. The MMBC Directory is a reference book that provides a list of all Uniform Certification Agency (UCA) certified vendors for various products and services. The Director of Purchasing has been granted access to the online-database of MMBC membership.

The Office of Community Affairs at the University of Tennessee Health Science Center facilitates community partnerships and activities across the university and provides information to the public about UTHSC’s numerous outreach efforts and interests. We integrate UTHSC’s education, research, clinical care and public service mission with the goals and needs of the communities we serve.

The University of Tennessee Institute of Agriculture (UTIA) continues to demonstrate a positive commitment to complying with Title VI. Tennessee State University and the University of Tennessee Institute of Agriculture have established working collaborations. Under a Memorandum of Understanding (MOU) signed in 2002 (Appendix P), the Tennessee State University Cooperative Agricultural Research Program (TSUCARP) and the University of Tennessee Agricultural Experiment Station (UTAES) agreed to establish a Tennessee Fire Ant Research and Education Team. According to the MOU, the “team will focus on controlling fire ants in the state’s nursery industry and on providing educational programs for nursery producers in counties impacted by fire ant infestation and in areas where emerging infestations are likely.

An MOU between UTAES and the Tennessee State University Extension Program that was signed in 2001 has been implemented. This MOU covers 14 counties in which both institutions have extension programs. In those counties, programs are jointly administered, developed, and services delivered. In the counties covered by the MOU, the logos of both institutions are used on all materials jointly produced and published.
The Institute of Agriculture has implemented a pre-university summer program designed to interest high school students in careers in agricultural science.

The Institute for Public Service (IPS) is committed to providing equal opportunity in all its programs. The customer groups of the Institute are defined as state and local government officials and industry representatives for small and medium sized manufacturing firms. Facilities, programs, and services sponsored by the Institute are available to all these customers regardless of race, color, national origin, age, sex, or disability. The Institute has four standing committees that advise the various program staff on priorities and delivery methods that best represent the customer group. A staff composition and standing committee reports are included in (Appendix O).

In 1996 The University of Tennessee Center for Industrial Services, an agency within IPS, established the Contractor Resource Center (CRC) to administer the supportive services program for the Tennessee Department of Transportation’s (TDOT) Small Business Development Office. The CRC association with TDOT is through a formal grant arrangement to assist small businesses certified by TDOT as being owned and operated by woman and/or minority individuals. The supportive services program works to encourage and promote the development, and eventual self-sufficiency of these small businesses. This task is accomplished by CRC conducting a wide range of technical and business management assistance, training, and one-on-one consultations. Therefore, the small business owners are afforded the following opportunities:

- To increase their technical proficiency in bidding, estimating, and performance of contracts;
- To increase their confidence in general business operations;
• To increase their ability in developing support networks among themselves;

• To increase awareness of their presence and abilities within the highway construction industry and public; and

• To generally enhance their growth and development.

The UT Space Institute Title VI Coordinator serves as advisor to the UTSI Chapter of the National Society of Black Engineers. This is an avenue for promoting the recruiting and retention of minority students in addition to providing a channel for identifying minority applicants for employment.

The University of Tennessee at Chattanooga (UTC) is a member of the Hamilton County Procurement Coalition which is designed to improve access to minority contractors. The University’s membership in this coalition, in addition to the Vendor’s Guide which is distributed to small and minority-owned businesses, is designed to strengthen the relationship between the campus, community, minority contractors, and construction industry at large.

UTC continues to see an increase in enrollment of minority students. This increase can be attributed to the efforts of the Admissions Office staff. There were minority hires at both the faculty and staff levels this year as opposed to last year.

The “Live Near Your Work” program continues and several new homes have been purchased by UTC faculty and staff. Structured to provide some limited financial assistance toward the purchase of a home, the program is an incentive in the recruitment of faculty and staff. Additionally, the “Live Near Your Work Program” helps to strengthen the ties between the University and the community.

The Chancellor’s Minority Community Committee was very active during the 2005-2006 academic year. The committee meets quarterly with the Chancellor to discuss issues related to the campus, and the Chair often represents the committee at University meetings.
The University of Tennessee at Martin (UTM) held a Title VI Workshop for the Child and Family Grant Programs in August 2007. The Workshop covered the following: your rights under Title VI of the Civil Rights Act of 1964; the definition of Title VI; programs covered by Title VI; what discrimination is prohibited by Title VI; how to file a Title VI discrimination complaint; what the University of Tennessee at Martin will do with the complaint; and the University of Tennessee retaliation policy against filing a complaint.

The purpose of the Title VI Workshop was to ensure that all employees in Health Start Programs--Therapeutic Visitation Services, Infant Stimulation Program; Infant Stimulation Program Clinic; Healthy Start Program; Tennessee’s Early Intervention; Child Care Resource & Referral, and CCR & R--Project Reel. Conference participants were given a copy of the Title VI law. In addition, all clients served by these programs were given a copy of the Title VI brochure.

The Equity and Diversity Officer/Title VI Coordinator mailed Title VI brochures to over 900 African-American students Fall Semester 2007. That was done to inform African-American students of their rights under Title VI and to make them aware of the fact that they had an advocate in the Title VI Office. In addition, all clients served by these programs were given a copy of the Title VI brochure.

The Equity and Diversity Officer/Title VI Coordinator continued to meet and interview all candidates for faculty, administrative, and staff positions for the 2007-2008 academic year for the following reasons:

1. To discuss the University’s success in the area of race relations;

2. To discuss fair treatment of African American and other minority students enrolled in the University of Tennessee at Martin – fair treatment in the University, in general, and in the classroom, in particular;
3. To discuss how the Equity and Diversity Officer/Title VI Coordinator would interact with them as future employees of the University; and

4. To discuss sexual harassment at the University of Tennessee at Martin and the University of Tennessee System policy.

The University of Tennessee at Martin held its Sixth Annual Civil Rights Conference February 20-25, 2006, in the Watkins Auditorium. The theme of the Conference was “Leadership.” Speaking of leadership, 11 people were honored, which included two University of Tennessee administrators—Chancellor Nick Dunagan of the University of Tennessee at Martin and University of Tennessee System Vice President for Equity and Diversity, Mr. Theotis Robinson Jr. Mr. Robinson was the keynote luncheon speaker at the opening conference session. Other honorees included several high school students who were recipients of awards from participation in Mary Jo Helen Essay Contest.

Finally, the Equity and Diversity Office/Title VI Coordinator shall continue to hold Title VI Workshops where necessary for the forthcoming academic year 2007-2008 in workshop/seminar for African American students and with employees in Healthy Start Program, Tennessee Early Intervention System, and Child Care Resources Center, and other areas of the University where needed.

**Minority Representation**

The policy-making body for The University of Tennessee is its governing board, the Board of Trustees. The composition of the Board is mandated by the Tennessee Legislature in Tennessee Code Annotated § 49-9-202. Nineteen of the twenty-four members are appointed by the Governor. The statute provides that in making appointments, the Governor shall strive to ensure that at least one person is a member of a racial minority since ensuring minority
participation on policy-making planning boards and advisory commissions is vital to providing equal access to all programs. At present, three appointed members of the Board of Trustees are African-American. A list of The University of Tennessee Board of Trustees members is provided in (Appendix O).

Advisory and planning committees at all levels of University administration typically include minority representation. For example, the Institute for Public Service has four committees that advise various program staff on priorities and delivery methods that best represent the customer group. At the Knoxville campus, the Commission for Blacks (CFB) meets to address the issue of retaining and recruiting people from underrepresented population groups. The commission is co-chaired by two faculty persons, both of whom are African American. Membership includes faculty, staff, and student representatives. The co-chairs have monthly meetings with Chancellor Loren Crabtree to share the concerns voiced by the Commission members. In addition, the Black Faculty and Staff Committee, literally composed of all African American faculty and staff at the Knoxville campus, meet periodically to discuss issues of concern. The composition of major University committees by campus are provided in (Appendix O).

Documentation of Minority Input in the Development of the Plan

The University is committed to the inclusion of minority input in the implementation of the Title VI Plan. The Knoxville office meets periodically with other local Title VI representatives to discuss their programs and how avenues of coordination. Some of the agencies actively involved as part of this local coordinating effort include representatives from the Knoxville Mayor’s office, Tennessee Department of Transportation, Tennessee Department of Labor and Workforce Development, McGhee Tyson Airport contracting unit, and the University.
Others kept abreast of proposed activities include the Knoxville Urban League, local NAACP, and Department of HUD. Among the many issues that the local Title VI coordinators want to address are (1) outreach needs and activities for the growing Hispanic population in the Knoxville geographic area/region and (2) ways to involve the local community more in the Title VI programs.

*Compliance Reporting*

The University maintains and reports the compliance records as required by its federal funding agencies. Sub-recipients are required to report their compliance with Title VI in accordance with the University of Tennessee Title VI Enforcement Plan (Appendix A). The Offices of Equity and Diversity, on occasion, are also asked to sign off on Title VI surveys received by UT offices that receive federal grants and/or funds, to indicate compliance with Title VI programs.

*Coordination with Other Agencies*

The University of Tennessee Administration develops general guidelines for the enforcement of Title VI across all of the campus and institutes in the UT system through the development of the Title VI plan. Federal student assistance programs are monitored by the federal agency controlling the funds.
**Effecting Compliance**

A description of the Enforcement Program for Sub-recipients which is used by the University to effect compliance with Title VI is provided as (Appendix A). In addition, language, encouraging participation of minority-owned businesses in state-funded capital improvement projects has been added to the bid documents for such projects.

In every case where a sub-recipient indicates noncompliance with Title VI, the agency in question is asked for voluntary compliance. If that does not occur, as stated in the University’s Enforcement Program (Appendix A), steps will be taken to terminate the assistance provided.
APPENDICES

A. The University of Tennessee Title VI Enforcement Plan for Sub-recipients of Federal Funds

B. Federal and State Allocations of Funds and Sub-recipients

C. The University of Tennessee Title VI Coordinators and Coordinator Responsibilities

D. University of Tennessee Personnel Policies Relevant to Title VI

E. University of Tennessee Contract Standard Terms and Conditions

F. Example of a Campus Nondiscrimination Statement

G. Title VI Poster

H. Title VI Brochure

I. Example of a Campus Discrimination Complaint Procedure

J. University of Tennessee Summary of Title VI Complaints

K. Enrollment, Retention and Graduation Rates

L. Degrees Awarded by Race and by Campus

M. UT Knoxville’s Summary Report of Orders Awarded to Minority-, Women-, and Small-Owned Businesses

N. The University of Tennessee Faculty and Staff Data

O. Racial Composition of Major University Committees
Appendix A

The University of Tennessee Title VI Enforcement Plan for Sub-recipients of Federal Funds
THE UNIVERSITY OF TENNESSEE
TITLE VI ENFORCEMENT PLAN FOR SUB-RECIPIENTS
OF FEDERAL FUNDS

The University of Tennessee generally receives minimal funds from a Federal agency for
distribution to other governmental agencies or private entities. The following compliance
plans have been developed for the few sub-recipients who receive Federal funds through
the University of Tennessee.

1. **Pre-Award Compliance:** Each entity that receives a sub-contract from the
University of Tennessee that contains Federal funds must agree to comply with
the requirements of Title VI in regard to the provision of educational programs
and services. The sub-recipient, by signing the contract, agrees to the following
provision which is included in the terms of the contract:

   The sub-contractor shall comply with the requirements of Title VI of the
   Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973,
   the Age Discrimination Act of 1975, Title II of the Americans with
   Disabilities Act of 1990, and if applicable, sponsor regulations, the
   provisions of which, and all future amendments of such statutes and
   regulations, are incorporated by reference as a part of this agreement.

By signing the contract, the sub-recipient agrees to the Title VI Assurance
statement and has met the pre-award criteria. No additional procedures or tests
are applied.

2. **Post-Award Compliance:** In conjunction with A-133 sub-recipient monitoring,
the University will annually survey sub-recipients for compliance with Title VI
regulations. The survey form is attached. The University of Tennessee will
collect and monitor sub-recipient responses. The University will determine the
sub-recipients’ compliance based on the survey response. Any sub-recipient who
indicates noncompliance with Title VI will be given written notice that the
University will suspend, terminate, or reject future contracts with that entity.

Included on the reverse of the survey form is an Assurance of Title VI
Compliance statement that the sub-recipient must sign. By signing this statement,
the sub-recipient confirms the agency’s ongoing compliance with the
requirements of Title VI.
THE UNIVERSITY OF TENNESSEE
TITLE VI AND TITLE IX SURVEY
SUB-RECIPIENTS OF FEDERAL FUNDS

1. Date of Survey

2. Type of Survey Initial _____ Annual _____ Other _____

3. Name of Entity/School: ____________________________

4. Name of Administrative Head ______________________
   Title: __________________________________________

5. Name of Title VI and Title IX Coordinator:
   ________________________________________________
   Title: __________________________________________

6. Nondiscrimination Policies: Does your institution/school have a written policy stating that services
   will be provided to all persons without regard to race, color, national origin, or gender?
   Yes ____ No ____

7. Records: Are permanent records kept of all Title VI complaints? Yes ____ No ____

8. In the past twelve months, has your entity/institution received any complaint alleging a Title VI violation?
   Yes ____ No ____

9. If yes, use the space below to describe the nature of the complaint and its disposition
   __________________________________________________________________________
   __________________________________________________________________________

10. Dissemination: Is Title VI and Title IX information disseminated to your employees, applicants students, or other
    beneficiaries of services? Yes ____ No ____ If Yes, describe how all beneficiaries are informed.
    __________________________________________________________________________
    __________________________________________________________________________

   Declaration of Respondent: I declare that I have completed the data in this self-survey and to the best of my
   knowledge and belief, it is true, correct, and complete.

   Signature, Position of Individual Completing Survey ___________________________ Date _____________

   Declaration of Administrative Head: I declare that I have reviewed and approved the information provided in this
   self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

   Signature, Administrative Head ___________________________ Date _____________
ASSURANCE OF TITLE VI COMPLIANCE

Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000d, states that:

No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Therefore, whenever The University of Tennessee conducts federally funded research through sub-grantees, contractors, or collaborators, the University requires a representative of these entities to certify that the subcontractor will comply with the requirements of Title VI in regard to the provision of educational programs and services and the research program will be conducted in compliance with all requirements imposed by Title VI. You are asked to complete the assurance statement below to document your entity's compliance with Title VI.

I, __________________________ have reviewed the protocol or statement of work to be performed under the subcontract between The University of Tennessee and __________________________ (insert name of Sub-grantee, contractor, or collaborator), as well as the federal regulations concerning Title VI. I certify that __________________________ (insert name of sub-grantee, contractor, or collaborator) provides EQUAL OPPORTUNITY in all programs receiving federal financial assistance and that __________________________ will conduct the subcontract in compliance with all requirements imposed by Title VI.

Representative of sub-grantee, contractor, collaborator

Date

rev. 1/5/07
# SUBCONTRACT CHECKLIST

Name of Subcontractor: [ ]

Coeus ID No. [ ]

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<th>Action by</th>
<th>Description</th>
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<td>Subcontractor's proposal and/or Statement of Work included.</td>
</tr>
<tr>
<td></td>
<td>UT internal approval of subcontract included.</td>
</tr>
<tr>
<td></td>
<td>Subcontractor is an independent contractor—not an employee.</td>
</tr>
<tr>
<td></td>
<td>Source selection justification included.</td>
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<tr>
<td></td>
<td>Services are non-biddable within University guidelines. Proposed subcontract is/is not subject to review by Purchasing.</td>
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<tr>
<td></td>
<td>Cost and/or price analysis completed and prices found fair and reasonable.</td>
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<tr>
<td></td>
<td>Certificate of Current Cost (CCCPD) is/is not required (required is subcontract exceeds $500,000). If required, CCCPD is included.</td>
</tr>
<tr>
<td></td>
<td>Copy of subcontractor's latest audit report received and forwarded to controller.</td>
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<tr>
<td></td>
<td>List of officers included or N/A.</td>
</tr>
<tr>
<td></td>
<td>Prior approval for subcontracting is/is not required.</td>
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<tr>
<td></td>
<td>Conflict of Interest Certification received.</td>
</tr>
<tr>
<td></td>
<td>Title VI Survey received.</td>
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<tr>
<td></td>
<td>Subcontractor has not been debarred or suspended by Government (subcontract must include provision unless subcontractor is a government agency).</td>
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<tr>
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<td>Subcontracting Plan is/is not required (required if subcontract exceeds $500,000). If required, report(s) will be due as follows:</td>
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<td>Single audit requirements of OMB Circular A-133 are included in the subcontract/payout contract.</td>
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<td>Patent certification(s) is/is not required. If required, report(s) will be due as follows:</td>
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<td>Statement from principal investigator that performance by Subcontractor has been satisfactorily completed is included.</td>
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__________________________ Subcontract Administrator

(Rev.5/3/02)
Appendix B

Federal and State Allocations of Funds and Sub-recipients
THE UNIVERSITY OF TENNESSEE SYSTEM
2006-2007 Unrestricted & Restricted Revenues

Tuition & Fees: $318,173,954
State Appropriations: $488,060,711
Total Grants & Contracts: $412,223,241
Sales & Services of Educational Activities: $44,767,582
Other Sources: $123,796,568
Auxiliary Enterprises Funds: $170,729,251
William F. Bowld Hospital: ($1,466)
# The University of Tennessee System

2006-2007 Unrestricted & Restricted Revenues

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<td>Auxiliary Enterprises Funds</td>
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<td>Other Sources</td>
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The University Of Tennessee  
Schedule of Federal Expenditures  
For the Year Ended June 30, 2007

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Appendix C

The University of Tennessee Title VI Coordinators and Coordinator Responsibilities
The University of Tennessee
Title VI Coordinators

Mr. Theotis Robinson, Jr.
Vice President for Equity and Diversity
The University of Tennessee
827 Andy Holt Tower
Knoxville, TN 37996-0180
(865)974-0518 Fax: (865)974-0679
trobins4@tennessee.edu

Dr. Ann Duncan
Associate Professor of Education
UT at Martin
240F Gooch Hall
Martin, TN 38238
(731)881-7202 Fax: (731)881-1809
aduncan@utm.edu

Mr. Michael Alston
Director, Office of the Chancellor
920 Madison, Suite 420
UT Health Science Center
Memphis, TN 38163
(901)448-2112 Fax: (901)448-1120
mialston@utmem.edu

Ms. Marva Rudolph
Director, Office of Equity & Diversity
The University of Tennessee, Knoxville
1850 Melrose Avenue
Knoxville, TN 37996-3560
(865)974-2498 Fax: (865)974-0943
mrudolph@utk.edu

Ms. Patricia A. Burks-Jelks
Director, Equity and Diversity
UT Space Institute – MS11
B. H. Goethert Parkway
Tullahoma, TN 37388-8897
(931)393-7226 Fax: (931)393-7268
pjenks@utsi.edu

Dr. Barbara Wofford
Director of Affirmative Action
104 Founders – Dept. 5455
UT at Chattanooga
615 McCallie Avenue
Chattanooga, TN 37403-2598
(423)425-4124 Fax: (423)756-5559
barbara-wofford@utc.edu
The University of Tennessee
Campus/Unit Title VI Coordinator Responsibilities

- Assure compliance with Title VI regulations.
- Assist with the investigation and resolution of Title VI Complaints. Establish the process for complaint resolution and enforcement actions.
- Summarize the number and disposition of complaints received each fiscal year.*
- Notify the public, employees, and students about Title VI requirements and document the specific procedures used for publicizing and distributing this information (brochures, poster, etc.).*
- Help initiate and document various Title VI activities.*
- Develop lists of standing committees and members by race and gender.*
- Obtain community input to the Title VI Plan and document that process. Provide a list of community members who review each year’s plan (name, title, organization/association).*
- Provide an annual summary of employment utilization statistics.*

*Items to be provided annually for inclusion in The University’s Title VI Plan.
Appendix D

University of Tennessee Personnel Policies Relevant to Title VI
UNIVERSITY OF TENNESSEE SYSTEM POLICY
HUMAN RESOURCES

POLICY NO.: HR0143        SUBJECT: RECRUITING
EFFECTIVE: 08/01/2005        REVISION NO: 1

OBJECTIVE:

To provide systematic and equitable recruiting procedures to fill position vacancies.

POLICY:

Recruiting Procedures

1. Each office of human resources shall develop procedures governing recruiting to fill position vacancies. Such procedures shall conform to the search requirements outlined in the applicable affirmative action plan.

Listing Position Vacancies

2. Every position vacancy will be listed with the appropriate human resources office. The human resources officer and the affirmative action officer should approve any exceptional circumstances that preclude the listing of a job vacancy.

Internal Applicants

3. University employees who wish to transfer between positions within the university should follow the hiring procedures for the human resources office responsible for the position vacancy. A new application for employment may be required. For internal applicants, the time spent interviewing will be counted as work time.

Internal Hires/Transfers

4. An internal hire or transfer occurs when a current employee assumes the duties of a vacant position at any location within the university. For affirmative action purposes only, an internal transfer occurs when an employee transfers from one affirmative action plan unit to another.

When an employee transfers from a position in one human resources office area to another, the employee's official personnel file will be forwarded to the receiving human resources office.

RELATED POLICIES:

- HR0105. EMPLOYMENT STATUS
- HR0110. EMPLOYMENT OF MINORS
- HR0115. EMPLOYMENT OF RELATIVES
- HR0120. EMPLOYMENT OF UNIVERSITY AND STATE OF TENNESSEE RETIRED EMPLOYEES
- HR0122. EMPLOYMENT OF UNIVERSITY EMPLOYEES BY OTHER UNIVERSITY PERSONNEL
- HR0220. EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION, and DIVERSITY
- HR0455. SALARY ADJUSTMENTS DUE TO CHANGING POSITION OR RECLASSIFICATION

PROCEDURES:

Knoxville: http://hr.utk.edu/policies.shtml
Health Science Center: http://www.utmem.edu/policies/w932_document_list.php?app=HR
Space Institute: http://personnel.utsi.edu/procedures/index.html
Chattanooga: http://www.utc.edu/Administration/HumanResources/Policies/Proc143.pdf
Martin:

https://my.tennessee.edu/pls/portal/policy.portlet_policy_view.policy_print?p_refid=202
UNIVERSITY OF TENNESSEE SYSTEM POLICY
HUMAN RESOURCES

POLICY NO.: HR0220  SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION, AND DIVERSITY
EFFECTIVE: 06/13/2008  REVISION NO: 9

OBJECTIVE:

To establish and define the university policy concerning fair employment practices and to ensure equal employment opportunity to all university employees and applicants for employment.

POLICY:

1. It is the policy of the University of Tennessee not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, disability, age, or being a disabled veteran or veteran of the Vietnam Era. This policy extends to recruitment, employment, promotion, demotion, transfer, layoff, termination, compensation, training, benefits, and all other terms and conditions of employment.

2. Employment opportunities will not be distinguished on the basis of sex unless sex is a bona fide occupational qualification. Employment opportunities will not be distinguished on the basis of age except where age is reasonably taken into account as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity administered by the university.

3. The university will take affirmative action to recruit, employ, and advance in employment minorities, women, disabled veterans, and veterans of the Vietnam Era. Reasonable accommodations will be made for otherwise qualified disabled veterans and persons with disabilities in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

4. The university prohibits any retaliatory action against an employee for opposing a practice that he or she believes to be discriminatory, including the filing of an internal complaint or grievance or charge with a state or federal civil rights enforcement agency.

5. Each unit will promulgate an Affirmative Action plan for the implementation of the above commitment. Also, each unit will provide a complaint procedure for equal employment opportunity and discrimination complaints. Affirmative Action plans will be publicized and made available to employees.

6. The University of Tennessee is committed to the principle that decisions concerning employment, admission, and performance should be based on an individual's qualifications and performance and not on characteristics unrelated to job or academic requirements. Therefore, the university and its employees shall not discriminate against or harass any employee or student on the basis of sexual orientation such as heterosexuality, homosexuality, or bisexuality; marital status; parental status; or similar characteristics regardless of whether those characteristics enjoy a protected status under state or federal law. An employee who has a complaint about discrimination or harassment prohibited by this policy should follow the internal complaint procedure required in item 5 above of this policy.

Section 6 shall not be construed to: (1) confer eligibility for employment benefits for which an employee is not otherwise eligible under state law, policy, or practice; (2) infringe upon the free exchange of ideas essential to the academic environment; (3) limit the freedom of religious association; (4) establish a duty to engage in affirmative action measures for characteristics not subject to affirmative action under state or federal law; (5) require the compliance of external entities or individuals or compliance of university programs governed by external government agencies in which non-discrimination does not include certain personal characteristics (e.g., ROTC); or (6) create any cause of action not currently provided by state or federal law.

PROCEDURES:

Knoxville:  http://hr.utk.edu/policies.shtml
Health Science Center: http://www.utmem.edu/policies/w932_document_list.php?app=HR
Space Institute: http://personnel.utsi.edu/procedures/index.html
Chattanooga:  http://www.utc.edu/Administration/HumanResources/Policies/Proc220.pdf
Martin:

https://my.tennessee.edu/pls/portal/policy.portlet_policy_view.policy_print?p_refid=266
UNIVERSITY OF TENNESSEE SYSTEM POLICY
HUMAN RESOURCES

POLICY NO.: HR0280  SUBJECT: SEXUAL HARASSMENT
EFFECTIVE: 02/01/1994

OBJECTIVE:

To establish and define the university policy against sexual harassment of its employees.

POLICY:

1. The University of Tennessee unequivocally opposes the sexual harassment of its employees. Sexual harassment will not be tolerated and will be grounds for disciplinary action. In accordance with federal regulations, sexual harassment is defined as follows:

   Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to or such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. The university prohibits any retaliatory action against an employee for opposing an action that he or she believes to be sexual harassment, including the filing of an internal complaint or grievance or a charge with a state or federal civil rights enforcement agency.

3. Each unit will provide training for its employees on what constitutes sexual harassment and will provide a procedure to handle complaints of sexual harassment and other complaints of discrimination.

PROCEDURES:

Knoxville:  http://hr.utk.edu/policies.shtml
Health Science Center: http://www.utmem.edu/policies/w932_document_list.php?app=HR
Space Institute: http://personnel.utsi.edu/procedures/index.html
Chattanooga:
Martin:
UNIVERSITY OF TENNESSEE SYSTEM POLICY
HUMAN RESOURCES

POLICY NO.: HR0640    SUBJECT: GRIEVANCES
EFFECTIVE: 11/01/2001    REVISION NO: 6

OBJECTIVE:

To provide a method for the resolution of problems which may arise between the university and regular, staff non-exempt employees.

POLICY:

1. Employee concerns and grievances should be clarified at the earliest possible time and at the administrative level or office closest to the nature of the complaint. Every effort should be made to resolve such matters informally before official grievance procedures are initiated. The university is committed to the concept that employees are entitled to pursue their grievances without fear, restraint, interference, discrimination, or reprisal.

2. For the purpose of this policy, "grievance" means a non-exempt employee's complaint about one or more of the following matters which he or she has been unable to resolve with his or her immediate supervisor:
   a. Demotion, suspension without pay, or termination of non-probationary employees for inadequate work performance.
   b. Non-compliance with the Reduction in Force policy.
   c. Work assignments or conditions of work which the employee claims violate a statute or university policy other than those prohibiting discrimination.
   d. Demotion, suspension without pay, termination, work assignments, or conditions of work which the employee claims are based on unlawful discrimination (including claims of racial and sexual harassment).

Grievances Alleging Unlawful Discrimination

3. Any grievance alleging unlawful discrimination (including claims of racial and sexual harassment) must be addressed first through the campus discrimination complaint procedure. This grievance procedure is available to an employee only if the resolution through the discrimination complaint procedure is not satisfactory to the employee. Any grievance alleging discrimination begins with the election of one of the two hearing processes (TUAPA or informal) described in HUMAN RESOURCES PROCEDURE 640. The employee must make the hearing election within fifteen (15) workdays after receiving an adverse decision of the appropriate official on the discrimination complaint.

Grievances Other Than Those Alleging Unlawful Discrimination

4. For all grievances other than those alleging unlawful discrimination, each campus shall develop a procedure for reviewing grievances as defined above. The procedure shall include the following requirements:
   a. Time for Filing. A grievance must be filed at the appropriate step in the grievance procedure within fifteen (15) workdays after the employee receives notice or becomes aware of the action which is the basis for the grievance.
   b. Standard Form. Standard grievance forms shall be developed and made available to non-exempt staff at each worksite. No grievance may be denied because a standard form has not been used.
   c. Number of Steps. The grievance procedure shall include no more than four (4) steps to finality.
   d. Face-to-Face Meetings. The grievance procedure shall include the opportunity for a face-to-face meeting within fifteen (15) workdays after the grievance is filed and within fifteen (15) workdays after each subsequent step in the procedure is initiated.
   e. Testimony and Witnesses. The employee and any material witnesses shall be allowed to testify fully at
every step in the grievance procedure.

f. **Written Decisions.** At each step in the grievance procedure, the employee shall receive a written decision, including specific reasons for the decision, within fifteen (15) workdays after a face-to-face meeting occurs.

g. **Hearings.** The final step in a grievance shall be, at the employee’s election, an informal hearing before a panel of unbiased university employees or a contested case hearing under the Tennessee Uniform Administrative Procedures Act (TUAPA). The decision of an informal hearing panel is subject to review by the chancellor or appropriate vice president.

h. **Representation.** At each step in the grievance procedure, the employee shall be entitled to be accompanied and represented by one employee representative from the employee’s campus. At the discretion of the panel chair, additional employee representatives from the campus may be allowed at an informal hearing conducted at the final step.

In a TUAPA hearing, the university will be represented by legal counsel and the employee may be represented by legal counsel as well. In an informal hearing, neither party can be represented by legal counsel; however, legal counsel, or other non-legal counsel, can be present as an advisor. If legal counsel is going to be present for the employee, the university must be so notified at the time the hearing date is established so the university can choose to have legal counsel present in an advisory role as well.

5. Each campus shall include information regarding the grievance procedure in employee orientations.

6. In August of each year, the University of Tennessee will provide a report to the Legislative Education Oversight Committee of the Tennessee General Assembly summarizing grievance activities of the previous fiscal year.

**PROCEDURES:**

- Knoxville: http://hr.utk.edu/policies.shtml
- Health Science Center: http://www.utmem.edu/policies/w932_document_list.php?app=HR
- Space Institute: http://personnel.utsi.edu/procedures/index.html
- Chattanooga: http://www.utc.edu/Administration/HumanResources/Policies/Proc640.pdf
- Martin:
Appendix E

University of Tennessee Contracts Standard Terms and Conditions
1. The University is not bound by this Contract until it is approved by the appropriate University official(s) indicated on the signature page of this Contract.

2. This Contract may be modified only by a written amendment which has been executed and approved by the appropriate parties as indicated on the signature page of this Contract.

3. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval from the University.

4. Unless otherwise indicated on the reverse, if this Contract provides for reimbursement for travel, meals or lodging, such reimbursement must be made in accordance with University travel policies.

5. The Contractor warrants that no part of the total Contract shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to Contractor in connection with any work contemplated or performed relative to this Contract, and that no employee or official of the State of Tennessee holds a controlling interest in the Contractor. If the Contractor is an individual, the Contractor certifies that he/she is not presently employed by the University or any other agency or institution of the State of Tennessee; that he/she has not retired or terminated such employment within the past six months; and that he/she will not be so employed during the term of this Contract.

6. The Contractor shall maintain documentation for all charges against the University under this Contract. The books, records and documents of the Contractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment, and shall be subject to audit, at any reasonable time and upon reasonable notice, by the University or the Comptroller of the Treasury, or their duly appointed representatives. These records shall be maintained in accordance with generally accepted accounting principles.

7. No person on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination in the performance of this Contract. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to all employees and applicants, notice of non-discrimination.

8. The Contractor, being an independent contractor, agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all taxes incident to this Contract. The University shall have no liability except as specifically provided in this Contract.

9. The Contractor shall comply with all applicable Federal and State laws and regulations in the performance of this Contract.

10. This Contract shall be governed by the laws of the State of Tennessee, which provide that the University has liability coverage solely under the terms and limits of the Tennessee Claims Commission Act.

11. The Contractor shall avoid at all times any conflict of interests between his/her duties and responsibilities as a Contractor and his/her interests outside the scope of any current or future Contracts. The following principles define the general parameters of the conflict of interests prohibited by the University.
   a. A Contractor's outside interests shall not interfere with or compromise his/her judgment and objectivity with respect to his/her judgment and objectivity with respect to his/her duties and responsibilities to the University.
   b. A Contractor shall not make or influence University decisions or use University resources in a manner that results in:
      • Financial gain outside any current or future Contracts for either the Contractor or his/her relatives or
      • Unfair advantage to or favored treatment for a third party outside the University.
   c. A Contractor's outside financial interests shall not affect the design, conduct, or reporting of research.

The Contractor certifies that he/she has no conflicts of interests and has disclosed in writing the following:
   a. Any partners or employees of the Contractor who are also employees of the University.
   b. Any relatives of the Contractor's partners or employees who work for the University.
   c. Any outside interest that may interfere with or compromise his/her judgment and objectivity with respect to his/her responsibilities to the University.

12. If the Contractor fails to perform properly its obligation under this Contract or violates any term of this Contract, the University shall have the right to terminate this Contract immediately and withhold payments in excess of fair compensation for completed services. The Contractor shall not be relieved of liability to the University for damages sustained by breach of this Contract by the Contractor.

13. It is understood by the Contractor that the University will possess all rights to any creations, inventions, other intellectual property, and materials, including copyright or patents in the same, which arise out of, are prepared by, or are developed in the course of the Contractor's performance under this Contract. The Contractor and the university acknowledge and agree that the Contractor's work under this Contract shall belong to the University as "work-made-for-hire" (as such term is defined in U.S. Copyright Law).
Appendix F

Example of a Campus Nondiscrimination Statement
THE UNIVERSITY OF TENNESSEE
GUIDELINES FOR ADVERTISING AND REQUIRED USE OF THE
EQUAL EMPLOYMENT OPPORTUNITY /NON-DISCRIMINATION/AFFIRMATIVE ACTION STATEMENT

The following information is provided to help the campus community comply with various federal regulations concerning required use of both our EEO/AA statement. Should questions arise, please contact the Office of Equity and Diversity (OED) at 974-2498 or 974-2440.

I. EEO/AA Statement /Non-Discrimination Statement

The full University of Tennessee Knoxville, Non-Discrimination Statement EEO/AA statement reads as follows:

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Inclusion of this statement is required in the following:

1. Position announcements (which are not paid advertisements) sent to potential referral sources and other institutions of higher education to solicit applications or nominations.
2. Catalogs, application forms, posters and other material used in conjunction with the referral and/or recruitment of students, faculty or staff.
3. Publications which contain general information and are made available to alumni/ae, faculty, staff, students or other participants in or beneficiaries of University programs.

II. Short EEO/AA/Non-Discrimination Statement

The UT Knoxville Campus EEO/AA/ Non-Discrimination Statement reads as follows:

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Inclusion of the short EEO/AA/Non-Discrimination Statement is required in, but NOT limited to, the following:
1. Paid advertisements to solicit applications for faculty and staff positions of employment.
2. Contracts for goods or services.
3. Purchase orders.
4. Brochures and newsletters.

Please note that in meeting the requirements of the federal regulations it is permissible to use reduced size print.

(Revised: July, 2008)
Appendix G
Title VI Poster
YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The University of Tennessee provides equal opportunity in all programs that receive federal assistance. Facilities, programs, and services sponsored by the University of Tennessee are available to all eligible persons regardless of race, color, or national origin.

—Title VI of the Civil Rights Act of 1964

If you feel you have been discriminated against in any program because of race, color, or national origin, contact your Title VI officer.

TITLES VI OFFICERS (FUNCIONARIOS DEL TITULO VI)

University of Tennessee System
Mr. Theotis Robinson, Jr.
(865) 974-0518

University of Tennessee, Knoxville
Dr. Marva Rudolph
(865) 974-2498

UT Health Science Center (Memphis)
Mr. Michael L. Alston
(901) 448-2112

UT Space Institute (Tullahoma)
Ms. Patricia A. Burke-Jelks
(931) 393-7226

University of Tennessee at Chattanooga
Dr. Barbara Wofford
(423) 425-4124

University of Tennessee at Martin
Dr. Ann Duncan
(731) 587-7202

THE UNIVERSITY OF TENNESSEE

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment and admission are governed by State and regulations of the University of Tennessee, and this non-discrimination statement is intended to be consistent with these laws and regulations.

Your rights under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the University of Tennessee's policies and procedures, and the policy statements in this guide are intended to be consistent with these laws and regulations.

La Universidad de Tennessee ofrece igual oportunidad en todos los programas que reciben asistencia financiera federal. Toda persona calificada por la Universidad de Tennessee tiene derecho a las instalaciones, programas y servicios que ésta patrocina sin importar su raza, color, o nacionalidad.

—Título VI del Acta de Derechos Civiles de 1964

Si usted piensa que ha sido discriminado por su raza, color, o nacionalidad en alguno de estos programas, sírvase contactar al funcionario del Título VI correspondiente.
Appendix H

Title VI Brochure
YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

WHAT IS TITLE VI?

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance.

WHAT PROGRAMS ARE COVERED BY TITLE VI?

Approximately 30 federal agencies provide federal financial assistance in the form of funds, training, technical, and other assistance to state and local governments, and nonprofit and private organizations. These recipients of federal assistance, in turn, operate programs and deliver benefits and services to individuals (known as “beneficiaries”) to achieve the goals of the federal legislation that authorizes the programs.

Federally assisted programs address such broad and diverse areas as:

- Elementary, secondary, and higher education
- Health care, social services, and public welfare
- Public transportation
- Parks and recreation
- Natural resources and the environment
- Employment and job training

- Housing and community development
- Law enforcement and the administration of justice
- Agriculture and nutrition

WHAT DISCRIMINATION IS PROHIBITED BY TITLE VI?

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot do the following, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny programs services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

HOW CAN I FILE A DISCRIMINATION COMPLAINT?

Each agency that receives or provides federal financial assistance is responsible for investigating complaints of discrimination on the basis of race, color, or national origin in the use of its funds. If you believe that you or others protected by Title VI have been discriminated against, you should file a complaint with the University of Tennessee campus or unit that provides funds for the program where you believe the discrimination occurred.

Each UT campus and unit has a complaint procedure and a Title VI Coordinator responsible for investigating all Title VI complaints. Please contact the Title VI Coordinator (located to the right) as appropriate for your location.

University Administration
Mr. Theo Robinson, Jr.
(931) 974-4018

Chattanooga
Dr. Barbara Welford
(423) 425-4124

Knoxville
Dr. Maria Rudolph
(865) 974-2298

Martin
Dr. Ann Consan
(731) 981-9202

Memphis
Mr. Michael Alston
(901) 843-2112

Space Institute
Ms. Patricia Burke-Jeeks
(931) 887-7226
A signed, written complaint should be filed with the University of Tennessee generally within 300 days of the date of the alleged discrimination. A written complaint should include the following:

- Your name, address, telephone number, and signature.
- The name and address of the program or department you believe discriminated against you.
- How, why, and when you believe you were discriminated against, and the names of those involved, if known. Include as much background information as possible about the alleged acts of discrimination.
- The names of any persons that the coordinator could contact for additional information to support or clarify your allegations.

WHAT WILL THE UNIVERSITY OF TENNESSEE DO WITH MY COMPLAINT?
Once a complaint is filed, it will be reviewed by the Title VI Coordinator to determine if the issues you have raised are valid under Title VI. The procedures of each campus/unit may differ slightly, but the Title VI Coordinator generally will investigate your allegations and attempt to resolve any violations found.

WHAT IF THE RECIPIENT RETALIATES AGAINST ME FOR ASSERTING MY RIGHTS OR FILING A COMPLAINT?
You should be aware that a recipient, including the University of Tennessee, is prohibited from retaliating against you or any person because he or she opposed an unlawful policy or practice, or made charges, testified, or participated in any complaint action under Title VI. If you believe that you have been retaliated against, you should immediately contact your campus/unit Title VI Coordinator to investigate your complaint.

SUS DERECHOS BAJO EL TÍTULO VI DE LA LEY DE DERECHOS CIVILES DE 1964
"Ninguna persona que se encuentre en los Estados Unidos deberá ser excluida de ningún programa o actividad apoyada por fondos federales debido a su raza, color o nacionalidad. No se le negará su participación en dichos programas o actividades, ni los beneficios correspondientes por participar en ellos, tampoco se le discriminará."

¿QUÉ ES EL TÍTULO SEXTO?
El Título Sexto de los Derechos Civiles de 1964 es una ley federal que ampara al individuo contra la discriminación basada en raza, color o nacionalidad en programas que reciben ayuda federal financiera.

¿QUÉ PROGRAMAS ABARCA EL TÍTULO SEXTO?
Aproximadamente, 30 agencias federales proveen de ayuda financiera federal, en forma de fondos, entrenamiento técnico y otros tipos de asistencia a gobiernos estatales y locales, así como organismos no- lucrativos y privados. Estos recipientes de ayuda federal, a su vez, mantienen programas y proveen beneficios y servicios a los individuos (conocidos como "beneficiarios") a fin de llevar a cabo y alcanzar las metas propuestas por la ley federal.

Los programas que se benefician de asistencia federal abarcan un amplio y diverso campo, por ejemplo:
- educación elemental, secundaria y universitaria
- salud, servicios sociales y de bienestar público
- transporte público
- parques y recreación
- recursos naturales y medio ambiente
- empleo y capacitación para empleos
- vivienda y desarrollo de la comunidad
- aplicación de la ley y administración de justicia
- agricultura y nutrición
¿QUÉ FORMAS DE DISCRIMINACIÓN PROHIBEN EL TÍTULO SEXTO?
Existen diferentes formas de discriminación basadas en criterios de raza, color, origen nacional que puedan limitar las oportunidades para que las grupos minoritarios tengan igualdad de derechos y acceso a servicios y programas.

Un receptivo de fondos federales no debe, en base a raza, color u origen nacional, directamente o a través de contratos:

- negar servicios, ayuda o beneficios
- ofrecer servicios, ayuda o beneficios distintos a las que se ofrecen a todos los demás
- segregar o tratar separadamente a un grupo de individuos que reciben servicios, asistencia o beneficios.

¿CÓMO SOMETO UNA QUEJA DE DISCRIMINACIÓN?
Las agencias que reciben o proveen fondos federales se encargan de investigar las quejas de discriminación en el uso de sus fondos, basadas en raza, color u origen nacional. Si Ud. está alguna vez ha sido discriminado o sometido a una queja en contra de la universidad o facultad responsable.

En cada centro universitario existen procedimientos para la sumisión de quejas, y existe un Coordinador/a del Título Sexto responsable de investigar casos de discriminación.

Contacte al coordinador correspondiente a su ubicación (ver columna izquierda):

- Ud. dispone de 300 días, desde la fecha en que fue discriminado/a, para someter su queja por escrito y firmada. Su queja firmada debería incluir:
  - Su nombre, dirección, número de teléfono y su firma.
  - El nombre y dirección del programa o facultad que le haya discriminado.
  - La razón, manera y hora en que sucedió la discriminación, además del nombre de las personas involucradas, si lo sabe. Incluya toda la información que disponga con respecto a su queja.
  - Nombres de personas que le puedan ser útiles al Coordinador a fin de investigar su caso.

¿QUÉ HACER SI EL RECIPIENTE DECIDE TOMAR REPRESALIAS CONTRA MI POR EJERCER MI DERECHO DE SOMETER UNA QUEJA?
Ud. debe saber que quien es reportado en la queja incluyendo a la Universidad de Tennessee, tiene prohibido tomar represalias contra usted o cualquier persona porque ésta se opone a una práctica ilegal, se queje o presente una demanda bajo el amparo del Título Sexto u ofrezca testimonio. Si Ud. cree que se han tomado represalias contra Ud., contacte inmediatamente al coordinador de su centro universitario, a fin de que conduzca una investigación.

La Universidad de Tennessee no discrimina debido a raza, sexo, color, religión, nacionalidad, edad, incapacidad física o estatus de veterano al proveer programas y servicios educativos, a oportunidades de empleo y beneficios. Esta norma abarca tanto la contratación como la admisión a la universidad.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, Título VII de las Leyes Adicionales de Educación de 1972, Sección 504 del Acta de Rehabilitación de 1973, el Acta de Víctimas con Incapacidades Físicas (AVIF) del 1990, la Universidad de Tennessee es eficazmente libre de raza, sexo, color, religión, nacionalidad, edad, discapacidad e estado de veterano al proveer programas y servicios educativos.

Dentro de sus programas y quejas basados en el Título VI, Título IX, Sección 504, AVIF, la Universidad de Tennessee es eficazmente libre de raza, sexo, color, religión, nacionalidad, edad, discapacidad e estado de veterano al proveer programas y servicios educativos. Dicha mitigación de quejas basado en Sección 504, AVIF, la Universidad de Tennessee es eficazmente libre de raza, sexo, color, religión, nacionalidad, edad, discapacidad e estado de veterano al proveer programas y servicios educativos. Dicha mitigación de quejas basado en Título VI, Título IX, Sección 504, AVIF, la Universidad de Tennessee es eficazmente libre de raza, sexo, color, religión, nacionalidad, edad, discapacidad e estado de veterano al proveer programas y servicios educativos.

Para más información sobre ADA, vea la Oficina de Equidad y Diversidad (OED).
YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Office of Equity & Diversity

(865) 974-2498
(865) 974-2440
(865) 974-0943 fax
1840 Melrose Avenue
Knoxville, TN 37996-3560
oed.admin.utk.edu

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above-referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (TTY available) or 974-2440. If you have any questions concerning ADA, please contact the Office of Equity and Diversity.

The University of Tennessee, Knoxville, in its efforts to ensure a welcoming environment for all persons, does not discriminate on the basis of sexual orientation in its campus-based programs, services, and activities. Inquiries and complaints should be directed to the Office of Equity and Diversity.

PAA EEO-0135-402-87

A project of the Office of Equity and Diversity with assistance from the Creative Services Division of UT Public Relations, (865) 974-2225. Fax: 786-7
Appendix I

Example of a Campus Discrimination Complaint Procedure
UNIVERSITY OF TENNESSEE
DISCRIMINATION COMPLAINT PROCEDURE

Any UT employee, student, applicant for admission or employment, or other participant in UT’s programs or activities, who believes that he or she has been discriminated against on the basis of race, color, sex (including sexual harassment), religion, national origin, age, disability or veteran status is encouraged to use the procedures outlined below for the resolution of his or her complaint. University policy prohibits retaliation against any person who in good faith opposes a practice which he/she believes to be discriminatory. Complaints of discrimination should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, Tennessee 37996-3560 (telephone: 974-2498, TDD available). Complaints must be put in writing and filed within 300 calendar days of the alleged discriminatory action. In certain circumstances, at the discretion of OED, complaints filed outside of this time limit or that are not put in writing may be investigated.

1. Employees and students are encouraged to attempt to resolve a complaint through the administrative structure of the employment unit or academic department. OED will provide assistance to the complainant, employment unit, and/or academic department in order to resolve the complaint.

2. Complaints received directly by OED will be reported by the Director (or the Director’s designee) to the appropriate administrator(s) who will attempt to resolve the matter working in conjunction with OED. Confidentiality will be maintained to the extent possible.

3. If the complaint is not resolved through the methods described above, OED may use the following:

   a. Complaints should be submitted in writing to OED. The complaint must include (1) the name of the complainant; (2) an explanation of the action or conduct complained of and (3) the person or department responsible for the action. The complaint should include the resolution sought by the complainant. The head of the responding unit or academic department and the party against whom the complaint has been lodged (respondent) will be notified of the complaint.

   b. OED will conduct an investigation, the nature and scope of which will be determined by OED on a case-by-case basis. The investigation may include any or all of the following, as well as such other action as OED deems appropriate: interviewing the complainant; interviewing the respondent; interviewing witnesses; submitting questions to or taking statements from parties or witnesses; reviewing documents; and/or setting up an investigative committee.

   c. If an investigative committee is deemed appropriate, the relevant Chancellor/Vice Chancellor/ Vice President or the President (in the event that the complaint is made against a Chancellor/Vice Chancellor/ Vice President) will be asked by OED to appoint the members of such a committee. OED may assist the appropriate administrator in appointing committee members.

   d. The investigative committee, or OED if there is no investigative committee, will make findings of fact and will determine whether sufficient evidence exists to support a charge of discrimination. Those findings, together with a statement outlining the basis for them, will be transmitted by OED to the appropriate administrator. A copy will also be available to the complainant.

   e. The appropriate administrator(s) will review OED’s findings, make a determination and notify the complainant of the decision in writing. Within fifteen workdays after receipt of that decision, complainants who are in staff non-exempt positions may pursue a grievance under UT Personnel Policy and Procedure 640, contained in the UT Policies and Procedures Manual if they are not satisfied with the determination.

   f. If the complainant is not satisfied with the determination and is not eligible to or has not elected to file a grievance, the complainant may appeal in writing within fifteen workdays after receipt of the decision to the next higher administrative level. The decision on the appeal will be provided in writing to the complainant. Decisions by a Chancellor/Vice Chancellor/ Vice President may be appealed to the President.

January 2005
Appendix J

University of Tennessee Summary of Title VI Complaints and Complaint Form
The Office of Equity and Diversity (OED) did not receive any complaints during the reporting that were identified as Title VI complaints. It is important to note that when persons contact an OED office, they do not always identify their issue as a Title VI issue. OED tries to determine if the complaint/inquiry falls within the parameters covered by Title VI.
The University of Tennessee
Summary of Title VI Complaints
July 1, 2006 – June 30, 2007

Campus/Institute: ________________________________

Title VI Coordinator: ________________________________

1. Number of Title VI complaints received during the fiscal year. _______

2. Number of open complaints at the present time. __________________________

3. For each complaint filed during the fiscal year, please provide the following:
   
   Brief description of the complaint: _______________________________________

   ______________________________________

   ______________________________________

   ______________________________________

   Who did the investigation (office and individual): ____________________________

   ______________________________________

   ______________________________________

   Status or Results: _____________________________________________

   ______________________________________

   ______________________________________

   ______________________________________

Please complete and return to:
Theotis Robinson, Jr.
The University of Tennessee
827 Andy Holt Tower
Knoxville, TN 37996-0180
Fax: (865) 974-0679
Appendix K

Enrollment, Retention, and Graduation Rates
## Undergraduate Enrollment by Race

### The University of Tennessee, Knoxville

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<td>17,383</td>
<td>16,713</td>
<td>16,940</td>
<td>17,255</td>
<td>17,552</td>
<td>18,167</td>
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<td>African American</td>
<td>1,399</td>
<td>1,423</td>
<td>1,568</td>
<td>1,772</td>
<td>1,813</td>
<td>1,867</td>
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<td>Asian</td>
<td>630</td>
<td>573</td>
<td>588</td>
<td>673</td>
<td>683</td>
<td>701</td>
<td>18.3%</td>
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<tr>
<td>Hispanic</td>
<td>293</td>
<td>239</td>
<td>274</td>
<td>318</td>
<td>366</td>
<td>366</td>
<td>34.7%</td>
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<tr>
<td>Native American</td>
<td>74</td>
<td>62</td>
<td>76</td>
<td>83</td>
<td>79</td>
<td>72</td>
<td>13.9%</td>
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<tr>
<td>Alaskan</td>
<td>2</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>-300.0%</td>
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<tr>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>125</td>
<td>176</td>
<td>100.0%</td>
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<td>Grand Total</td>
<td>19,751</td>
<td>19,014</td>
<td>19,451</td>
<td>20,103</td>
<td>20,620</td>
<td>21,370</td>
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### The University of Tennessee @ Chattanooga

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<tr>
<td>White</td>
<td>5,403</td>
<td>5,400</td>
<td>5,514</td>
<td>5,495</td>
<td>5,713</td>
<td>6,269</td>
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<tr>
<td>African American</td>
<td>1,422</td>
<td>1,506</td>
<td>1,615</td>
<td>1,483</td>
<td>1,508</td>
<td>1,564</td>
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<tr>
<td>Asian</td>
<td>221</td>
<td>197</td>
<td>180</td>
<td>178</td>
<td>181</td>
<td>195</td>
<td>-0.5%</td>
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<tr>
<td>Hispanic</td>
<td>66</td>
<td>74</td>
<td>74</td>
<td>92</td>
<td>114</td>
<td>133</td>
<td>44.4%</td>
</tr>
<tr>
<td>Native American</td>
<td>21</td>
<td>20</td>
<td>22</td>
<td>28</td>
<td>27</td>
<td>30</td>
<td>33.3%</td>
</tr>
<tr>
<td>Alaskan</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
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<tr>
<td>Grand Total</td>
<td>7,133</td>
<td>7,197</td>
<td>7,405</td>
<td>7,277</td>
<td>7,544</td>
<td>8,193</td>
<td>12.2%</td>
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### The University of Tennessee @ Martin

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<td>4,367</td>
<td>4,586</td>
<td>4,850</td>
<td>5,193</td>
<td>5,548</td>
<td>21.3%</td>
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<tr>
<td>African American</td>
<td>630</td>
<td>602</td>
<td>857</td>
<td>879</td>
<td>937</td>
<td>976</td>
<td>17.8%</td>
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<tr>
<td>Asian</td>
<td>127</td>
<td>132</td>
<td>128</td>
<td>121</td>
<td>94</td>
<td>89</td>
<td>-48.3%</td>
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<tr>
<td>Hispanic</td>
<td>44</td>
<td>43</td>
<td>55</td>
<td>58</td>
<td>66</td>
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<td>50.0%</td>
</tr>
<tr>
<td>Native American</td>
<td>13</td>
<td>16</td>
<td>19</td>
<td>20</td>
<td>13</td>
<td>12</td>
<td>-33.3%</td>
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<tr>
<td>Alaskan</td>
<td>6</td>
<td>5</td>
<td>6</td>
<td>8</td>
<td>12</td>
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<td>-66.7%</td>
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<tr>
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<td>5,365</td>
<td>5,661</td>
<td>5,936</td>
<td>6,315</td>
<td>6,715</td>
<td>20.1%</td>
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### Progression
The University of Tennessee System
Freshmen Who Return as Sophomores

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<td>UT</td>
<td>51.6%</td>
<td>53.7%</td>
<td>55.2%</td>
<td>48.3%</td>
<td>46.8%</td>
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<tr>
<td>UTC</td>
<td>48.9%</td>
<td>53.7%</td>
<td>47.0%</td>
<td>33.0%</td>
<td>28.3%</td>
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<tr>
<td>UTM</td>
<td>21.6%</td>
<td>23.3%</td>
<td>33.1%</td>
<td>30.4%</td>
<td>20.1%</td>
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<tbody>
<tr>
<td>UT</td>
<td>51.6%</td>
<td>36.3%</td>
<td>53.7%</td>
<td>59.2%</td>
<td>55.2%</td>
<td>59.7%</td>
<td>55.2%</td>
<td>59.7%</td>
<td>46.3%</td>
<td>58.1%</td>
<td>46.8%</td>
<td>56.7%</td>
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<tr>
<td>UTC</td>
<td>48.9%</td>
<td>59.3%</td>
<td>53.7%</td>
<td>61.0%</td>
<td>47.0%</td>
<td>64.8%</td>
<td>47.0%</td>
<td>64.8%</td>
<td>33.0%</td>
<td>61.6%</td>
<td>28.3%</td>
<td>51.0%</td>
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<tr>
<td>UTM</td>
<td>21.6%</td>
<td>53.7%</td>
<td>23.3%</td>
<td>51.9%</td>
<td>33.1%</td>
<td>54.1%</td>
<td>30.4%</td>
<td>54.5%</td>
<td>30.4%</td>
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<td>20.1%</td>
<td>40.4%</td>
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**Note:** The source of these data is the DMC report from the Tennessee Higher Education Committee. These represent host-to-anywhere progression rates. THEC does not calculate host-to-host rates.
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<th>01 - 02 (1996 Cohort)</th>
<th>02 - 03 (1997 Cohort)</th>
<th>04 - 05 (1999 Cohort)</th>
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Note: The source of these data is the DMC report from the Tennessee Higher Education Committee.
Appendix L

Degrees Awarded by Race and by Campus
### 2006-2007 Degrees Awarded by Major and Race
**The University of Tennessee**

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Appendix M

UT System Summary Report of Orders Awarded to Minority-, Women-, and Small-Owned Businesses
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# The University of Tennessee

**FY 2006-2007**

## Purchase Order Dollar Amounts

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**Total: 243.44**

## Accounts Payable Expenditures

**Cannot Breakdown by Campus**

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<td>Procurement Cards</td>
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*This dollar amount is for minorities only—does not include expenditures for large business or vendors with Cindy Stockdale is working with the bank to get these figures ASAP*
## The University of Tennessee
### FY 2006-2007

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<thead>
<tr>
<th></th>
<th>Knoxville</th>
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<th>Memphis</th>
<th>Martin</th>
<th>Tullahoma</th>
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# ACCOUNTS PAYABLE EXPENDITURES

**FY 2006-2007**

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<td><strong>24,449,693</strong></td>
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Total expenditures cannot be provided by campus.

*Cindy Stockdale will send figures for large business and all other when she receives information from the bank

** Correct Procurement Card Payments for Large Business for FY 2006-2007 - 10/22/2007*
Appendix N

The University of Tennessee Faculty and Staff Data
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*Data source: Business Warehouse*
Appendix O

Racial Composition of Major University Committees
ADVISORY COMMITTEE ON STUDENT FINANCIAL AID
2007-2008

Ms. Jennie Richter - Chair
Associate Director
Office of Equity & Diversity
CAMPUS – 3560
974-2498
jrichter@utk.edu

Dr. Sally McMillan
Assoc. Professor and Assoc. Dean
Comm/Info Academics Affairs
302 Comm/Univ. Extension Bldg.
CAMPUS – 0332
974-5518
sjmcmill@utk.edu

Dr. Kenneth Anderson
Professor
Accounting & Information Management
638 Stokely Management Center
CAMPUS – 0570
974-1753
kea@utk.edu

Ms. Helen Sellers
Assistant Director
Financial Aid
115 Student Services Building
CAMPUS – 0210
974-3131
hsellers@utk.edu

Mr. Jeff Gerkin
Dean
Financial Aid
115 Student Services Building
CAMPUS – 0210
974-3131
jgerkin@utk.edu

Dr. Michael O. Smith
Professor
Animal Science-Experiment Station
201C McCord Hall
CAMPUS - 4574
974-7254
mosmith@utk.edu
THE UNIVERSITY OF TENNESSEE
BOARD OF TRUSTEES

The Honorable Phil Bredesen
Governor of Tennessee
State Capitol
Nashville, TN 37219

The Honorable Ken Givens
Commissioner of Agriculture
Ellington Agricultural Center
Box 40627
Nashville, TN 37204

The Honorable Tim Webb
Acting Commissioner of Education
6th Floor, Andrew Johnson Tower
Nashville, TN 37243

Dr. John D. Petersen
President
The University of Tennessee
800 Andy Holt Tower
Knoxville, TN 37996-0180

Dr. Richard G. Rhoda
Executive Director
Tennessee Higher Education Commission
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, TN 37243-0830

Mr. Charles Anderson, Jr.
President and CEO
Anderson Media
6016 Brookvale Lane, Suite 151
Knoxville, TN 37919-4003

Ms. Anne Holt Blackburn
441 Murfreesboro Road
Nashville, TN 37210
Mr. William Y. Carroll  
SmartBank, Chairman of the Board  
2430 Teaster Lane, PO Box 1910*  
Pigeon Forge, TN 37868-1910

Mrs. Barbara C. Castleman  
Shoe Shack  
388 S. Lindell Street  
Martin, TN 38237

Mr. George Cates  
1719 Harbert Avenue  
Memphis, TN 38104-5113

Mr. Spruell Driver, Jr.  
Waller Lansden Dortch & Davis, LLP  
Nashville City Center  
511 Union Street, Suite 2700  
Nashville, Tennessee, 37219-8966

Mr. Tyler S. Forrest  
Vice President, Student Government Association  
University of Tennessee at Chattanooga  
615 McCallie Avenue, Dept. 1951  
Chattanooga, TN 37403-2504

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Martin, TN 38237-1068

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Chattanooga, TN 37403-1845
CIS Advisory Council

Tom Ballard, Director - Economic Development & Partnerships
Oak Ridge National Laboratory
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Tennessee Valley Authority
P.O. Box 292409
Nashville, TN 37230
Phone # 615-232-6442
e-mail - abunton@tva.gov

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Maryville, TN 37801
Phone # 865-982-9517, Fax # 865-982-7832
e-mail - ccombs@dcfabshop.com

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Sparta, TN 38583-1861
Phone # 931-738-3611, Fax #931-738-3610
e-mail - kiniondunn@db-toolco.com

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Metal Products Company
300 Garfield Street
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Phone # 931-473-5513
e-mail - jimdyer@blomand.net

Ross Florey
5th 3rd Bank
414 Union Street, TN1-100-02-19
Nashville, TN 37219-1697
Phone # 615-749-3803, Fax # 615-749-3440
e-mail - ross.florey@comcast.net

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e-mail: hragsdale@thermalegi.com

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Tennessee Chamber of Commerce and Industry
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e-mail - jack.sisk@gm.com
pager: 931-486-8832

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Jay West
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Phone # 615-253-6700, Fax # 615-253-4840
e-mail - coat.west@bellsouth.net

Will Danami
TNAAO Executive Director
P.O. Box 331697
Nashville, TN 37203
Phone # 000-000-0000, Fax # 000-000-0000
e-mail -
LEIC Advisory Committee

Dr. William Bass
Professor Emeritus
1186 Treymour Way
Knoxville, TN 37922

Sheriff Mike Brown
Bedford County Sheriff’s Office
1345 Falling Creek Road
Bedford, VA 24523

Dr. J. C. Upshaw Downs
Regional Medical Examiner
Georgia Bureau of Investigation
925 A Mohawk Street
Savannah, GA 31419

Chief Sterling Owen, IV
President, Tennessee Association of Chiefs of Police
Knoxville Police Department
PO Box 3610
Knoxville, TN 37927

Mr. Mark Gwyn
Director
Tennessee Bureau of Investigation
901 R. S. Gass Boulevard
Nashville, TN 37216

Avice Evans Reid
Executive Director
Police Advisory and Review Committee
P.O. Box 1631
Knoxville, TN 37901

Mr. Mike Herrmann
Executive Director
School Safety & Learning Support
Tennessee Department of Education
AJ Tower-6th Floor
Nashville, TN 37243

Ms. Carol Scott
Board of Directors, Member at Large
National Association for Civilian Oversight of Law Enforcement
2625 Jameson Court
Concord, North Carolina 28027

Mary Jinks, Ed.D
Associate Vice President
Institute for Public Service
The University of Tennessee
105 Student Services Building
Knoxville, TN 37996

Sgt. Robert Starnes
Hamilton County Sheriff’s Office
600 Market Street
Chattanooga, TN 37402
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Allen Barker</td>
<td>Mayor/Chief of Staff</td>
<td>(731) 784-2511</td>
<td><a href="mailto:hummayor@click1.net">hummayor@click1.net</a></td>
</tr>
<tr>
<td>City of Humboldt</td>
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<tr>
<td>1421 Osborne Street</td>
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<tr>
<td>Humboldt, TN 38343</td>
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<tr>
<td>Mr. Jim Durrett</td>
<td>Chief of Staff</td>
<td>(931) 648-6145</td>
<td><a href="mailto:jdurett@cityofclarksville.com">jdurett@cityofclarksville.com</a></td>
</tr>
<tr>
<td>TNAPWA/Clarksville</td>
<td></td>
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<tr>
<td>One Public Square</td>
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<tr>
<td>Clarksville, TN 37040</td>
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<tr>
<td>Mayor Thomas Beehan</td>
<td>City Attorney</td>
<td>(615) 267-5004</td>
<td><a href="mailto:Michele.Elliott@townofsmyrna.org">Michele.Elliott@townofsmyrna.org</a></td>
</tr>
<tr>
<td>City of Oak Ridge</td>
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<tr>
<td>P.O. Box 1</td>
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<tr>
<td>Oak Ridge, TN 37831</td>
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<tr>
<td>Ms. Michele Elliott</td>
<td>Assistant City Manager</td>
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<td>TMAA/Smyrna</td>
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<td>315 Lowry Street</td>
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<td>Smyrna, TN 37167</td>
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<tr>
<td>Mr. Mark Brown</td>
<td>Finance Director</td>
<td>(901) 385-1060</td>
<td><a href="mailto:mbrown@cityofbartlett.org">mbrown@cityofbartlett.org</a></td>
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<tr>
<td>TGFOA/Bartlett</td>
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<tr>
<td>6400 Stage Road</td>
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<tr>
<td>Bartlett, TN 38134</td>
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<tr>
<td>Mr. Gina Holt</td>
<td>Assistant City Manager</td>
<td>(615) 382-2200</td>
<td><a href="mailto:gina@bellalouth.net">gina@bellalouth.net</a></td>
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<tr>
<td>City of Springfield</td>
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<tr>
<td>P.O. Box 788</td>
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<tr>
<td>Springfield, TN 37172</td>
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<tr>
<td>Mr. Ed Craig, City Manager</td>
<td>City of Shelbyville</td>
<td>(901) 684-2691</td>
<td><a href="mailto:ed.craig@shelbyvilletn.org">ed.craig@shelbyvilletn.org</a></td>
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<tr>
<td>201 North Spring Street</td>
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<td>P.O. Box 185</td>
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<td>Shelbyville, TN 37162</td>
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<tr>
<td>Mr. Chad Jenkins</td>
<td>Deputy Director, TML</td>
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<td>City of Springfield</td>
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<tr>
<td>226 Capital Boulevard</td>
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<td>Nashville, TN 37219</td>
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<tr>
<td>Mr. Jim Crumley</td>
<td>City Administrator</td>
<td>(423) 585-4603</td>
<td><a href="mailto:jcrumley@mymorristown.com">jcrumley@mymorristown.com</a></td>
</tr>
<tr>
<td>City of Morristown</td>
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<tr>
<td>100 West First North Street</td>
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<tr>
<td>P.O. Box 1499</td>
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<tr>
<td>Morristown, TN 37816</td>
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<tr>
<td>Mr. Richard Martin</td>
<td>Fire Chief</td>
<td>(865) 986-2715</td>
<td><a href="mailto:rmartin@lenoircityfd.com">rmartin@lenoircityfd.com</a></td>
</tr>
<tr>
<td>City of Morristown</td>
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<tr>
<td>600 East Broadway</td>
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<tr>
<td>P.O. Box 445</td>
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<tr>
<td>Lenoir City, TN 37771</td>
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</tr>
</tbody>
</table>
Mayor Keith McDonald  
City of Bartlett  
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Bartlett, TN 38134  
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City of Goodlettsville  
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Goodlettsville, TN 37072  
(615) 851-2231  
jthomas@cityofgoodlettsville.org

Mr. Mitch Moore  
City Manager  
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Institute for Public Service
Title VI
Standing Committees and Members by Gender and Race
As of December 31, 2007

Center for Industrial Services
  MEP Advisory Committee – Total Members - 16
  Females – 3; Racial Minorities – 2

County Technical Assistance Service
  Advisory Committee – Total Members – 6
  Females – 0; Racial Minorities - 0

Municipal Technical Advisory Service
  All Committees – Total Members – 15
  Females – 3; Racial Minorities – 0

Law Enforcement Innovation Center
  Advisory Committee – Total Members – 10
  Females – 3; Racial Minorities – 3
UTK - Commission for Blacks

Chair: Jane Redmond, Assistant Vice Chancellor for Student Affairs

Task: Recommends changes in or additions to university policies and procedures to reflect Black concerns; makes suggestions for new and existing academic and extracurricular programs related to Blacks; encourages research to identify the problems and progress of Blacks on campus; encourages Black faculty, staff and student involvement in all aspects of campus life.

Membership:

- Phyllis Nichols, Knoxville Area Urban League
- Debora Baldwin, Psychology
- Denelle Niles Brown, Black Cultural Center
- Alan Chesney, Human Resources
- Valeria Clark, Engineering Co-Op
- Felicia Felder-Hoehne, Libraries
- Lou Gross, Faculty Senate
- Pam Hindle, Commission for Women
- Carolyn Hodges, Graduate School
- John O. Hodges, Religious Studies
- Judy Jackson
- Joann Jeter, Career Services
- Ronald McFadden, Educational Advancement
- Nancy McGlasson, Undergraduate Admissions
- Jocelyn Milton, Minority Student Affairs
- Marvlene C. Moore, School of Music
- Anton Reece, Student Activities
- Wornie Reed, Africana Studies
- Theotis Robinson, UT Vice President for Equity & Diversity
- Marva Rudolph, Office of Equity & Diversity
- Philip Scheurer, Office of the Chancellor
- John Sibley, Literacy Imperative
- Delores E. Smith, Child & Family Studies
- Lisa R. Smith, Civil & Environmental Engineering
- Eric M. Stokes, Undergraduate Admissions
- Rosa Thomas, Student Health Services
- Maxine Thompson-Davis, Dean of Students
- Gloria Tipton, Telephone Services
- Gregory Washington, Boling Center for Developmental Disabilities
- Quannah Washington, College of Education, Health & Human Services

Students:

- Antonio Cantrell
- Alaka Hoskins
- Gavin Luter
- Bryan Montgomery
- Graduate Assistant: Zanele Ngubeni
UTK Commission for Lesbian, Gay, Bisexual and Transgender People

Chair: George Hoemann, Assistant Dean of Distance Education

Task: Our newest advisory group, formed in December 2006, plans, evaluates, and carries out university programs, policies and services designed to improve the status of LGBT people on campus; serves as an advocacy group committed to the protection and advancement of LGBT students, faculty and staff.

Web site: http://lgbt.utk.edu/

Membership:

- Melissa Bartsch, Student Counseling Center
- Donna Braquet, Libraries
- Ed Cortez, Information Sciences
- Ronald Gilmour, Libraries
- Chris Hodge, OIT Customer Technology Support
- Wes Knott, Libraries
- Marti McClard, Thornton Athletics Student Life Center
- Bharat Mehra, Information Sciences
- Becky Morgan, Student Health Service
- Jenny Moshak, Sports Medicine
- Tony Murchison, Social Work
- Renee Smith, OIT Digital Media Services
- P.J. Snodgrass, OIT Customer Tech Support
- Roger Weaver, Libraries
- Ed White, Literacy Studies

Ex-officio Voting Members:

- Kristi Bogle, Student Government Association
- Pam Hindle, Commission for Women
- Ashe Smith, Lambda Student Union
- Eddie Woodruff, Graduate Student Senate
- Yang Zhong, Center for International Education
- Employee Relations Council Rep (to be named)
- Student assistant to the Commission (to be named)

Ex-officio Non-Voting Members:

- Alan Chesney, Human Resources
- Lou Gross, Faculty Senate
- Jane Redmond, Commission for Blacks
- Marva Rudolph, Diversity Council
- Maxine Thompson-Davis, Dean of Students
UTK Commission for Women

Chair: Pam Hindle, Associate Registrar

Website: http://cfw.utk.edu/

Task: Plans, implements, and evaluates university programs, policies and services designed to improve the status of women on the Knoxville campus; recommends new and existing academic, professional development, and extracurricular programs; encourages research to assess the status of women at UT; and keeps the community informed on programs related to women.

Membership:

- Tammi Brown, Business Administration
- Alan Chesney, Human Resources
  Lori Epperson, OIT Office of the Chief Information Officer
- Margaret Crawford, Construction Research Analysis
- Melanie Feltner-Reichert, Libraries
- Dee Fortenberry, Bursar’s Office
- Mary Papke, Graduate School and Ready for the World
- Deborah Glenn, Financial Aid
- Nancy Goslee, English
- Rhonda Green, Thornton Athletics Student Life Center
- Mary Evans, Student Orientation
- Louis J. Gross, Faculty Senate
- Deb Haines, Veterinary Medicine
- Denise Harvey, Office of the Chancellor
- Carolyn Hodges, Graduate School
- George Hoemann, LGBT Commission
- Noriko Horiguchi, Modern Foreign Languages & Literatures
- Katherine B. Howland, Thornton Athletics Student Life Center
- Nancy Howell, Veterinary Medicine
- Lyndsey Hulen, Student Activities
- Barbara Klinkhammer, School of Architecture
- Thura Mack, Libraries
- Charles Maland, English
- Lillian Mashburn, Governmental Relations
- Nancy McGlasson, Undergraduate Admissions
- Jocelyn Milton, Minority Student Affairs
- Anita Monroe, Law
- Jane Moser, Statistics, Operations, & Management Science
- Rose Parker, OIT Customer Technology Support
- Jane Redmond, Commission for Blacks
- Jennifer Richter, Office of Equity and Diversity
- Izzetta Slade, Municipal Technical Advisory Service
- Wendy Syer, Center for International Education
- Cheryl Travis, Psychology
- Rosa Thomas, Student Health Service
- Maxine Thompson-Davis, Dean of Students
Students:

- Kristi Bodle, Student Government Association President
- Margaret McColl Adelman
- Brandice Green
- Melissa Hage
- Paris Hooke
- Will Pratt
- Brooke Smith
- Emily Stevens
- Georgia Varlan
- Bethany Wild
- Eddie Woodruff
- Tabbatha Cavendish
UTK Committee for Campus Environment

Co-chairs: Mary English, Research Leader, Institute for a Secure and Sustainable Environment; and John Nolt, Professor of Philosophy

Web site: http://www.cce.utk.edu/default.htm

Task: Advises on improving the physical environment of the campus, to ensure that environmentally sustainable principles are used in design, construction, operation, and maintenance decisions and practices at UTK; and to increase the day-to-day environmental awareness and knowledge of students, faculty, and staff. Current project is the 25-year Energy Plan for UT in collaboration with ORNL staff, to be completed later this year.

Membership:

- Greg Britten, Environmental Health and Safety
- Wayne Davis, Engineering Administration
- David Doane, Institute for Industrial Services
- Rich Jendrucko, Mechanical Engineering
- Terry Ledford, Facilities Services
- Mike McKinney, Environmental Studies and Geology
- John McRae, Architecture & Design
- John Overly, Facilities Planning
- Jonathan Overly, East Tenn Clean Fuels Coalition & Institute for a Secure and Sustainable Environment
- Bill Park, Agricultural Economics
- Sam Rogers, Plant Sciences
- Gerald Schroedl, Anthropology
- Mark Smith, Environmental Health and Safety
- Mike Sherrell, Facilities Services
- Ken Stephenson, Mathematics
- Sarah Surak, Facilities Services

Students:

- Leslie Chinery
- Reagan Richmond
- Amanda Womack
UTK Cultural Affairs Board

Chair: Jeff Chapman, Director of McClung Museum


Task: Evaluates new cultural programming in theatre, dance, art and other areas and recommends funding supported by the University Programs and Services Fee.

Membership:

- Shelley Binder, Music
- Tim Hiles, Art & Architecture
- Maxine Thompson-Davis, Dean of Students
- Elizabeth Sutherland, Classics
- Tom Cervone, UT Theatres
- Kelley Morgan-Phillips, UT alumna

Students:

- Brian Alsobrook
- James Devita
- Kristin Ferguson
- Courtney Hubbard
- Steven Reddington
- Robert Pritchett
- Lauren Sherry
UTK Diversity Council

Co-chairs: Marva Rudolph, Director, Office of Equity & Diversity; and Alan Chesney, Executive Director of Human Resources

Related Web site: http://oed.admin.utk.edu/diversityplan/

Task: Advises on creating and sustaining a welcoming, supportive and inclusive campus climate through goals such as attracting and retaining faculty and staff from under-represented populations; attracting, retaining, and graduating students from historically under-represented populations and international students; and ensuring that undergraduate curricular requirements include significant intercultural perspectives.

Membership:

- James (J J) Brown, Office of the Dean of Students
- Herb Byrd, University Extension
- Luis Cano, Modern Foreign Languages & Literatures
- Denise Harvey, Office of the Chancellor
- Robert J. Hinde, Chemistry
- Pam Hindle, Commission for Women
- Carolyn Hodges, Graduate School
- George Hoemann, Commission for LGBT People
- Jill Keally, Libraries
- Paul Lee, School of Art
- Susan Martin, Office of the Provost
- Alan Muir, Career Services
- Mary Papke, Graduate School and Ready for the World
- Jane Redmond, Commission for Blacks
- Wornie Reed, Africana Studies
- Bob Rider, College of Education, Health & Human Sciences
- Malaika M. Serrano, Center for International Education, Programs Abroad
- Jan Simek, Office of the Chancellor
- Terrell Strayhorn, Educational Psychology & Counseling
- Donna Thomas, Women’s Athletics
- Paula Williams, College of Law
- Research Associate: Sabrina Rhodes, Office of Equity & Diversity
UTK Recreation, Entertainment & Social Board

Chair: Kristi Bogle, Student Government Association President


Task: Develops programming supported by the University Programs and Services Fee in film, travel, popular concerts, dances, exhibits, speakers, sports and recreation, and traditional campus events such as Homecoming, Carnicus and All Sing; coordinates programming by the Central Program Council, Recreation Board, and International House.

Membership:

- Bert Sams, Student Affairs retiree
- Denelle Niles Brown, Black Cultural Center
- Emile Catignani, Exercise, Sport and Leisure Studies
- Jim Dittrich, University Center
- Ron Laffitte, Office of the Dean of Students
- Rex Pringle, Rec Sports
- Anton Reece, Student Activities
- Mary Rogge, Social Work
- Maxine Thompson-Davis, Dean of Students
- Yang Zhong, Center for International Education

Students:

- Amy Colvin
- Joseph Ford
- Michael Jones
- Jonathan Leonard
- Sean Mailen
- Terrell Pickett
- Lauren Robins
- Emily Stevens
- Eddie Woodruff
UTK Residency Classification Committee

Chair: Daniel Murphy, Professor of Accounting and Information Management

Related Web site: http://registrar.tennessee.edu/residency/resappeal.shtml

Task: Makes recommendations on appeals to residency classification decisions.

Membership:

- Nancy McGlasson, Undergraduate Admissions
- Denise Barlow, Budget & Finance
- Kay Reed, Graduate School
- Kathy Warden, Office of the University Registrar
- Thomas Bell, Geography
- Reba Best, Law Library
- George Philippatos, Finance
- James Brace, Veterinary Medicine
UTK Scholarly Communications Committee

Co-chairs: Linda Phillips, UT Libraries; and Susan Martin, Senior Vice Provost

Web site: http://www.lib.utk.edu/colldev/schcomm.html

Task: Advises on scholarly communications in the digital age, including the rise in cost of serials, and the challenges and opportunities of new methods of disseminating research, creative work, and teaching materials through electronic media; informs campus community about meanings and benefits of open access to scholarship.

Membership:

- Micah Beck, Computer Science
- Teresa Berry, Libraries
- Hallma Bensmail, Statistics, Operations & Management Science
- Daniela Corbetta, Psychology
- Mike Guidry, Physics
- Miriam Levering, Religious Studies
- Bob Levy, Office of the President
- Carol Parker, Law
- Jane Row, Libraries
- Molly Royse, Libraries
- Jennifer Siler, UT Press
- Ken Stephenson, Mathematics
- Jay Whelan, Nutrition
- John Wodarski, Social Work
UTK Student Affairs Council

Chair: Tim Rogers, Vice Chancellor for Student Affairs


Task: Reviews decisions of the Student Tribunal and decisions of the Academic Review Boards (except a Board’s decision to support the instructor in a student’s appeal of a professorial penalty), and appeals filed by the Dean of Students of any board’s decision.

Membership:

- Grady Bogue, Educational Counseling & Psychology
- John Koontz, Division of Biology
- Glenn Graber, Philosophy
- Joan Creasia, Nursing
- Maxine Thompson-Davis, Dean of Students
- John McRae, Architecture & Design
- John Sobieski, Jr., Law
- Barbara Dewey, Libraries
- Bruce Bursten, Arts & Sciences
- Jan Williams, Business Administration
- Mary Albrecht, Agricultural Sciences & Natural Resources
- Michael Blackwell, Veterinary Medicine
- Karen Sowers, Social Work
- Way Kuo, Engineering
- Robert Holub, Provost & Vice Chancellor for Academic Affairs
- Michael Wirth, Communication & Information
- Bob Rider, dean, Education, Health & Human Sciences

Students:

- Luke Gustafson
- Amy Colvin
- Courtney Bogle
- Jason Harmon
- Kristi Bogle, Student Government Association President
- Eddie Woodruff
- Anna York
UTK Student Publications Board

Chair: John Haas, Director, School of Communication Studies


Task: Develops policies and selects the editors for campus student publications including the Daily Beacon newspaper, the Volunteer yearbook, and Phoenix literary art magazine.

Membership:

- Dorothy Bowles, School of Journalism and Electronic Media
- Marilyn Kallet, English
- Jane Pope, Student Publications
- Tim Rogers, Vice Chancellor for Student Affairs
- LaRue Cook
- Courtney Craig
- Elizabeth Davis
- Lindsay Devick
- Peter Gross
- Stephen Langdon
- Donald Phillips
- Michael Reynolds
- James Roberts
- Rachel Schaffer
- Justin Schober
- Larry Smith
- Scott Thurman
UTK Traffic and Parking Authority

Chair: Greg Reed, Department Head, Civil and Environmental Engineering

Web site: http://web.utk.edu/~pso/psorules.html

Task: Prepares traffic, parking and safety regulations to prevent or correct traffic and parking problems on campus and to improve traffic-pedestrian safety; establishes schedule of parking fees and parking facility maintenance; develops more options for students, faculty and staff to travel to and from campus by means other than personal automobiles to reduce congestion among other goals consistent with the Campus Master Plan.

Membership:

- JoAnne Deeken, Libraries
- Ray Hamilton, Budget and Finance
- William Hart, Biosystems Engineering
- Veronica Huff, Facilities Services
- Jeff Maples, Finance and Administration
- Carol Raxter, Human Resources
- Mark Schimmenti, Architecture
- Michael Sherrell, Facilities Services
- Karen Valero, Finance and Administration
- Pelling Wang, Information Sciences

Non-Voting Members:

- Brian Browning, Finance & Administration
- Mary Lynn Holloway, Parking Services
- Mike Keel, Institute of Agriculture
- Stephen Richards, Transportation Research
- Mark Smith, Environmental Health & Safety
- Robbi Stivers, Real Estate Administration
- August Washington, UT Police

Students:

- Brittany Barrett
- Jennifer Buntin
- Michael Chirico
- Tom Fitzhugh
- Wes Harmon
- Jason Hicks
- Andrew Moore
- Ashley Reddington
UTK University Calendar Committee

Chair: Richard Bayer, Dean of Enrollment Services

Task: Sets key academic and other major university dates and deadlines.

Related Web site: http://registrar.utk.edu/academic_calendar

Membership:

- Mary Albrecht, Agricultural Sciences and Natural Resources
- Monique Anderson, Registrar
- JJ Brown, Office of the Dean of Students
- Alan Chesney, Human Resources
- Joan Creasia, Nursing
- Paul Cnelly, Electrical and Computer Engineering
- Joan Cronan, Women's Athletics Director
- Jonee Daniels, Bursar
- Louis Gross, Faculty Senate
- Ray Hamilton, Budget and Finance
- Robert Holub, Provost and Vice Chancellor for Academic Affairs
- Deseree Kennedy, Law
- Susan Martin, Senior Vice Provost
- Kay Reed, Graduate School
- Robert Rider, Education, Health and Human Services
- Jeff Maples, Senior Associate Vice Chancellor, Administration and Finance
- Tim Rogers, Student Affairs
- Marva Rudolph, Equity and Diversity
- Mike Sherrell, Facilities Services
- John Sobieski, Law
- Karen Sowers, Social Work
- Steve Catlett, Alumni Affairs

Students:

- Kristi Bogle, Student Government Association President
- Amy Colvin
- Jamil Price
UT CHATTANOOGA
Campus-Wide Committees
2007-2008

**Academic Standards**
Fran Bender
Tim Gaudin
Guy Matthew
Barbara Norwood
Sean Richards
Joanie Sompayrac
Felicia Sturzer
Terry Walters
Steve White

**Admissions**
Michel Holder
Taffe Bishoop
Roland Carter *
Linda Collins
Barbara Ray
Valerie Rutledge
Kit Rushing
Chris Ryan
Ling-Jun Wang
Melchor DeGuzman *
Obi Ebbe *

**Athletics**
Leila Pratt
David Brodsky
Billy Edwards
Gretchen Potts
Paul Watson

**General Education**
Anthony Steinhoff
David Aborn
Jennifer Beech
Rebekah Bromley
Toni Carter
Stephen Eskildsen
Jim Hiestand
Margaret Kovach

Jane Reagor
Felicia Sturzer
Steven Symes
Judith Wakim
Bonnie Warren-Kring
Dorothy Williams *

**Grade Appeal**
Stephen Kuhn
Debbie Ingram
Gretchen Potts
Kay Lindgren
Linda Johnston

**Honor Court**
Barbara Norwood
Linda Collins
Gail Meyer
Joyce Smith
Michael Bell
Joe Dumas
Joanie Sompayrac

**Library**
Tom Gavin
Hinsdale Bernard *
Ethan Carver
Aniekan Ebifung *
Bryan Hampton
Christopher Horne
Catherine Kendall
Greg O’Dea
Joey Shaw
Charlene Simmons
Karen McGuffee
Paula Haynes
Immaculate Kizza *
Alan Rabin
Aaron Shaheen
Budget & Economic Status
John Garrett
Stephanie Bellar
David Brodsky
Ahmed Eltom *
John Freeman
Tim Gaudin
George Helton
Lynn Miles
Richard Rice
Andrea Schurr
Chris Stuart

Mediation
Janetta Bradley
Elizabeth Gailey
Kristi Gibbs

Adjunct Faculty
Ann Moore
Scott Bruce
Jim Barrett
Chris Silver

Classroom Technology
Beni Asllani *
Parthasaratii Dileepan *
Holly Dieken
Catherine Kendall
Gary McDonald
Andy Najberg *
Margaret Roblyer
Cathie Smith
Terry Walters
Gary Wilkerson

Petitions
Tammy Garland
Valarie Adams
Gerry Bosworth
Ann Holmes
Lynn Purkey
Valerie Radu
Andrea Schnurr
Larry Tilmon
Deb Kiress
Dorothy Williams *

Committee on Committees
Joe Wilferth
Jim Hiestand
Lauren Ingraham
Linda Johnston
Patrick Sweetman
Kathleen Wheatley

Publications Board
David Sachsman
Stephen Cox
Phillip Giffin

Curriculum
Bruce Hutchinson
Gerry Bosworth
Ethan Carver
Tim Gaudin
Jim Henley
Craig Laing
Bento Lobo *
Dana Moody
Heather Palmer
Dennis Plaisted
Verbie Prevost
Ed Rozema

Scholarships
Doug Kutz
Pam Guess
Billy Harris
Virginia Keatley
Immaculate Kizza *
Ginny Magnus
Jonathan Mies
Ron Smith
Rebecca St. Goar
Robert Stanley
Talia Welsh
Clint Smullen
Joanie Sompayrac
Mirian Zwitter
Departmental Honors
Steve Kuhn
George Helton
Deb Kreiss
Gary McDonald
Rob Mebane
John Phillips
Katherine Rehyansky
Rick Turpin
Jim Ward
Cindy White
Michelle White

Faculty/Administrative Relations
Doug Kutz
Steve Kuhn
Bento Lobo *

Faculty Development Grants
Lauren Ingraham
David Aborn
Hinsdale Bernard *
Virginia Cairns
Kay Cowan
Helen Eigenberg
Elizabeth Gailey
Kristi Gibbs
Greg Grant
Hick Honerkamp
Tracy Jones
Deborah McAllister
Leila Pratt
Barbara Ray
Valerie Rutledge
Beverly Simmons
Jack Thompson
Lucas vander Merwe *

Faculty Handbook
Oralia Preble-Niemi *
Ignatius Fomunung *
Colleen Harris
Rebecca Jones
Michelle Vineyard
Michelle White

Speakers & Special Events
Debbie Ingram
Stan Davis
Matthew Guy
Bryan Iles
Sarla Murgai *
Bill Prince
Roger Thompson

Student Rating of Faculty
Michael Bell
Mohammad Ahmadi *
Nancy Fell
Dolly Gerregano
Michel Holder
Jonathan Mies
Brian Riberio
Tom Rybolt
Cindy White
Kathy Winters
Sharon Bruggeman

Student Conduct Board
Dale Barry
Janet Secrest
Alan White

Instructional Excellence
Janet Secrest
Mohammad Ahmadi *
Ethan Carver
Rebecca Jones
Joseph Kizza *

Faculty Rating of Administration
Cherry Guinn
Jane Brower
Aniekab Ebfieung *
Karen McGuffee
Jane Reagor
Tom Rybolt
Beverly Simmons
Janet Secrest
Faculty Research
John Lynch
Tatiana Allen *
Boris Belinsky *
Hinsdale Bernard *
Ron Buffington
Kay Cowan
Tammy Garland
Chris Hensley
Frank Jones
Immaculate Kizza *
Kyle Knight
Lingju Knog *
Charles Lippy
Claire McCullough
Richard Rice
Valerie Taylor
Sandy Watson
Nicky Ozbek
Barbara Ray
Chris Ryan
Cathie Smith
Darrell Walsh *

University Club
Roland Carter *
Linda Collins
Bill Prince

UTC Online Advisory Group
Karen Adsit
Beth Dodd
Linda Johnston
Jim Hiestand
Jonathan Mies
Charlene Simmons
Clint Smullen
Joanie Sompayrac

* Minorities
UTHSC
Campus-Wide Committees

INSTITUTIONAL REVIEW BOARD
Total Members: 1
Females: 
Racial Minorities: 

LIBRARY ADVISORY COMMITTEE
Total Members: 12
Females: 6
Racial Minorities: 1

BIOSAFETY COMMITTEE
Total Members: 14
Females: 4
Racial Minorities: 0

FINANCIAL AID ADVISORY COMMITTEE
(Per Matt Sanchez, remove this committee)
Total Members: 
Females: 
Racial Minorities: 

HISTORY AND ARCHIVE COMMITTEE
Total Members: 12
Females: 4
Racial Minorities: 2

ACADEMIC CEREMONIES COMMITTEE
Total Members: 12
Females: 6
Racial Minorities: 1

EXEMPT STAFF COUNCIL
Total Members: 14
Females: 9
Racial Minorities: 8

PARKING AUTHORITY
Total Members: 13
Females: 5
Racial Minorities: 6

RADIATION SAFETY COMMITTEE
Total Members: 11
Females: 2
Racial Minorities: 1

INFECTION CONTROL COMMITTEE
(did not send any updates)
Total Members: 27
Females: 15
Racial Minorities: 2

HEALTH AND SAFETY COUNCIL
Total Members: 13
Females: 4
Racial Minorities: 3

CHANCELLOR’S ADVISORY CABINET
Total Members: 22
Females: 9
Racial Minorities: 6

ADA ADVISORY COMMITTEE
Total Members: 11
Females: 6
Racial Minorities: 4

EMPLOYEE RELATIONS COMMITTEE
Total Members: 28
Females: 25
Racial Minorities: 19

INACTIVE COMMITTEES (inactive)
Continuing Education Coordinating Committee
Distance Education Committee
Student Academic Environment Committee
Student Oriented Services Committee
Residency Appeals Committee

EXPLANATION: The “inactive” reference means these committees are awaiting administrative reappointment or in process of developing a renewed charge as it relates to the goals and objectives of the committees within the Health Science Center.
PURPOSE: The Administrative Committee on Committees is responsible for recommending faculty and staff representatives to standing administrative committees where appropriate.

COMPOSITION: Chancellor, Vice Chancellors, Executive Assistant to the Chancellor, Director of University Relations, Director of Intercollegiate Athletics, Equity and Diversity Officer, President of Faculty Senate, and six faculty members. (Three faculty members are nominated and elected for two-year terms by the faculty-at-large each spring.) The chair of the committee is elected by the outgoing Committee.

REPORTING CHANNEL: Chancellor

MEMBERSHIP:

* Dr. Thomas Rakes, Chancellor
* Dr. Jerald Ogg, Interim Vice Chancellor for Academic Affairs
* Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs
* Mr. Al Hooten, Vice Chancellor for Finance and Administration
* Mrs. Len Solomons, Vice Chancellor for University Advancement
* Ms. Edie Gibson, Executive Assistant to the Chancellor
* Mr. Bud Grimes, Director of University Relations
* Mr. Phil Dane, Director of Intercollegiate Athletics
* Dr. Ann Duncan, Equity and Diversity Officer, African American Female
* Dr. Elaine Harriss, President, Faculty Senate
Dr. Georgia Awipi, Faculty Representative (2009), African American Female
Mr. Bob Bradley, Faculty Representative (2008)
Dr. David Coffey, Faculty Representative (2009)
Mr. Doug Cook, Faculty Representative (2008)
Dr. Paula Gale, Faculty Representative (2009)
Dr. Ann Gathers, Faculty Representative (2008)
(*Indicates ex-officio member of the Committee)
APPEALS COMMITTEE ON UNDERGRADUATE READMISSION
2007-2008

PURPOSE: The Appeals Committee on Undergraduate Readmission addresses the appeals of a student academically suspended for failing to meet the minimum academic requirements for continuation at The University of Tennessee at Martin. Readmission may be obtained upon approval by this Committee after presentation of adequate evidence of ability, maturity, and motivation. No student refused readmission may re-enter the University until the approval of this Committee has been obtained.

COMPOSITION: Director of Admissions; two staff members from Student Affairs; a representative from Student Success Center, a representative from the Division of Academic Affairs; a representative from the Faculty Senate; Assistant Director of Admissions; Admissions Counselor; and one representative serving a two-year term from each of the academic colleges: Agriculture and Applied Sciences; Business and Public Affairs; Education and Behavioral Sciences; Engineering and Natural Sciences; and Humanities and Fine Arts. For each hearing on an individual student, the dean of that student's college (or the dean's designee) sits on the committee. The Director of Admissions will serve as chair.

REPORTING CHANNEL: Vice Chancellor for Student Affairs

MEMBERSHIP:

* Ms. Judy Rayburn, Director of Admissions, Chair
* Ms. Vishenia Huery, Student Conduct Coordinator, Student Affairs, African American, Female
* Mr. Louis Ragsdale, Coordinator for Greek Life, Student Affairs
* Mr. Tommy McElnow, Conditional Admissions Coord., Student Success Ctr, African Am Male
* Dr. Victoria Seng, Assistant Vice Chancellor for Academic Affairs
* Dr. Randy Garza, Faculty Senate Representative (2007)
* Ms. Melanie Morris, Assistant Director of Admissions
* Mr. Jonathan Spiceland, Admissions Counselor
Dr. Jimmy Butler, Agriculture and Applied Sciences (2009)
Dr. Paula Moore, Business Public Affairs (2008)
Dr. Michelle Merwin, Education and Behavioral Sciences (2009)
Mr. Ed Wheeler, Engineering and Natural Sciences (2008)
Dr. Donna Cooper, Humanities and Fine Arts (2008)
Dean or designee of student's college
(*Indicates ex-officio member of the Committee)
PURPOSE: The Athletics Board advises the UT Martin Chancellor, UT President, and UT Board of Trustees on the status and projected needs of intercollegiate athletics at UT Martin; expands the base of financial and public support among several constituencies, including Trustees, UT System administration, alumni, faculty, staff, legislators, students, and the general public, particularly in the State of Tennessee; and reviews periodically and advises the Chancellor and Office of Intercollegiate Athletics on matters such as personnel, budget, ticket policies, student fees, schedules, conference memberships, recruitment policies, facilities, and public relations.

COMPOSITION: Two representatives of the UT Board of Trustees; UT President; UT Executive Vice President; UT Martin Chancellor; Vice Chancellors; Director of University Relations; Faculty Senate President; Faculty Senate Vice President; Director of Intercollegiate Athletics; Senior Woman Administrator - Intercollegiate Athletics; Registrar; Coordinators of Mathematics, Reading, and Writing Laboratories; Development Committee Chair or designee; Alumni Council President; Weakley County Alumni Chapter President; Skyhawk Club President; Student Government Association President; Cheerleader representative; and Undergraduate Alumni Council representative.

A UT Martin faculty member appointed by the Chancellor shall be chair. In addition to the chair, there shall be five faculty members appointed for three-year terms with at least one member rotating off each year, one Employee Relations Council representative, one administrative staff representative, one alumni representative, and two each men's and women's player representatives. The Chancellor, as appointing authority, shall ensure adequate minority representation on the Athletics Board.

REPORTING CHANNEL: Chancellor

MEMBERSHIP:

*Ms. Barbara Castleman, UT Trustee
*Mr. Jerry Jackson, UT Trustee
*Dr. John Peterson, UT President
*Dr. David Millhorn, UT Executive Vice President
*Dr. Thomas Rakes, Chancellor
*Dr. Jerald Ogg, Interim Vice Chancellor for Academic Affairs
*Mr. Al Hooten, Vice Chancellor for Finance and Administration
*Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs
*Mrs. Len Solomons, Vice Chancellor for University Advancement
*Mr. Bud Grimes, Director of University Relations
*Dr. Elaine Harriss, President, Faculty Senate
*Dr. Kathy Evans, Vice President, Faculty Senate, African American, Female
*Mr. Phil Dane, Director of Intercollegiate Athletics
*Ms. Danelle Fabianich, Senior Woman Administrator, Intercollegiate Athletics
*Ms. Brandy Cartmell, Registrar
*Ms. Brenda Lackey, Mathematics Laboratory Coordinator (2008)
*Dr. Beverly Hearn, Reading Center Director (2008)
*Ms. Anna Clark and Ms. Jenna Wright, Co-Writing Laboratory Coordinators (2008)
*Dr. Anne Meek, Chair, Development Committee (2008)
*Mr. Tim Taylor, President, UTM Alumni Council (2008)
*Ms. Candy Goad, President, Weakley County Alumni Chapter (2008)
*Mr. Sam Lewallen, President, Skyhawk Club (2008)
*Ms. Erin Chambers, SGA President (2008)
*Ms. Burena Smith, Cheerleader Representative (2008)
*Mr. Bryan Barnes, Undergraduate Alumni Council Representative (2008)

Dr. Nell Gullett, Faculty Representative, Chair
Dr. Laura Brown, Faculty Representative (2008)
Ms. Teresa Collard, Faculty Representative (2009)
Dr. Lionel Crews, Faculty Representative (2009)
Dr. Jeff McCullough, Faculty Representative (2008)
Dr. Linda Ramsey, Faculty Representative (2010)
Ms. Stacy West, Employee Relations Council Representative (2008)
Mr. Eric Simmons, Administrative Staff Representative (2008)
Mr. Al Creswell, UT Martin Alumni Representative (2008)
Mr. Joe Raccuglia, Men's Player Representative (2008)
Mr. Romeill Dunlap, Men's Player Representative (2008)
Ms. Crystal Fuller, Women's Player Representative (2008)
Ms. Mary Beth Gunn, Women's Player Representative (2008)

(*Indicates ex-officio member of the Board)
PURPOSE: The Equity and Diversity Advisory Council is a standing committee whose members are appointed by the Administrative Committee on Committees:
(1) to review the Affirmative Action Plan;
(2) to recommend implementation procedures which may result in improved operation or expedite achievement of goals in hiring;
(3) to actively participate in communicating the purpose of affirmative action to the university community;
(4) to carry out any specific charges given by the Chancellor;
(5) to provide a subcommittee to hear appeals as specified in the Affirmative Action Plan; and if necessary, appeals concerning Americans with Disabilities Act.

COMPOSITION: Equity and Diversity Officer (non-voting), Director of Human Resources, Intercollegiate Athletics representative, Employee Relations Council representative, Personnel Policies Committee representative, a Persons with Disabilities representative, a Vietnam Era Veteran representative, four faculty members serving two-year terms, Student Government Association representative, exempt staff representative, and non-exempt staff representative. The Committee will be chaired by the Equity and Diversity Officer.

REPORTING CHANNEL: Chancellor

MEMBERSHIP:

*Dr. Ann Duncan, Equity and Diversity Officer, Chair, African American, Female  
*Mr. Phil Bright, Director of Human Resources, African American, Male  
Ms. Danielle Fabianich, Intercollegiate Athletics Representative (2008)  
Ms. Jackie Trice, Employee Relations Council Representative (2008), African Am., Female  
Dr. Rebel Reavis, Personnel Policies Committee Representative (2008)  
Ms. Sharon Robertson, Persons with Disabilities Representative (2008)  
Dr. Ervin Briones, Faculty Representative (2009)  
Dr. Chris Hill, Faculty Representative (2008)  
Dr. Sarah Holiday, Faculty Representative (2008)  
Dr. Richard Williams, Faculty Representative (2009)  
Ms. Amelia Kosta, SGA Representative (2008)  
Ms. Karen Martin, Exempt Staff Representative (2008)  
Mr. Steve Sherfield, Non-Exempt Staff Representative (2008), African American, Male

(*Indicates ex-officio member of the Committee)
PURPOSE: The UT Martin Employee Relations Council is established under the general provisions of Personnel Policies and Procedures Statement No. 4, August 1, 1975. The Council provides a direct channel of communication between support employees and university officials for the interchange of information concerning plans and programs pertinent to employees. The Council also serves as an advisory body to the Chancellor with respect to personnel policies, programs, practices, and matters and conditions affecting employees. As required, a grievance subcommittee is formed from the Council to hear and assist with resolution of grievances which cannot be resolved between employee and supervisor. One employee representative from the Council is elected annually to represent UT Martin on the Employee Relations Advisory Board, which serves as an advisory group to the University President on personnel policies, programs, and practices.

COMPOSITION: Chancellor, Vice Chancellor for Finance and Administration, and Director of Human Resources (acts as secretary), and elected employee representatives (20).

REPORTING CHANNEL: Chancellor

MEMBERSHIP:
* Dr. Thomas Rakes, Chancellor
* Mr. Al Hooten, Vice Chancellor for Finance and Administration
* Mr. Phil Bright, Director of Human Resources, Secretary, African American, Male

Employee representatives are elected each fall with elections scheduled by the Director of Human Resources. There shall be two representatives elected from Physical Plant employees (other than custodians); two from Physical Plant custodial services (one from day shift and one from night shift); one from Student Housing custodial service; one from Grounds and Transportation Services; two from Boling University Center; one from Crisp Hall and Copier Repair; two from Gooch Hall, McCombs Center, and Business Administration Building; one from Holt Humanities Building, Sociology Building, Student Health, and Housing Receptionists; one from the Elam Center, Fieldhouse, Football Office, and Perry Children's Center; one from Paul Meek Library; one from Fine and Performing Arts Building, Johnson Engineering and Physical Sciences Building, and Brehm Hall; one from Clement Hall; and four from the Administration Building.

(*Indicates ex-officio member of the Council)
PURPOSE: The Extenuating Circumstances Admissions and Residency Appeals Committee determines and maintains a written record of its deliberations whether an applicant’s high school GPA, ACT scores, and other pertinent data justify admitting someone who does not meet regular admissions criteria. The Committee also hears appeals of residency classifications determined by the Director of Admissions on the basis of Board of Trustees guidelines and forwards the recommendations to the Chancellor for approval.

COMPOSITION: The Committee will be composed of the Director of Admissions, the Vice Chancellor for Student Affairs, the Assistant Vice Chancellor for Academic Affairs, the Assistant Vice Chancellor for Finance and Administration, and three faculty members chosen by the Administrative Committee on Committees. Each member will serve a three-year term with one rotating off each year. The Director of Admissions will serve as chair and secretary of the Committee.

REPORTING CHANNEL: Vice Chancellor for Student Affairs

MEMBERSHIP:

*Ms. Judy Rayburn, Director of Admissions, Chair and Secretary
*Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs
*Dr. Victoria Seng, Associate Vice Chancellor for Academic Affairs
*Ms. Laura Foltz, Director of Business Affairs
Dr. David Farrow, Faculty Representative (2008)
Dr. Julie Hill, Faculty Representative (2010)
Mr. David McBeth, Faculty Representative (2009)
*(Indicates ex-officio member of the Committee)
PURPOSE: The Faculty Research and Development Committee prepares guidelines, evaluates applications, and recommends recipients for grants designed to provide faculty members an opportunity to engage in organized study programs and/or introduce course innovations. The Committee also encourages participation in and support of research by faculty and students and serves as the University review board for research proposals involving human subjects and for proposals submitted to the Faculty Research Grant Program. The Committee makes possible the interaction of representatives from many areas and programs and provides a means of emphasizing the role of research in the University's mission.

COMPOSITION: Two faculty representatives from each academic college with at least five faculty representing academic areas involved in human subject research and one from the Paul Meek Library are selected for two-year overlapping terms. In addition, for purposes of reviewing research proposals involving human subjects, a representative of the local community will be added to the Committee membership for a one-year term. This individual will be appointed as follows: The members of the Committee shall compile a list of nominees acceptable to the full Committee and submit it to the Director of Research, Grants, and Contracts who, after consultation with the Provost and Vice Chancellor for Academic Affairs, shall select the community representative from the prepared list. A faculty representative elected by the outgoing Committee will serve as chair and the Director of Research, Grants, and Contracts will serve as secretary and a non-voting member.

REPORTING CHANNEL: Provost and Vice Chancellor for Academic Affairs

MEMBERSHIP:

*Dr. Joan West, Director of Research, Grants, and Contracts, Secretary
Dr. Eric Pelren, Agriculture and Applied Sciences (2009)
Dr. Chris Baxter, Business and Public Affairs (2009)
Dr. Richard Griffin, Business and Public Affairs (2008)
Dr. Beverly Hearn, Education and Behavioral Sciences (2009)
Dr. Angie MacKewn, Education and Behavioral Sciences (2008)
Dr. Nancy Buschhaus, Engineering and Natural Sciences (2009)
Dr. John Schommer, Engineering and Natural Sciences (2008)
Mr. Jeff Hoyer, Humanities and Fine Arts (2008)
Mr. Tim Hacker, Humanities and Fine Arts (2009)
Mr. Sam Richardson, Paul Meek Library (2008)
Ms. Jayne Parrish, Community Member (2008)

(*Indicates ex-officio member of the Committee)
UT MARTIN

FINANCIAL AID AND SCHOLARSHIP AWARDS COMMITTEE
2007-2008

PURPOSE: The Financial Aid and Scholarship Awards Committee reviews and recommends revisions on policies and regulations on awarding of financial aid to students and assists the Director of Student Financial Assistance in administering the responsibilities of that office. The Committee also considers appeals of scholarship termination as they pertain to the National Collegiate Athletic Association Charter of Financial Aid.

COMPOSITION: Vice Chancellor for Student Affairs, Assistant Vice Chancellor for Finance and Administration, Director of Student Financial Assistance, Vice Chancellor for University Advancement, Director of Intercollegiate Athletics, a representative from each academic college appointed each year by the dean, and two students appointed by the Student Government Association President and approved by the Student Senate. The Assistant Vice Chancellor for Finance and Administration will serve as chair.

REPORTING CHANNEL: Vice Chancellor for Student Affairs

MEMBERSHIP:

*Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs
*Ms. Laura Foltz, Director of Business Affairs, Chair
*Ms. Sandy Neel, Director of Student Financial Assistance
*Mrs. Len Solomons, Vice Chancellor for University Advancement
*Mr. Phil Dane, Director of Intercollegiate Athletics
Ms. Shirley Fry, Agriculture and Applied Sciences (2008)
Dr. Ron Kilgore, Business and Public Affairs (2008)
Dr. Michael Spaulding, Education and Behavioral Sciences (2008)
Dr. Dawn Wilkins, Engineering and Natural Sciences (2008)
Dr. Mark Simmons, Humanities and Fine Arts (2008)
Ms. Erin Smith, SGA Representative (2008)
Mr. Nicholas Lewis, SGA Representative (2008)

(*Indicates ex-officio member of the Committee)
PURPOSE: The Honors and Ceremonies Committee assists the University in establishing ceremonial policies. The Committee coordinates Honors Day activities with the administrative office responsible for the awards program and approves or rejects applications for new awards. The Committee is also responsible for recommending prospective speakers for the campus.

COMPOSITION: Representative of administrative office responsible for coordinating Honors Day, Vice Chancellor for University Advancement, Provost and Vice Chancellor for Academic Affairs, Executive Assistant to the Chancellor, Director of Academic Records and Registrar, four faculty members appointed by the Administrative Committee on Committees for overlapping two-year terms, and two Honors Programs student representatives. A faculty representative elected by the outgoing Committee will serve as chair and the Vice Chancellor for Academic Affairs will serve as secretary.

REPORTING CHANNEL: Chancellor

MEMBERSHIP:

*Ms. Dorothy Gillon, Honors Day Representative
*Mrs. Len Solomons, Vice Chancellor for University Advancement
*Dr. Jerald Ogg, Interim Vice Chancellor for Academic Affairs, Secretary
*Ms. Edie Gibson, Executive Assistant to the Chancellor
*Ms. Brandy Cartmell, Director of Academic Records and Registrar
  Dr. Lynn Alexander, Faculty Representative (2008)
  Dr. Stan Dunagan, Faculty Representative (2009)
  Dr. Arthur Hunt, Faculty Representative (2009)
  Dr. Lisa LeBleu, Faculty Representative (2008)
Ms. Leighanna Simms, Honors Programs Student Representative (2008)

(*Indicates ex-officio member of the Committee)
PURPOSE: The Institutional Animal Care and Use Committee is responsible for reviewing and approving research protocols using non-human animals and to inspect facilities used to maintain them to ensure ethical treatment of animals by faculty and student researchers.

COMPOSITION: Director of Research, Grants, and Contracts, six members serving three-year overlapping terms and one public member to represent general community interests in the proper care and use of animals. One of the five committee members must be a faculty member from a non-animal use background, and one committee member must be a doctor of veterinary medicine and serve as consulting veterinarian. The chair of the Committee will be elected by the outgoing Committee.

REPORTING CHANNEL: Provost and Vice Chancellor for Academic Affairs

MEMBERSHIP:

*Dr. Joan West, Director of Research, Grants, and Contracts
Dr. Tom Blanchard, Faculty Representative (2009)
Dr. Ann Gathers, Faculty Representative (2010)
Dr. Deborah Gibson, Faculty Representative (2009)
Dr. Norm Lillegard, Faculty Representative (2008)
Dr. Tim Burcham, Faculty Representative (2010)
Dr. Janet Bailey, UTM Veterinarian (2008)
Mrs. Carla Field, Community Representative (2008)

(*Indicates ex-officio member of the Committee)
PURPOSE: The Publications Committee establishes policies governing student publications, appoints qualified students to editorial positions of the yearbook and the campus newspaper, nominates faculty sponsors, and recommends budgets of official student publications. No campus student publication may solicit advertising without this committee's approval. It is the Committee's responsibility to see that publications meet standards of objectivity and taste that are consistent with the Committee's own Code of Ethics and Policy Guide. Official student publications, funded all or in part by university-collected funds, must be approved by this Committee. The Committee has authority to reprimand or replace student staff as well as to recommend salaries and commissions. The Committee shall also study ways to integrate experience gained into the Department of Communications curriculum.

COMPOSITION: Director of University Relations, Vice Chancellor for Finance and Administration, Vice Chancellor for Student Affairs, Vice Chancellor for University Advancement, Director of Intercollegiate Athletics, Chair of the Department of Communications, five faculty members serving two-year terms, SGA President, three students appointed by the Student Government Association President and approved by the Student Senate, and one UT Martin graduate familiar with journalism. The chair of the Committee is selected by the outgoing Committee.

REPORTING CHANNEL: Vice Chancellor for Student Affairs

MEMBERSHIP:

*Mr. Bud Grimes, Director of University Relations
*Mr. Al Hooten, Vice Chancellor for Finance and Administration
*Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs
*Mrs. Len Solomons, Vice Chancellor for University Advancement
*Mr. Phil Dane, Director of Intercollegiate Athletics
*Dr. Robert Nanney, Chair of Communications
  Mr. Joe LoFaro, UT Martin Graduate (2008), Chair
Ms. Georgia Baskett, Faculty Representative (2008)
Dr. Brent Cox, Faculty Representative (2009)
Mr. Rodney Freed, Faculty Representative (2008)
Dr. Neil Graves, Faculty Representative (2008)
Dr. Daniel Nappo, Faculty Representative (2009)
Ms. Erin Chambers, SGA President (2008), African American, Female
Ms. Rachael Stephens, SGA Representative (2008)
Ms. Bonike Akinsanya, SGA Representative (2008)
Ms. Lorie Mallari, SGA Representative (2008)

(*Indicates ex-officio member of the Committee)
PURPOSE: The Registration Committee assists the Director of Academic Records and Registrar in coordinating all aspects of registration each term and reviews and offers recommendations on revisions of procedures or policies for registration.

COMPOSITION: Director of Academic Records and Registrar, Director of Admissions, Provost and Vice Chancellor for Academic Affairs, Vice Chancellor of Student Affairs, Bursar, Director of Information Technology Services, Director of Extended Campus and Continuing Education, five faculty members serving two-year terms (one from each academic college), and four students appointed by Student Government Association President and approved by the Student Senate. The Committee will be chaired by the Director of Academic Records and Registrar.

REPORTING CHANNEL: Provost and Vice Chancellor for Academic Affairs

MEMBERSHIP:

*Ms. Brandy Cartnell, Director of Academic Records and Registrar, Chair
*Ms. Judy Rayburn, Director of Admissions
*Dr. Jerald Ogg, Interim Vice Chancellor for Academic Affairs
*Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs
*Ms. Marsha Mitchell, Assistant Director of Business Affairs and Bursar
*Ms. Shannon Burgin, Assistant Vice Chancellor and Chief Information Officer
*Mr. Bill Duffy, Executive Director of Extended Campus and Continuing Education
  Dr. Eric Pelten, Agriculture and Applied Sciences (2008)
  Dr. Philip Young, Business and Public Affairs (2009)
  Dr. Linda Blanding, Education and Behavioral Sciences (2008)
  Dr. Brian Wagner, Engineering and Natural Sciences (2009)
  Dr. Fred Spano, Humanities and Fine Arts (2009)
  Mr. Beau Grant, SGA Representative (2008)
  Mr. Josh Isbell, SGA Representative (2008)
  Mr. Sam Patel, SGA Representative (2008)
  Ms. Rebecca Weaver, SGA Representative (2008)

(*Indicates ex-officio member of the Committee)
PURPOSE: The Safety Committee is charged to identify or anticipate hazardous or potentially hazardous conditions on campus and make appropriate recommendations for correction, including periodic reviews of lists of such conditions submitted by state, local, or campus officials, such as OSHA and TOSHA standards.

COMPOSITION: Director of Public Safety; Assistant Vice Chancellor for Finance and Administration; Director of Student Housing; Director of Physical Plant; Director of Boling University Center; Safety Officer; Assistant Vice Chancellor for Academic Affairs; Director of Student Health, Chair of Department of Nursing; one non-exempt staff representative, and the Student Government Association Vice President. The Director of Public Safety will serve as chair, and the Assistant Vice Chancellor for Finance and Administration will serve as secretary.

REPORTING CHANNEL: Vice Chancellor for Finance and Administration

MEMBERSHIP:

*Mr. Scott Robbins, Director of Public Safety, Chair
*Ms. Laura Foltz, Director of Business Affairs, Secretary
*Mr. Earl Wright, Director of Student Housing
*Mr. Tim Nipp, Director of Physical Plant
*Mr. John Abel, Interim Director of Boling University Center
*Mr. Ted Council, Safety Officer
*Dr. Victoria Seng, Associate Vice Chancellor for Academic Affairs
*Ms. Shannon Deal, Director of Student Health
*Dr. Nancy Warren, Chair of Nursing
*Mr. Gary Mansfield, Non-Exempt Staff Representative
*Mr. Grayson Uldrich, SGA Vice President or designee (2008)

(*Indicates ex-officio member of the Committee)
PURPOSE: The Traffic and Parking Authority Committee reviews and recommends policies, rules, and regulations governing vehicular traffic on campus. The Committee also recommends penalties for categories of infractions of traffic and parking regulations. This Committee was established by Board of Trustees action on June 20, 1968. A subcommittee composed of one faculty member, one staff member, and one student member from this group will hear appeals of penalties levied against students, faculty, or staff for violations of campus traffic and parking regulations as publicized in "Campus Traffic and Parking Regulations" and render judgments on such appeals. Appeals must be made in writing within 14 days of the citation date with the responsibility for stating reasons why the penalties should not be levied resting upon the appealing party.

COMPOSITION: Director of Public Safety, Vice Chancellor for Student Affairs, Vice President of Student Government Association, three other students appointed by SGA President and approved by Student Senate, three faculty members, and three staff members with at least one exempt and one non-exempt position represented. The Director of Public Safety will serve as chair.

REPORTING CHANNEL: Vice Chancellor for Finance and Administration

MEMBERSHIP:

*Mr. Scott Robbins, Director of Public Safety, Chair
*Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs
*Mr. Grayson Uldrich, SGA Vice President (2008)
*Ms. Monica Bertram, SGA Representative (2008)
*Ms. Kim Whitaker, SGA Representative (2008)
*Mr. Eric Lipford, SGA Representative (2008)
Dr. Jim Fieser, Faculty Representative, (2008)
Dr. Lane Last, Faculty Representative (2008)
Dr. Mary Lemons, Faculty Representative (2008)
Ms. Rita Mitchell, Non-Exempt Staff Member (2008)
Mr. Andrew Brown, Exempt Staff Member (2008)
Mr. Elwood Doss, Exempt Staff Member (2008)

(*Indicates ex-officio member of the Committee)
PURPOSE: The University Calendar Committee is responsible for recommending all class scheduling dates including when classes begin and end, semester breaks, study days, and commencement exercises for the University. These dates must conform to the Faculty Senate designated instruction time for semester weeks and class minutes.

COMPOSITION: Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Vice Chancellor for Finance and Administration, Registrar, Faculty Senate President-elect, Faculty Senate Committee on Instruction Chair, two students appointed by the Student Government President and approved by the Student Senate, and five faculty members representing each of the five colleges serving two-year terms. The Committee will be chaired by the Provost and Vice Chancellor for Academic Affairs.

REPORTING CHANNEL: Chancellor

MEMBERSHIP:

*Dr. Jerald Ogg, Interim Vice Chancellor for Academic Affairs, Chair
*Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs
*Mr. Al Hooten, Vice Chancellor for Finance and Administration
*Ms. Brandy Cartmell, Director of Academic Records and Registrar
*Dr. Kathy Evans, President-elect, Faculty Senate
*Dr. Mark Simpson, Chair, Committee on Instruction
*Ms. Erin Chambers, SGA Representative (2008)
*Mr. Grayson Uldrich, SGA Representative (2008)
Ms. Ruby Lindsey Black, Agriculture and Applied Sciences (2009)
Dr. Philip Young, Business and Public Affairs (2008)
Dr. Brian Donavant, Education and Behavioral Sciences (2009)
Mr. Tom Eskew, Engineering and Natural Sciences (2008)
Ms. Beth Powell, Humanities and Fine Arts (2009)

(*Indicates ex-officio member of the Committee)
PURPOSE: The University Council, in accordance with the University of Tennessee Bylaws, was established by the Chancellor and delegated review of the following functions: approval and control of student organizations and adoption of standards of conduct and disciplinary procedures involving misconduct or delinquencies of students. Subcommittees of six persons shall serve as appeal boards (or as the initial hearing boards) for disciplinary cases and appeals of grades alleged to be lower than academically earned. However, the Chancellor shall retain ultimate control and authority and shall be responsible to the President and the Board of Trustees for all final actions and decisions in these areas.

COMPOSITION: Vice Chancellor for Student Affairs, Vice Chancellor for University Advancement, Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Finance and Administration, Student Conduct Coordinator, two academic deans serving two-year terms with one rotating off each year, President-Elect of Faculty Senate, five faculty members serving two-year terms, and six executive officers of the Student Government Association or designees selected from SGA Senate. The Committee will be chaired by the Vice Chancellor for Student Affairs.

REPORTING CHANNEL: Chancellor

MEMBERSHIP:
*Mr. Steve Vantrease, Interim Vice Chancellor for Student Affairs, Chair
*Mrs. Len Solomons, Vice Chancellor for University Advancement
*Dr. Jerald Ogg, Interim Vice Chancellor for Academic Affairs
*Mr. Al Hooten, Vice Chancellor for Finance and Administration
*Ms. Vishenica Huery, Student Conduct Coordinator
*Dr. Ernie Moser, Dean of Business and Public Affairs (2008)
*Dr. Mary Lee Hall, Dean of Education and Behavioral Sciences (2009)
*Dr. Kathy Evans, President-Elect, Faculty Senate (2008)
Dr. David Barber, Faculty Representative (2009)
Mr. Bob Bradley, Faculty Representative (2009)
Dr. Tina Lee, Faculty Representative (2008)
Dr. Linda Husmann, Faculty Representative (2008)
Ms. Jeanna Wright, Faculty Representative (2009)
Ms. Erin Chambers, SGA President (2008)
Mr. Grayson Ulbrich, SGA Vice President (2008)
Ms. Amelia Kosta, SGA Secretary General (2008)
Ms. Whitni Smith, SGA Representative (2008)
Ms. Bonike Akinsanya, SGA Representative (2008)
Ms. Amanda Cherry, SGA Representative (2008)

(*Indicates ex-officio member of the Committee)
THE UNIVERSITY OF TENNESSEE/TENNESSEE STATE UNIVERSITY
EXTENSION
Advisory Council Membership - 2008

Carol Aiken (Chair)  WF
Business/Occupation: Nurse
Term Expires: Fall 2008
Washington County
Represents: Eastern Region
Area: Ag or Natural Resources
Address:
238 Sam Aiken Road
Telford, TN 37690
Phone: 423/257-4642
423/676-7476 (w)
423/534-6365 (c)
Email: jlaiken@yahoo.com

Maurine Bronaugh (TSU)  BF
Business/Occupation: Retired Consumer Science Teacher
Term Expires: Fall 2008
Davidson County
Represents: Central Region
Address:
3300 Moorewood Drive
Nashville, TN 37207
Phone: 615/327-9764
615/830-2548 (c)
Email: maurine11_1@netzero.net

Ms. Anita Allen (TSU)  BF
Business/Occupation: Hamilton Co. Dept. Of Ed
Term Expires: Fall 2010
Hamilton County
Represents: Eastern Region
Area: 4-H
Address:
3104 Lookaway Trail
Chattanooga, TN 37406
Phone: 423/622-4425
Email: akaya81@aol.com

Dwight Dickson  WM
Business/Occupation: District Conservationist
Term Expires: Fall 2009
Fentress County
Represents: At Large
Area: Ag or Natural Resources
Address:
P. O. Box 1717
Jamestown, TN 38556
Phone: 931-879-8212 Ext. 3 (w)
Email: Dwight.Dickson@tn.usda.gov

Dr. Jeanette Armstrong (TSU)  BF
Business/Occupation: Retired Director of Vocational Adult and Community Education
Term Expires: 2009
Davidson County
Represents: Central Region
Area: FCS/Resource Development
Address:
5829 Fireside Drive
Brentwood, TN 37027
Phone: 615/371-8651
Email: jaswa@comcast.net

James W. Ford (TSU)  BM
Business/Occupation: Retired State Conservationist, NRCS
Term Expires: Fall 2010
Davidson County
Represents: Central Region
Area: Ag or Natural Resources
Address:
917 Wonderland Pass
Nashville, TN 37076
Phone: 615/874-3540
Cell: 615/483-6825
Email: squareoconsulting@msn.com
THE UNIVERSITY OF TENNESSEE/ TENNESSEE STATE UNIVERSITY EXTENSION
Advisory Council Membership - 2008

Brent Griggs
Business/Occupation: Farmer
Term Expires: Fall 2008
Gibson County
Represents: At Large
Address: 902 Hillwood Street
Kenton, TN 38233
Phone: 731/749-5035
Email: brentgriggs@aol.com

James C. Jaycox (TSU)
Business/Occupation: Retired Engineer
Term Expires: Fall 2010
Dyer County
Represents: Western Region
Area: Resource Development
Address: 1600 Shelby Drive
Dyersburg, TN 38024
Phone: 731/285-0054
Cell: 731/297-6701
Email: icjayc@bellsouth.net

Gary Mason
Business/Occupation: Farmer
Term Expires: Fall 2009
McMinn County
Represents: Eastern Region
Area: Ag or Natural Resources
Address: 222 County Road
Niota, TN 37826
Phone: 423-578-2498

Nancy Fugate Large
Business/Occupation: Clinical Nutritionist (Ret)
Term Expires: Fall 2010
Anderson County
Represents: At-Large
Area: FCS
Address: 105 Mike Miller Road
Clinton, TN 37716
Phone: 865/457-9535
Email: nfugate@aol.com

Jimmy Lewis
Business/Occupation: Farmer
Term Expires: Fall 2010
Henderson County
Represents: At-Large
Area: Ag or Natural Resources
Address: 645 Exchange Road
Wildersville, TN 38388
Phone: 731/968-4681
Cell: 731/225-3716

Elaine Lovelace
Business/Occupation: Beauty Shop Owner
Term Expires: Fall 2010
Fayette County
Represents: At-Large
Area: 4-H
Address: 1765 Fortune Road
Moscow, TN 38057
Phone: 901/465-8488
Email: elainelovelace@comcast.net

Carol McBride
Business/Occupation: 4-H Volunteer
Term Expires: Fall 2009
Coffee County
Represents: At Large
Area: 4-H
Address: 23 Richland Ct.
Manchester, TN 37355
Phone: 931/728-6525
Email: cmcbride84@aol.com

James Menees
Business/Occupation: Farmer
Term Expires: Fall 2008
Montgomery County
Represents: Western Region
Address: 1151 Port Royal Road
Clarksville, TN 37043
Phone: 931/485-2956
Email:
THE UNIVERSITY OF TENNESSEE/TENNESSEE STATE UNIVERSITY EXTENSION
Advisory Council Membership - 2008

Karmen Rivers
Business/Occupation: Student/4-H’er
Term Expires: Fall 2009
Davidson County
 Represents: Youth Representative
Address:
923 Burchwood Drive
Nashville, TN 37216
Phone: 615-228-1651
Email: karmen_shealy@yahoo.com

Dr. Kenneth Robinson
Business/Occupation: Dept. Of Human Services
Term Expires: 2009
Davidson County
 Represents: At Large
Area: FCS
Address:
TN Department of Human Services
425 Fifth Avenue, North
Cordell Hull Building, 3rd Floor
Nashville, TN 37243
Phone: 615-741-3111
email:

Becky Ruppe
Business/Occupation: County Mayor
Term Expires: Fall 2008
Morgan County
 Represents: Eastern Region
Address:
P. O. Box 387
Wartburg, TN 37887
Phone: 423/346-6288
Email: rrruppe@yahoo.com

Russell Shelton (TSU)
Business/Occupation: Director, TN Technology Center
Term Expires: 2008
Shelby County
 Represents: Western Region
Address:
550 Alabama Avenue
Memphis, TN 38105-3604
Phone: 901/543-6156
Email: Russell_Shelton@ttcmemphis.edu

Carla Snodgrass
Business/Occupation: Executive Director, Prevent Child Abuse Tennessee
Term Expires: Fall 2009
Davidson County
 Represents: Central Region
Area: FCS
Address:
1120 Glendale Lane
Nashville, TN 37204
Phone: 615-383-0994 or 888-383-0994
Email: carla_snodgrass@pcat.org

Julie Thompson
Business/Occupation: Beef Cattle Farmer/Elem. School Principal
Term Expires: Fall 2008
Knox County
 Represents: Eastern Region
Address:
6726 Little Flat Creek Road
Corryton, TN 37721
Phone: 865/689-2317
865/933-4172 (w)
865/705-5226 (c)
Email: thompson23@k12tn.net

Lee Todd
Business/Occupation: Retired
Term Expires: Fall 2009
Shelby County
 Represents: Western Region
Area: Ag or Natural Resources
Address:
8353 Glen Meadow Lane
Germantown, TN 38138
Phone: 901-755-1191
Email: wlee@aim.com

WF
BF
BM
WF
WF
WM
THE UNIVERSITY OF TENNESSEE/ TENNESSEE STATE UNIVERSITY
EXTENSION
Advisory Council Membership - 2008

Jannis Vanderlinden  WF
Business/Occupation: Community Volunteer
Term Expires: 2008
Dickson County
Represents: At Large
Area: FCS
Address:
2045 Dade Circle
Dickson, TN 37055
Phone: 615/446-7383
615/828-7385 (c)
Email: posysketch237@hotmail.com

Donald Willis  WM
Business/Occupation: Farmer (Row Crop, Cattle)
Term Expires: 2008
Coffee County
Represents: Central Region
Address:
175 Hidden River Lane
Hillisboro, TN 37342
Phone: 931/467-3281 (home)
931/580-3281 (cell)
Email: WillisFarm@blomand.net

Merilyn Waldron  WF
Business/Occupation: Homemaker
Term Expires: Fall 2009
Rutherford County
Represents: Central Region
Area: FCS
Address:
3435 Florence Road
Murfreesboro, TN 37129
Phone: 615-895-0164 (Home)
Cell: 615-275-5972

EXTENSION EX-OFFICIO MEMBERS

Wm Herbert Byrd, Ill  WM
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205 Morgan Hall  
2621 Morgan Circle  
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Fax: 865-974-1628  
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County Extension Director  
Lewis County  
110 Park Avenue  
Hohenwald, TN 38462-1414  
Phone: 931/796-3091  
Fax: 931/796-6010  
Email: pmspears@utk.edu  
Term ends: 2008

Doyle Meadows  
Professor, Animal Science  
5201 Marchant Drive  
Nashville, TN 37211  
Phone: 615/832-8341  
Fax: 615/832-0043  
Email: dmeadows@utk.edu  
Term ends: 2008

Connie Heiskell  
Regional Director  
Eastern Region  
3213 Alcoa Highway  
Knoxville, TN 37996-4534  
Phone: 865/577-9963  
Fax: 865/577-6626  
Email: cheiskel@utk.edu  
Term ends: 2008