# THE UNIVERSITY OF TENNESSEE
## TITLE VI IMPLEMENTATION PLAN
### 2009-2010

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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, 2009, after serving as Acting President since March 1, 2009, Dr. Jan Simek became Interim 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 research, 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 antidiscrimination 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 2007-2008 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.

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 are 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, 2006, through June 30, 2007, 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 2002-2007; progression of African American and white freshmen who return as sophomores from 2003-2007; African American and white undergraduate graduation rates from 2002-2006. 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 2006-2007.

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 2007, 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.

The work of the Task Force is still ongoing.

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 will again include students from TSU.
This year, 2009, marked the fiftieth anniversary of the start of the first organized rural black voter registration campaign in the South, an event that came to be known as Tent City in rural Haywood and Fayette Counties in West Tennessee. In commemoration of this landmark event in the nation’s history, the Howard Baker Center for Public Policy hosted 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 drew 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. Two of the principal speakers at the event included Mrs. Viola McFerren, a leader and organizer of Tent City, and Senator Howard Baker. Next year’s event will focus on the 2010 census.

The University of Tennessee Knoxville (UTK) The Knoxville Office of Equity and Diversity serves the UT Knoxville Area Units consisting of the Knoxville Campus, Men’s and Women’s Athletics, UT Agriculture, and the Institute of Public Service & System-wide Administration. Throughout the year, the UTK Office of Equity and Diversity (UTK-OED) is involved in the following on-going efforts:

- Weekly New Hire Orientation sessions where we discuss OED’s roles and responsibilities as related to affirmative action, equal employment, and diversity. From July 1, 2008-current, approximately 836 faculty and staff attended these sessions. At each orientation session, OED discusses Title VI regulations and provides a copy of the Title VI brochure (revised 2009) to each person in attendance.
• The UTK-OED Director serves as a member of the City of Knoxville Title VI Planning Committee. Members of the committee meet annually to review and provide input into the City’s Title VI Plan.

• The UTK-OED Director meets periodically with local Title VI Coordinators representing the City of Knoxville, Knox County, Tennessee Department of Labor and Workforce Development, and Tennessee Department of Transportation to discuss Title VI related-issues and concerns at out respective institutions or organizations.

• The UTK-OED Director assists Knoxville Area Units respond to Title VI surveys submitted by federal and state funding sources.

• The UTK-OED Director serves on several campus-based committees to include the Commission for Blacks (ex officio member), Council on Diversity (co-chair from 2003-2009), and the Bias Protocol Task Force (executive committee) all of which include discussions, programs, and activities related to race, color, national origin, and ethnicity.

• UTK-OED staff provides educational workshops and/or training programs for faculty, staff, and students on the various issues of affirmative action, equal employment, discrimination laws and regulations, and other diversity-related issues regarding race, color, national origin, and ethnicity.

• UTK-OED revised the Self-Identification Form to reflect the category of “two or more” as an option for use by persons applying for jobs at UT Knoxville Area Units and/or responding to surveys (ex. The VETS 100 survey).

• UTK-OED staff met with more than 100 search committees for departments recruiting to fill upper level administrative, faculty, and/or professional staff positions at UTK Area Units. At such meetings, staff will discuss the value of diversity in employment and recruiting processes needed to ensure that EEO compliance is achieved so that potential problems associated with discrimination are minimized.

During this reporting period of July 1, 2008-June 30, 2009, there were no official complaints filed alleging a Title VI violation.

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 Purchasing Department utilizes a reverse auction technique when appropriate which vastly increases the number of minority firms that are notified of the University’s needs.

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 Department of Health Career Programs (HCP) at The University of Tennessee Health Science Center is committed to contributing to a diverse workforce by nurturing and supporting secondary and postsecondary students' interests in the health professions and in the University as prospective matriculants.

UTHSC actively seeks applications from veterans and from individuals who are historically underrepresented in science and in the health care professions: underrepresented minority students, non-traditional students, students with disabilities, and students who represent the first in their families to pursue higher education.

The HCP mission will be accomplished via the implementation of a targeted recruitment plan, information dissemination, skill building activities, academic and personal development enrichment programs, and retention strategies.

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. Though the Memorandum of Understanding (MOU) signed in 2002 has expired, the Tennessee Fire Ant Research and Education Team established with membership from Tennessee State University Cooperative Agricultural Research Program (TSUCARP) and the University of Tennessee Agricultural Experiment Station (UTAES) continues to work together toward the original mission. 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.

A longstanding MOU between UT Extension and the Tennessee State University Cooperative Extension Program was reaffirmed in 2007 (Appendix P). This MOU covers 21
counties where both institutions conduct 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. UT and TSU Extension also operate with a joint State Extension Advisory Council with a membership representative of both institutions. Currently, in two counties, a TSU employee has been named county director and is responsible for oversight of the total county educational extension program (UT and TSU). The two institutions also cost-share on three joint faculty positions. UT Extension continues to operate Minority Internship and Minority Opportunity Hire programs.

In the College of Agriculture and Natural Resources (CASNR) the key to successful recruitment of minority students has been to work to eliminate negative perceptions and stereotypes associated with agriculture and natural resources. This has been cited most frequently by potential minority students as a detriment to choosing a degree-seeking program within CASNR. To this end, CASNR works to fulfill the University's mission of increased minority participation in admissions through targeted recruiting in urban areas statewide in school systems and community/civic organizations. In the area of retention, the college actively supports the UT chapter of Minorities in Agriculture and Natural Resources and Related Sciences (MANRRS) which promotes academic and professional excellence on a collegiate and national level, and also acts as college ambassadors to minority high school students who have an interest in attending UT.

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).

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. In addition, UTC actively supports other organizations that work to increase access to minority contractors such as the Tennessee Multicultural Chamber of Commerce and the Minority Entrepreneur Development Week; activities for which UTC has purchased corporate sponsorships and/or table booths. Finally, it is worthy to note that UTC periodically hosts a Small and Minority Business Contractor Orientation and annually publishes the UTC Vendors Guide. These activities, coupled with the Vendor’s Guide, are designed to strengthen the relationship between the campus, community, minority contractors, and construction industry at large.

UTC also experienced an increase in the diversity of the faculty and staff workforce, including but not limited to one Black Male and one Asian Male in the faculty ranks, and more than twenty other minority group members throughout the organization.

The “Live Near Your Work” program continues and several new homes have been purchased by UTC faculty and staff. The “Live Near Your Work” program is designed to provide financial assistance toward the purchase of a home and the program serves as an
incentive in the faculty and staff recruitment process.

The University of Tennessee at Martin (UTM) held a Title VI Workshop for the Child and Family Grant Programs in August 28, 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 continued to meet and interview all candidates for faculty, administrative, and staff positions for the 2008-2009 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.

Finally, the Equity and Diversity Office/Title VI Coordinator shall continue to hold Title VI Workshops where necessary for the forthcoming academic year 2008-2008 and 2009-2010 and 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 Jimmy Cheek 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
P. Memorandum of Understanding between UT and TSU: Agricultural Extension
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.
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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<tr>
<th>Action by</th>
<th>Subcontractor's proposal and/or Statement of Work included.</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td></td>
<td>Services are non-biddable within University guidelines. Proposed subcontract is/is not subject to review by Purchasing.</td>
</tr>
<tr>
<td></td>
<td>Cost and/or price analysis completed and prices found fair and reasonable.</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td></td>
<td>Conflict of Interest Certification received.</td>
</tr>
<tr>
<td></td>
<td>Title VI Survey received.</td>
</tr>
<tr>
<td></td>
<td>Subcontractor has not been debarred or suspended by Government (subcontract must include provision unless subcontractor is a government agency).</td>
</tr>
<tr>
<td></td>
<td>Subcontracting Plan is/is not required (required if subcontract exceeds $500,000). If required, report(s) will be due as follows:</td>
</tr>
<tr>
<td></td>
<td>DUE RECD DUE RECD</td>
</tr>
<tr>
<td></td>
<td>Single audit requirements of OMB Circular A-133 are included in the subcontract/payout contract.</td>
</tr>
<tr>
<td></td>
<td>Patent certification(s) is/is not required. If required, report(s) will be due as follows:</td>
</tr>
<tr>
<td></td>
<td>DUE RECD DUE RECD</td>
</tr>
<tr>
<td></td>
<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
2007-2008 Unrestricted & Restricted Revenues

- Tuition & Fees: $346,035,411
- State Appropriations: $533,758,089
- Total Grants & Contracts: $440,755,579
- Sales & Services of Educational Activities: $52,690,993
- Other Sources: $132,999,334
- Auxiliary Enterprises Funds: $167,930,226
The University of Tennessee System
2007-2008 Unrestricted & Restricted Revenues

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<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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<tr>
<td>Auxiliary Enterprises Funds</td>
<td>$167,930,226</td>
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<tr>
<td>Other Sources</td>
<td>$132,999,334</td>
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<td>Sales &amp; Services of Educational Activities</td>
<td>$52,690,993</td>
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<td>Total Grants &amp; Contracts</td>
<td>$440,755,579</td>
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<td>State Appropriations</td>
<td>$533,758,089</td>
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<td>Tuition &amp; Fees</td>
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The University of Tennessee
Schedule of Federal Expenditures
For the Year Ended June 30, 2008

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<td>State of Tennessee (Federal Flow Through)</td>
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<td>Department of Health and Human Services</td>
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<td>Department of Agriculture</td>
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<td>NASA</td>
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<td>Department of Justice</td>
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<tr>
<td>Other Federal</td>
<td>8,216,376.09</td>
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**Total:** $243,940,525.42
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<th>Entity</th>
<th>Department</th>
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<td>Sun Grant Center</td>
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Appendix C

The University of Tennessee Title VI Coordinators and Coordinator Responsibilities
Mr. Theotis Robinson, Jr.
Vice President for Equity and Diversity
The University of Tennessee
827 Andy Holt Tower
Knoxville, TN 37996-0180
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Director, Office of the Chancellor
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mialston@utmem.edu

Dr. Marva Rudolph
Director, Office of Equity & Diversity
The University of Tennessee, Knoxville
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UT Space Institute – MS11
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(931)393-7226  Fax: (931)393-7268
pjelks@utsi.edu

Dr. Bryan Samuel
Director of Affirmative Action
104 Founders – Dept. 5455
UT at Chattanooga
615 McCallie Avenue
Chattanooga, TN 37403-2598
(423)425-5670  Fax: (423)756-5559
Bryan-Samuel@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:

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 bi-sexuality; 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.utc.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  7/6/2009
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 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](http://hr.utk.edu/policies.shtml)
- Health Science Center: [http://www.utmem.edu/policies/w932_document_list.php?app=HR](http://www.utmem.edu/policies/w932_document_list.php?app=HR)
- Space Institute: [http://personnel.utsi.edu/procedures/index.html](http://personnel.utsi.edu/procedures/index.html)
- Chattanooga: [http://www.utc.edu/Administration/HumanResources/Policies/Proc640.pdf](http://www.utc.edu/Administration/HumanResources/Policies/Proc640.pdf)
- Martin:

https://my.tennessee.edu/pls/portal/policy.portlet_policy_view.policy_print?p_refid=125

7/6/2009
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 from 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 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 a 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 interest 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.

TITiLE VI OFFICERS (FUNCIONARIOS DEL TÍTULO VI)

University of Tennessee System
Mr. Theois 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. Burkes-Jelks
(931) 393-7226

University of Tennessee at Chattanooga
Dr. Bryan Samuel
(423) 425-5670

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, sex, age, familial status, mental or physical handicap, or any other legally protected status. To file a complaint of discrimination under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, contact: (865) 974-2400, USTitleIX@utk.edu, or USTitleIX@utm.edu, or USTitleIX@utk.edu.

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 discriminoado por su raza, color, o nacionalidad en alguno de estos programas, sírvase contactar al funcionario del Título VI correspondiente.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, sex, age, familial status, mental or physical handicap, or any other legally protected status.
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. Thomas Roberson, Jr. (859) 974-8518
Chattanooga
Dr. Bryan Samuels (423) 825-5670
Knoxville
Dr. Mary Rudolph (865) 974-2068
Martin
Dr. Ann Duncan (731) 831-2702
Memphis
Mr. Michael Aiston (901) 449-2112
Space Institute
Ms. Patricia Banks-Johns (931) 334-7026
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 ABAÑCA 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
- transportes públicos
- 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 PROHÍBE EL TÍTULO SEXTO?
Existen diferentes formas de discriminación basadas en criterios de raza, color u origen nacional que pueden limitar las oportunidades para que los grupos minoritarios tengan igualdad de derechos y acceso a servicios y programas.

Un recipiente 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 los que se ofrezcan a todos los demás
- segregar o tratar separadamente a un grupo de individuos que reciban 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, basados en raza, color u origen nacional. Si Ud. o algún conocido ha sido discriminado, haga una queja en contra de la universidad o facultad responsable.

En cada centro universitario existen procedimientos para la sumisión de quejas, y existe un Coordinadora 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 ocurrió 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 HARÍA LA UNIVERSIDAD DE TENNESSEE CON MI QUEJA?
Tan pronto como Ud. instituya una queja, el coordinador del Título Sexto la revisará para determinar si su problema concierne el Título Sexto. Cada centro universitario dispone de procedimientos que varían un poco entre sí, pero el Coordinador del Título Sexto, por lo general, investigará su queja e intentará resolver cualquier caso de abuso.

¿QUÉ SUCEDERÍA SI EL RECIPIENTE DECIDIERA 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. contáctele inmediatamente al coordinador de su centro universitario, a fin de que conduzca una investigación.
YOUR RIGHTS
UNDER TITLE VI OF
THE CIVIL RIGHTS
ACT OF 1964

EQUITY &
DIVERSITY

(865) 974-2408
(865) 974-2440
(865) 974-0344 fax
1840 Melrose Avenue
Knoxville, TN 37996-3560
ned.admin.utk.edu

All qualified applicants will receive equal consideration for employment and ad-
missions without regard to race, color, national origin, religion, sex, pregnancy,
racial status, sexual orientation, gender identity, age, physical or mental dis-
ability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The Univer-
sity of Tennessee are governed by laws and regulations of the State of Ten-
nesse, and this non-discrimination statement is intended to be consistent with
these 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 Rehabilita-
of Tennessee affirms its policy of non-discrimination on the basis of race, sex,
or disability in its educational programs and activities, and this policy extends
to employment by the University.

Inquiries and charges of violations of Title VI (race, color, national origin), Title
IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Em-
ployment 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) 974-2408 (TTY available) or 974-2440. Re-
quests for accommodation of a disability should be directed to the ADA Coordi-
ator at the Office of Equity and Diversity.

P&I 801-0279-003-10

A project of the Office of Equity and Diversity with assistance from UT Creative
Communications, (865) 974-5763, Rev. 8/15/13
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, 2007 – June 30, 2008

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

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>2003 Enrollment</th>
<th>2004 Enrollment</th>
<th>2005 Enrollment</th>
<th>2006 Enrollment</th>
<th>2007 Enrollment</th>
<th>2008 Enrollment</th>
<th>Ethnicity as % of Total</th>
<th>5 Year Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>16,713</td>
<td>16,940</td>
<td>17,255</td>
<td>17,552</td>
<td>18,187</td>
<td>18,520</td>
<td>85.3%</td>
<td>9.6%</td>
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<tr>
<td>African American</td>
<td>1,423</td>
<td>1,568</td>
<td>1,772</td>
<td>1,813</td>
<td>1,887</td>
<td>1,795</td>
<td>8.3%</td>
<td>20.7%</td>
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<tr>
<td>Asian</td>
<td>573</td>
<td>588</td>
<td>673</td>
<td>683</td>
<td>701</td>
<td>681</td>
<td>3.1%</td>
<td>15.9%</td>
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<tr>
<td>Hispanic</td>
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<td>274</td>
<td>318</td>
<td>366</td>
<td>366</td>
<td>384</td>
<td>1.8%</td>
<td>37.8%</td>
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<tr>
<td>Native American</td>
<td>62</td>
<td>76</td>
<td>83</td>
<td>79</td>
<td>72</td>
<td>81</td>
<td>0.4%</td>
<td>23.5%</td>
</tr>
<tr>
<td>Alaskan</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>0.0%</td>
<td>---</td>
</tr>
<tr>
<td>Unknown</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Grand Total</td>
<td>19,014</td>
<td>19,451</td>
<td>20,103</td>
<td>20,620</td>
<td>21,370</td>
<td>21,718</td>
<td>12.5%</td>
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</tr>
</tbody>
</table>

## The University of Tennessee at Chattanooga

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>2003 Enrollment</th>
<th>2004 Enrollment</th>
<th>2005 Enrollment</th>
<th>2006 Enrollment</th>
<th>2007 Enrollment</th>
<th>2008 Enrollment</th>
<th>Ethnicity as % of Total</th>
<th>5 Year Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>5,400</td>
<td>5,514</td>
<td>5,495</td>
<td>5,713</td>
<td>6,269</td>
<td>6,536</td>
<td>77.8%</td>
<td>17.4%</td>
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<tr>
<td>African American</td>
<td>1,506</td>
<td>1,615</td>
<td>1,483</td>
<td>1,508</td>
<td>1,564</td>
<td>1,447</td>
<td>17.2%</td>
<td>-4.1%</td>
</tr>
<tr>
<td>Asian</td>
<td>197</td>
<td>180</td>
<td>178</td>
<td>181</td>
<td>196</td>
<td>208</td>
<td>2.5%</td>
<td>5.9%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>74</td>
<td>74</td>
<td>92</td>
<td>114</td>
<td>133</td>
<td>176</td>
<td>2.1%</td>
<td>56.0%</td>
</tr>
<tr>
<td>Native American</td>
<td>20</td>
<td>22</td>
<td>28</td>
<td>27</td>
<td>30</td>
<td>36</td>
<td>0.4%</td>
<td>44.4%</td>
</tr>
<tr>
<td>Alaskan</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0.0%</td>
<td>---</td>
</tr>
<tr>
<td>Grand Total</td>
<td>7,197</td>
<td>7,405</td>
<td>7,277</td>
<td>7,544</td>
<td>8,193</td>
<td>8,405</td>
<td>14.4%</td>
<td></td>
</tr>
</tbody>
</table>

## The University of Tennessee at Martin

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>2003 Enrollment</th>
<th>2004 Enrollment</th>
<th>2005 Enrollment</th>
<th>2006 Enrollment</th>
<th>2007 Enrollment</th>
<th>2008 Enrollment</th>
<th>Ethnicity as % of Total</th>
<th>5 Year Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>4,367</td>
<td>4,596</td>
<td>4,850</td>
<td>5,193</td>
<td>5,548</td>
<td>5,869</td>
<td>82.4%</td>
<td>25.6%</td>
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<tr>
<td>African American</td>
<td>802</td>
<td>857</td>
<td>879</td>
<td>937</td>
<td>976</td>
<td>1,034</td>
<td>14.5%</td>
<td>22.4%</td>
</tr>
<tr>
<td>Asian</td>
<td>132</td>
<td>128</td>
<td>121</td>
<td>94</td>
<td>89</td>
<td>103</td>
<td>1.4%</td>
<td>-28.2%</td>
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<tr>
<td>Hispanic</td>
<td>43</td>
<td>55</td>
<td>58</td>
<td>66</td>
<td>87</td>
<td>93</td>
<td>1.3%</td>
<td>53.8%</td>
</tr>
<tr>
<td>Native American</td>
<td>16</td>
<td>19</td>
<td>20</td>
<td>13</td>
<td>12</td>
<td>18</td>
<td>0.3%</td>
<td>11.1%</td>
</tr>
<tr>
<td>Alaskan</td>
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<td>8</td>
<td>12</td>
<td>3</td>
<td>6</td>
<td>0.1%</td>
<td>---</td>
</tr>
<tr>
<td>Grand Total</td>
<td>5,365</td>
<td>5,661</td>
<td>5,936</td>
<td>6,315</td>
<td>6,715</td>
<td>7,123</td>
<td>24.7%</td>
<td></td>
</tr>
</tbody>
</table>
## First-Year Host-to-Host Retention Rates
**The University of Tennessee System**
**2003-2007**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UTK</td>
<td>UTC</td>
<td>UTM</td>
<td>UTK</td>
<td>UTC</td>
</tr>
<tr>
<td>African American</td>
<td>80.3%</td>
<td>70.8%</td>
<td>76.7%</td>
<td>81.8%</td>
<td>61.3%</td>
</tr>
<tr>
<td>Asian</td>
<td>84.5%</td>
<td>66.7%</td>
<td></td>
<td>77.5%</td>
<td>79.4%</td>
</tr>
<tr>
<td>African American</td>
<td>56.3%</td>
<td>100.0%</td>
<td></td>
<td>64.7%</td>
<td>60.0%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>80.6%</td>
<td>81.8%</td>
<td></td>
<td>82.8%</td>
<td>58.3%</td>
</tr>
<tr>
<td>White</td>
<td>77.8%</td>
<td>64.9%</td>
<td>71.4%</td>
<td>79.5%</td>
<td>65.1%</td>
</tr>
</tbody>
</table>

**NOTES:** Previous Title VI reports have reported host-to-anywhere retention rates; however this year's report represents a change to host-to-host rates as they are more meaningful for evaluating the progress of a specific campus.

Host-to-host rates represent first-time, full-time freshmen students who returned to the same institution the following fall semester.

**Source:** UT campus Institutional Research Offices
# Host-to-Host Six-Year Graduation Rates

The University of Tennessee System

FY 2004 - FY 2008

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>African</td>
<td>UTK</td>
<td>UTC</td>
<td>UTM</td>
<td>UTK</td>
<td>UTC</td>
</tr>
<tr>
<td>American</td>
<td>53.9%</td>
<td>50.0%</td>
<td>32.6%</td>
<td>54.0%</td>
<td>48.1%</td>
</tr>
<tr>
<td>Asian</td>
<td>60.2%</td>
<td>46.2%</td>
<td></td>
<td>56.6%</td>
<td>46.2%</td>
</tr>
<tr>
<td>American</td>
<td>50.0%</td>
<td></td>
<td></td>
<td>28.6%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Indian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>59.0%</td>
<td>46.2%</td>
<td>42.8%</td>
<td>57.5%</td>
<td>44.5%</td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Previous Title VI reports have reported host-to-anywhere graduation rates; however this year's report represents a change to host-to-host rates as they are more meaningful for evaluating the progress of a specific campus.

Host-to-host six-year graduation rates represent first-time, full-time freshmen who graduated with a bachelor's or equivalent degree within 6 years from the institution at which they initially enrolled.

UTM rates have been revised since the publication of the THEC DMC report due to programming errors that were found and corrected.

**Source:** DMC report from the Tennessee Higher Education Commission
Appendix L

Degrees Awarded by Race and by Campus
## 2007-2008 Degrees Awarded by Major and Race
### The University of Tennessee

<table>
<thead>
<tr>
<th>Degree</th>
<th>Caucasian</th>
<th>African American</th>
<th>Other</th>
<th>Total Conferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>49</td>
<td>4</td>
<td>4</td>
<td>57</td>
</tr>
<tr>
<td>Accountancy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adult Health Nursing</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Advanced Educational Practice</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Advertising</td>
<td>34</td>
<td>4</td>
<td>2</td>
<td>40</td>
</tr>
<tr>
<td>Aerospace Engineering</td>
<td>17</td>
<td>3</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Agricultural Economics</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Agricultural Economics &amp; Business</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Agricultural Operations Management</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Agricultural Science</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Animal Science</td>
<td>42</td>
<td>4</td>
<td>2</td>
<td>48</td>
</tr>
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<td>Anthropology</td>
<td>29</td>
<td>3</td>
<td>5</td>
<td>37</td>
</tr>
<tr>
<td>Applied Mathematics</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Architecture</td>
<td>43</td>
<td>4</td>
<td>4</td>
<td>51</td>
</tr>
<tr>
<td>Art</td>
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<td>0</td>
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<td>Audiology</td>
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<td>1</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>Aviation Systems</td>
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<td>4</td>
<td>4</td>
<td>11</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>11</td>
</tr>
<tr>
<td>Biological Sciences</td>
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<td>11</td>
<td>17</td>
<td>113</td>
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<td>1</td>
<td>4</td>
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<td>1</td>
<td>6</td>
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<td>4</td>
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<td>4</td>
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<td>1</td>
<td>17</td>
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<tr>
<td>Child Development</td>
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<td>50</td>
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<tr>
<td>Civil Engineering</td>
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<td>2</td>
<td>1</td>
<td>42</td>
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<td>Classics</td>
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<td>7</td>
</tr>
<tr>
<td>College Student Personnel</td>
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<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Communication</td>
<td>51</td>
<td>1</td>
<td>7</td>
<td>59</td>
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<tr>
<td>Community Health Education</td>
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<td>0</td>
<td>0</td>
</tr>
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<td>Comparative/Experimental Medicine</td>
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<td>0</td>
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<td>1</td>
<td>16</td>
</tr>
<tr>
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<td>0</td>
</tr>
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<td>Curriculum &amp; Instruction</td>
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<td>0</td>
<td>2</td>
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<tr>
<td>Ecology &amp; Evolutionary Biology</td>
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<td>1</td>
<td>1</td>
<td>4</td>
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<tr>
<td>Economics</td>
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<td>7</td>
<td>38</td>
</tr>
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<td>Educational Administration</td>
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<td>4</td>
<td>8</td>
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UT System Summary Report of Orders Awarded to Minority-, Women-, and Small-Owned Businesses
### THE UNIVERSITY OF TENNESSEE

**MINORITY, WOMAN OWNED AND SMALL BUSINESS REQUEST FOR QUOTATION SUMMARY REPORT**

**JULY 1, 2007 - JUNE 30, 2008**

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Note: The numbers represent counts, possibly of records or categories.
THE UNIVERSITY OF TENNESSEE
FY 2007-2008

PURCHASE ORDER DOLLAR AMOUNTS

CAMPUS

Knoxville 316,405,789
Chattanooga 9,703,149
Memphis 13,153,468
Martin 8,970,145
Tullahoma 503,953

348,736,504

ACCOUNTS PAYABLE EXPENDITURES

CANNOT BREAKDOWN BY CAMPUS

Checks 542,545,404
Procurement Cards 28,708,259
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<th></th>
<th>Knoxville</th>
<th>Chattanooga</th>
<th>Memphis</th>
<th>Martin</th>
<th>Tullahoma</th>
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## Accounts Payable Expenditures

**FY 2007 - 2008**

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Note: This cannot be broken down by campus
Appendix N

The University of Tennessee Faculty and Staff Data
### Full-Time

#### EEO Category

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<th>Campus</th>
<th>Race</th>
<th>Gender</th>
<th>Faculty</th>
<th>Exec/ Mgmt</th>
<th>Prof</th>
<th>Tech/ Para</th>
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<th>Skilled Craft</th>
<th>Service</th>
<th>Total</th>
<th>Campus Percent</th>
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### Part-Time

#### EEO Category

<table>
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<tr>
<th>Campus</th>
<th>Race</th>
<th>Gender</th>
<th>Faculty</th>
<th>Exec/ Mgmt</th>
<th>Prof</th>
<th>Tech/ Para</th>
<th>Clerical</th>
<th>Skilled Craft</th>
<th>Service</th>
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<th>Campus Percent</th>
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### Grand Total

- Campus Percent: 5,854, 40.26%

*Data source: Business Warehouse*
Appendix O

Racial Composition of Major University Committees
Ms. Jenny Richter - Chair
Associate Director
Office of Equity & Diversity
CAMPUS – 3560
974-2498
jrichter@utk.edu

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

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

Ms. Helen Sellers
Assistant Director
Financial Aid
115 Student Services Building
CAMPUS – 0210
974-3131
hsellers@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
Commissioner of Education
6th Floor, Andrew Johnson Tower
Nashville, TN 37243

Dr. Jan Simek
Acting 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  
Chairman of the Board  
SmartBank  
P.O. Box 1910  
Pigeon Forge, TN  37868-1910  

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  

Mr. John N. Foy  
CBL & Associates Properties Inc.  
2030 Hamilton Place Boulevard, Suite 500  
Chattanooga, TN 37421-6000  

Mr. Crawford Gallimore  
Chief Financial Officer  
The Hamilton-Ryker Company  
P.O. Box 1068  
Martin, TN  38237-1068  

Ms. Monice Moore Hagler  
Fearnley, Califf, Martin, McDonald, Tate and Kimbrow  
81 Monroe Avenue, Suite 200  
Memphis, TN  38103-5401  

Mr. James E. Hall  
Hall & Associates, LLC  
535 Chestnut Street  
Suite 185  
Chattanooga, TN 37402
Mr. Douglas Horne  
Chairman of the Board/Chief Executive Officer  
Horne Properties, Inc.  
412 North Cedar Bluff Road, Suite 205  
Knoxville, TN 37923-3609

Mrs. Andrea J. Loughry  
2645 Chesterfield Court  
Murfreesboro, TN 37129

Ms. Brittany McGruder  
237 West Peach St. Apt 210  
Martin, TN 38237

Mr. James L. Murphy, III  
Bradley, Arant, Boult, Cummings, LLP  
1600 Division Street, Suite 700  
P. O. Box 340025  
Nashville, TN  37203

Dr. Verbie L. Prevost  
Professor and Head  
English Department  
University of Tennessee at Chattanooga  
615 McCallie Avenue, Mail Stop 2703  
Chattanooga, TN  37403-2598

Mr. Karl A. Schledwitz  
Monogram Food Solutions, LLC  
3205 Players Club Parkway  
Memphis, TN  38125

Prof. John Schommer  
Department of Mathematics and Statistics  
The University of Tennessee at Martin  
425 Andy Holt Humanities Building  
Hurt Street  
Martin, TN  38238

Mr. Don C. Stansberry, Jr.  
P.O. Box 500  
5 Courthouse Square  
Huntsville, TN  37756-0500
Mr. Robert Talbott  
President  
Holrob Investments  
6330 Baum Drive  
Knoxville, TN  37919

Ms. Betty Ann Tanner  
310 East Capitol Street Northeast, Apt. C  
Washington, DC  20003-3842

Mr. Charles Wharton  
388 Stonehaven Lane  
Winchester, TN  37398
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<tr>
<td>John Bradley</td>
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<td>M</td>
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<td>F</td>
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<td>Kinion Dunn</td>
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<tr>
<td>Jim Dyer</td>
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<td>M</td>
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<tr>
<td>Ross Florey</td>
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<td>M</td>
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<tr>
<td>Carolyn Hardy</td>
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<td>F</td>
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<td>Dan Lilley</td>
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<td>Rick Meredith</td>
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<td>Jack Sisk</td>
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<td>Dave Sondgeroth</td>
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Center for Industrial Services  
January 1, 2008 to December 31, 2008

### Staff Composition

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CIS STAFF

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FTSI

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<td>John Winstead</td>
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<td>Walter Idol</td>
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**List of CTAS Advisors**
- Terry Ashe, TSA
- Rodney Carmical, TCHOA
- Fred Congdon, ACM
- David Connor, TCCA
- Wil Denami, TNAAO
- David Seivers, TCSA
- Jay West, COAT

**CTAS Staff**

**Note Full List Attached**
<table>
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*Note: African American
### LAW ENFORCEMENT INNOVATION CENTER
**TITLE VI REPORT - JANUARY 1, 2008 TO DECEMBER 31, 2008**

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### LAW ENFORCEMENT INNOVATION CENTER ADVISORY BOARD
**TITLE VI REPORT - JANUARY 1, 2008 TO DECEMBER 31, 2008**

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<th>No. of Board Members</th>
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</table>
Dr. William Bass  
Professor Emeritus  
1186 Treymour Way  
Knoxville, TN 37922  
w bass@utk.edu

Mike Brown, Sheriff  
Bedford County Sheriff’s Office  
1345 Falling Creek Road  
Bedford, VA 24523  
mbrown@bedfordsheriff.org

Dr. J. C. Upshaw Downs  
Regional Medical Examiner  
Georgia Bureau of Investigation  
925 A Mohawk Street  
Savannah, GA 31419  
Jamie.Down@gbi.state.ga.us

Helen Eigenberg, Ph.D.  
Professor and Department Chair  
University of Tennessee Chattanooga  
School of Criminal Justice  
Department 3203  
615 McCallie Avenue  
Chattanooga, TN 37403  
HelenEigenberg@utc.edu

Larry Godwin, Director  
Memphis Police Department  
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Memphis, TN 38103  
larry.godwin@memphistn.gov

Mark Gwyn, Director  
Tennessee Bureau of Investigation  
901 R. S. Gass Boulevard  
Nashville, TN 37216  
Mark.r.gwyn@state.tn.us

Jeff Holt, Sheriff  
Dyer County Sheriff’s Office  
401 East Cedar Street  
Dyersburg, TN 38024  
JHolt@co.dyer.tn.us

Mary Jinks, Ed.D., Vice President  
Institute for Public Service  
The University of Tennessee  
105 Student Services Building  
Knoxville, TN 37996  
mary.jinks@tennessee.edu

Sterling Owen IV, Chief  
Knoxville Police Department  
PO Box 3610  
Knoxville, TN 37927  
sowen@cityofknoxville.org

Avice Evans Reid, Executive Director  
Police Advisory and Review Committee  
City/County Building  
Knoxville, TN 37902  
areid@cityofknoxville.org

Carol Scott, Executive Director (retired)  
Police Advisory and Review Commission  
City/County Building  
Knoxville, TN 37902  
cscott17544@aol.com

Sgt. Robert Starnes  
Hamilton County Sheriff’s Office  
600 Market Street  
Chattanooga, TN 37402  
rstarnes@HC Sheriff.gov

Mike Herrmann, Executive Director  
School Safety & Learning Support  
Tennessee Department of Education  
710 James Robertson Parkway  
AJ Tower - 6th Floor  
Nashville, TN 37243  
Mike.Herrmann@state.tn.us
## Municipal Technical Advisory Service
### January 1, 2009 to December 31, 2009

### Staff Compensation:

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<th># of African-American</th>
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### Advisory Committee:

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(100% Caucasian)

### One Year Term
- **Ed Craig**: City Mgr., Shelbyville, TML Board member
- **Bill Simpson**: Mayor, Jasper, At-large member
- **Kim Wallace**: Police Chief, Dover, TACP
- **Tom Beehan**: Mayor, Oak Ridge, TML Board member
- **Jim Durrett**: Chief of Police, Clarksville, TCAPWA

### Two Year Term
- **Gina Holt**: Assistant City Mgr., Springfield, At-large member
- **Keith McDonald**: Mayor, Bartlett, At-large member
- **John Anderson**: City Attorney, East Ridge, TMAA
- **Mitch Moore**: City Mgr., Athens, TCMA
- **Mark Brown**: Finance Director, Bartlett, TGFOA

### Three Year Term
- **Jim Thomas**: City Mgr., Goodlettsville, At-large member
- **Alan Barker**: Mayor, Humboldt, TML Board member
- **Dennis Wolf**: Fire Chief, Germantown, TCFA
- **Jim Crumley**: City Administrator, Morristown, At-large member
- **Chad Jenkins**: Deputy Director, TML
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Note: No Hispanics, Asians, or Other
The University of Tennessee at Chattanooga
Faculty Senate & University Committees
2008-2009

Academic Standards
Joanie Sompayrac
Thomas Balazs
Colleen Harris
Sara Jorgensen
Greg O'Dea
Barbara Norwood
Ed Rozema
Clint Smullen
Felicia Sturzer
Jack Thompson

Grade Appeal
Barbara Ray
Clint Smullen
Tony Steinhoff
Dorothy Williams *

Admissions
Christine Ryan
Valerie Adams
Linda Collins
Jamie Harvey
Michel Holder
Gail Meyer
Lynn Purkey
Valerie Radu
Kit Rushing
Smullen Stephanie
Kathleen Weatley

Honor Court
Joanie Sompayrac
Linda Collins
Claire McCullough
Rebecca St.Goar
Alternates
Jennifer Beech
Joe Dumas
Joyce Smith
Sandy Watson

Library
Joey Shaw
Sybil Baker
Ethan Carver
Tom Gavin
Ann Holmes
David Lavine
Karen McGuffee
Jonathan McNair
John Phillips
Virginia Magnus

General Education
David Aborn
Jennifer Beech
Rebekah Bromley
Toni Carter
Dolly Gerregano
Cathreine Kendall
Margaret Kovach
Dennis Plaisted

Bookstore
Priscilla Seaman
Parthasarati Dileepan *
Stephen Eskildsen
David Lavine
Christi Wann
Budget & Finance
John Garrett
David Brodsky
Parthasarati Dileepan *
Tim Gaudin
George Helton
Lyn Miles
Stephanie Smullen
Chris Stuart

Classroom Technology
Roger Thompson
David Brodsky
Parthasarati Dileepan *
Ahmed Elton *
Nancy Fell
Gary McDonald
Andrew Najberg *
Andrea Schurr
Charlene Simmons
Cindy White
Kathy Winters

Committee on Committees
Irene Loomis
Helen Eigeneberg
Lynn Purkey

Curriculum
Ed Rozema
Rebekah Bromley
Jane Brower
Billy Harris
Jim Hiestand
Bruce Hutchinson
Linda Johnson
Charlene Simmons
Steve Symes
Amye Warren
Paul Watson

Mediation
Janetta Bradley
Kristi Gibbs
Mile Jaynes
Tom Rybolt

Bonnie Warren-Kring

Non-Tenured Faculty
Jamie Harvey
Patrick Sweetman
Priscilla Seaman
Larry Tillman

Petitions
Tammy Garland
Ann Buggey
Steven Cox
Billy Harris
Ann Holmes
Valerie Radu
Andrea Schurr
Larry Tillman

Publications Board
David Sachman
Phillip Giffin
Linda Johnston
Jim Tucker

Scholarships
Immaculate Kizza *
Virginia Cairns
Linda Collins
Billy Harris
Doug Kutz
Virginia Magnus
Craig Laing
Bob Marlowe
Dana Moody
Dennis Plaisted
Joanie Sompayrac
Felicia Sturzer
Jack Thompson
Joe Wilferth
Dorothy Williams *

Departmental Honors
Steve Kuhn
Nancy Fell
Bryan Hampton
Deb Kreiss
Doug Kutz
Gary McDonald
Rob Mebane
Brian Riberio
Simmons, Beverly
Rick Turpin
Jim Ward
Cindy White
Michelle White

**Faculty/Administrative Relations**
Steve Kuhn
Bento Lobo *

**Faculty Development Grants**
Lauren Ingraham
Tatiana Allen *
Stephanie Bellar
Hinsdale Bernard *
Vic Bumphus *
Virginia Cairns
Kay Cowan
Steve Cox
Greg Grant
Catherine Kendall
Lingju Kong *
Tony Lease
Terri LeMoyne
Deborah McAllister
Gary McDonald
Lucas van der Merwe *
Lynn Purkey
Jim Tucker
Gary Wilkerson
Jonathan Mies
Ron Smith
Rebecca St. Goar
Robert Stanley
Bonnie Warren-Kring
Talia Welsh

**Speakers & Special Events**
Helen Eigenbert
Hilary Browder
Lisa Burke
Stephen Eskildsen

John Freeman
Matthew Guy
Bryan Hampton
Debbie Ingram
Jonathan McNair
Sarla Murgai *
Barbara Norwood
Bill Prince

**Student Rating of Faculty Instruction**
Judy Nixon
Betsy Alderman
Richard Allen
Dolly Gerregano
Jonathan Mies
Tom Rybolt
Chris Stuart
Christi Wann

**Student Conduct Board**
Barry Dale
Janet Secrest
Alan White

**Faculty Handbook**
Chris Stuart
Ralph Covino
Colleen Harris
Linda Hill
Michelle White

**Faculty Rating of Administration**
Jane Brower
Elizabeth Gailey
Cherry Guinn
Matt Guy
Beverly Simmons
Stephanie Smullen

**Faculty Research**
John Lynch
Tatiana Allen *
Boris Belinskey *
Stephanie Bellar
Fran Bender
Bernard Hinsdale *
Kay Cowan
Greg Grant
June Hanks
Chris Hensley
Frank Jones
**Lingju Kong** *
Terri LeMoyne
Marc Loizeaux *
Lucas van der Merwe *
Kim O’Kelley
Richard Rice
Tony Steinhoff
Valerie Taylor
Amye Warren
Sandy Watson
Gary Wilkerson
Janet Secrest
**Mohammad Ahmadi** *
Ethan Carver
Rebecca Jones
Joseph Kizza *
Nicky Ozbek
Barbara Ray
Chris Ryan
Cathie Smith
Darrell Walsh *

**Graduate Council**
Vickie Petzko
Kristi Gibbs
Brian O’Leary
Joyce Smith
Boris Belinsky *
Joe Dumas
Jonathan McNair

**University Club**
Bill Prince
Roland Carter *
Linda Collins

**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
2008-2009

INSTITUTIONAL REVIEW BOARD
Total Members: 1
Females: 1
Racial Minorities: 0

LIBRARY ADVISORY COMMITTEE
Total Members: 14
Females: 6
Racial Minorities: 1

INSTITUTIONAL BIOSAFETY COMMITTEE
Total Members: 15
Females: 5
Racial Minorities: 1

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

ACADEMIC CEREMONIES COMMITTEE
Total Members: 11
Females: 6
Racial Minorities: 1

EXEMPT STAFF COUNCIL
Total Members: 13
Females: 11
Racial Minorities: 9

RESIDENCY APPEALS COMMITTEE
Total Members: 18
Females: 13
Racial Minorities: 7

PARKING AUTHORITY
Total Members: 11
Females: 4
Racial Minorities: 5

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

INFECTION CONTROL COMMITTEE
Total Members: 30
Females: 15
Racial Minorities: 5

EMPLOYEE RELATIONS COMMITTEE
Total Members: 27
Females: 24
Racial Minorities: 18

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

LICHTERMAN SELECTION COMMITTEE
Total Members: 11
Females: 8
Racial Minorities: 6

INACTIVE COMMITTEES
Continuing Education Coordinating Committee
Distance Education Committee
Student Academic Environment Committee
Student Oriented Services Committee
Health and Safety Council
Chancellor’s Advisory Cabinet

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.
UTK - Commission for Blacks

Chair: Anton Reece, Student Success Center

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:

- Toby Boulet, Faculty Senate President
- Randy Bradley, Accounting and Information Management
- Denelle Niles Brown, Minority Student Affairs
- Alan Chesney, Human Resources
- Valeria Clark, Engineering Diversity Programs
- Maxine Thompson Davis, Dean of Students
- Terry Esper, Marketing and Logistics
- Becky Fields, College of Nursing
- Camille Hall, College of Social Work
- Pam Hindle, Registrar
- Corey Hippo, Enterprise Management
- George Hoemann, Distance Education
- Charles Houston, Student Affairs and Diversity Initiatives
- Joann Jeter, Career Services
- Toia Jones, Partnerships for EdExcel
- Gavin Luter, Baker Center for Public Policy
- Annazette McCane, Disability Services
- Ronald McFadden, Educational Advancement/McNair Programs
- Katrice Jones Morgan, College of Law
- Fritz Polite, Exercise Sport and Leisure Studies
- Valuri Reed, Men’s Athletics Business Office
- Theotis Robinson, UT Vice President for Equity & Diversity
- Marva Rudolph, Office of Equity & Diversity
- John Sibley, Literacy Imperative
- Tyvi Small, College of Business Administration
- Eric M. Stokes, Undergraduate Admissions
- Jamia Stokes, EHHS Administrative Advising
- Rosa Thomas, Student Health Services
- Gloria Tipton, Telephone Services

Students:

- Ferlin McGaskey, Graduate Assistant
- Keith Brooks, Engineering Diversity Programs, Student Assistant
UTK Commission for Lesbian, Gay, Bisexual and Transgender People
(proposed)

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
- Chad Black, History
- Donna Braquet, Hodges Library
- Connie Briscoe, Student Counseling Center
- James DeVita, Graduate Student
- Elliot DeVore, Undergraduate Student
- Samuel (Ben) Doty, Undergraduate Student
- Lars Dzikus, Sports & Leisure Studies
- Sarah Gardial, Vice-Provost
- Sally Gates, Student Orientation
- Mitch Harp, Undergraduate Student
- Tiffany Hedges, Student Success Center
- Michael Higdon, College of Law
- R.J. Hinde, Chemistry
- George Hoemann, Distance Education
- Joel Kramer, University Housing
- Mary LuCal, Human Resources
- Sibyl Marshall, College of Law
- Marti McClard, Thornton Athletics Student Life Center
- Bharat Mehra, Information Sciences
- Suzanne Molnar, Student Counseling Center
- Becky Morgan, Student Health Service
- Jenny Moschak, Sports Medicine
- Gina Owens, Psychology
- Ryan Provost, Graduate Student
- Lynn Sacco, History
- Tina Shepardson, Religious Studies
- Renee Smith, OIT Digital Media Services
- Michelle Stauffer, Student Orientation
- Terrell Strayhorn, Educational Leadership
- Daniel Stypa, Graduate Student
- Meshia Thomas, Police Officer
- Roger Weaver, Libraries
- Ed White, Literacy Studies

Ex-officio Voting Members:

- Toby Boulet, Faculty Senate President
- Pam Hindle, Commission for Women
- Andie McRobie, Lambda Student Union President
- Andrew Morse, Graduate Assistant
• Laura Nishida, SGA President
• Anton Reece, Commission for Blacks
• Margie Russell, Exempt Staff Council
• Tom Whitworth, GSS President
• ERC Representative (vacant)

**Ex-officio Non-Voting Members:**

• Alan Chesney, Human Resources
• Marva Rudolph, Diversity Council
• Maxine Thompson-Davis, Dean of Students
• Pia Wood, Center for International Education
**UTK Commission for Women** *(proposed)*

**Web site:** 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:**

- Betsy Adams, Provost & Vice Chancellor
- Fadia Alvic, Independent Study
- Toby Boulet, Faculty Senate President
- Tammi Brown, Undergraduate Programs
- Alan Chesney, Human Resources
- Aimee Classen, Ecology & Evolutionary Biology
- Margaret Crawford, Construction Research Analysis
- Joy DeSensi, Exercise Sports & Leisure Studies
- Kathryn St. Clair Ellis, CFW Graduate Assistant
- Mary Evans, Student Orientation
- Deborah Haines, Veterinary Medicine
- Denise Harvey, Office of the Chancellor
- Pamela Hindle, Commission for Women
- George Hoemann, Commission for LGBT People
- Nancy Howell, Veterinary Medicine
- Jillian Keally, Library
- Kerri Lovegrove, UPSF – Program Support
- Heather Mason, Athletics-women’s Strength
- Mary Papke, Ready for the World
- Anton Reece, Commission for Blacks
- Jennifer Richter, Office of Equity and Diversity
- Margaret Russell, Engineering Advising
- Laura Stansell, Undergraduate Admissions
- Wendy Syer, Center for International Education
- Rosa Thomas, Student Health Service
- Maxine Thompson-Davis, Dean of Students
- Cheryl Travis, Psychology
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 UT; and to increase the day-to-day environmental awareness and knowledge of students, faculty, and staff. Current project is a 25-year Energy Plan for UT in collaboration with ORNL staff, to be completed later this year.

Membership:

- Gordon Bennett, Facilities Services
- James Conant, Mathematics
- Wayne Davis, College of Engineering
- Terry Ledford, Facilities Services
- Joanne Logan, Biosystems Engineering and Soil Sciences
- Mike McKinney, Environmental Studies and Geology
- John McRae, College of Architecture & Design
- Jonathan Overly, East Tennessee Clean Fuels Coalition & Institute for a Secure and Sustainable Environment
- Bill Park, Agricultural Economics
- Trena Paulus, Educational Psychology
- Jay Price, Facilities Services
- Sam Rogers, Plant Sciences
- Gerald Schroedl, Anthropology
- Mark Smith, Environmental Health and Safety
- Mike Sherrell, Facilities Services
- Edgar Stach, Architecture
- Ken Stephenson, Mathematics

Students:

- Rachel Tuck, SPEAK (Students Promoting Environmental Action in Knoxville)
- Appointee of Student Government Association
- Appointee of Graduate Student Senate
UTK Council for Diversity and Interculturalism (proposed)

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 (JJ) Brown, Office of the Dean of Students
- Herb Byrd, University Extension
- Alan Chesney, Human Resources
- Sarah Gardial, Office of the Provost
- Rita Geier, Special Assistant to the Chancellor
- William Hill, Veterinary Medicine
- Robert J. Hinde, Chemistry
- Pam Hindle, Commission for Women
- Carolyn Hodges, Graduate School
- George Hoemann, Commission for LGBT People
- Tyler Johnson, Assistant Athletic Director Operations
- Thura Mack, Libraries
- Alan Muir, Career Services
- Margie Nichols, Communications
- Mary Papke, Ready for the World
- Anton Reece, Commission for Blacks
- Marva Rudolph, Office of Equity and Diversity
- Tyvi Small, College of Business
- Terrell Strayhorn, Educational Psychology & Counseling
- Donna Thomas, Women's Athletics
- Mike Wirth, College of Communication & Information

- Amit Patel, Graduate Assistant/Student
- Quiteka Moten, Student

Secretaries

- Gay Henegar (Carolyn Hodges)
- Sherry McNair (Mike Wirth)
- Carol Raxter (Alan Chesney)
- Angelia Roach (Marva Rudolph)
- Linda Silvers (Sarah Gardial)
Cultural Affairs Board - Proposed

**Task:** Develops, implements and evaluates the campus-wide Cultural Affairs Program which reflects offerings in Theatre, Dance, Art and other cultural areas. A sampling of programs funded by the Board include the University Theatres, Black Cultural Programming Committee, Knoxville Symphony, Opera Theatre, Cultural Attractions and the Band Composer In Residence Programming Committee. Each semester the Board solicits new programs for funding consideration.

**2009/2010 Membership:**
- Jeff Chapman (chair)- faculty, Research Assoc Professor and Director, McClung Museum
- Tom Cervone – Theatre Department
- Tim Hiles – School of Art
- Shelley Binder – School of Music
- Kelly Morgan-Phillips – Alumni
- Barbara Klinkhammer –Board of Deans, Associate Dean, College of Architecture and Design
- Mark Alexander
- Maxine Davis – Dean of Students
- Jovica Djurjevic – Student
- Nausheen Karim – Student
- Sarah Patterson – Student
- Peter Pham - Student
- Austin Sopla– Student
- Kevin Wang – Student
- Drew Webb– Student (alt)

**Membership:** The board is comprised of:

One representative of the Speech and Theatre Department;

One representative of the Art Department;

One representative of the Music Department or Music Education;

One member of the general University faculty;

Six students appointed by the SGA;

One alumni representative;

One member of the Board of Deans;

The Dean of Students or his/her designee.

All members of the Board are appointed by the Chancellor with the exception of student members who are appointed by the SGA President. The Chancellor appoints the Board Chairperson.
Recreation, Entertainment and Social Board - Proposed

**Task:** Develops, implements and evaluates the campus recreational, entertainment and social program offerings inclusive of, but not necessarily limited to, film programming, travel, popular concerts, dances, exhibits, speakers, sports and recreation, traditional offerings such as Homecoming, Carnicus and All-Sing and other such activities as may be appropriate. The board provides coordination for programming efforts made by the Central Program Council, Recreation Board, and the International House.

**2009/2010 Membership:**
- Laura Nishida - chair - student
- Emile Catignani - Faculty, Exercise Sport and Leisure Studies
- Mary Rogge - Faculty, College of Social Work
- Mark Alexander - Administrator
- Ashleigh Moyer - Administrator
- Megan Morgan - Alumni
- Missy Kane - Alumni
- Matt Rappe - Alumni (alt)
- Beth Haynes - Alumni (alt)
- Will Carver - Alumni (alt)
- CEB Chair - pending election
- CPC Chair - pending election
- Director of Student Activities - pending hiring
- Rex Pringle - Director of Recreation
- Pia Wood - Director of CIE
- Denelle Niles Brown - Director of Minority Student Affairs
- Michael Fesmire - student
- Cory Hipps - student
- Jason Nixon - student
- Emily Sears - student
- Catherine Skeens - student
- Jamie Lonie - student (alt)
- Maxine Davis - Dean of Students

**Membership:** The board is comprised of:

- Two members of the University faculty appointed by the Chancellor
- Two alumni appointed by the Chancellor
- Two university administrators
- Two student representatives of the Recreation Board
  - The Student Chairperson of the Campus Entertainment Board - current chair not elected yet
  - The Student Chairperson of the Central Program Council - current chair not elected yet
- The Director of Student Activities
- The Director of Recreation
- The Director of the Center for International Education
- The Director of Minority student Affairs
- Six student representatives appointed by the SGA
- The Dean of Students or his/her designee
- The Board Chairperson is appointed by the Chancellor.
UTK Residency Classification Committee

Chair: Daniel Murphy, Accounting Department

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

Task: Makes recommendations on appeals to residency classification decisions.

Membership:

Administration
- Chris Cimino, Vice Chancellor for Finance and Administration
- Vern Granger, Asst Dean & Director, Undergraduate Admissions
- S. Kay Reed, Asst to the Dean, Graduate School
- Kathy Warden, Asst Dean, Office of the University Registrar

Faculty
- Reba Best, Law Library
- James Brace, Veterinary Medicine
- Russel Hirst, English
- Roger Parsons, Engineering Fundamentals Division
- Marian Roman, Nursing
- Mathew Theriot, Social Work

Students
- Nate Talbot, Undergraduate
- Aaron Gentry, Graduate
UTK Scholarly Communication Committee

Co-chairs: Linda Phillips, UT Libraries; and Sarah Gardial, Office of the Provost & Vice Chancellor

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:

- Gladys Alexandre-Jouline, Biochemistry, Cellular & Molecular Biology/Microbiology
- Janet Atwill, English
- Micah Beck, Computer Science
- Eric Boder, Chemical & Biomolecular Engineering
- Stephanie Bohon, Sociology
- Wayne Clatterbuck, Forestry, Wildlife & Fisheries
- Bob Daverman, Mathematics
- Patrick Dunn, Educational Psychology & Counseling
- Sarah Gardial, Office of the Provost & Vice Chancellor
- Marie Garrett, University Libraries
- Mike Guidry, Physics
- Rob Hardin, Exercise, Sport, and Leisure Studies
- Mary Jane Moran, Child & Family Studies
- Mohammed Mohsin, Economics
- Ken Phillips, Nursing
- Linda Phillips, University Libraries
- Gary Pulsinelli, Law
- Greg Reed, Office of Research
- Anne Smith, Management
- Ann Viera, University Libraries
- Mike Wirth, Communications & Information
- Kenton Yeager, Theatre
Student Affairs Council

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.

2009/2010 Membership:

- Tim Rogers, Chair, Vice Chancellor for Student Affairs
- Caule Beyl, Dean, College of Agricultural Sciences & Natural Resources
- Doug Blaze, Dean, College of Law
- Bruce Bursten, Dean, College of Arts & Sciences
- Joan Creasia, Dean, College of Nursing
- Paul Crilly, Electrical Engineering & Computer Science (term expires 2010/2011)
- Maxine Thompson Davis, Dean of Students
- Wayne Davis, Dean, College of Engineering
- Barbara Dewey, Dean, UT Libraries
- Carolyn Hodges, Vice Provost & Dean, Graduate School
- Yuri Kamychnov, Physics (term expires 2008/2009) - waiting for replacement from Faculty Senate
- John McRae, Dean, College of Architecture & Design
- Bob Rider, Dean, College of Education, Health & Human Sciences
- Karen Sowers, Dean, College of Social Work
- James Thompson, Dean, College of Veterinary Medicine
- Jan Williams, Dean, College of Business Administration
- Michael Wirth, Dean, College of Communication & Information
- Svetlana Zivanovic, Food Science and Technology (term expires 2009/2010)

Students:

- Kaitlin Dewhirst
- Amanda Fortner
- Maggie Keele
- Jamil Price
- Austin Prince
- Kevin Seymour
- Kevin Toller
- Tom Whitworth (grad)

Membership: The Council is comprised of the following members:

The Vice Chancellor for Student Affairs, who serves as chairperson;

All the Deans of the University of Tennessee, Knoxville;

Three faculty members, associate professor or above, appointed by the faculty senate (the initial term shall be staggered so that one new faculty member is appointed each year after the initial appointment);

Eight student members (one of whom shall be a graduate student) appointed by the SGA for a period of one year.
Student Publications Board

Task: Develops policies, programs and budgets for student publications. Selects editors for the Daily Beacon, Volunteer Yearbook, Phoenix Literary Art Magazine. Reviews publications and solicits interest in and support of the student publication program.

2009/2010 Membership:

- Michael Wirth, Chair, Dean of College of Communication and Information
- Peter Gross – faculty, Professor and Director of School of Journalism and Electronic Media
- Bonnie Hufford – faculty, Instructor, School of Journalism and Electronic Media
- La Vinia Jennings – faculty, Associate Professor of English
- Carly Harrington – alumni/professional
- Syrenthia Robinson – alumni/professional
- Maxine Davis – administrator, Dean of Students
- Michael Dean – student
- Morgan Denison – student
- Kendall Downing – student
- Tyler Lewelling – student
- Jamil Price – student
- Bridget Wade – student
- Jane Pope – Director of Student Publications – ex officio
- Jenny Bledsoe – Daily Beacon Editor – ex officio
- Matthew Nielsen – Daily Beacon Advertising Manager – ex officio
- Will Parker – Phoenix Editor – ex officio
- Nancy Robinson – Volunteer Yearbook Editor – ex officio

Membership: The board is comprised of:

One administrator;

One member from the Board of Deans;

Three faculty, and two alumni/professionals who are appointed by the Provost;

Six students appointed by the Student Government Association president;

Five ex-officio members including the Editor of The Daily Beacon, Advertising Manager of The Daily Beacon, Editor of the Volunteer Yearbook, Editor of Phoenix Literary Art Magazine, and Director of Student Publications.

Board members serve one-year appointments.
UTK University Calendar Committee

Chair: Richard Bayer, Assistant Provost, Enrollment Services

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

Related Website: http://registrar.utk.edu/academic_calendar

Membership

- Mary Albrecht, College of Agriculture
- Monique Anderson, Registrar
- Douglas Blaze, College of Law
- Brian Browning, Sr. Assoc. Vice Chancellor for Finance and Administration
- Alan Chesney, Human Resources
- Joan Creasia, Nursing
- Paul Crilly, Electrical and Computer Engineering
- Joan Cronan, Women's Athletics Director
- Todd Diacon, Academic Assessment and Program Support
- Susan Forman, Bursar
- Jennifer Hardy, Associate Registrar
- Susan Martin, Senior Vice Provost
- John Nolt, Faculty Senate
- David Patterson, Social Work
- Kay Reed, Graduate School
- Desiree Reed-Francois, Associate Athletics Director
- Robert Rider, Education, Health and Human Services
- Tim Rogers, Student Affairs
- Marva Rudolph, Equity and Diversity
- Mike Sherrell, Facilities Services
- Karen Sowers, Social Work
- Steve Catlett, Alumni Affairs
- Jeff Wilcos, SGA President
- Gena Wilson, Budget and Finance
UT MARTIN

ADMINISTRATIVE COMMITTEE ON COMMITTEES

2008-2009

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, Vice Chancellor for Academic Affairs
*Dr. Margaret Toston, 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 **
*Dr. Kathy Evans, President, Faculty Senate **
Dr. Georgia Awipi, Faculty Representative (2009) **
Ms. Ann Clark, Faculty Representative (2010)
Dr. David Coffey, Faculty Representative (2009)
Dr. Paula Gale, Faculty Representative (2009), Chair
Mr. Sam Richardson, Faculty Representative (2010)
Dr. Nancy Warren, Faculty Representative (2010)

* Indicates ex-officio member of the Committee

** Minorities
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 **
*Mr. Louis Ragsdale, Coordinator for Greek Life, Student Affairs
*Mr. Tommy McGlown, Conditional Admissions Coordinator, Student Success Center **
*Dr. Victoria Seng, Associate Vice Chancellor for Academic Affairs
*Dr. Janet Wilbert, Faculty Senate Representative (2009)
*Ms. Melanie Morris, Assistant Director of Admissions
*Admissions Counselor Representative
Dr. Jimmy Butler, Agriculture and Applied Sciences (2009)
Dr. Kevin Hammond, Business and Public Affairs (2010)
Dr. Michelle Merwin, Education and Behavioral Sciences (2009)
Mr. Ed Wheeler, Engineering and Natural Sciences (2010)
Dr. Alice-Catherine Carls, Humanities and Fine Arts (2010)
Dean or designee of student's college

* Indicates ex-officio member of the Committee

** Minorities
UT MARTIN
ATHLETICS BOARD
2008-2009

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:

*UTM Faculty Member of UT Trustees (voting year of membership)
*UTM Student Member of UT Trustees (voting year of membership)
*Dr. Jan Simek, UT President, Acting
*Dr. David Millhorn, UT Executive Vice President
*Dr. Thomas Rakes, Chancellor
*Dr. Jerald Ogg, Vice Chancellor for Academic Affairs
*Mr. Al Hooten, Vice Chancellor for Finance and Administration
*Dr. Margaret Toston, Vice Chancellor for Student Affairs **
*Mrs. Len Solomons, Vice Chancellor for University Advancement
*Mr. Bud Grimes, Director of University Relations
*Dr. Kathy Evans, President, Faculty Senate **
*Dr. Richard Joost, President-Elect, Faculty Senate
*Mr. Phil Dane, Director of Intercollegiate Athletics
*Ms. Danielle Fabianich, Senior Woman Administrator, Intercollegiate Athletics
*Ms. Brandy Cartmell, Registrar
*Ms. Brenda Lackey, Mathematics Laboratory Coordinator (2009)
*Dr. Beverly Hearn, Reading Center Director (2009)
*Ms. Anna Clark and Ms. Jenna Wright, Co-Writing Laboratory Coordinators (2009)
*Dr. Pete Gossett, Chair, Development Committee (2009)
*Mr. Keith Unger, President designee, UTM Alumni Council (2009)
*Ms. Candy Goad, President designee, Weakley County Alumni Chapter (2009)
*Mr. Harald Nelson, President, Skyhawk Club (2009)
*Ms. Brittany McGruder, SGA President (2009)
*Mr. Johnny Richwine, Undergraduate Alumni Council Representative (2009)
Dr. Neil Gullett, Faculty Representative, Chair
Ms. Teresa Collard, Faculty Representative (2009)
Dr. Lionel Crews, Faculty Representative (2009)
Dr. Nathan Howard, Faculty Representative (2011)
Mr. Lane Last, Faculty Representative (2011)
Dr. Linda Ramsey, Faculty Representative (2010)
Mr. Mickey Chappell, Employee Relations Council Representative (2009)
Mr. Charley Deal, Administrative Staff Representative (2009)
Mr. Al Creswell, UT Martin Alumni Representative (2009)
Mr. Brad Stevens, Men's Player Representative – SAAC President (2009)
Mr. Daron Hood, Men's Player Representative (2009)
Ms. Sophie Cox, Women's Player Representative (2009)
Ms. Whitney Malone, Women's Player Representative (2009)

* Indicates ex-officio member of the Board

** Minorities
UT MARTIN

EQUITY AND DIVERSITY ADVISORY COUNCIL

2008-2009

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 **
*Mr. Phil Bright, Director of Human Resources **
Ms. Danelle Fabianich, Intercollegiate Athletics Representative (2009)
Ms. Karen Sliger, Employee Relations Council Representative (2009)
Dr. Chris Brown, Personnel Policies Committee Representative (2009)
Ms. Sharon Robertson, Persons with Disabilities Representative (2009)
Dr. Rich Helgeson, Vietnam Era Veteran Representative (2009)
Dr. Desiree McCullough, Faculty Representative (2009)
Dr. David Coffey, Faculty Representative (2010)
Dr. Cherry Watts, Faculty Representative (2010)
Dr. Richard Williams, Faculty Representative (2009)
Ms. Rebecca Weaver, SGA Representative (2009)
Mr. Patrick Reavis, Exempt Staff Representative (2009)
Mrs. Linda Arant, Non-Exempt Staff Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
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 **

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 Bolling 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

** Minorities
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 Associate Vice Chancellor for Academic Affairs, the Director of Business Affairs, 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
*Dr. Margaret Toston, Vice Chancellor for Student Affairs **
*Dr. Victoria Seng, Associate Vice Chancellor for Academic Affairs
*Ms. Laura Foltz, Director of Business Affairs
Dr. Julie Hill, Faculty Representative (2010)
Mr. Brian Johnson, Faculty Representative (2011)
Mr. David McBeth, Faculty Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
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 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. Lisa LeBleu, Agriculture and Applied Sciences (2010)  
Dr. Eric Peilmen, Agriculture and Applied Sciences (2009)  
Dr. Chris Baxter, Business and Public Affairs (2009)  
Dr. Denise Williams, Business and Public Affairs (2010)  
Dr. Nancy Sonleitner, Education and Behavioral Sciences (2010)  
Dr. Beverly Hearn, Education and Behavioral Sciences (2009)  
Dr. Nancy Buschhaus, Engineering and Natural Sciences (2009)  
Dr. David Ray, Engineering and Natural Sciences (2010)  
Mr. Tim Hacker, Humanities and Fine Arts (2009)  
Dr. Arthur Hunt, Humanities and Fine Arts (2010)  
Ms. Mary Carpenter, Paul Meek Library (2010)

* Indicates ex-officio member of the Committee

** Minorities
UT MARTIN

FINANCIAL AID AND SCHOLARSHIP AWARDS COMMITTEE

2008-2009

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, Director of Business Affairs, 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 Director of Business Affairs will serve as chair.

REPORTING CHANNEL: Vice Chancellor for Student Affairs

MEMBERSHIP:

*Dr. Margaret Toston, 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
Dr. Jimmy Butler, Agriculture and Applied Sciences (2009)
Dr. Ron Kilgore, Business and Public Affairs (2009)
Dr. Michael Spaulding, Education and Behavioral Sciences (2009)
Dr. Beth McClellan, Engineering and Natural Sciences (2009)
Dr. Alice-Catherine Carls, Humanities and Fine Arts (2009)
Ms. Hallie Aitken, SGA Representative (2009)
Mr. Stuart Watson, SGA Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
UT MARTIN
HONORS AND CEREMONIES COMMITTEE
2008-2009

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, 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 Soohnons, Vice Chancellor for University Advancement
*Dr. Jerald Ogg, Vice Chancellor for Academic Affairs, Secretary
*Ms. Edie Gibson, Executive Assistant to the Chancellor
*Ms. Brandy Cartmell, Director of Academic Records and Registrar
Dr. Sue Byrd, Faculty Representative (2010)
Dr. Stan Dunagan, Faculty Representative (2009)
Dr. Mahmoud Haddad, Faculty Representative (2010)
Dr. Arthur Hunt, Faculty Representative (2009)
Mr. Rhett Chrysler, Honors Programs Student Representative (2009)
Ms. Elizabeth Hudson, Honors Programs Student Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
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. Tim Burcham, Faculty Representative (2010)
  Dr. Ann Gathers, Faculty Representative (2010)
  Dr. Deborah Gibson, Faculty Representative (2009)
  Dr. Donna Cooper Graves, Faculty Representative (2011)
  Dr. Janet Bailey, UTM Veterinarian (2009)
  Mrs. Carla Field, Community Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
UT MARTIN

INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

2008-2009

PURPOSE: The Institutional Review Board for the Protection of Human Subjects in Research (IRB) is responsible for reviewing and approving applications involving human subjects in research to ensure that faculty and student researchers are compliant with federal and state regulations and guidelines.

COMPOSITION: Five faculty members (one representative from each academic college) chosen by the Administrative Committee on Committees to serve three-year overlapping terms. In addition, one public member representing general community interests to serve a one-year term to 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, in consultation with the Vice Chancellor for Academic Affairs, shall select the community representative from the prepared list. The IRB Institutional Liaison will serve as an ex-officio non-voting member. Two faculty representatives elected by the Committee will serve as chair and secretary and constitute the Expedited Review Board.

REPORTING CHANNEL:

Vice Chancellor for Academic Affairs

MEMBERSHIP:

*Dr. Joan West, Director of Research, Grants, and Contracts, IRB Institutional Liaison
Ms. Julie Floyd, Agriculture and Applied Sciences (2010)
Dr. Ashley Kilburn, Business and Public Affairs (2010)
Dr. Angie MacKewn, Education and Behavioral Sciences (2011)
Dr. Cahit Erkal, Engineering and Natural Sciences (2011)
Dr. Leslie LaChance, Humanities and Fine Arts (2009)
Ms. Jayne Parrish, Community Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
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
*Dr. Margaret Toston, 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 (2009), Chair
Dr. Lynn Alexander, Faculty Representative (2009)
Mr. Brent Cox, Faculty Representative (2009)
Dr. Neil Graves, Faculty Representative (2010)
Ms. Tracy Rutledge, Faculty Representative (2010)
Mr. Richard Saunders, Faculty Representative (2010)
Ms. Brittany McGruder, SGA President (2009)
Ms. Jen DeYeso, SGA Representative (2009)
Ms. Mary Unger, SGA Representative (2009)
Mr. Brad Kendall, SGA Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
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, Vice Chancellor for Academic Affairs, Vice Chancellor of Student Affairs, Bursar, Assistant Vice Chancellor and Chief Information Officer, 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 Cartmell, Director of Academic Records and Registrar, Chair
* Ms. Judy Rayburn, Director of Admissions
* Dr. Jerald Ogg, Vice Chancellor for Academic Affairs
* Dr. Margaret Toston, 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
* Executive Director of Extended Campus and Continuing Education
Ms. Jo Aden, Agriculture and Applied Sciences (2010)
Dr. Philip Young, Business and Public Affairs (2009)
Ms. Cindy West, Education and Behavioral Sciences (2010)
Dr. Brian Wagner, Engineering and Natural Sciences (2009)
Dr. Amy Simmons, Humanities and Fine Arts (2009)
Mr. John Johnson, SGA Representative (2009)
Ms. Scarlett Hixson, SGA Representative (2009)
Mr. Ryan Blake, SGA Representative (2009)
Ms. Melissa Housley, SGA Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
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; Director of Business Affairs; Director of Student Housing; Director of Physical Plant; Director of Boling University Center; Safety Officer; Associate 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 Director of Business Affairs 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. Steve Vantrease, 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. Eric Lipford, SGA Vice President or designee (2009)

* Indicates ex-officio member of the Committee

** Minorities
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
* Dr. Margaret Toston, Vice Chancellor for Student Affairs **
* Mr. Eric Lipford, SGA Vice President (2009)
* Ms. Whitney Maxey, SGA Representative (2009)
* Ms. Stephanie Allen, SGA Representative (2009)
* Ms. Linzie Tedford, SGA Representative (2009)
Dr. Donna Anderson, Faculty Representative (2009)
Dr. Laura Brown, Faculty Representative (2009)
Dr. Brad Coker, Faculty Representative (2009)
Ms. April Baker, Non-Exempt Staff Member (2009)
Mr. John Abel, Exempt Staff Member (2009)
Ms. Melanie Young, Exempt Staff Member (2009)

* Indicates ex-officio member of the Committee
** Minorities
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: 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 Vice Chancellor for Academic Affairs.

REPORTING CHANNEL: Chancellor

MEMBERSHIP:

*Dr. Jerald Ogg, Interim Vice Chancellor for Academic Affairs. Chair
*Dr. Margaret Toston, Vice Chancellor for Student Affairs **
*Mr. Al Hooten, Vice Chancellor for Finance and Administration
*Ms. Brandy Cartmell, Director of Academic Records and Registrar
*Dr. Richard Joost, President-elect, Faculty Senate
*Dr. Dan Pigg, Chair, Committee on Instruction
*Ms. Brittany McGruder, SGA Representative (2009)
*Mr. Eric Lipford, SGA Representative (2009)
Ms. Ruby Lindsey Black, Agriculture and Applied Sciences (2009) **
Dr. Richard Griffin, Business and Public Affairs (2010)
Dr. Brian Donavant, Education and Behavioral Sciences (2009)
Dr. John Schommer, Engineering and Natural Sciences (2010)
Ms. Beth Powell, Humanities and Fine Arts (2009)

* Indicates ex-officio member of the Committee

** Minorities
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, 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:

*Dr. Margaret Toston, Vice Chancellor for Student Affairs, Chair  **
*Mrs. Len Solomons, Vice Chancellor for University Advancement  
*Dr. Jerald Ogg, Vice Chancellor for Academic Affairs  
*Mr. Al Hooten, Vice Chancellor for Finance and Administration  
*Ms. Vishenlia Huery, Student Conduct Coordinator  ** 
*Dr. Mary Lee Hall, Dean of Education and Behavioral Sciences (2009)  
*Dr. Doug Sterrett, Dean of Engineering and Natural Sciences (2010) 
*Dr. Richard Joost, President-Elect, Faculty Senate (2009) 
Dr. David Barber, Faculty Representative (2009) 
Mr. Bob Bradley, Faculty Representative (2009) 
Dr. Charles Bradshaw, Faculty Representative (2009) 
Dr. Patricia Hewitt, Faculty Representative (2010) 
Dr. Linda Husmann, Faculty Representative (2010) 
Ms. Brittany McGruder, SGA President (2009) 
Mr. Eric Lipford, SGA Vice President (2009) 
Ms. Rebecca Weaver, SGA Secretary General (2009) 
Ms. Jennie Brooks, SGA Representative (2009) 
Mr. Dale Hendon, SGA Representative (2009) 
Ms. Mikai Banks, SGA Representative (2009)

* Indicates ex-officio member of the Committee

** Minorities
Ms. Anita Allen
3104 Lookaway Trail
Chattanooga, TN 37406
423-622-4425
akaya81@aol.com
County: Hamilton
Representing: Eastern Region
Term Expires: Fall 2010
Area: 4-H
Business/Occupation: Hamilton Co. Dept. of Educ
Black Female

Dr. Jeanette Armstrong
5829 Fireside Drive
Brentwood, TN 37027
615-371-8651
jaswa@comcast.net
County: Davidson
Representing: Central Region
Term Expires: Fall 2009
Area: FCS/Resource Dev
Business/Occupation: Retired Director of Vocational Adult/Community Educ
Black Female

Mr. Gary Brewington
1308 Gibbons Road
Cookeville, TN 38506
931-537-6991
931-260-6663
cablc@hotmail.com
County: Putnam
Representing: Central Region
Term Expires: Fall 2011
Area: Ag
Business/Occupation: Beef Cattle Farmer
White Male

Mr. Alan Burchfield
1535 Tatumville Road
Newbern, TN 38059
731-627-2492
731-676-5228
none
County: Dyer
Representing: At Large
Term Expires: Fall 2011
Area: Ag
Business/Occupation: Farmer
White Male

Mr. Dwight Dickson
P.O. Box 1717
Jamestown, TN 38556
931-879-8212 (ext 3)
Dwight.Dickson@tn.usda.gov
County: Fentress
Representing: At Large
Term Expires: Fall 2009
Area: Ag or Natural Resources
Business/Occupation: District Conservationist
White Male

Dr. Richard Dobbs
TN Department of Human Services
425 5th Ave, N., Cordell Hull Bldg, 3rd Floor
Nashville, TN 37243
615-313-5531
richard.dobbs@state.tn.us
County: Davidson
Representing: At Large
Term Expires: Fall 2009
Area: FCS
Business/Occupation: Dept. of Human Services
White Male
Dr. Tom Edmonds  
2830 Highway 100  
Centerville, TN 37033  
931-670-4926  
hickmanvet@bellsouth.net  
County: Hickman  
Representing: Western Region  
Term Expires: Fall 2011  
Area: Ag  
Business/Occupation: Veterinarian  
White Male

Ms. Sandra Eichenberger  
310 Eichenberger Lane  
Belvidere, TN 37306  
931-967-9636  
931-580-5249  
sandraeichenberger@hotmail.com  
County: Franklin  
Representing: Central Region  
Term Expires: Fall 2011  
Area: Ag  
Business/Occupation: Farmer/Master Gardener  
White Female

Mr. James W. Ford  
917 Wonderland Pass  
Hermitage, TN 37076  
615-874-3540  
615-483-6825  
jamessquareconsulting.com  
County: Davidson  
Representing: Central Region  
Term Expires: Fall 2010  
Area: Ag or Natural Resources  
Business/Occupation: Retired State Conservationist, NRCS/Consultant  
Black Male

Mr. James C. Jaycox  
1600 Shelby Drive  
Dyersburg, TN 38024  
731-285-0054  
731-297-6701  
jcjayc@bellsouth.net  
County: Dyer  
Representing: Western Region  
Term Expires: Fall 2010  
Area: Resource Development  
Business/Occupation: Retired Engineer  
White Male

Ms. Nancy Fugate Large  
105 Mike Miller Road  
Clinton, TN 37716  
865-457-9535  
nelarge@aol.com  
County: Anderson  
Representing: At Large  
Term Expires: Fall 2010  
Area: FCS  
Business/Occupation: Retired Clinical Nutritionist  
White Female

Mr. Jimmy Lewis  
645 Exchange Road  
Wildersville, TN 38388  
731-968-4681  
731-225-3716  
none  
County: Henderson  
Representing: At Large  
Term Expires: Fall 2010  
Area: Ag  
Business/Occupation: Farmer  
White Male
Ms. Elaine Lovelace  
1765 Fortune Road  
Moscow, TN 38057  
901-465-8488  
901-603-6389  
elainelovelace@comcast.net  
County: Fayette  
Representing: At Large  
Term Expires: Fall 2010  
Area: 4-H  
Business/Occupation: Beauty Shop Owner  
White Female

Ms. Karmen Rivers  
923 Burchwood Avenue  
Nashville, TN 37216  
615-228-1651  
karmen_shelay@yahoo.com  
County: Davidson  
Representing: Youth Representative  
Term Expires: Fall 2009  
Area: 4-H  
Business/Occupation: Student/4-H'er  
White Female

Ms. Patty Mayhall  
2286 Roberts Road  
Lexington, TN 38351  
731-967-9795  
731-549-7947  
ptmayhall@yahoo.com  
County: Henderson  
Representing: At Large  
Term Expires: Fall 2011  
Area: FCS  
Business/Occupation: Business Owner  
White Female

Ms. Dawn Smith  
307 Gilmer Park  
Johnson City, TN 37604  
423-926-6104  
423-230-3721  
dawn@uppereasttnhs.com  
County: Washington  
Representing: Eastern Region  
Term Expires: Fall 2011  
Area: FCS  
Business/Occupation: Nutrition Coordinator,  
Upper East TN Health Dept  
Black Female

Ms. Carol McBride  
23 Richland Court  
Manchester, TN 37355  
931-728-6525  
cmcbride84@aol.com  
County: Coffee  
Representing: At Large  
Term Expires: Fall 2009  
Area: 4-H  
Business/Occupation: 4-H Volunteer  
White Female

Ms. Carla Snodgrass  
4751 Trousdale Drive, Suite 201  
Nashville, TN 37220  
615-383-0994  
615-440-7644  
carla.snodgrass@pcat.org  
County: Davidson  
Representing: Central Region  
Term Expires: Fall 2009  
Area: FCS  
Business/Occupation: Exec Director, Prevent  
Child Abuse TN  
White Female
MS. MARTHA THOMAS
3337 SUMMERHILL DRIVE
BARTLETT, TN 38134
901-377-6475
MBTHOMAS039@GMAIL.COM
COUNTY: SHELBY
REPRESENTING: WESTERN REGION
TERM EXPIRES: FALL 2011
AREA: FCS
BUSINESS/OCCUPATION: RETIRED TSU SPECIALIST
BLACK FEMALE

MR. LEE TODD
8353 GLEN MEADOW LANE
GERMANTOWN, TN 38138
901-755-1191
WLET@AOL.COM
COUNTY: SHELBY
REPRESENTING: WESTERN REGION
TERM EXPIRES: FALL 2009
AREA: AG OR NATURAL RESOURCES
BUSINESS/OCCUPATION: RETIRED
WHITE MALE

MS. MERILYN WALDRON
3435 FLORENCE ROAD
MURFREESBORO, TN 37129
615-895-0164
615-275-5972
MERILYNW@COMCAST.NET
COUNTY: RUTHERFORD
REPRESENTING: CENTRAL REGION
TERM EXPIRES: FALL 2009
AREA: FCS
BUSINESS/OCCUPATION: HOMEMAKER
WHITE FEMALE

EX-OFFICIO MEMBERS

DR. ROY BULLOCK
PROFESSOR
TENNESSEE STATE UNIVERSITY
JOHN A. MERRITT BOULEVARD
NASHVILLE, TN 37209-1561
615-963-5449
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FBULLOCK@TNSTATE.EDU
BLACK MALE

DR. WM. HERBERT BYRD
ASSISTANT TO DEAN
212 MORGAN HALL
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WHITE MALE

DR. CLYDE CHESNEY
ASSOCIATE DEAN FOR EXTENSION
TENNESSEE STATE UNIVERSITY
JOHN A. MERRITT BOULEVARD
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BLACK MALE

DR. TIM L. CROSS
DEAN
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2621 MORGAN CIRCLE
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865-974-1068
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WHITE MALE
Dr. Shirley Hastings  
Associate Dean  
122 Morgan Hall  
2621 Morgan Circle  
Knoxville, TN 37996-4530  
865-974-7384  
865-974-1068  
hastings@utk.edu  
White Female

Dr. Thelma Sanders-Hunter  
Associate Professor  
Tennessee State University  
John A. Merritt Boulevard  
Nashville, TN 37209-1561  
865-963-5547  
tsanderson@tnstate.edu  
Black Female

Dr. George F. Smith  
Interim Associate Dean  
120 Morgan Hall  
2621 Morgan Circle  
Knoxville, TN 37996  
865-974-7112  
865-974-1068  
gsmith@utk.edu  
White Male

Mr. Steve Sutton  
Interim Director-4-H  
205 Morgan Hall  
2621 Morgan Circle  
Knoxville, TN 37996-4510  
865-974-7434  
865-974-1628  
ssutton2@utk.edu  
White Male

Mr. Calvin Bryant  
County Extension Director  
Lawrence County  
2385 Buffalo Road  
Lawrenceburg, TN 38464  
865-762-5506  
931-766-1589  
ibryant1@tennessee.edu  
Term Ends: 2011  
White Male

Dr. Matt Devereaux  
Associate Professor, FCS  
119 Morgan Hall  
2621 Morgan Circle  
Knoxville, TN 37996  
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Appendix P

Memorandum of Understanding between UT and TSU: Agricultural Extension
MEMORANDUM OF UNDERSTANDING
ON
EXTENSION WORK
STATE OF TENNESSEE

This agreement is made and entered into by and between The University of Tennessee, an educational institution of the State of Tennessee, and Tennessee State University, an educational institution of the State of Tennessee.

WITNESSETH:

Whereas, The University of Tennessee and Tennessee State University have entered into a Memorandum of Understanding with the United States Department of Agriculture to carry out Extension work in the State of Tennessee in accordance with Section 1444 of Public Law 95-113, Food and Agriculture Act of 1977 which requires a single, comprehensive State program, the President of the University of Tennessee acting subject to the approval of the Board of Trustees and the President of Tennessee State University acting subject to the approval of the Board of Regents further entered into a Memorandum of Understanding dated October 1, 2001, outlining procedure for mutual cooperation in carrying out a statewide Extension program.

Now, therefore, pursuant to said Memorandum of Understanding dated October 1, 2001, the University of Tennessee and Tennessee State University hereby agree to the following for the Federal fiscal years October 1, 2006 - September 30, 2011:

1. The Administrator of the 1890 Cooperative Extension Program and the Dean of the 1862 University of Tennessee Extension will serve as co-executives of the Tennessee Extension System where the two Universities have joint programs. The Administrator or his designee will have responsibility to assist in the evaluation of Regional Directors and County Extension Directors who supervise Tennessee State University personnel.

2. Tennessee State University and the University of Tennessee have developed a joint electronic planning and reporting system. The University of Tennessee Extension will provide support for the planning, reporting and technical computer support for Tennessee State University agents and support staff located in county offices. Expenses will be determined and prorated based on total cost of operations for the computer support staff and the planning and reporting system, based on the number of employees. Tennessee State University will provide support for the planning, reporting and computer operations for Tennessee State University specialists. Computer hardware and software costs for agents and support staff will be cost shared by Tennessee State University and county governments.

3. In counties where agents are co-located, Tennessee State University and University of Tennessee agents will be eligible for county leadership positions. The employing university will be responsible for salary increase for leadership responsibilities. Tennessee State University and University of Tennessee agents will be eligible to apply
for leadership responsibilities above the county level at either institution for which they are qualified.

4. Tennessee State University will budget up to $2,500 per county annually for a fund to support creative program delivery proposals from the respective counties where Tennessee State University agents are co-located with University of Tennessee agents. The proposals to be funded will be selected by a committee made up of Tennessee State University and University of Tennessee agents and specialists.

5. The County Extension Director will provide first-line supervision of Tennessee State University or University of Tennessee Extension staff members assigned in the county. Tennessee State University Extension Administration will notify the regional Extension staff of planned personnel or program changes.

6. The County Extension Director will serve as liaison with county government officials on behalf of Tennessee State University as well as the University of Tennessee in establishing and maintaining a joint Extension program. The County Extension Director is responsible for securing office space, financial support, and making arrangements for the program of work in the county. There will be no charge to either University for office space.

7. The proposed annual county budget, where the University of Tennessee and Tennessee State University have joint programs, will be submitted, reviewed and approved by both the Dean of the University of Tennessee Extension and the Administrator for Tennessee State University Extension Program.

8. The Dean of the University of Tennessee Extension will assist in equalizing cost share from county government for agents from both universities.

9. Any cuts in the county cost share will be shared equally by the staff of both universities, based on county salary percentage of affected employee and the county funding plan established and agreed upon by the county and Tennessee State University and the University of Tennessee Extension.

10. The County Extension Director will seek approval of the county government prior to the establishment of, or expansion of, a program of work by either University. Without county government approval, neither University will establish or expand a program of work.

11. Supplies and equipment for Tennessee State University and University of Tennessee faculty and staff will be provided by the respective Universities. Charges for the printing of publications, video productions, and other special services will be negotiated between the Universities as required.

12. There will be no charge to either University for copier and facsimile machine services; however, the Universities will share equally the cost for maintenance of the machines.
Replacement of digital duplicator will be a prorated share by Tennessee State University and the University of Tennessee. Cost of supplies and maintenance of digital duplicators will also be prorated.

13. The University of Tennessee will invoice Tennessee State University for meals, lodging, and other direct costs incurred by Tennessee State University personnel at 4-H Centers and commercial establishments as a result of joint program efforts, at the end of each federal fiscal year (September 30).

14. The two Universities will implement a mutual use of the Universities' logos where there are joint county programs. The Administrator will provide appropriate signs for county offices, and joint logos will be used on program announcements and related public notifications where the two Universities engage in a collaborative project.

15. The two Universities will jointly appoint and maintain one Extension Advisory Council (75 percent University of Tennessee, and 25 percent Tennessee State University).

16. The two Universities will plan and conduct a joint Extension Conference.

17. The two Universities will jointly plan and conduct New Workers' Orientation and staff development for employees.

18. Tennessee State University plans to continue working with the University of Tennessee in mutually agreed upon counties. All counties considered for expansion will be based on need and willingness to cost share positions. Any designated county staffing plan may be changed if mutually agreed upon by Tennessee State University, the University of Tennessee and the respective county.

19. To further the development of a combined state Extension program, joint Extension specialist positions will be developed and funded by agreement of the Administrator of Tennessee State University and the Dean of the University of Tennessee Extension. Joint specialists will be administered by the University which serves as the employer, with input regarding program planning and development and performance reviews provided by each University. Each agreement for joint positions should establish the percentage appointment, travel and operating support and billing details.

20. The Administrator and Dean will initiate and maintain a dialogue between appropriate Tennessee State University and University of Tennessee personnel to assure congruence between methods of operation and the Memorandum of Understanding implementing the Food and Agriculture Act of 1977 requirement for a single, comprehensive Extension program.

21. This Memorandum of Understanding will be reviewed annually, and it may be amended by joint consent of the administration of Tennessee State University and the administration of the University of Tennessee (listed below).