THE UNIVERSITY OF TENNESSEE

TITLE VI IMPLEMENTATION PLAN

2010-2011

Revised: September 2010
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GOALS AND OBJECTIVES

Goals

The University of Tennessee seeks, as its Title VI goal, to ensure that its recruitment efforts of students, faculty and staff, 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 printed in both English and Spanish, 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 University of Tennessee Board of Trustees is scheduled to appoint a new permanent president at its October, 2010 board meeting. 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 anti-discrimination laws) regardless of whether the contract directly involves federal financial assistance. Additionally, contracts with sub-recipients of federal funds contain a provision requiring compliance with Title VI.

(Appendix B) provides fiscal information for the period of 2008-2009 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, faculty, 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 Knoxville (UTK): During this past reporting period, the 
Office of Equity and Diversity (OED) continued to maintain contact with local Title VI 
Coordinators from the City of Knoxville, Knox County, and the Tennessee Department of 
Transportation. In June, the UTK-OED Director, as a member of the Title VI Review 
Committee: City of Knoxville, met to review and comment on their Title VI efforts. As a matter 
of keeping informed about Title VI policies and procedures, the UTK-OED Director completed 
the Title VI recertification survey (electronic version), attended a Title VI information session 
conducted by representatives from the Tennessee Human Rights Commission (THRC), and 
participated in a follow-up on-campus video conference with all UTK Title VI Coordinators to 
discuss information gathered from the THRC presentation. UTK-OED participates in the weekly 
New Hire Orientation sessions conducted by Human Resources where, during this past academic 
year, more than 600 persons were provided written information related to Title VI. Finally, the 
UTK-OED continues to respond to annual Title VI surveys submitted by granting agencies to 
various UTK offices receiving such grants.

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 (IPS) 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) All bidders, contractors, subcontractors and suppliers of materials are notified of the University’s Affirmative Action Policy. In keeping with University practice, all bidders, contractors, subcontractors and suppliers of materials are notified that the University will not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials who discriminate against members of any protected class. The University 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) is totally committed to enforcing Title VI of the Civil Rights Act of 1964. Therefore, 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. All African American, Hispanic American, members of other minority groups, and international students receive the Title VI brochure. Title VI posters are placed in plain view in all buildings throughout the University. The University of Tennessee Martin is proactive in enforcing policies concerning admission of African American, Hispanic American, and other students of underrepresented groups and continues to intensify its efforts targeted towards these students. Moreover, the University continues to make a concerted effort in employing African Americans, Hispanic Americans, and other minorities in faculty and staff positions based on availability in the local, regional, and national markets. Finally, on August 20, 2010, the Equity and Diversity Officer held a Title VI workshop for twenty or more staff members employed in the Healthy Start Program.

The University of Tennessee Institute of Agriculture (UTIA) Extension Service Title VI functions are outlined in the document, “Program for Equal Employment Opportunity in The University of Tennessee Extension.” (Appendix Q)

All exempt staff and faculty in UT Extension attend a week-long New Employee Orientation, generally within the first six months of employment. A three hour in-person session on diversity and a two and one-half hour online program on Civil Rights Law and related policies are part of the program. Ongoing training is offered on an as needed basis by state-level staff, regional directors and county directors. Civil Rights issues are discussed in regular staff conferences. Extension educators follow UT Extension/USDA Public Notification guidelines and utilizes the USDA “And Justice for All” poster in reception areas and meeting rooms; nondiscriminatory statements in television, radio, newspaper articles, letters, phone calls and visits to
members of underrepresented groups. A web site is also available with links to documents which should be in each county office file. Letters regarding UT Extension’s non-discriminatory policy are sent annually by the dean to employees as well as outside groups with whom we work and partner with in the delivery of educational programs.

As the outreach arm of the university land-grant system, UT Extension offers research-based education to Tennesseans in the program areas of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, and Resource Development. This is achieved through the joint cooperation of county governments, state government (through the University of Tennessee), and federal government (United States Department of Agriculture). UT Extensions offers its programs to all eligible persons regardless of race, color, national origin, sex, age, disability, religion or veteran’s status. UT Extension offers equal opportunities in programs and employment.

UTIA College of Veterinary Medicine educates students in the art and science of veterinary medicine and related biomedical sciences and leads the way in the discovery of new knowledge to disseminate to veterinarians and others in order to advance human and animal well being. The CVM is an empowered and diverse organization with the resources to perform well in all mission areas, graduating highly trained veterinarians and biomedical scientists, while providing quality patient and client services, and advances the knowledge of medical sciences. The CVM embraces the values of quality, creativity and innovation, commitment, teamwork, compassion, integrity, diversity, and professionalism.

Established by an act of the Tennessee Legislature in 1974, the College is part of the University of Tennessee statewide system and is located on the Agriculture Campus of the University of Tennessee Knoxville. In addition to providing opportunities for Tennessee
students, the College serves pet owners and the livestock industry as well as protects public health, enhances medical knowledge and generates economic benefits to the state and nation. Important public services are provided to the clients/animals/citizens of Tennessee and impact their general well being including: continuing education programs, caring for injured wild animals, caring for injured abandoned domestic animals, supporting programs exploring the emotional bond between humans and animals, providing health care for assistance dogs (hearing or visually impaired, police dogs, or other service dogs at cost), and providing emergency medical care during disaster situations.

The College adheres to the guidelines for use of the EEO/AA Statement/Non-discrimination Statement provided by the University of Tennessee. (Appendix F)

The College of Veterinary Medicine Board of Advisors is included in (Appendix O).

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, 2008, through June 30, 2009, an employee of the UT Health Science Center filed a lawsuit on December 3, 2008, in the US District Court for the Western District of Tennessee alleging racial discrimination in his dismissal from a nursing certification program. The case was heard in district court, and on June 9, 2010, the case was dismissed by the court. (Appendix J)
Limited English Proficiency Compliance

The University of Tennessee seeks to fulfill its responsibility under Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. to provide meaningful access to programs and activities by persons with Limited English Proficiency (LEP). The University of Tennessee is a complex organization with four campuses, multiple institutes, and many additional services, including an agricultural extension programming in all 95 counties of the state. Reasonable steps to ensure meaningful access to programs and activities by LEP persons therefore vary widely according to the specific circumstances.

The most basic activities of the University of Tennessee are to provide educational service to its students and to support teaching and research by its faculty. The University evaluates the English language proficiency of its students and teaching faculty and provides various forms of assistance depending upon each fact-dependent circumstance. In some situations, students who need assistance in written English may be placed in special writing classes. In other instances, a student’s studies may be delayed while they attend intensive English language programs. Certain offices may offer special training to assist faculty whose first language is not English. The University makes many of its written communications, especially posters concerning the rights of employees under Title VI, available in English and Spanish.

On the rare occasion that an LEP individual who is not a student or faculty member seeks information or assistance from the University, usually on a one-time basis, the University may seek assistance from its large number of foreign language faculty members to assist in verbal or written communications, depending on the circumstances. The University continues to review
the balance of cost and benefit of providing more formal assistance to LEP persons who are not students or faculty.

Individuals who believe they have not been provided meaningful access under Title VI may file a complaint with the campus Title VI officer. Retaliation of any kind against a person who has filed a complaint is prohibited.

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 2004-2009; progression of diverse student populations of freshmen who return as sophomores from 2005-2009; diverse student populations of undergraduate graduation rates from 2004-2009. 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 2008-2009.

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 2009, is included in (Appendix N) along with employment utilization reports for some of the campus/institute.
**Title VI Activities By Units**

At the direction of the University of Tennessee Board of Trustees, Interim President Jan Simek has established an Office of Equity and Diversity Review Task Force. The President’s charge to the Task Force included the following: *"To develop a plan and recommended structure for broadening the face of the University (improvements in diversity for students, faculty and staff).”*

The Task Force was co-chaired by the Vice President for Equity and Diversity and the Director of Human Resources. Consisting of eleven members, the Task Force was drawn from across the UT System and included a member of the UT Board of Trustees. Six European Americans and five African Americans comprised the Task Force. The Task Force recommendations, regarding the roles of the UT System Office of Equity and Diversity (OED) and the campuses OED operations and their relationships, will be presented at the UT Board of Trustees meeting in October.

Study Abroad is becoming more common at colleges and universities across the county. 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. During this reporting period, in a continuing effort to build stronger ties between the University of Tennessee and Tennessee State University (TSU), the program included students from TSU.
The University of Tennessee Knoxville (UTK) The UTK Office of Equity and Diversity serves administrators, faculty, students, and applicants at the Knoxville Main Campus, Men’s and Women’s Athletics, Institute for Agriculture, and System-wide Administration, which includes the Institute of Public Service. In addition to activities already mentioned earlier within this report, UTK-OED:

- Serves as an ex officio member of various special campus commissions which deal with issues related to race, color, and national origin. Such commissions include the Council on Diversity and Interculturalism, the Commission on Blacks, Exempt Staff Council, Leadership Committee, the newly formed ad hoc 50th Anniversary Committee on the Commemoration of the admission of African American undergraduate students to UTK, and the System-wide Taskforce on OED Reorganization and Diversity Initiatives.

- Provides information to campus units responding to annual Title VI survey requests submitted by state granting agencies.

- Conducts and/or participates in campus programs, activities, and/or educational workshops dealing with issues of affirmative action, equal employment, and diversity and inclusion. This includes serving as a facilitator each year with the Life of the Mind Program and teaching a First Year Studies Course. Both allow the director to work with undergraduate students and provide an outlet to discuss issues of diversity.

- Monitored, during this past year, job searches to fill position vacancies (upper level administrative, tenure track faculty, and exempt/professional staff). This included meeting with individual search committees and providing assistance as needed to encourage the recruitment of diverse applicants/candidates for job vacancies.

- Continues to provide outlets for campus units to post job vacancies at no cost to the unit in an effort to recruit diverse applicant pools of candidates. OED renewed its subscription to HigheredJobs.com and recently began a subscription to LatinosinAmerica.com.

- Continued to serve and investigate complaints of discrimination filed on the basis of race, color, national origin, gender (to include sexual orientation and gender identity), age, disability, religion, and veteran status.

- Currently, UTK-OED disseminates Your Rights Under Title VI of the Civil Rights Act of 1964 which, like the Title VI poster, includes a Spanish translation. In the upcoming year, UTK-OED plans to reprint, in English and Spanish, the general
informational brochure about the Office of Equity and Diversity, the widely distributed flyer related to Sexual Harassment Prevention, and the UTK Complaint Procedures.

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 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. One Title VI complaint was received during this reporting period. (Appendix J)

The University of Tennessee Institute of Agriculture (UTIA) details Title VI activities for each of Tennessee’s 95 county units in the annual “Civil Rights Compliance Review and Report.” In addition, desktop and on-site reviews are conducted annually. A sample compliance report can be found in (Appendix R). UT Extension is currently reviewing LEP policies and procedures. Extension personnel have a number of Spanish publications and other programs targeted toward Hispanic/Latino audiences. An Extension Hispanic taskforce has made recommendations to UT Extension which are under consideration. Extension’s outreach activities touch every community in Tennessee. An activity report for statewide activities can be found in (Appendix S).
No Title VI complaints were received in UTIA during the reporting period. Committee lists can be found under (Appendix O).

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 standing committee report is included in (Appendix O).

The UT Space Institute (UTSI) Title VI Coordinator serves as advisor to the UTSI Chapter of the National Society of Black Engineers (NSBE). 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. We sponsor Junior Chapters of NSBE in some of the local middle schools. The students from these chapters participate in activities we host during Black History Month celebrations. Community outreach projects such as this help strengthen race relations between UTSI and the surrounding area.

UTSI has a diverse workforce and student population that includes individuals from all over the world. On occasion, translators are needed to help conduct business with some individuals that may not fully understand or speak English. When the need arises, on-site staff from our diverse workforce and/or student population are asked to assist with translation needs. This process has been successful for UTSI.

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.

The University of Tennessee at Chattanooga continues to witness growth in the number of underrepresented minorities in the faculty and staff workforce. Since October 1, 2009, UTC has hired a number of women and minorities for positions in EEO Categories 1-3, including six Black Males, six Black Females, one Hispanic Male, three Asian Males, two Asian Females, and one Native American Female. No Title VI complaints were received during this reporting period.

The University of Tennessee at Martin (UTM) held a Title VI Workshop for the Child and Family Grants Programs on August 19, 2010. The workshop covered the following:

1. The Title VI law
2. Facts concerning race/color discrimination
3. Race-related characteristics and conditions
4. Facts concerning national origin discrimination
5. The Department of Justice’s Title VI public service announcement
6. The role of the Title VI Coordinator at the University at Martin
7. The Title VI Implementation Plan
8. Public Notification to Citizens
9. Data collection
10. Complaint Procedures
11. Program delivery issues in the Northwest Tennessee Counties served by the Child and Family Grants programs
The Equity and Diversity Officer/Title VI Coordinator met and interviewed all candidates for faculty, administrative, and staff positions for the 2009-2010 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, Hispanic 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
4. To discuss sexual harassment at the University of Tennessee at Martin and the University of Tennessee System policy

The University of Tennessee at Martin held its Tenth Annual Civil Rights Conference February 20-26, 2010. The theme of the conference was “Civil Rights in the Age of Obama.”

The topics/activities covered in the conference were:

1. Ken-Tenn Homecoming and Reunion Association and Community Forum, African-American History Month Celebration
2. Student Rally for Social Justice
3. Black History Quiz Bowl, sponsored by the National Association of Black Journalists
4. Civil Rights Movie showing: Amistad, Steven Spielberg’s account of a slave ship rebellion
5. Native American Rights Day – How the Lies of History have Tarnished our Moral Value
6. Roundtable on Black Writers
8. Presentation by Dr. Cynthia Griggs Fleming on the topic of Civil Rights in the Age of Obama
9. White Privilege and White Activism in the Struggle for Black Freedom
10. Racial Disparities in Health Care
11. Local Civil Rights History: Fulton and South Fulton
12. Unnatural Causes: Is Inequality Making Us Sick? Documentary Movie

Finally, the Equity and Diversity Office/Title VI Coordinator will continue to hold workshops for the Child and Family Grants Programs. A second workshop will be held in November 2010. This workshop will focus on the topic of leadership for the staff members in
the Child and Family Grants program. No Title VI complaints were received during this reporting period.

**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

Q. Program for Equal Employment Opportunity in the University of Tennessee Extension

R. Civil Rights Compliance Review and Report

S. University of Tennessee and Tennessee State University Activity Report for Statewide Activities
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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<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></td>
</tr>
<tr>
<td></td>
<td>Single audit requirements of OMB Circular A-133 are included in the subcontract/payout contract.</td>
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<tr>
<td></td>
<td>Patent certification(s) is/is not required. If required, report(s) will be due as follows:</td>
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<td></td>
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<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
2008-2009 Unrestricted & Restricted Revenues

- Tuition & Fees: $371,628,000
- State Appropriations: $407,547,000
- Total Grants & Contracts: $491,097,546
- Sales & Services of Educational Activities: $51,910,792
- Other Sources: $129,357,528
- Auxiliary Enterprises Funds: $147,102,325
The University of Tennessee System
2008-2009 Unrestricted & Restricted Revenues

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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Other Sources</td>
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<td>Sales &amp; Services of Educational Activities</td>
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<td>TOTAL REVENUES</td>
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# The University of Tennessee

**Schedule of Federal Expenditures**

For the Year Ended June 30, 2009

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**TOTAL:** 15,191,507.61
Appendix C

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

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

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

Mr. Michael Alston
Director, Equity and Diversity
920 Madison, Suite 420
UT Health Science Center
Memphis, TN 38163
(901)448-2112  Fax: (901)448-1120
malston1@uthsc.edu

Dr. Marva Rudolph
Director, Office of Equity & Diversity
The University of Tennessee, Knoxville
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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/w032_document_list.php?app=HR
Space Institute: http://personnel.utsi.edu/procedures/index.html
Chattanooga: http://www.utc.edu/Administration/HumanResources/Policies/Proc220.pdf
Martin:
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 SUBJECf: GRIEVANCES  
EFFECTIVE: 11/01/2001 REVISION NO: 6

OBJECTIVE:

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

POLICY:

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

2. For the purpose of this policy, "grievance" means a non-exempt employee's complaint about one or more of the following matters which he or she has been unable to resolve with his or her immediate supervisor:

   a. Demotion, suspension without pay, or termination of non-probationary employees for inadequate work performance.
   b. Non-compliance with the Reduction in Force policy.
   c. Work assignments or conditions of work which the employee claims violate a statute or university policy other than those prohibiting discrimination.
   d. Demotion, suspension without pay, termination, work assignments, or conditions of work which the employee claims are based on unlawful discrimination (including claims of racial and sexual harassment).

Grievances Alleging Unlawful Discrimination

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

Grievances Other Than Those Alleging Unlawful Discrimination

4. For all grievances other than those alleging unlawful discrimination, each campus shall develop a procedure for reviewing grievances as defined above. The procedure shall include the following requirements:

   a. **Time for Filing.** A grievance must be filed at the appropriate step in the grievance procedure within fifteen (15) workdays after the employee receives notice or becomes aware of the action which is the basis for the grievance.

   b. **Standard Form.** Standard grievance forms shall be developed and made available to non-exempt staff at each worksite. No grievance may be denied because a standard form has not been used.

   c. **Number of Steps.** The grievance procedure shall include no more than four (4) steps to finality.

   d. **Face-to-Face Meetings.** The grievance procedure shall include the opportunity for a face-to-face meeting within fifteen (15) workdays after the grievance is filed and within fifteen (15) workdays after each subsequent step in the procedure is initiated.

   e. **Testimony and Witnesses.** The employee and any material witnesses shall be allowed to testify fully at
every step in the grievance procedure.
f. **Written Decisions.** At each step in the grievance procedure, the employee shall receive a written decision, including specific reasons for the decision, within fifteen (15) workdays after a face-to-face meeting occurs.
g. **Hearings.** The final step in a grievance shall be, at the employee's election, an informal hearing before a panel of unbiased university employees or a contested case hearing under the Tennessee Uniform Administrative Procedures Act (TUAPA). The decision of an informal hearing panel is subject to review by the chancellor or appropriate vice president.
h. **Representation.** At each step in the grievance procedure, the employee shall be entitled to be accompanied and represented by one employee representative from the employee's campus. At the discretion of the panel chair, additional employee representatives from the campus may be allowed at an informal hearing conducted at the final step.

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

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

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

**PROCEDURES:**

Knoxville: http://hr.utk.edu/policies.shtml

Health Science Center: http://www.utmem.edu/policies/w932_document_list.php?app=HR

Space Institute: http://personnel.utsi.edu/procedures/index.html

Chattanooga: http://www.utc.edu/Administration/HumanResources/Policies/Proc640.pdf

Martin:
Appendix E

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

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

3. The Contractor shall not assign this contract or enter into a subcontract for any of the services performed under this contract without obtaining the prior written approval of 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 amount 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 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 duties and responsibilities to the University.
   B. A Contractor shall not make or influence University decisions or use University resources in a manner that results in:
      - Financial gain outside any current or future contracts for either the Contractor or his/her relatives or
      - Unfair advantage to or favored treatment for a third party outside the University.
   C. A Contractor’s outside financial interests shall not affect the design, conduct, or reporting of research.

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

12. If the Contractor fails to perform properly its obligations 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).

14. For personal, professional, and consultant services, the Contractor shall submit brief, periodic, progress reports to the University as requested.

15. In compliance with the requirements of Chapter 878, Public Acts of 2006 of the State of Tennessee, for any contract for goods or services purchased by the University, the Contractor hereby attests that the Contractor shall not knowingly utilize the services of an illegal immigrant in the United States in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the United States in the performance of the contract.
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 (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/DEA 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

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

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

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

TITLE VI OFFICERS (FUNCIONARIOS DEL TÍTULO VI)

University of Tennessee System
Mr. Thelcis 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) 446-2112

UT Space Institute (Tullahoma)
Ms. Patricia A. Burkes-Jeikxs  
(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
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.
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 reciban ayuda federal financiera.

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

Los programas que se benefician de asistencia federal abarcan un amplio y diverso campo, por ejemplo:

- educación elemental, secundaria y universitaria
- salud, servicios sociales y de bienestar público
- transporte público
- parques y recreación
- recursos naturales y medio ambiente
- empleo y capacitación para empleos
- vivienda y desarrollo de la comunidad
- aplicación de la ley y administración de justicia
- agricultura y nutrición
¿QUÉ FORMAS DE DISCRIMINACIÓN PROHIBE 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 ofrecen a todos los demás
- separar o tratar separadamente a un grupo de individuos que reciban servicios, asistencia o beneficios.

¿CÓMO SUMETO UNA QUEJA DE DISCRIMINACIÓN?

Las agencias que reciben o proveen fondos federales se encargan de investigar las quejas de discriminación en el uso de sus fondos, basadas en raza, color u origen nacional. Si Ud. o alguien conocido ha sido discriminado/a someta una queja en contra de la universidad o facultad responsable.

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

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

Ud. dispone de 300 días, desde la fecha en que fue discriminado/a, para someter su queja por escrito y firmada. Su queja firmada deberá incluir:

- Su nombre, dirección, número de teléfono y su firma.
- El nombre y dirección del programa o facultad que le haya discriminado.
- La razón, manera y hora en que sucedió la discriminación, además del nombre de las personas involucradas, si lo sabe. Incluya toda la información que disponga con respecto a su queja.
- Nombres de personas que le puedan ser útiles al Coordinador a fin de investigar su caso.
¿QUÉ 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 MÍ POR EJERCER MI DERECHO DE SOMETER UNA QUEJA?
Ud. debe saber que quien es reportado en la queja incluyendo a La Universidad de Tennesse, tiene prohibido tomar represalias contra usted o cualquier persona porque ésta se oponga a una práctica ilegal, se queja o presente una demanda bajo el amparo del Título Sexto u ofrezca testimonio. Si Ud. cree que se han tomado represalias contra Ud. contacte inmediatamente al coordinador de su centro universitario, a fin de que conduzca una investigación.

Las solicitudes de empleo o ingreso requieren consideración equitativa sin discriminación por raza, color, religión, sexo, orientación sexual, identidad de género, origen nacional, impedimento físico o mental, edad, maternal, o por cualquier otra característica protegida.

La legislación y otras condiciones del empleo por la Universidad de Tennessee están sujetas a los mandatos y las leyes del estado de Tennessee, y esta declaración de no discriminación está en armonía con los mandatos y las leyes del estudo de Tennessee.

En conformidad con las leyes del Título VI del Civil Rights Act of 1964, Título VII de las Education Amendments of 1972, Section 504 de la Rehabilitation Act, y la Americans with Disabilities Act, la Universidad de Tennessee indica formalmente que no discrimina por la raza, sexo, impedimento mental o físico en sus programas y actividades de corte. Además, esta regla abarca el empleo en la universidad.

Las preguntas y las cargas de la infracción de Título VI (raza, color, origen racial), Título IX (sexo), Section 504 (impedimento mental o físico), AHA (impedimento mental o físico), Age Discrimination in Employment Act (edad), orientación sexual, y para los usuarios protegidos ciertos con discapacidad, la Oficina de Equidad y Libertad (EOC: 1-60-
Melrose Avenue, Knoxville, TN 37996-0502, 31-60-60 (865) 974-2090 974-2090 (disponible a 865) 974-2090) o 865) 974-2090. Peticiones para la casarial y persona con un impedimento mental o físico deben ser dirigidos al coordinador ADA en la Oficina de Equidad y Libertad.

PA-4281-0179-001-18
Este es un proyecto de la Oficina de Equidad y Libertad, con ayuda de la División de Servicios Comunitarios de la Oficina de Relaciones Públicas de la Universidad de Tennessee; tof. (865) 974-0751, N. (865)
YOUR RIGHTS
UNDER TITLE VI OF
THE CIVIL RIGHTS
ACT OF 1964

OFFICE OF
EQUITY &
DIVERSITY

(865) 974-2198
(865) 974-2440
(865) 974-0943 fax
1840 Middle Avenue
Knoxville, TN 37996-3560
oedadmin.utk.edu

All qualified applicants will receive equal consideration for employment and admis-
sions without regard to race, color, national origin, religion, sex, pregnancy,
marital status, sexual orientation, gender identity, age, physical or mental dis-
ability, or 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-
nessee, 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 Rehabili-
tation Act of 1973, and the Americans with Disabilities Act of 1990, The Univer-
sity 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 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 Middle Avenue, Knoxville, TN
37996-3560; telephone (865) 974-0916 (TTY available) or 974-0940. Re-
quests for accommodation of a disability should be directed to the ADA Coor-
dinator at the Office of Equity and Diversity.

FAR 639-0124-002-10

A project of the Office of Equity and Diversity with assistance from UT Creative
Communications, (865) 974-0165, Rev. 09/05
Appendix I

Example of a Campus Discrimination Complaint Procedure
Discrimination Complaint Procedure

The University of Tennessee, Knoxville, welcomes and honors people of all races, creeds, cultures, and sexual orientations. The University values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. In keeping with those values, the policies of UT Knoxville and Knoxville Area Units expressly prohibit the following:

- discrimination against employees, students, or applicants for employment or admission, on the basis of race, color, religion, sex (including sexual harassment, sexual orientation, gender identity, marital status, parental status), national origin, age, disability, or protected veteran status;
- discrimination against other participants in educational programs and activities (which includes certain individuals who are not employees, students, or applicants for employment or admission) on the basis of race, color, national origin, sex, or disability; and
- retaliation against any person who in good faith reports a practice that he/she believes violates non-discrimination policies.

If you are an employee, student, applicant for employment, applicant for admission, or are otherwise a participant in a UT Knoxville program or activity, and you believe you have been discriminated against in violation of the policies outlined above, the process below is designed to help you resolve your complaint.

Where and when to file a complaint

Complaints of discrimination should be directed to the UT Knoxville Office of Equity and Diversity, 1840 Melrose Ave., Knoxville, Tennessee 37996-3590, Telephone (865) 974-2498, TDD available. Complaints must be in writing and filed within 300 days of the alleged discriminatory action. In certain circumstances, at the discretion of OED, complaints filed outside that time limit, or not submitted 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 complainant 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 evidences exist 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 the OED findings, make a determination, and notify the complainant in writing. Within 15 workdays after receipt of that decision, complainants who are in staff nonexempt positions may pursue a grievance under UT Personnel Policy and Procedure 640, contained in the UT Policy 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 15 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 the chancellor/vice chancellor/vice president may be appealed to the president.

Revised September 2009
Appendix J

University of Tennessee Summary of Title VI Complaints and Complaint Form
An employee of the UT Health Science Center filed a lawsuit on December 3, 2008, in the US District Court for the Western District of Tennessee alleging racial discrimination in his dismissal from a nursing certification program. The case was heard in district court and on June 9, 2010, the case was dismissed by the court.
The University of Tennessee
Summary of Title VI Complaints
July 1, 2008 – June 30, 2009

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 Headcount Enrollment by Race

(�cludes Degree-Credit and Non-Degree-Credit Students)

#### The University of Tennessee, Knoxville

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#### The University of Tennessee at Chattanooga

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#### The University of Tennessee at Martin

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# First-Year Host-to-Host Retention Rates
## The University of Tennessee System
### 2005-2009

#### The University of Tennessee, Knoxville

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<td>84.7%</td>
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<tr>
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<td>61.8%</td>
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<td>80.3%</td>
<td>78.5%</td>
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<tr>
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<td>75.0%</td>
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<td><strong>TOTAL</strong></td>
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#### The University of Tennessee at Chattanooga

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<td>78.1%</td>
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<td>Hispanic</td>
<td>58.3%</td>
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<td>Native American</td>
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<td><strong>TOTAL</strong></td>
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#### The University of Tennessee at Martin

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<td>70.1%</td>
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<td>70.5%</td>
<td>70.6%</td>
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<tr>
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<td>73.5%</td>
<td>68.8%</td>
<td>75.0%</td>
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</tr>
<tr>
<td>Asian</td>
<td>76.9%</td>
<td>86.7%</td>
<td>83.3%</td>
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<tr>
<td>Hispanic</td>
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<td><strong>TOTAL</strong></td>
<td>70.6%</td>
<td>69.7%</td>
<td>71.1%</td>
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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
2004-2009

#### The University of Tennessee, Knoxville

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<td>60.1%</td>
<td>61.3%</td>
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<td>53.5%</td>
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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.

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

Degrees Awarded by Race and by Campus
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The University of Tennessee at Chattanooga

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Appendix M

UT System Summary Report of Orders Awarded to Minority-, Women-, and Small-Owned Businesses
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THE UNIVERSITY OF TENNESSEE
FY 2008-2009

PURCHASE ORDER DOLLAR AMOUNTS

CAMPUS

Knoxville  238,327,081
Chattanooga  10,161,755
Memphis  19,075,712
Martin  7,795,535
Tullahoma  242,298

275,602,381

ACCOUNTS PAYABLE EXPENDITURES

CANNOT BREAKDOWN BY CAMPUS

Checks  555,192,087
Procurement Cards*  1,884,886

*Note the period covered is 8/26/08-6/30/09 - the program only holds 2 years worth of info.
Minority dollars only (large not included)
### THE UNIVERSITY OF TENNESSEE
### ALL CAMPUSES
### FY 2008-2009
### PURCHASE ORDER DOLLAR AMOUNTS

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**FY 2008 - 2009**

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Note: This cannot be broken down by campus
Appendix N

The University of Tennessee Faculty and Staff Data
### The University of Tennessee System
#### MEAD Fall Staffing Survey
Date as of October 11, 2009

**NOTE:** Includes both term and regular employees.

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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
Interim 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

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President and CEO
Anderson Media
265 Brookview Town Centre Way, Suite 501
Knoxville, TN 37919

Ms. Anne Holt Blackburn
441 Murfreesboro Road
Nashville, TN 37210
Dr. J.A.M. "Toby" Boulet
MABE Department
414 Dougherty Engineering Building
1512 Middle Drive
Knoxville, TN  37996

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

Mr. D. 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, and Hagler
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  

Dr. Karen C. Johnson  
Professor-UT Preventive Medicine  
UT Health Science Center  
66 North Pauline Street, Ste 633  
Memphis, TN 38105  

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

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

Mr. Karl A. Schledwitz  
Monogram Food Solutions, LLC  
930 South White Station  
Memphis, TN 38117  

Ms. Carey E. Smith  
1517 Laurel Avenue, Apt. 211  
Knoxville, TN 37916  

Mr. Don C. Stansberry, Jr.  
P.O. Box 500  
5 Courthouse Square  
Huntsville, TN 37756  

Mr. Robert Talbott  
President  
Holrob Investments  
6330 Baum Drive  
Knoxville, TN 37919
INSTITUTE FOR PUBLIC SERVICE - CIS Advisory Council

Function of council: To provide advice to the CIS Executive Director on CIS programs and services.

Chair: Chris Combs

Members:

- Abdon, John
- Ballard, Tom
- Bell, Roy
- Bowers, Michael
- Bradley, John
- Cline, Curt
- Dunn, Kinion
- Dyer, Jim
- Edington, Alan
- Edwards, Darrell
- Gwin, Clint
- Hardy, Carolyn *
- Lilley, Dan
- McCormack, Tom
- Mencer, Gloria *
- Meredith, Rick
- Ragsdale, Harry
- Sondgeroth, Dave
- Scharber, Wayne

* Minority
INSTITUTE FOR PUBLIC SERVICE - CTAS Advisory Council

Function of council: Provide strategic policy guidance.

Chair: David Seivers

Members:
- David Seivers
- Rodney Carmical
- David Connor
- Jay West
- Fred Congdon
- Will Denami
INSTITUTE FOR PUBLIC SERVICE - LEIC Advisory Council

Function of Council: The purpose of the LEIC Advisory Board is to provide advice and counsel concerning the public service endeavors of The University of Tennessee's Law Enforcement Innovation Center (LEIC) to the Executive Director of the Center. The Law Enforcement Innovation Center provides the University's nationwide law enforcement training programs.

Chair: None appointed / selected. (Chief Owen?)

Members:

- Dr. William Bass
- Chief David Beams
- Sheriff Mike Brown
- Steve Dillard
- Dr. Jamie Downs
- Dr. Helen Eigenberg
- Director Larry Godwin
- Jeff Gurvis
- Director Mark Gwynn *
- Director Mike Herman
- Chief Sterling Owen
- Avice Reid *
- Carol Scott *

* Minority
Function of council: The Advisory Committee will work in collaboration with the Executive Director of the Municipal Technical Advisory Service and the leadership of the Institute for Public Service and The University of Tennessee:

(A) To provide general guidance and direction in the achievement of goals for MTAS.
(B) To review from time to time the progress and direction of MTAS’s activities.
(C) To help identify areas of need and interest to state agencies and municipalities in which the skills and expertise of MTAS might be applied.
(D) To help build support for the activities of MTAS and help identify support for specific projects.
(E) To aid communication between MTAS and the public sector in Tennessee, particularly municipalities.

Chair: 2009-2010 – Chair – A. Keith McDonald, Mayor, Bartlett
Vice Chair – Mitch Moore, City Manager, Athens

Members:

- John Anderson, City Attorney, East Ridge
- Allen Barker, Mayor, Humboldt
- Mark Brown, Finance Director, Bartlett
- James Crumley, Assistant City Manager, Murfreesboro
- Curtis Hayes, Mayor, Livingston*
- Chad Jenkins, Deputy Director, TML
- Greg Johnson, Mayor, Pikeville
- Mark Miller, Public Works Director, Pigeon Forge
- Pete Peterson, City Manager, Johnson City
- Jim Thomas, City Manager, Goodlettsville
- Mike Walker, City Manager, Brentwood
- Kim Wallace, Police Chief, Dover
- Dennis Wolf, Emergency Management Director, Germantown

* Minority
UTC - Academic Standards Committee

Membership:

- Steve White
- Stuart Benkert
- Barry Dale
- Christopher Hensley
- Lauren Ingraham
- Dana Moody
- Greg O'Dea
- Ed Rozema
- Terry Walters
- 2 students
- Provost
- Registrar
UTC - Admissions Committee

Membership:

• Valerie Adams
• Joshua Davies
• Stephen Eskildsen
• Andrew Najberg
• Chris Ryan
• Joanie Sompayrac
• Stephanie Smullen
• Terry Walters
• Bonnie Warren-Kring
• Kathleen Wheatley
• 1 student
• Yancy Freeman *
• Registrar

* Minorities
UTC - Athletics Committee

Membership:

- Gretchen Potts, Chair
- Christopher Brockman
- Ethan Carver
- Billy Edwards
- Leroy Fanning
- John Matthews
- Aaron Shaheen
- Patrick Sweetman
- Paul Watson
- Kim Wingate
- 2 students
- Chancellor’s Representative
- Associate Provost Academic Administration
- Director of Athletics
- SoCon Faculty Representative
- Associate Athletic Director for Academics
- Yancy Freeman *
- Registrar

* Minorities
UTC - Bookstore Committee

Membership:

- Steven Cox, Chair
- Hinsdale Bernard *
- Lingju Kong *
- Charlene Simmons
- Larry Tillman
- 4 students
- Dean of Library
- Director of Auxiliary Operations
- Bookstore Manager

* Minorities
UTC - Budget & Economic Status Committee

Membership:

- Tim Gaudin, Chair
- Stuart Benkert
- Virginia Claims
- Parthasarati Dileepen *
- Martina Harris *
- Bruce Hutchinson
- Marcus Mauldin
- Claire McCullough
- Andrew Najberg

* Minorities
UTC - Classroom Technology Committee

Membership:

- Stephanie Smullen, Chair
- Aaron Althouse
- Richard Apgar
- Beni Asilani *
- Ethan Carver
- Prakash Dhamshala *
- Elizabeth Gailey
- Nick Honerkamp
- John Lynch
- Victor Segura
- Caitlin Shanley
- Cathie Smith
- Chris Smith
- Stephanie Todd
- Gavin Townsend
- Director, Walker TRC

* Minorities
UTC - Committee on Committees

Membership:

- Deborah McAllister
- Vic Bumphus *
- Merwin McCoy
- Li Yang *
- 2 more members

* Minorities
UTC - Curriculum Committee

Membership:

- Jim Hiestand, Chair
- Jose Barbosa *
- Boris Belinskly
- Mike Bell
- Jane Brower
- Bruce Hutchinson
- Sara Jorgensen
- Dana Moody
- Keith Richards
- Ed Rozema
- Charlene Simmons
- Kristine Whorton
- Lane Wilkinson
- 2 more members
- 2 students
- Associate Provost for Academic Affairs
- Registrar

* Minorities
UTC - Departmental Honors Committee

Membership:

- Felicia Sturzer, Chair
- Tammy Garland
- Bryan Hampton
- Doug Kutz
- David Levine
- Gary McDonald
- Robert Mebane
- David Sachsman
- Kathleen Wheatley
- Cindy White
- Lane Wilkinson
- Kathy Winters
- 2 students
- Director of Honors Program
UTC - Distance Learning Council/UTC Online Advisory Group

Membership:

- Karen Adsit
- Beth Dodd
- Helen Eigenberg
- Linda Johnston
- Jim Hiestand
- Jonathan Mies
- Charlene Simmons
- Clint Smullen
- Joanie Sompayrac
UTC - Diversity Training Advisory Group

Membership:

- Bryan Samuel, Chair *
- Nicole Brown *
- Deborah Arfken
- Nancy Badger
- Gail Dawson *
- Martina Harris *
- Laura Herron
- Tara Mathis
- Barbara Medley *
- Brian O’Leary
- Chrystal Partridge
- Michelle Rigler
- Susan Ritz
- Laure Rodebaugh
- Manuel Santiago
- Dan Webb

* Minorities
UTC - Faculty/Administrative Relations Committee

Membership:

- Barbara Ray, Chair
- Gretchen Potts
UTC - Faculty Handbook Committee

Membership:

- Ralph Covino, Chair
- Barry Dale
- Joshua Davies
- Jim Hiesta\n- Beverly Kutz
- 1 more member
- Provost
UTC - Faculty Rating of Administration Committee

Membership:

- Richard Rice, Chair
- Ralph Covino
- Debbie Ingram
- David Levine
- Lynn Purkey
- Gavin Townsend
- Steve White Gary Wilkerson
- 2 students
- Director of OPEIR
UTC - Faculty Research Committee

Membership:

- D. R. Meece, Chair
- Michael Bonnal
- Stylanos Chatzimanolis
- Randy Evans
- Greg Grant
- Sumith Gunasekera *
- Martina Harris *
- Christopher Hensley
- Frank Jones
- Immaculate Kizza *
- Kyle Knight *
- Bento Lobo *
- Catherine Meeks
- Susan North
- Elizabeth O'Brien
- Steve Ray
- Mina Sartipi
- Joey Shaw
- Anthony Steinhoff
- Lucas Van der Merwe
- Thomas Balazs
- David Young
- Associate Provost for Graduate Studies

* Minorities
UTC - General Education Committee

Membership:

- Barbara Norwood, Chair
- Thomas Balaiza
- Jose Barbosa *
- Pam Carter
- Betsy Darken
- Lorraine Evans
- Rebecca Jones
- Anne Lindsey
- Dennis Pialsted
- Kristin Whitson
- 1 student
- Associate Provost for Academic Affairs

* Minorities
UTC - Grade Appeals Committee

Membership:

• Claire McCullough, Chair
• Joyce Smith
• Miriam Zwitter

Alternates:

• Irene Loomis
• Dennis Pflaister
• Kathleen Wheatley
Purpose: The Graduate Council is responsible for providing and periodically revising basic educational philosophy for graduate programs, for ensuring the maintenance of high standards in the graduate programs offered, and for proposing and recommending to the Faculty Senate new graduate programs.

Membership: Three (3) elected representatives from Business and four (4) from Education; one (1) elected representative from each of the other academic programs offering a graduate degree; and two (2) at-large representatives elected by and from the Faculty Senate from departments which do not offer graduate degrees.

Members of Graduate Council serve a one-year term and are elected at the conclusion of the spring semester for a term of office beginning the following September 1. At the first meeting on or after September 1, the Graduate Council will elect a chair from among the voting members who represent one of the graduate programs. Ex officio: Dean, The Graduate School, the University Librarian, and the President of the Graduate Student Association.
UTC - Honor Court Committee

Membership:

- Christopher Stuart, Chair
- Jennifer Beech
- Joanie Sompayrac
- Rebecca St. Goar

Alternates:
- Prakash Dhamshala *
- Joe Dumas
- Aniekan Ebiefung *
- Tammy Garland
- Pamela Guess
- Martina Harris *
- Linda Johnston
- Sara Knox
- Karen McGuffee
- Lisa Muirhead *
- Lynn Purkey
- Valerie Redu
- Tricia Thomas
- Sandy Watson
- 12 students
- Vice Chancellor for Student Affairs

* Minorities
UTC - Institutional Animal Care and Use Committee

**Purpose:** The IACUC must be qualified through the experience, expertise, and diversity of its members to maintain oversight of the use of animals, animal facilities, and to provide review of basic science and biomedical research and teaching animal use conducted within the University.

**Membership:** All members are appointed by the Provost of the university. The Committee will be composed of at least five members including a veterinarian, at least one faculty member actively involved in research with PHS funding, one individual having no official affiliation with the University and no family member affiliated with the University, and one individual whose primary vocation is non-scientific in nature. No more than three members shall be from the same department. If necessary the Committee may call on consultants with a special expertise in areas of interest to the Committee.

- Sean Richards, Chair
- Charlotte Freeman
- Margaret Kovach
- Dennis Plaisted
- Jim Pulliam
- Clint Smullen
- Becky Bell
- C.J. Keller, Veterinarian
UTC - Institutional Review Board

**Purpose:** The UTC Institutional Review Board (IRB) is guided by the ethical principles regarding all research involving humans as subjects. The mission of the IRB is to ensure that vital research of the University can be conducted in full compliance with both the letter and the spirit of regulations designed to protect the rights and welfare of human subjects. The IRB also monitors research to ensure that human subjects are protected from undue risk and from deprivation of personal rights and dignity.

**Membership:**

- Bart Weathington, Chair
- Stephanie Bellar
- Hinsdale Bernard *
- Matthew Guy
- Paula Haynes
- Chris Hensley
- Sandra Hollett
- Jisook Kim *
- Janet Secrest
- Randy Walker
- Talia Welsh
- Charles White
- Gary Wilkerson
- Li Yang *

* Minorities
Membership:

- Needs 3 Faculty Members
- SGA President
UTC - Library Committee

Membership:

- Virginia Magnus, Chair
- Jennifer Boyd
- Sarah Boykin
- Sara Coffman
- Steven Cox
- Tom Gavin
- Nick Honerkamp
- Linda Johnston
- David Levine
- John Phillips
- Charles Silgh
- Jack Thompson
- 3 students
- Graduate Student
- Dean of the Library
- Associate Provost for Academic Affairs
UTC - Mediation Committee

Membership:

- Shela Van Ness, Chair
- Nicky Ozbek
- Karen McGuffee
- Tom Rybolt
- Bonnie Warren-Kring
UTC - Non-tenured Faculty Committee

Membership:

- Alex Quinlan, Chair
- Pam Carter
- Rebecca Cook
- Beth Dodd
- Beverley Kutz
- Tracie Pool
UTC - Petitions Committee

Membership:

- Andrea Schurr, Chair
- Jane Brower
- Hill Craddock
- John Phillips
- Chris Ryan
- Manuel Santiago
- Tamara Welsh
- Kathy Winters
- 1 student
- Registrar
- Vice Chancellor for Student Affairs
- Yancy Freeman *

* Minorities
UTC - Publications Committee

Membership:

- Phillip Giffin, Chair
- Betsy Alderman
- Sybil Baker
- Kay Cowan
- Colleen Harris
- 3 students
- Vice Chancellor for Development Affairs
- Director of University Relations
- 2 Alumni
- Editors and Advisors
UTC - Scholarships Committee

Membership:

- Gavin Townsend, Chair
- Tatiana Allen
- Michael Bonnal
- Jennifer Boyd
- Linda Collins
- Elizabeth Gailey
- Stephen Kuhn
- Cathie Smith
- Ron Smith
- 1 student
- Representative from Development
- Yancy Freeman *
- Financial Aid Counselor
- Director of Honors Program
- Faculty Marshal

* Minorities
UTC - Speakers and Special Event Committee

Membership:

- William Harman, Chair
- Tom Buchanan
- Rebecca Cook
- John Freeman
- Martina Harris *
- Catherine Kendall
- Gaye Jeffers
- Terri LeMoyne
- Felicia McGhee-Hilt *
- Brian Ribeiro
- Priscilla Seaman
- Rebecca St. Goar
- Sin-Hsing Tsai *
- Graduate Student
- President of SGA
- Vice President SGA
- President of Student Organization
- Assistant to the Chancellor
- Representative for the Chancellor

* Minorities
UTC - Student Conduct Board

Membership:

- Barry Dale
- Janet Secrest
- Alan White
UTC - Student Rating of Faculty Instruction Committee

Membership:

- Richard Allen
- Richard Apgar
- Amy Doolittle
- Andy Hodes
- Christopher Horne
- Barbara Medley *
- Priscilla Seaman
- Aaron Shaheen
- Patrick Sweetman
- Terry Walters
- 2 students
- Director of DPEIR
- Director of Walker TRC

* Minorities
UTC - University Club Committee

Membership:

- Roland Carter *
- Linda Collins
- Patrick Sweetman
- Needs another Faculty Member
- Exempt representative
  Non-exempt representative
- Director, Auxiliary Services

* Minorities
UT College of Veterinary Medicine - Board of Advisors

Class of 2011:

- Brenda J. Baxter
- Patricia Dzubera
- P. Carolyn Gooch
- Janet M. Prince
- Christopher P. Stearns

Class of 2012

- Barbara U. Arant
- Mildred C. (Mili) Bass
- Robert B. Coley
- William F. Deemer
- Darryl J. Dixon
- Joseph Kendrick *

* Minorities
UTHSC
Campus-Wide Committees
2009-2010

INSTITUTIONAL REVIEW BOARD
Total Members: 57
Females: 30
Racial Minorities: 8

PARKING AUTHORITY
Total Members: 13
Females: 6
Racial Minorities: 7

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

RADIATION SAFETY COMMITTEE
Total Members: 10
Females: 3
Racial Minorities: 2

INSTITUTIONAL BIOSAFETY COMMITTEE
Total Members: 16
Females: 5
Racial Minorities: 2

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

HISTORY AND ARCHIVE COMMITTEE
Total Members: N/A
Females: N/A
Racial Minorities: N/A

EMPLOYEE RELATIONS COMMITTEE
Total Members: 25
Females: 22
Racial Minorities: 15

ACADEMIC CEREMONIES COMMITTEE
Total Members: 12
Females: 7
Racial Minorities: 2

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

EXEMPT STAFF COUNCIL
Total Members: 14
Females: 11
Racial Minorities: 8

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

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

COMMITTEE ON BIOCONTAINMENT
AND RESTRICTED ENTITIES (COBRA)
Total Members: 17
Females: 5
Racial Minorities: 4

UT REGIONAL BIOCONTAINMENT LAB
EXECUTIVE COMMITTEE-UTREC
Total Members: 8
Females: 3
Racial Minorities: 1

CHANCELLOR'S EXEMPT STAFF AWARD
Total Members: 9
Females: 6
Racial Minorities: 3

INACTIVE COMMITTEES
Continuing Ed. Coordinating Committee, Distance Education Committee, Student Academic Environment Committee,
Student Oriented Services Committee, Health and Safety Council, Chancellor's Advisory Cabinet, History and Archive
Committee

EXPLANATION: The “inactive” reference means these committees are awaiting administrative reappointment or in
process of developing a renewed charge as it relates to the goals and objectives of the committees within the Health
Science Center.
UTK - Advisory Committee on Student Financial Aid

Chair: Jenny Richter, Associate Director, Office of Equity and Diversity

Membership:

- Kenneth Anderson, Accounting & Information Management
- Michael O. Smith, Animal Science-Experiment Station *
- Sally McMillan, Comm/Info Academics Affairs
- Jeff Gerkin, Financial Aid

* Minorities
UTK - Commission for Blacks

The Commission for Blacks recommends changes in or additions to university policies and procedures to reflect concerns specific to blacks. The group also 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; and encourages black faculty, staff and student involvement in all aspects of campus life.

Chair: Anton Reece, Director, Student Success Center

Membership:

- Toby Boulet, Engineering
- Randy Bradley, College of Business Administration *
- Denelle Brown, Director, Minority Student Affairs *
- Sherry Sims, Human Resources
- Valeria Clark, Engineering *
- Maxine Thompson Davis, Dean of Students *
- Terry Esper, College of Business Administration *
- Becky Fields, College of Nursing *
- Camille Hall, College of Social Work *
- Pam Hindle, Associate Registrar
- George Hoemann, Assistant Dean, Distance Education
- Charles Houston, Development *
- Tola Jones, Connections for Education *
- JoAnn Jeter, Career Services *
- Gavin Luter, Baker Center
- Annazette McCane, Director, Disability Services *
- Ron McFadden, Director, Ronald McNair Achievement Program *
- Katrice Jones Morgan, College of Law *
- Dr. Fritz Polite, Education *
- Valuri Reid, Athletics *
- Thecitis Robinson, Vice President for Equity & Diversity *
- Marva Rudolph, Director, Office of Equity & Diversity *
- John Sibley, The Literacy Imperative *
- Tyvi Small, College of Business Administration *
- Eric Stokes, Undergraduate Admissions *
- Jamia Stokes, College of Education *
- Rosa Thomas, Student Health Service *
- Gloria Tipton, Telephone Services *

Students

- Keith Brooks, Engineering *
- Corey Hipps, SGA *
- Ebone Lipsey, Biology *
- Ferlin McGasky, Education *
- Kevin Robinson, Finance *

* Minorities
UTK - Commission for Lesbian, Gay, Bisexual and Transgender People

The Commission for LGBT people plans, evaluates, and carries out university programs, policies and services designed to improve the status of LGBT people on campus. The commission also serves as an advocacy group committed to the protection and advancement of LGBT students, faculty and staff.

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

Chair: George Hoemann, Assistant Dean, Distance Education

Membership:

- Melissa Bartsch, Student Counseling Center
- Chad Black, History
- Donna Braquet, Libraries
- Connie Briscoe, Assistant Director, Student Counseling Center
- James DeVita, Graduate Student
- Elliot DeVore, Undergraduate Student
- Ben Doty, Undergraduate Student
- Lars Dzikus, College of Education
- Sarah Gardial, Vice-Provost
- Sally Gates, Assistant Director, Student Orientation
- Mitch Harp, Undergraduate Student
- Tiffany Hedges, Assistant Director, Student Success Center
- Michael Higdon, College of Law
- R.J. Hinde, Chemistry
- Joel Kramer, University Housing
- Mary Lucaj, 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 Moshwak, Sports Medicine
- Gina Owens, Psychology
- Ryan Provost, Graduate Student
- Lynn Sacco, History
- Tina Shepardson, Religious Studies
- Renee Smith, OIT Digital Media Services
- Michelle Stauffer, Director, Student orientation
- Terrell Strayhorn, College of Education *
- Daniel Stypa, Graduate Student
- Meshia Thomas, UTPD *
- Roger Weaver, Libraries
- Ed White, Literacy Studies

Ex-officio Voting Members:

- Toby Boulet, College of Engineering
- Pam Hindle, Associate Registrar
- Andie McRobie, LAMBDA Student Union President
- Andrew Morse, Graduate Assistant
Laura Nishida, SGA President
Anton Reece, Director, Student Success Center *
Margie Russell, Engineering
Tom Whitworth, GSS President

Ex-officio Non-Voting Members:

Linda Francisco, Human Resources
Marva Rudolph, Director, Office of Equity & Diversity *
Maxine Thompson Devils, Dean of Students *
Pia Wood, Director, Center for International Education

* Minorities
UTK - Commission for Women

The Commission for Women plans, implements, and evaluates university programs, policies and services designed to improve the status of women on the Knoxville campus. The group is charged with: recommending new and existing academic, professional development and extracurricular programs; encouraging research to assess the status of women at UT; and keeping the community informed on programs related to women.

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

Chair: Pam Hindle, Associate Registrar

Membership:

- Betsy Adams, Office of the Provost
- Fadia Alvic, Distance Education & Independent Study
- Jamey Ayers, College of Law (student)
- Tammi Brown, College of Business Administration *
- Aimce Classen, Ecology & Evolutionary Biology
- Margaret Crawford, Construction Industry Research & Policy Center
- Joy DeSensi, Associate Dean, Graduate School
- Deborah Haines, College of Veterinary Medicine
- Denise Harvey, Office of the Chancellor *
- Nancy Howell, College of Veterinary Medicine
- Jillian Keally, University Libraries
- Heather Mason, Athletics
- Mary Papke, Department of English
- Margaret Sallee, College of Education, Health, & Human Sciences
- Laura Stansell, Undergraduate Admissions
- Rosa Thomas, Student Health Service *
- Melanie Wolfenbarger, Human Resources

Ex-Officio Non-Voting Members:

- Priscilla Bright, Human Resources
- Jennifer Richter, Office of Equity & Diversity
- Wendy Syer, Center for International Education
- Maxine Thompson Davis, Dean of Students *

Ex-Officio Voting Members:

- Toby Boulet, College of Engineering
- Kathryn St.Clair Ellis, College of Law
- Mary Evans, Student Orientation
- George Hoemann, Assistant Dean, Distance Education
- Anton Reece, Director, Student Success Center *
- Margaret Russell, Director, Engineering Advising
- Cheryl Travis, Department of Psychology

* Minorities
UTK - Committee for Campus Environment

The committee advises on improving the physical environment of the campus to ensure that environmentally sustainable principles are used in design, construction, operation and maintenance decisions and practices at UTK. They also aim to increase the day-to-day environmental awareness and knowledge of students, faculty and staff. The committee's current project is a 25-year Energy Plan for UT in collaboration with ORNL staff, to be completed later this year.

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

Co-chairs:

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

Membership:

- Gordon Bennett, Facilities Services
- Gregory Button, Anthropology
- Paul Frymier, Chemical Engineering
- Terry Ledford, Facilities Services
- Joanne Logan, Biosystems Engineering & Soil Science
- Michael McKinney, Earth & Planetary Sciences
- John McRae, Architecture
- Jonathan Overly, Institute for a Secure & Sustainable Environment
- William Park, Agricultural Economics
- Jay Price, Building Services
- Samuel Rogers, Plant Sciences
- Nathan Sanders, Ecology & Evolutionary Biology
- Michael Sherrell, Facilities Services
- Mark Smith, Environmental Health & Safety
- Edgar Stach, Architecture
UTK - Council for Diversity & Interculturalism

The Council advises the campus administration on creating and sustaining a welcoming, supportive and inclusive campus climate to all groups. Their goals include 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.

Related Web site: http://web.utk.edu/~oed/diversityplans/

Co-chairs:

- Anton Reece, Director, Student Success Center *
- Donna Thomas, Women’s Athletics

Membership:

- James (JJ) Brown, Office of the Dean of Students
- Herb Byrd, University Extension
- Linda Hendricks, Human Resources
- Sarah Gardial, Office of the Provost
- Rita Geier, Special Assistant to the Chancellor *
- William Hill, Veterinary Medicine *
- Robert Hindle, Chemistry
- Pam Hindle, Associate Registrar
- Carolyn Hodges, Graduate School *
- George Hoemann, Assistant Dean, Distance Education
- Tyler Johnson, Athletics
- Thura Mack, University Libraries *
- Alan Muir, Career Services
- Margie Nichols, Vice Chancellor, Communications
- Marva Rudolph, Director, Office of Equity & Diversity *
- Tyvi Small, College of Business *
- Terrell Strayhorn, Education *
- Mike Wirth, Dean, College of Communication & Information

Students:

- Quiteka Moten *

* Minorities
The Cultural Affairs Board evaluates new cultural programming in theatre, dance, art and other areas and recommends funding supported by the University Programs and Services Fee.

**Related information:** Page 66 of *Hilltopics* [http://dos.utk.edu/files/hilltopics_09_10.pdf](http://dos.utk.edu/files/hilltopics_09_10.pdf)

**Chair:** Jeff Chapman, Director, McClung Museum

**Membership:**

- 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 *

**Students:**

- Jovica Djurjevic
- Nausheen Karim *
- Sarah Patterson *
- Peter Pham *
- Austin Soplata
- Kevin Wang *
- Drew Webb

* Minorities
UTK - Exempt Staff Council

Chair: Margie Russell, Director, Engineering Advising

Membership:

- Tom Cervone, Theatre Department
- Rachel Lewis, Division of Biology
- Jenny Moshak, Sports Medicine
- Nissa Dahlin-Brown, Howard H. Baker Jr. Center for Public Policy
- Rebekah Winkler, Media Relations
- Laura Trainer, College of Business Administration
- Andrew Shafer, Development and Alumni Affairs
- Julie Longmire, Education, Health, and Human Sciences
- Debbie Brown, Graduate School of Medicine
- Shane Colter, OIT
- Sandra Harbison, UT College of Veterinary Medicine
- Cynthia Walker, Plant Sciences, Experiment Station
- Herb Byrd, UT Extension
- April Martin, UT Extension, Central
- Richard Buntin, UT Extension, West
- Melissa Ashburn, Municipal Technical Advisory Service
- John Erdmann, Institute of Public Service (CIS)
- Joel Southern, School of Information Science
- Meredith LeCroy, Public Relations Control Office
- Caroline Bowers, Distance Education, University Outreach and Continuing Education
- DeAnna Flinchum, Southeastern Transportation Center
- Karla Edwards, College of Social Work
- Jane Pope, Student Affairs
- Arla Jackson, Bursar's Office
- Suzan Thompson, Office of Budget and Finance
- Janet Smith, IRIS Administrative Support

Ex-officio Members:

- Linda Hendricks, Chief Human Resources Officer
- Mike Herbstritt, Employee Relations, Human Resources
- Marva Rudolph, Director, Equity and Diversity *
- P. J. Snodgrass, Past ESC Chair, IT Business Office

* Minorities
UTK - Recreation, Entertainment & Social Board

The Recreation, Entertainment and Social Board develops programming supported by the University Programs and Services Fee. The programming includes film, travel, popular concerts, dances, exhibits, speakers, sports and recreation, and traditional campus events such as Homecoming, Carnicus and All Sing. The board also coordinates programming by the Central Program Council, Recreation Board and International House.


Chair: Laura Nishida, SGA President

Membership:

- 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
- Cory Blackledge, CEB Chair
- Adena Lane, CPC Chair
- Director of Student Activities, Pending Hiring
- Rex Pringle, Director of Recreation
- Pia Wood, Director of CIE
- Denelle Niles Brown, Director of Minority Student Affairs *
- David Rhodes, Recreation
- Rachel Tuck, Recreation
- Maxine Davis, Dean of Students *

Students:

- Michael Fesmire, student
- Cory Hipps, student *
- Jason Nixon, student
- Emily Sears, student
- Catherine Skeens, student
- Jamie Lonie, student (alt)

* Minorities
UTK - Residency Classification Committee

The Residency Classification Committee makes recommendations on appeals to residency classification decisions.

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

Chair: Daniel Murphy, Professor of Accounting and Information Management

Membership:

- Reba Best, College of Law
- James Brace, College of Veterinary Medicine
- Chris Cimino, Vice Chancellor, Finance & Administration
- Vern Granger, Assistant Dean & Director of Undergraduate Admissions *
- Russel Hirst, English
- Kay Reed, Assistant Dean, Graduate School
- Marian Roman, College of Nursing
- Matthew Theriot, College of Social Work
- Kathy Warden, Assistant Dean, Office of the University Registrar

Students:

- Aaron Gentry
- Nate Talbot

* Minorities
UTK - Scholarly Communications Committee

The committee advises on scholarly communications in the digital age, including the rise in cost of publications, and the challenges and opportunities of new methods of disseminating research, creative work, and teaching materials through electronic media. The group also works to inform the campus community about the meanings and benefits of open access to scholarship.

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

Co-chairs:

- Linda Phillips, UT Libraries
- Sarah Gardial, Vice Provost

Membership:

- Gladys Alexandre-Jouline, Biochemistry, Cellular & Molecular Biology
- Janet Atwill, English
- Micah Beck, Electrical Engineering & Computer Science
- Eric Boder, Chemical Engineering
- Stephanie Bohon, Sociology
- Wayne Clatterbuck, Forestry, Wildlife & Fisheries
- Bob Daverman, Arts & Sciences
- Patrick Dunn, Educational Psychology & Counseling
- Marie Garrett, Libraries
- Michael Guildry, Physics
- Robin Hardin, Exercise, Sport & Leisure Studies
- Mary Jane Moran, Child & Family Studies
- Mohammed Mohsin, Economics *
- Ken Phillips, College of Nursing
- Gary Pulsinelli, College of Law
- Greg Reed, Associate Vice Chancellor for Research
- Anne Smith, Management
- Ann Viera, Libraries
- Mike Wirth, Dean, College of Communication & Information
- Kenton Yeager, Theatre

* Minorities
The Student Affairs Council 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.


Chair: Tim Rogers, Vice Chancellor for Student Affairs

Membership:

- Caula Beyl, Dean, College of Agricultural Sciences & Natural Resources
- Doug Blaze, Dean, College of Law
- Bruce Burstyn, Dean, College of Arts & Sciences
- Joan Creasia, Dean, College of Nursing
- Paul Crilly, Electrical Engineering & Computer Science
- 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 Kamychkhov, Physics
- 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
- Svetiana Zivanovic, Food Science and Technology

Students:

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

* Minorities
UTK - Student Publications Board

The Student Publications Board develops policies and selects the editors for campus student publications including the Daily Beacon newspaper, the Volunteer yearbook and Phoenix literary art magazine.

Related Web site: http://web.utk.edu/~spubs/


Chair: Michael Wirth, Chair, Dean of College of Communication and Information

Membership:

- Peter Gross, Professor and Director of School of Journalism and Electronic Media
- Bonnie Hufford, Instructor, School of Journalism and Electronic Media
- LaVina Jennings, Associate Professor of English *
- Carly Harrington, alumni/professional
- Syrenthia Robinson, alumni/professional *
- Maxine Davis, Dean of Students *
- 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)

Students:

- Michael Dean, student
- Morgan Denison, student
- Kendall Downing, student
- Tyler Lewelling, student
- Jamil Price, student
- Bridget Wade, student

* Minorities
UTK - Technology Fee Advisory Board

Faculty/Staff Voting Members:

- Mr. Scott Studham, Chief Information Officer OIT, Co-Chair
- Dr. Susan Martin, Vice Chancellor of Academic Affairs
- Dr. Michael Wirth, Dean, College of Communication and Information
- Mr. Tim Rogers, Vice Chancellor of Student Affairs
- Mr. Chris Cimino, Vice Chancellor Finance and Administration
- Dr. Joanne Logan, Biosystems Eng. & Soil Sciences
- Dr. Robert Fuller, Faculty Representative

Staff Non-Voting Members:

- Mr. Stan Pinkleton
- Ms. Teresa Walker

Student Voting Members:

- Brandon Remmert, Student Co-Chair
- Robby Churchill
- B. T. Peake
- Louis Davis
- Bert Ruyten
- Andrew Gossett (GSS)
- Coleton Bragg (GSS)
UTK - Traffic, Parking, and Transportation Committee

The committee prepares traffic, parking and safety regulations to prevent or correct traffic and parking problems on campus and to improve traffic-pedestrian safety. The group also establishes schedule of parking fees and parking facility maintenance; develops more options for students, faculty and staff to travel to and from campus by means other than personal automobiles.

Web site: http://web.utk.edu/~pso/regulations.php

Chair: Greg Reed, Associate Vice Chancellor for Research

Membership:

- Brian Browning, Finance & Administration
- David Clarke, Center for Transportation Research
- William Hart, Biosystems Engineering & Soil Sciences
- Mary Holloway, Director, Parking & Transit Services
- Michael Keel, Director, UTIA Supplies & Services
- Deborah Libby, UT Bookstore
- Jeff Maples, Sr. Associate Vice Chancellor, Finance & Administration
- Randy Nicely, Rec Sports
- Debbie Perry, Assistant Chief of Police, UTPD
- Christopher Pionke, Engineering Fundamentals
- Mark M. Schimmenti, Architecture
- James Sherrell, Executive Director, Facilities Services
- Mark Smith, Director, Environmental Health & Safety
- Karen Valero, Finance & Administration
- Pelling Wang, Information Sciences *
- Michael West, Associate Director, University Housing Maintenance

Students:

- Jonathan Leonard
- Jenna Lickliter
- Jamie Lonie
- James Millraney
- Laura Nishida, SGA President
- Jason Nixon
- Evan Solon

* Minorities
UTK - University Calendar Committee

The University Calendar Committee sets key academic and other major university dates and deadlines.

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

Chair: Richard Bayer, Dean of Enrollment Services

Membership:

- Mary Albrecht, Professor & Assoc Dean
- Joan Creasia Dean, College of Nursing
- Katrice Morgan, Assistant Dean, College of Law *
- Bob Rider, Dean & Professor, CEHHS
- Karen Sowers, Dean & Professor, Social Work
- Chris Cimino, VC, Finance & Administration
- Jeff Maples, Sr. Asc VC, Finance & Adminin
- Toby Boulet, President, Faculty Senate
- David Patterson, Past President, Faculty Senate
- Susan Forman, Bursar
- Marva Rudolph, Director, OED *
- Mike Sherrell, Executive Director, Facilities Serv
- David Woodall, Director, Men’s Athletics
- Joan Cronan, IAW-Athletic Director
- Jonne Lindstrom, Assc VC, Finance & Administration
- S. Kay Reed, Asst to the Dean, Graduate School
- Steve Catlett, Associate VC, Alumni Affairs
- Paul Campbell, Res Professor & Project Director
- Monique Anderson, Registrar
- Michael Herbstritt, Asst. Dir., Human Resources
- Sarah Gardial, VP for Faculty Affairs
- Maxine Davis, Dean of Students *

Students:

- Laura Nishida, SGA President
- Kristi Bogle, Graduate Student
- Drew Webb, Undergraduate

* Minorities
UT Martin - Administrative Committee on Committees

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 Tooton, Vice Chancellor for Student Affairs
* Mr. Al Hooten, Vice Chancellor for Finance and Administration
* Mrs. Len Solomon, 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
* Mr. Ann Duncan, Equity and Diversity Officer
* Ms. Jenna Wright, President, Faculty Senate
  Ms. Ann Clark, Faculty Representative (2010)
  Ms. Teresa Collard, Faculty Representative (2011)
  Dr. Randy Garza, Faculty Representative (2011)
  Dr. Michael Gibson, Faculty Representative (2011)
  Mr. Sam Richardson, Faculty Representative (2010)
  Dr. Nancy Warren, Faculty Representative (2010), Chair

* Indicates ex-officio member

** Minorities
UT Martin – Appeals Committee on Undergraduate Readmission

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
*Mr. Joe Henderson, Student Conduct Coordinator, Student Affairs **
*Mr. Louis Ragdale, 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. Crystal Whitlow, Faculty Senate Representative (2010)
*Ms. Melanie Morris, Assistant Director of Admissions
*Admissions Counselor Representative
Dr. Scott Parrott, Agriculture and Applied Sciences (2011)
Dr. Kevin Hammond, Business and Global Affairs (2010)
Dr. Patricia Hewitt, Education and Behavioral Sciences (2011)
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

** Minorities
UT Martin – Athletics Board

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: 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 President-Elect; 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; 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 (one representative must be the SAAC President). The Chancellor, as appointing authority, shall ensure adequate minority representation on the Athletics Board.

REPORTING CHANNEL: Chancellor

MEMBERSHIP:

*Mr. Crawford Gallimore, UT Trustee
*Mrs. Betty Ann Tanner, UT Trustee
*UTM Faculty Member of UT Trustees (voting year of membership)
*UTM Student Member of UT Trustees (voting year of membership)
*Dr. Jan Simek, Interim UT President
*Dr. David Millhorn, UT Executive Vice President
*Dr. Thomas Rakos, 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 Solomon, Vice Chancellor for University Advancement
*Mr. Bud Grimas, Director of University Relations
*Ms. Jenna Wright, President, Faculty Senate
*Dr. Janet Wilbert, President-Elect, Faculty Senate
*Mr. Phil Dane, Director of Intercollegiate Athletics
*Ms. Danelle Fabianich, Senior Woman Administrator, Intercollegiate Athletics
*Ms. Brandy Cartmell, Registrar
*Ms. Brenda Lackey, Mathematics Laboratory Coordinator (2010)
*Dr. Beverly Hearm, Reading Center Director (2010)
*Ms. Anna Clark and Mr. Jenna Wright, Co-Writing Laboratory Coordinators (2010)
*Mr. Jim Glasgow, Jr. Chair, Development Committee (2010)
*Mr. Jimmy Settle, President designee, UT Martin Council (2010)
*Ms. Lora McDonald, President designee, Weakley County Alumni Chapter (2010)
*Mr. Kerry Killebrew, President, Skyhawk Club (2010)
*Mr. Phillip Masengill, SGA President (2010)
*Mr. Nick Lewis, Undergraduate Alumni Council Representative (2010)
Dr. Jeff Gillett, Faculty Representative, Chair
Dr. Rick Gallitz, Faculty Representative (2012)
Dr. Nathan Howard, Faculty Representative (2011)
Mr. Lane Last, Faculty Representative (2011)
Dr. Linda Ramsey, Faculty Representative (2010)
Dr. Richard Robinson, Faculty Representative (2012)
Ms. Lorrie Jackson, Employee Relations Council Representative (2010)
Mr. Shawn Carver, Administrative Staff Representative (2010)
Mr. Al Creswell, UT Martin Alumni Representative (2010)
Mr. Trey Karlen, Men's Player Representative (2010)
Mr. Markel Guy, Men's Player Representative (2010)
Ms. Ashley Byrd, Women's Player Representative - SAAC President (2010)
Ms. Jamie Furstenberg, Women's Player Representative (2010)

* Indicates ex-officio member
** Minorities
UT Martin – Employee Relations Council

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 Boling University Center; one from Crisp Hall and Copier Repair; two from Gooch Hall, McCombs Center, and Business Administration Building; one from Holt Humanities Building, Sociology Building, Student Health, and Housing Receptionists; one from the Elam Center, Fieldhouse, Football Office, and Perry Children's Center; one from Paul Meek Library; one from Fine and Performing Arts Building, Johnson Engineering and Physical Sciences Building, and Brehm Hall; one from Clement Hall; and four from the Administration Building.

* Indicates ex-officio member

** Minorities
UT Martin – Equity and Diversity Advisory Council

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. Danielle Fabianich, Intercollegiate Athletics Representative (2010)
Ms. Teresa Hibbard, Employee Relations Council Representative (2010)
Dr. Chris Caldwell, Personnel Policies Committee Representative (2010)
Ms. Sharon Robertson, Persons with Disabilities Representative (2010)
Dr. Rich Helgeson, Vietnam Era Veteran Representative (2010)
Dr. David Coffey, Faculty Representative (2010)
Dr. Betty Cox, Faculty Representative (2011)
Ms. Anna Lasota, Faculty Representative (2011)
Dr. Cherry Watts, Faculty Representative (2010)
Ms. Mary Unger, SGA Representative (2010)
Ms. Debbie Mount, Exempt Staff Representative (2010)
Ms. Karen Sliger, Non-Exempt Staff Representative (2010)

* Indicates ex-officio member

** Minorities
UT Martin – Extenuating Circumstances, Admissions, and residency Appeals Committee

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. Jerald Ogg, Vice Chancellor for Academic Affairs
*Ms. Laura Foltz, Director of Business Affairs
Ms. Judy Gathers, Faculty Representative (2012)
Dr. Julie Hill, Faculty Representative (2010)
Mr. Brian Johnson, Faculty Representative (2011)

* Indicates ex-officio member

** Minorities
UT Martin – Faculty Research and Development Committee

**PURPOSE:** The Faculty Research and Development Committee prepares guidelines, evaluates applications, and recommends recipients for grants designed to provide faculty members an opportunity to engage in organized study programs and/or introduce course innovations. The Committee also encourages participation in and support of research by faculty and students and serves as the University review board for research proposals involving human subjects and for proposals submitted to the Faculty Research Grant Program. The Committee makes possible the interaction of representatives from many areas and programs and provides a means of emphasizing the role of research in the University’s mission.

**COMPOSITION:** Two faculty representatives from each academic college with at least five faculty representing academic areas involved in human subject research and one from the Paul Meek Library are selected for two-year overlapping terms. In addition, for purposes of reviewing research proposals involving human subjects, a representative of the local community will be added to the Committee membership for a one-year term. This individual will be appointed as follows: The members of the Committee shall compile a list of nominees acceptable to the full Committee and submit it to the Director of Research, Grants, and Contracts who, after consultation with the 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 LeBlanc, Agriculture and Applied Sciences (2010)
Dr. Stan Dunagan, Agriculture and Applied Sciences (2011)
Dr. Denise Williams, Business and Global Affairs (2010)
Dr. Otha Britton, Business and Global Affairs (2011)
Dr. Nancy Sonlottner, Education and Behavioral Sciences (2010)
Dr. Karen Greenockle, Education and Behavioral Sciences (2011)
Dr. David Ray, Engineering and Natural Sciences (2010)
Dr. James Smart, Engineering and Natural Sciences (2011)
Dr. Charles Bradshaw, Humanities and Fine Arts (2010)
Mr. Doug Cook, Humanities and Fine Arts (2011)
Ms. Mary Carpenter, Paul Meek Library (2010)

* Indicates ex-officio member
UT Martin – Financial Aid and Scholarship Awards Committee

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 Dake, Director of Intercollegiate Athletics
Dr. Jimmy Butler, Agriculture and Applied Sciences (2010)
Dr. Ron Kilgore, Business and Global Affairs (2010)
Dr. Michael Spaulding, Education and Behavioral Sciences (2010)
Dr. Matthew Pritchett, Engineering and Natural Sciences (2010)
Mr. Tim Hacker, Humanities and Fine Arts (2010)
Ms. Erin Coates, SGA Representative (2010)
Ms. Rachel Stephens, SGA Representative (2010)

* Indicates ex-officio member

** Minorities
UT Martin – Honors and Ceremonies Committee

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

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

REPORTING CHANNEL: Chancellor

MEMBERSHIP:

*Ms. Dorothy Gillon, Honors Day Representative
*Mrs. Len Solomons, Vice Chancellor for University Advancement
*Dr. Jerold 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. Carol Eckert, Faculty Representative (2011)
  Dr. Mahmoud Haddad, Faculty Representative (2010)
  Dr. Robbie Montgomery, Faculty Representative (2011)
  Ms. Rachel Stephens, Honors Programs Student Representative (2010)
  Ms. Elizabeth Hudson, Honors Programs Student Representative (2010)

* Indicates ex-officio member
UT Martin – Institutional Animal Care and Use Committee

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

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

REPORTING CHANNEL: Provost and Vice Chancellor for Academic Affairs

MEMBERSHIP:

*Dr. Joan West, Director of Research, Grants, and Contracts
*Dr. Jason Roberts, UTM Veterinarian
Dr. Tim Burcham, Faculty Representative (2010)
Dr. Nancy Buschhaus, Faculty Representative (2012)
Dr. Ann Gathers, Faculty Representative (2010)
Dr. Donna Cooper Graves, Faculty Representative (2011)
Ms. Denise Jones, Faculty Representative (2012)
Mrs. Carla Field, Community Representative (2010)

* Indicates ex-officio member
UT Martin – Institutional Review Board for the Protection of Human Subjects in Research

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 Global Affairs (2010)
Dr. Angie MacKewn, Education and Behavioral Sciences (2011)
Dr. Cahit Erkal, Engineering and Natural Sciences (2011) **
Mr. Tim Hacker, Humanities and Fine Arts (2012)
Ms. Lori Hendon, Community Representative (2010)

* Indicates ex-officio member

** Minorities
UT Martin – Publications Committee

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

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

REPORTING CHANNEL: Vice Chancellor for Student Affairs

MEMBERSHIP:
*Mr. Bud Grimes, Director of University Relations
*Mr. Al Hooten, Vice Chancellor for Finance and Administration
*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 (2010), Chair
Dr. Neil Graves, Faculty Representative (2010)
Dr. Tom Payne, Faculty Representative (2011)
Ms. Tracy Rutledge, Faculty Representative (2010)
Mr. Richard Saunders, Faculty Representative (2010)
Dr. Brian Wagner, Faculty Representative (2011)
Mr. Phillip Masengill, SGA President (2010)
Ms. Megan House, SGA Representative (2010)
Mr. Matthew Maltland, SGA Representative (2010)
Ms. Jessica Weaver, SGA Representative (2010)

* Indicates ex-officio member

** Minorities
UT Martin – Registration Committee

PURPOSE: The Registration Committee assists the Director of Academic Records and Registrar in coordinating all aspects of registration each term and reviews and offers recommendations on revisions of procedures or policies for registration.

COMPOSITION: Director of Academic Records and Registrar, Director of Admissions, 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
*Dr. Tommy Cates, Interim Executive Director of Extended Campus and Online Studies
Dr. Wes Totten, Agriculture and Applied Sciences (2010)
Dr. Philip Young, Business and Global Affairs (2011)
Ms. Cindy West, Education and Behavioral Sciences (2010)
Dr. Lionel Crews, Engineering and Natural Sciences (2011)
Dr. Nola Jones, Humanities and Fine Arts (2011)
Ms. Tiffany Brewer, SGA Representative (2010)
Ms. Meredith Dunn, SGA Representative (2010)
Mr. Grant Monroe, SGA Representative (2010)
Ms. Autumn Sullivan, SGA Representative (2010)

* Indicates ex-officio member

** Minorities
UT Martin – Safety Committee

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

COMPOSITION: Director of Public Safety; 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 Vantress, 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. Victoria Seng, Interim Chair of Nursing
*Mr. Gary Mansfield, Non-Exempt Staff Representative
*Mr. Dale Hendon, SGA Vice President or designee (2010)

* Indicates ex-officio member
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. Dale Hendon, SGA Vice President (2010)
*Ms. Andrea Cote, SGA Representative (2010)
*Mr. Sammie Linton, SGA Representative (2010)
*Ms. Mary Unger, SGA Representative (2010)
Ms. Georgia Baskett, Faculty Representative (2010)
Mr. Frank Leach, Faculty Representative (2010)
Dr. Karen Moffitt, Faculty Representative, (2010)
Ms. Stephanie Maxwell, Non-Exempt Staff Member (2010)
Mr. Keith Carver, Exempt Staff Member (2010)
Ms. Beth Edwards, Exempt Staff Member (2010)

* Indicates ex-officio member

** Minorities
UT Martin – University Calendar Committee

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

COMPOSITION: 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, 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. Janet Wilbert, President-elect, Faculty Senate
*Dr. David McBeth, Chair, Committee on Instruction
*Mr. Phillip Masengill, SGA Representative (2010)
*Mr. Dale Hendon, SGA Representative (2010)
Ms. Shirley Fry, Agriculture and Applied Sciences (2011)
Dr. Richard Griffin, Business and Global Affairs (2010)
Dr. Beth Quick, Education and Behavioral Sciences (2011)
Dr. John Schommer, Engineering and Natural Sciences (2010)
Ms. Chara Van Horn, Humanities and Fine Arts (2011)

* Indicates ex-officio member

** Minorities
UT Martin – University Council

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 **
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
Mr. Joe Henderson, Student Conduct Coordinator **
Dr. Jerry Gresham, Interim Dean of Agriculture and Applied Sciences
Dr. Rich Helgeson, Interim Dean of Engineering and Natural Sciences
Dr. Janet Wilbert, President-Elect, Faculty Senate
Dr. Clay Bailey, Faculty Representative
Dr. Brian Donavan, Faculty Representative
Dr. Brian Foltz, Faculty Representative
Dr. Patricia Hewitt, Faculty Representative
Dr. Linda Husmann, Faculty Representative
Mr. Phillip Mosengili, SGA President
Dr. Dale Hendon, SGA Vice President
Ms. Mary Unger, SGA Secretary General
Mr. Josh Gatlin, SGA Representative
Mr. Stuart Watson, SGA Representative
Ms. Jessica Weaver, SGA Representative

** Minorities
UTSI - Black Recruitment Advisory Committee

Chair: Patricia Burks-Jelks, Director, Human Resources and Equity and Diversity *

Membership:

- Leo Bonner *
- Betty Bright *
- Brenda Brown *
- Brenda Brooks *
- Alfonso Fujol *

* Minorities
UTSI - Employee Relations Committee

Chair: Patricia Burks-Jelks, Director, Human Resources and Equity and Diversity *

Membership:

- Tonya Battles *
- Laura Horton
- Rebecca Layman
- Pam Ledford
- Courtney Maricle, Secretary

* Minorities
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<th>Term Expires</th>
<th>Area</th>
<th>Business/Occupation</th>
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<td>UT/TSU Extension Advisory Council Member</td>
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<td>Fall 2010</td>
<td>4-H</td>
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<tr>
<td>Mr. Melissa Ford</td>
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<td>Davidson</td>
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<td>Mr. James C. Jaycox</td>
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<td>UT/TSU Extension Advisory Council Member</td>
<td>Washington</td>
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<td>Fall 2012</td>
<td>4-H</td>
<td>Retired Clinical Nutritionist</td>
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<tr>
<td>Ms. Gracie Lewis</td>
<td>UT/TSU Extension Advisory Council Member</td>
<td>Sumner</td>
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<td>Ag</td>
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<tr>
<td>Mr. Jimmy Lewis</td>
<td>UT/TSU Extension Advisory Council Member</td>
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<td>Fall 2010</td>
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<td>Retired Farmer</td>
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<tr>
<td>Ms. Elaine Lovelace</td>
<td>UT/TSU Extension Advisory Council Member</td>
<td>Fayette</td>
<td></td>
<td>Fall 2011</td>
<td>4-H</td>
<td>Beauty Shop Owner</td>
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</table>
Ms. Patty Mayhall  
County: Henderson  
Representing: At Large  
Term Expires: Fall 2011  
Area: FCS  
Business/Occupation: Business Owner

Ms. Becky Richesin  
County: Loudon  
Representing: Eastern Region  
Term Expires: Fall 2012  
Area: 4-H  
Business/Occupation: 4-H Volunteer; Switchgrass Farm

Ms. Emma Shupe  
County: Humphreys  
Representing: Western Region  
Term Expires: Fall 2012  
Area: FCS  
Business/Occupation: County Council President

Ms. Dawn Smith (Vice Chair)*  
County: Washington  
Representing: Eastern Region  
Term Expires: Fall 2011  
Area: FCS  
Business/Occupation: Nutrition Coordinator, Upper East TN Health Dept

Dr. Melinda Swafford  
County: Putnam  
Representing: Central Region  
Term Expires: Fall 2012  
Area: FCS  
Business/Occupation: Human Ecology Professor TN Tech Univ.

Ms. Martha Thomas*  
County: Shelby  
Representing: Western Region  
Term Expires: Fall 2011  
Area: FCS  
Business/Occupation: Retired TSU Specialist

Mr. Rick West  
County: Claiborne  
Representing: Eastern Region  
Term Expires: Fall 2012

Area: Ag  
Business/Occupation: Farm Service Credit Reg Manager

Ex-Officio Members:

Mr. Calvin Bryant  
County Extension Director  
Lawrence County UT Extension  
Term Ends: 2011

Dr. Roy Bullock*  
Professor  
Tennessee State University

Dr. Wm. Herbert Byrd  
Director, Evaluation and Staff Development  
UT Extension

Dr. Tim L. Cross  
Dean, UT Extension

Dr. Matt Devereaux  
Associate Professor, FCS  
UT Extension  
Term Ends: 2011

Dr. Shirley Hastings  
Associate Dean, UT Extension

Dr. Thelma Sanders-Hunter*  
Associate Professor  
Tennessee State University

Ms. Javiette Samuel*  
Assistant Professor  
Tennessee State University

Mr. Steve Sutton  
Director- 4-H Youth Development  
UT Extension

Mr. James Stewart  
Regional Program Leader  
Central Region  
UT Extension  
Term Ends: 2011

Dr. Richard J. Winston*  
Interim Associate Dean for Extension  
Tennessee State University

* indicates race and/or ethnicity other than white, non-hispanic
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).
Appendix Q

Program for Equal Employment Opportunity
In The University of Tennessee Extension
Program for

Equal Employment Opportunity
in
The University of Tennessee Extension

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.

UT Extension provides equal opportunities in programs and employment.
SIGNATORY

Submitted by: J. W. Barker
Dean, Agricultural Extension Service

Date: Nov 10, 1971

Approved by: Wesley Pendragon
Vice President for Agriculture

Date: Nov 10, 1971

Approved by: Edward Bolling
President, The University of Tennessee

Date: Mar 15, 1972

Concurrence: Earl H. Butz
Secretary of Agriculture

Date: Mar 15, 1972

Effective Date: March 3, 1972

Authority: Title 7 - Agriculture, Subtitle A - Office of the Secretary, Part 18 -
Equal Employment Opportunity in the State Cooperative Extension
Services (Appendix 1).

Tennessee Code Annotated Sections 4-2101 through 4-2105 relating
to Human Development Commission which sets forth the policy of
the State of Tennessee with reference to human rights (Appendix 2).
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Section I-1 – Definitions

For purpose of this program:

A. "University" means The University of Tennessee.

B. "UT Extension" means the University of Tennessee Extension organization, including programs of the cooperating counties in Tennessee.

C. "Secretary" means the Secretary of Agriculture of the United States or her designee.

D. "President" means the President of The University of Tennessee or his designee.

E. "Vice President" means the Vice President for Agriculture, The University of Tennessee.

F. "Dean" means the Dean of UT Extension.

G. "Associate Dean, Assistant Dean, or Assistant to Dean" are individuals in the UT Extension organization who assist in coordinating policies and programs between the various units of UT Extension and the Dean.

H. "Administrator, 1890 Programs" means the individual who assists in coordinating policies and programs between the 1890 Land Grant University (Tennessee State University) and the various units of UT Extension and the Dean.

I. "Department Head" means the leader of a group of Extension Personnel in one departmental unit in UT Extension.

J. "Regional Supervisor" means the individual in UT Extension organization who supervises county personnel.

K. "County Director" means the individual in the UT Extension organization who performs certain administrative and supervisory functions for Extension personnel located in a county.

L. "Extension Personnel" means all persons under the supervision of UT Extension regardless of location or sources of supporting funds who are performing official duties for the organization.

M. "Coordinator" means the Equal Employment Opportunity Coordinator for UT Extension.

N. "Discrimination" includes discrimination on the basis of race, color, national origin, sex, age, disability, religion, or being a disabled veteran or veteran of the Vietnam Era.

O. "Employment" includes hiring, assignment, transfer, promotion, compensation, discipline, discharge and all other conditions, terms, and privileges of employment.

P. "Complaint" means (1) dissatisfaction with, and request for redress from, an action or failure to act on the part of management which, in the opinion of the complainant (employees, former employee, or applicant for employment), has affected him or her personally; (2) allegations of general discriminatory practices filed by an organization filed on behalf of an individual, individuals, or a governmental body.

Q. "Program" means the Equal Employment Opportunity Program submitted to the Secretary of Agriculture as required by Title 7 - Agriculture, Subtitle A - Office of the Secretary, Part 18.
R. "7 CFR 18" refers to Title 7 - Agriculture, Subtitle A - Office of the Secretary, Part 18 - Equal Employment Opportunity in the State Cooperative Extension Services.

S. "Action Plan for Progress" means Section II of UT Extension's affirmative commitment to assure employment opportunity in all aspects of its operations affecting employees and applicants for employment which satisfies paragraph 18.4(c) of 7 CFR 18, submitted and updated on a fiscal year basis (Appendix I).

Section I-2 -- Purpose, Applicability and Coverage

A. Purpose - The Equal Employment Opportunity Program in UT Extension establishes policies and procedures in employment and personnel management to assure that equal opportunity is assured each individual without regard to race, color, national origin, sex, age, disability, religion, or veteran status as stipulated in 7 CFR 18. Those policies and procedures providing equal opportunity in employment and prohibiting discrimination in employment are set out in this document.

This program relates to all phases of employment, as defined above, for all persons (professional and non-professional) of UT Extension and establishes an overall policy that is consistent regarding all positions regardless of the sources of supporting funds.

B. Applicability - This program applies to UT Extension of The University of Tennessee and its many units throughout the state.

C. Coverage - This program applies to all positions in all units of UT Extension.

Section I-3 -- Development and Adoption of Equal Employment Opportunity Program and Action Plan for Progress

A. Development - Policies and procedures of this program were developed by appropriate personnel, including the Dean, and were approved by the Vice President and President of The University of Tennessee and concurred in by the Secretary of Agriculture.

B. Amendment - Amendments or revisions to the Equal Employment Opportunity Program of UT Extension may be proposed by either the President of The University of Tennessee or the Secretary of Agriculture. Either the Secretary or the President may confer with the other concerning the proposed amendments or revisions which are felt to be needed to improve the effectiveness of the program. The President will furnish such mutually agreed upon amendments and revisions to the Secretary within 30 days for concurrence.

C. Revision of Action Plan for Progress - Any revision of the Action Plan for Progress (Section II) for UT Extension shall be updated and filed with the President and the Secretary on a fiscal year basis. Modification to the Action Plan for Progress will be made as a result of periodic evaluation of the effectiveness of such plans.

D. Effective Date - This EEO Program for UT Extension becomes policy effective 30 days after the signature of the Secretary of Agriculture.
Section I-4 -- Elements of the Program

A. **Statement of Policy Prohibiting Discrimination in Employment.** It is the policy of UT Extension to provide equal opportunity in employment and personnel management for all persons and, thereby, prohibit discrimination because of race, color, national origin, sex, age, disability, religion or being a disabled veteran or veteran of the Vietnam Era. This policy will assure equal employment opportunity for all personnel. The policy is based on and complies with the provisions of 7 CFR 18, and with the provisions of Chapter 21, Human Development Commission, of the General Laws of Tennessee Code Annotated, Sections 4-2101 through 4-2105, and is an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees (Appendix 2).

B. **Administrative Procedures Enforcing This Policy.** The Vice President for Agriculture is designated by the President (Appendix 3); the Dean is designated by the Vice President for Agriculture to initiate and carry out the program throughout the organization (Appendix 4).

The Dean shall exercise personal leadership in (1) maintaining a continuing Action Plan for Progress to assure equal employment opportunity, (2) making his administrative, supervisory, and management staff responsible for effectiveness of this program, (3) reviewing and evaluating managerial and supervisory performance in a manner which will insure enforcement of this policy, and (4) providing sufficient resources to administer this program in a positive and effective manner.

The implementation and compliance of the EEO Program by UT Extension at The University of Tennessee is the responsibility of the Dean. Those staff members, including department heads, regional directors, the coordinator, county directors, other responsible staff or governmental groups to whom the duties and responsibilities for implementation and compliance of the EEO Program have been delegated, are accountable to the Dean.

The Dean of the Agricultural Extension Service is responsible for the following duties:

1. Discussing and publishing periodically the policy, procedure, Action Plan for Progress, and all other aspects of the EEO Program of UT Extension with all employees and solicit their full cooperation.

2. Informing in writing the Assistant Dean (Coordinator), Assistant Dean and Associate Dean, and Regional Directors of his or her responsibilities for implementing and enforcing the policies and procedures of the EEO Program; for complying with provisions of 7 CFR 18, and with the provisions of Chapter 21, Human Development Commission, Tennessee Code Annotated, Sections 4-2101 through 4-2105 (Appendix 2) as appropriate.

3. Keeping appropriate administrative officials of the University appraised of the Equal Employment Opportunity Program.

4. Informing in writing the appropriate personnel within the organization who have been assigned a counseling role, either with Extension personnel or County Agricultural Extension Committees, of their responsibilities in the execution of the Equal Employment Opportunity Program.

5. Directing appropriate Regional Directors to discuss the EEO Program with County Agricultural Extension Committees pertaining to county Extension employees.

6. Requesting county government officials to meet annually with appropriate members of UT Extension staff to review the EEO Program.

7. Communicating, through appropriate recruitment brochures, literature, and other means, the fact
that it is the policy of The University of Tennessee, as well as UT Extension, to be an Equal Opportunity Employer.

(8) Informing applicants of the name and address of the Coordinator and the Counselors in the locality in which employment is sought and their availability to applicants who believe they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or veteran status.

(9) Providing a copy of the UT Extension EEO Program and Action Plan for Progress to each employee and to other appropriate officials.

(10) Establishing an internal EEO advisory committee and meeting periodically with it to provide systematic feedback and consultation concerning all aspects of the program.

(11) Assuring adequate coverage of all areas of equal employment opportunity in induction and inservice training programs for all employees.

The Assistant to Dean is designated by the Dean as the Coordinator with staff responsibilities for coordinating all activities relating to this program (Appendix 5). He shall:

(1) Advise the Dean on the preparation of plans, procedures, regulations, reports, and other matters pertaining to the program.

(2) Evaluate periodically the sufficiency of the program and report such evaluations to the Dean with recommendations for improvement or correction.

(3) Make changes in programs and procedures, when authorized by the Dean, to eliminate discriminatory or unfair practices and to improve the EEO Program.

(4) Provide a system for counseling any aggrieved employee or applicant for employment, who believes he or she has been discriminated against, and for attempting to resolve informally the matter raised by the aggrieved person. This system must be extended to organizations that bring class action cases regarding general discriminatory practices.

(5) Arrange for the receipt and investigation of individual complaints of discrimination.

(6) Arrange for the receipt and investigation of general allegations of organizations or other third parties of discrimination which are unrelated to an individual complaint of discrimination.

(7) When authorized by the Dean, take corrective measures that are necessary on individual complaints, including recommendation for any disciplinary action that is warranted when an employee has been found to have engaged in a discriminatory practice.

(8) Review the file on any individual complaint, before a decision is made under the complaint procedure, and make any recommendation to the Dean that he considers desirable, including any disciplinary action that is warranted by the circumstances.

Three specialists (Ms. Janie L. Burney, Dr. Doyle G. Meadows, and Mr. Alvin E. Wade) are designated by the Dean as Counselors to informally consider and resolve EEO-related complaints for Extension Employees other than those employees located in county offices (state staff).

The Extension Agent in Decatur County (Jeanine C. England), the Extension Agent in Lauderdale
County (J.C. Dupree, Jr.), and the Extension Agent in Shelby County (Rita R. Jackson) are designated by the Dean as Counselors to informally consider and resolve EEO related complaints for all Extension employees in the Western Region.

The Extension Agent in Williamson County (Joan L. Wherley), the Extension Agent in Wilson County (J. W. McGuire), and the Extension Agent in Franklin County (Edd Burns) are designated by the Dean as Counselors to informally consider and resolve EEO related complaints for all Extension employees in the Central Region.

The Extension Agent in Anderson County (Joseph E. Hall), the Extension Agent in Bradley County (Kaye M. Smith) and the Extension Agent and County Director in Hawkins County (Judy Gray Cravens) are designated by the Dean as Counselors to informally consider and resolve EEO related complaints for all Extension employees in the Eastern Region (Appendix 6).

The County Director is designated by the Dean to be responsible for the implementation and compliance of the program at the county level under the supervision and guidance of the Regional Director.

All responsible personnel will furnish to the Dean, through the Coordinator, a written report documenting discussion of EEO Programs with personnel, Agricultural Extension Advisory Committees, or other appropriate individuals or groups.

C. A Positive Affirmative Action Plan for Progress to Assure Equal Opportunity in Employment - Due to the decentralized nature of UT Extension, certain specific administrative and supervisory responsibilities for personnel actions relating to various groups of staff are delegated to the designated persons in the organization (Appendix 7). The Action Plan for Progress in Equal Employment Opportunity for UT Extension, Section II of this document identifies those persons responsible for carrying out each activity, including target dates, as they seek to find, recruit, employ, and retain a competent staff. Those activities so identified are applicable to all administrative or supervisory units within the organization. Each of the administrative and supervisory units will submit on a fiscal year basis its Action Plan for all activities, as appropriate, to the Dean. The Action Plan for Progress for the state will be developed by summarizing Action Plans from all units and filed according to Section I-3C, page 3.

1. Initial Implementation Action

a. The Assistant to Dean (Coordinator) is responsible for ensuring that the program is presented and discussed with the County Agricultural Extension Committees, county government officials and other groups, county Extension employees, administrative, supervisory and specialist staffs, department heads, heads of the divisions of 4-H youth development and family and consumer sciences, and Human Development Commission. He is also responsible for ensuring that the Action Plan for Progress is presented and discussed with all staff of UT Extension.

b. The Regional Directors are responsible for presenting the Action Plan for Progress to County Directors and they to county Extension personnel within the county.

c. A summary report of these presentations and discussions will be furnished to the Assistant to Dean (Coordinator).

2. In addition to those responsibilities prescribed elsewhere in this document, the Dean will assure continued compliance with the provisions of this program, and 7 CFR 18, in dealing with other organizations, agencies, governmental bodies, or groups. He will call for an annual report summarizing program implementation and operation from each County Extension Office.
The Dean will file a report with the President of the University and the Secretary six months after the effective date of this program and annually thereafter, summarizing the implementation and operation of this program.

D. Procedure for Identifying and Eliminating Employment Practices which Create Discrimination in Employment

1. Personnel Management - All functions relating to personnel management shall reflect the full intent of the policy stated in the purpose, Section I-2, page 2. All records, including action taken and decisions made related to personnel management, are to be forwarded to the Office of the Dean and retained for a minimum of two years.

   a. Recruitment and Selection - Develop and implement a comprehensive recruitment program designed to attract women and minority group members for employment consideration for all positions. This includes:

      (1) Identifying and assigning employees charged with recruitment of personnel that will assure employment without regard to race, color, national origin, sex, age, disability, religion, or being a disabled veteran or veteran of the Vietnam era.

      (2) Identifying those schools, colleges and universities or other sources where candidates for employment can be contacted without regard to race, color, national origin, sex, age, disability, religion or veteran status.

      (3) Establishing and maintaining, on a regular basis, recruitment contacts with those sources for prospective candidates for employment of women and minority group members.

      (4) Preparing recruitment literature and position announcements which:
          • Clearly state the University is an equal opportunity employer.
          • Describe qualification standards appropriate to positions.
          • Provide applicants information that identifies the Equal Employment Opportunity Coordinator and Counselors.

      (5) Disseminating information through recruitment literature, position announcements, personal contact, visits, and other appropriate means to officials at all sources of qualified applicants applicable to the state regarding:
          • Those conditions which should increase employment opportunities of students.
          • The qualifications essential for competent Extension employees (professional and non-professional) as a basis for strengthening and improving curriculum.

      (6) Selecting candidates for employment from among applicants based upon a comparison of each applicant’s qualifications in relation to identified relevant factors and standards for the position. Such factors and standards for professional positions are indicated in the attached “Criteria for Employment in Beginning County or Area Positions” (Appendix 8).

Factors for other professional positions include: educational attainments, academic average, scholarly achievement, professional experience, leadership ability, understanding of problems with which the position is to deal and knowledge of subject matter to deal with related problems, appropriate technological ability,
demonstrated ability to work effectively with people, demonstrated drive and initiative, and demonstrated ability to communicate orally and in writing.

Factors considered for non-professional employees include: academic attainment, work experience, demonstrated abilities as related by reference(s), and tests of skills administered by the University of Tennessee Personnel Office and the Tennessee Department of Employment Security.

(7) Maintaining an adequate record system which reflects actions taken and decisions made including:

- Receipt and dispositions of applications.
- Application information evaluation.
- Reference checks and related evaluations.
- Interviews and evaluation of information.
- Analysis of comparison between the applicant's qualifications, job factors and standards.
- Reasons for selection or non-selection.

b. Assignment, Transfer, and Promotion

Insofar as possible, position vacancies are to be filled at the level they occur by promotion from within the organization encouraging promising employees to seek advancement, utilize their unique skills and abilities, and/or assume greater responsibility. For position vacancies not filled through this process suitable candidates are to be acquired through the recruitment and selection procedure stated above.

The following conditions are to be met:

(1) Position vacancy announcements distributed to all Extension staff within the state.

(2) Announcements carry duties and responsibilities, authorities of the position, location of position headquarters, qualifications needed by the applicant, date and method for filing, salary range, and to whom the application is made.

(3) Applications accepted, recorded, and evaluated from all interested employees.

(4) Employee competencies evaluated against position requirements.

(5) Consideration of past performance evaluations and reviews, ability or potential performance on other jobs, recommendations of colleagues and others in a position to evaluate candidate, and length of service where this is a factor for promotion, transfer, or assignment.

(6) Record decisions and reasons for them for inclusion in employee's state personnel folder or in a separate case file.

Position requirements and incumbent qualifications are to be analyzed periodically to determine adjustments needed to either or both, maximize the skills, abilities, and experience of employees, and to enhance their potential to advance accordingly. Such analyses will encompass:
(1) Skills inventory of incumbents in all positions to assess appropriate utilization of human resources, to identify training and career counseling needs, and to project human resource needs in shortage category positions.

(2) Modifying or redesigning positions to more nearly fit the underutilized and non-utilized position skills consistent with the basic mandate of UT Extension.

(3) Identifying persons whose position requires both high and low skills and redesign those positions to better utilize the high level skills of those employees.

(4) Shifting those lower skills from various positions, regroup and tailor positions to the needs and competencies of individuals assigned to those positions.

(5) Evaluating position qualifications and examining standards to assure equal opportunity to minority group members and women.

c. Position Administration and Compensation

Formal performance evaluations are to be made at least annually of each Extension staff member's performance. The performance evaluation program will reflect those criteria judged to be pertinent to successful performance in the various positions and measured or evaluated against accepted standards of performance for those positions.

Each member will be made aware of his or her evaluation and counseled by the immediate supervisor or other appropriate and qualified staff member regarding positive accomplishments and future professional improvement and training needs.

A salary schedule is administered for professional and nonprofessional employees without regard to race, color, national origin, sex, age, disability, religion, or being a disabled veteran or veteran of the Vietnam era (Appendix 9). For further details refer to The University of Tennessee Policies and Procedures.

Salary and wage adjustments are considered annually based upon the result of the individual's performance evaluation and the availability of funds.

d. Training and Leave Policies

Training programs and opportunities are to be uniformly administered throughout the organization and made available to each category of staff in order to:

(1) Correct those deficient areas in an employee's background and training which are essential to successful job performance.

(2) Contribute to continued career advancement of each individual.

(3) Help the individual contribute to the achievement of the program goals of the organization.

(4) Improve the educational services to clientele.

Each employee is encouraged to assume a positive posture regarding his or her personal professional development which will supplement and complement the more formal training offered by the organization.
The Coordinator will work closely with administrative, supervisory, and program staffs to incorporate training requirements needed to implement and sustain this EEO Program into the induction, inservice, and graduate training programs.

Criteria such as the individual's program or job responsibilities, level of professional or skill preparation, previous inservice participation record, present and possible future assignments, applicable leave policy, and availability of funds will be considered in developing inservice training programs or approving participation in outside training programs.

Leave policy to pursue training opportunities for professional and nonprofessional employees, when approved by the Dean, will follow the established policies of The University of Tennessee and UT Extension and shall be administered equitably. For further details refer to The UT Policies and Procedures Manual.

Leave policy covering annual, sick, military, leave of absence, and other types of leave are to be administered equitably according to policies established by The University of Tennessee and UT Extension. For further details refer to The University of Tennessee Personnel Policies and Procedures Manual.

Insofar as resources permit, financial aid in terms of scholarships, fellowships, work-study programs, field experience programs, and similar intern practicum training arrangements are to be made available to employees which will prepare them for promotion or other advancement opportunities in the organization.

e. Community Related Activity

Employees may be requested by UT Extension to participate in certain activities at the community level with such groups as technical, vocational, high schools, colleges, junior colleges, and with other public and private groups to improve employment opportunities and community conditions that affect employability.

Appropriate personnel will convey to administrative heads of predominantly minority group schools and colleges the qualifications essential for competent Extension employees.

f. Awards and Recognition

Policies are not self-enforcing. In some cases equal employment opportunities policies present sharp contrasts with past practices. In this context, all levels of management must perceive these policies not as transitory phenomena but as pervasive devices which seek to elicit the cooperation of all employees for working toward their full implementation.

The Dean will consider ways and means for providing motivational incentives to those staff members charged with the responsibility of carrying out the provisions of the EEO Program.

Responsibilities for carrying out the EEO Program of the administrative and supervisory staff, Department Heads, and Regional Directors will be included in position description.

g. Discipline

Those Extension employees who have been found to have engaged in discriminatory practices against another employee, or applicant for employment, are subject to appropriate
disciplinary action. The action to administer discipline is the responsibility of the Coordinator. Such action will be uniformly administered in keeping with the policies of UT Extension. Appropriate records will be kept showing the cause for and disciplinary action taken, and a copy placed in the permanent personnel file of the employee involved.

E. Procedure for Evaluating the Success of the Program - The Coordinator will evaluate, six months after the effective date of this program (Signatory, page 1) and annually thereafter, the adequacy of employment and personnel management procedures of UT Extension at The University of Tennessee and throughout the state. The Dean shall submit a report to the President and Secretary annually.

The results contained in these annual reports will be discussed with administrative, supervisory, and other staff as appropriate.

Each Extension employee is responsible for helping to maintain continuous review on the effectiveness of this program in order to provide current and adequate feedback for evaluative purposes.

Criteria for a comprehensive evaluation program must be sufficient to reflect progress, adequacy, and shortcomings of the total program. In many instances application of the criteria must be tailored to those offices with limited personnel management and employment authority in order to result in more valid evaluation of activities carried out in these offices.

Criteria are to be developed for each of the major areas set out in the "Action Plan for Progress".

The inquiry and evaluation procedures will make use of one or a combination of analysis methods which best meet specific needs and circumstances. Some of these methods may include:

- On-site visits.
- Special task forces.
- Program committees.
- Written reports.
- Periodic reviews and analysis of statistical data.
- Continuing reviews of personnel programs and related actions.
- Periodic reviews of complaints and related actions.
- Periodic reviews of policies, procedures, delegation, and coordination.
- Interviews with employees, supervisors, and management.
- Review of input from minority groups, women's organizations, local government offices, and other special interest groups.

F. Adequate Provision for Publicizing the Program to Include Dissemination of Information to All Those Covered by These Regulations - The Dean will remind, in writing, all appropriate employees at all levels in the organization once a year or more often, as appropriate, of the need for maintaining an equal employment policy for staff members. This communication document shall be made a part of the permanent record. The EEO Program material will be shared with all Extension employees after each revision.

Appropriate reference to this program and its policies will be incorporated into the information provided on all revised recruitment brochures and other related literature and promotional materials. A poster, and other appropriate informational literature, will be displayed on bulletin boards or in other conspicuous places in Extension offices. Information indicating where grievances and complaints can be filed shall be displayed in locations and in such a manner which make them accessible to public view.
Each new employee will be informed about the EEO Program during his/her induction experience.

Training programs shall include an explanation of the EEO policy and program for all employees.

At reasonable intervals the policy shall be included in staff conferences and seminars.

Each applicant being considered for a UT Extension appointment, as well as new and existing employees, will be provided with a copy of the EEO Program.

Copies of the EEO Program will be distributed to appropriate officials of the University, county governments, and members of the public who are affected by this policy. As appropriate, discussions regarding the EEO Program will be held with the above-named persons.

G. **A Procedure for Prompt Processing of Complaints Assuring No Less Than Minimum Rights Prescribed in 7 CFR 18 (18.5)** - All grievances and complaints will be channeled to the Coordinator by the responsible staff member for appropriate handling. The Counselor will counsel with and guide the complainant in the prompt filing and processing of his case. Counselors will act to mediate or conciliate informal complaints at the lowest possible supervisory level, thereby removing the necessity for their movement through channels to the Coordinator.

H. **Adequate Provisions for the Protection of Complainants, Employees, Witnesses, and Representatives from Interference, Harassment, Intimidation, and Retaliation** - All employees shall be free from any or all restraint, interference, coercion, or reprisal on the part of their associates or supervisors in making any justified complaint or appeal, in serving as representatives of an appellant, in appearing as witnesses, or in seeking information in accordance with these procedures. The above principles apply with equal force after a complaint has been resolved. Should these principles be violated, the facts shall be brought to the attention of the Equal Employment Opportunity Coordinator, Room 212-D Morgan Hall, UT Extension, Extension Administration, Knoxville, Tennessee 37996-4525, by the appellant, his or her representative, or the person affected so that appropriate action may be taken.

I. **A Procedure for Informal Resolution of Complaints** - The Equal Employment Opportunity Coordinator, Room 212-D Morgan Hall, UT Extension, The University of Tennessee, Extension Administration, Knoxville, Tennessee 37996-4525, is designated to act in an effort to mediate or conciliate informal complaints. However, informal complaints should be resolved through the immediate supervisor or one of the EEO Counselors. The following individuals will serve as Counselor for Extension Personnel other than those located in counties.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Doyle G. Meadows</td>
<td>5201 Marchant Drive</td>
</tr>
<tr>
<td>Professor</td>
<td>Nashville, TN 37211</td>
</tr>
<tr>
<td>Ms. Janie L. Burney</td>
<td>2621 Morgan Circle, 119 Morgan Hall</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Knoxville, TN 37996-4501</td>
</tr>
<tr>
<td>Mr. Alvin E. Wade</td>
<td>Tennessee State University</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>John A. Merritt Boulevard</td>
</tr>
<tr>
<td></td>
<td>Nashville, TN 37209-1562</td>
</tr>
</tbody>
</table>
The following individuals will serve as Counselors for all Extension employees located in counties:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Western Region</strong></td>
<td></td>
</tr>
<tr>
<td>Ms. Jeanine C. England</td>
<td>71 W. Main Street, P.O. Box 38</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Decaturville, TN 38329-0038</td>
</tr>
<tr>
<td>Mr. J.C. Dupree, Jr.</td>
<td>217 N. Main Street, P.O. Box 27</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Ripley, TN 38063-0027</td>
</tr>
<tr>
<td>Ms. Rita R. Jackson</td>
<td>5565 Shelby Oaks Dr.</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Memphis, TN 38134-7397</td>
</tr>
<tr>
<td><strong>Central Region</strong></td>
<td></td>
</tr>
<tr>
<td>Mr. Edd Burns</td>
<td>406 Joyce Lane</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Winchester, TN 37064</td>
</tr>
<tr>
<td>Ms. Joan L. Wherley</td>
<td>4215 Long Lane, Suite 200</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Franklin, TN 37064</td>
</tr>
<tr>
<td>Mr. J. W. McGuire</td>
<td>925 E. Baddour Pkwy., Suite 100</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Lebanon, TN 37087</td>
</tr>
<tr>
<td><strong>Eastern Region</strong></td>
<td></td>
</tr>
<tr>
<td>Mr. Joseph E. Hull</td>
<td>100 N. Main Street, Room 213</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Clinton, TN 37716-3686</td>
</tr>
<tr>
<td>Ms. Judy Gray Cravens</td>
<td>850 W. Main St., Suite 1</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Rogersville, TN 37857-3653</td>
</tr>
<tr>
<td>Ms. Kaye M. Smith</td>
<td>95 Church Street, SE</td>
</tr>
<tr>
<td>Extension Agent</td>
<td>Cleveland, TN 37311-6070</td>
</tr>
</tbody>
</table>

If satisfaction to the complainant is not received at the Counselor level, he/she may proceed through the supervisory channels to the next higher level. Any informal complaint not resolved to the complainant's satisfaction by the Coordinator must thereafter be handled through the formal complaint procedures. When an informal complaint is received by a Counselor, a memorandum shall be prepared by the Counselor to the Coordinator advising him/her of the complaint, the circumstances of such complaint, and a discussion of attempts to resolve such complaint. If the case was satisfactorily handled, he/she should so state; if further action appears necessary, he/she should so advise.

All informal complaints will be heard and a response made by the Counselor within five working days after being received by the Counselor. If no action is taken within this time limit, the complainant may proceed to the next higher supervisory level.
In any case where the complainant feels that he/she cannot present the complaint or would not receive proper consideration of the complaint at the immediate supervisory level, he/she may, without prejudice, move up the supervisory channel to any level or directly to the Coordinator.

J. A Procedure for Recording Receipt and Disposition of All Complaints - The Coordinator will keep a record of all complaints filed through Counselors and other sources.

A report on the filing and disposition of formal complaints shall be forwarded through channels to the Secretary within 30 days of the receipt of the complaint. The record shall include any statement from the complainant indicating the reason for withdrawal.

Section I-5 -- Formal Complaint Procedure

The procedure for processing of formal complaints of Extension employees and other qualified complainants is as follows:

If the informal procedures do not attain a result satisfactory to the complainant or if the complainant does not desire to follow the informal procedure, he/she may file a formal complaint. A formal complaint shall be submitted in writing and signed, and it shall state the basis for the complaint and indicate whether the alleged discrimination was based on race, color, national origin, sex, age, disability, religion, or veteran status. However, a statement from the complainant describing the conduct complained of with greater particularity may be required.

A. Who May File - A complaint may be filed by an employee, former employee, or applicant for employment in UT Extension who believes that discrimination in employment has been practiced against him/her or that an employment practice in Extension has or will result in discrimination in employment against him/her. A complaint of general discriminatory employment practices may also be filed by an employee, former employee, or applicant for employment or by an organization provided, however, that upon request of the Dean, the complainant shall furnish to him names of individuals who are adversely affected by those practices.

B. Right of Representation - A complainant may designate, in writing, an individual or an organization to represent him/her in the processing of his/her complaint and is entitled to the advice of counsel at his/her cost at all stages in the proceeding. If the representative designated by the complainant is an employee of UT Extension, such employee, as well as an employee-complainant shall have a reasonable amount of official time with pay, if he/she is in pay status, for the purpose of appearing at any hearing on the complaint or conciliation effort. The rights and privileges set forth in this paragraph shall also be available to any person whose alleged conduct is the cause of the complaint.

C. Where Filed

1. Academic Staff - Formal complaints by or on behalf of UT Extension employees who are members of the academic staff will be filed in writing with the Dean or directly with the Secretary of Agriculture. Those complaints filed with the Secretary will be sent to the Dean for adjudication under this program.

2. Other Extension Staff and Other Qualified Complainants - Formal complaints by or on behalf of non-academic staff and UT Extension employees, both professional and nonprofessional and other qualified complainants, will be filed in writing with the Equal Employment Opportunity Coordinator, Room 212-D Morgan Hall, University of Tennessee, Extension Administration, Knoxville, Tennessee 37996-4525, or with the Secretary of Agriculture. Those complaints filed with the Secretary or the Equal Employment Opportunity
Coordinator will be sent to the Dean for adjudication under this program.

Based upon the facts furnished by the complainant or any other information gathered by the Dean, he will adjudicate the case within 30 days and advise the complainant of his decision. In the event that the claim is not adjudicated within 30 days, the complainant may request a review by the Vice President for Agriculture or President of the University. However, if at the time of filing the formal complaint, the complainant requests a hearing or the Dean requests a hearing, the procedure in Section I-5E will be followed.

D. **When Filed** - A complaint shall be submitted within 180 days of the conduct giving rise to the complaint. The Dean or the Secretary may extend the time limit for good cause.

E. **Hearing** - A complainant filing a formal complaint or the Dean may request a hearing which shall be transcribed or recorded. The hearing shall be conducted within 60 days from the date the hearing is requested, during regular working hours in the county where the alleged discrimination occurred, or at a time and place agreed to by the Dean and the complainant. The Dean, the complainant, and any person whose alleged conduct is the cause of the complaint shall have the right to call and cross-examine witness under oath. The hearing shall be provided by the Dean and shall be conducted by a non-Extension faculty or staff member designated by the Vice President for Agriculture, The University of Tennessee, who shall submit a proposed decision including findings of fact, conclusions, and recommendations within 30 days of the conclusion of the hearing to the Dean for action.

F. **Action by the Dean** - The Dean will review the entire file on the complaint, including the transcript of the hearing, if a hearing was held. He shall approve the proposed decision, remand to the hearing body for further action, or otherwise dispose of it within 10 working days of its submission to him and notify the complainant, in writing, of the decision or disposition of the complaint and of the complainant’s right to request, in writing, a review by the Secretary within 30 days of receipt of the Dean’s decision.

**Section I-6 -- Review and Decision**

Within 30 days of notification of the disposition of complaint by the Dean, or within 30 days of any refusal of the Dean to accept a complaint or to act on a complaint in accordance with the program, the complainant may request a review by the Secretary. Any request shall be in writing. The Dean, upon request by the Secretary, shall furnish to the Secretary the complete file, including the transcript of any hearing together with whatever other information the Secretary requests. The Secretary may review the file on the record, request supplemental information from the Dean, order further investigation by the Office of the Inspector General, USDA, or hold a hearing under such procedure and on such issues as he determines appropriate to obtain information which would assist him in making a decision as to whether the Dean’s decision or disposition of the complaint was proper. The decision of the Secretary shall be in writing and shall be sent to the Dean for appropriate action. A copy of the Secretary’s decision shall also be furnished the complainant.

**Section I-7 -- Reports**

Within six months of the effective date of this program and annually thereafter, the Dean will submit to the Vice President for Agriculture, the President of the University, and to the Secretary reports summarizing implementation and operation of the program.
Section I-8 -- Maintenance of Records

All documentation, records, and reports will be maintained for a minimum of two years. These records will be subject to review at any time by the Office of the Dean, the Vice President, the President, and representatives of the U. S. Department of Agriculture authorized by the Secretary or his designee.

Section I-9 -- Non-Compliance

It is understood that UT Extension will be in violation of 7 CFR 18 and Tennessee Code Annotated Sections 4-2101 through 4-2105 of the General Laws of Tennessee if its responsible personnel fail to carry out the provisions of this program.

Section I-10 -- Sanctions

If the Dean finds that any units of UT Extension or any Department or unit of the University, county, or other institutions who are in support of UT Extension programs have violated the provisions of this program, he may initiate action to refuse to authorize payment of funds for UT Extension or take other appropriate action as provided by law.
Section II

Action Plan for Progress in Equal Employment Opportunity for UT Extension

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.

UT Extension provides equal opportunities in programs and employment.
The "Action Plan for Progress" is a written commitment of UT Extension and its personnel to be responsive to policy requirements, affirmative positive action concepts, EEO Program objectives, and to local conditions, situations, and needs. It identifies those rather specific activities to be undertaken in each major area of the Plan. It calls for the identification of those officials (positions) who are responsible for implementing each activity for each level or operating unit in the organization. In addition, a target date for implementing each activity is to be identified for each level or operating unit.

Specific activities listed under each major area are not necessarily applicable to all levels or operating units due to the variation among offices regarding their limited personnel management and employment authority. However, each unit is encouraged to utilize each staff member's imaginative and creative talents to seek ways in which they can contribute to program objectives. In addition, there are certain of those specific activities listed for implementation that are the prerogative of the Dean.

Those specific activities listed under each major area may be further divided into smaller task units to avoid gaps and omissions and to insure full implementation and effectiveness.

A copy of the State's "Action Plan for Progress" developed with inputs from all levels or operating units shall be provided to each office annually.
ACTION PLAN FOR PROGRESS IN EQUAL EMPLOYMENT OPPORTUNITY
FOR STATE COOPERATIVE EXTENSION SERVICE
(This applies to 7 CFR, Part 18, 18.4 (c))

<table>
<thead>
<tr>
<th>Activity</th>
<th>Action By</th>
<th>Target Date(s) to Implement (Beginning Date of Activity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Organization and Resources to Administer the EEO Program in a Positive and Effective Manner</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Develop and implement an Action Plan for Progress in Equal Employment Opportunity. The Plan should reflect the operations of and be tailored to the State Extension Service or office situation and its problems. It must be applicable to the State Office, State Extension Professors' Offices, Regional Offices, and County Offices. Also, the Plan must contain short and long range goals, and identify the person responsible for timely action on each activity.</td>
<td>Dean and Appropriate Staff</td>
<td>Fully implemented and continuing as needed.</td>
</tr>
<tr>
<td>B. Prepare or revise EEO Program in accord with the regulations concerning EEO in the State Cooperative Extension Service, 7 CFR, Part 18, issued under authority of the Smith-Lever Act, which will involve:</td>
<td>Dean Assistant to Dean (Coordinator)</td>
<td>October</td>
</tr>
</tbody>
</table>

1/ May be modified for use at the Region, County, or other smaller operational unit levels.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Action By</th>
<th>Target Date(s) to Implement (Beginning Date of Activity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Preparation and adequate distribution of instructions on implementing this EEO Program for minority groups and women.</td>
<td>Dean</td>
<td>August</td>
</tr>
<tr>
<td></td>
<td>Assistant to Dean (Coordinator)</td>
<td></td>
</tr>
<tr>
<td>(2) Detailed provisions for EEO complaint and appeals procedures</td>
<td>Dean</td>
<td>Fully implemented and continuing as needed.</td>
</tr>
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<tr>
<td>(3) Detailed provisions for reports and evaluation</td>
<td>Assistant to Dean (Coordinator)</td>
<td>Continuing as needed.</td>
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<tr>
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<tr>
<td>(4) Detailed provisions for coordinating employment activities to insure effective decision making in regard to EEO Program activities.</td>
<td>Dean</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td></td>
<td>Assistant to Dean (Coordinator)</td>
<td></td>
</tr>
<tr>
<td>C. Distribute copies of the Program to all organizational units for implementation.</td>
<td>Dean</td>
<td>October-November</td>
</tr>
<tr>
<td>D. Meet with appropriate University officials and Extension personnel to emphasize the need for awareness of and continuing positive actions toward the goals outlined in the Action Plan for Progress in EEO.</td>
<td>Dean</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td></td>
<td>Assistant to Dean (Coordinator)</td>
<td></td>
</tr>
<tr>
<td>E. Develop minimum requirements for EEO training of all persons in supervisor positions in the organization and conduct such training to assure managerial and supervisory understanding of and knowledge of EEO Programs.</td>
<td>Assistant to Dean (Coordinator)</td>
<td>November</td>
</tr>
<tr>
<td>F. Establish and periodically meet with an internal EEO Advisory Committee whose membership reflects both a percentage of the clientele served and a cross section of staff units, especially including minority group members, women, and others concerned with EEO.</td>
<td>Dean</td>
<td>December</td>
</tr>
<tr>
<td>Activity</td>
<td>Action By</td>
<td>Target Date(s) to Implement (Beginning Date of Activity)</td>
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<tr>
<td>G. Discuss EEO policy with all employees and communicate its content</td>
<td>State, Dean and other appropriate staff members</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>using various media, such as training programs, staff meetings,</td>
<td>Regional and County Staff</td>
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<tr>
<td>newsletters, bulletins, and regulations. A bulletin board</td>
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<tr>
<td>appropriately placed should be utilized for public communication.</td>
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</tr>
<tr>
<td>H. Assign staff member(s) at each program level to carry out the</td>
<td>Dean for the State Staff.</td>
<td>Fully implemented and continuing as needed.</td>
</tr>
<tr>
<td>specific responsibility and authority for the EEO Program and to</td>
<td>Regional Directors for County Directors.</td>
<td></td>
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<tr>
<td>achieve goals within stated deadlines. The staff so assigned must be</td>
<td>County Director for County Extension Staff.</td>
<td></td>
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<tr>
<td>responsible for the EEO activities under their jurisdiction.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ensure that Recruitment Activities are Designed to Reach, Attract,</td>
<td>Regional Directors and Regional Program</td>
<td>Continuing on a regular basis.</td>
</tr>
<tr>
<td>and Employ Candidates for All Positions from Minority as well as</td>
<td>Leaders for Professional Personnel at county</td>
<td></td>
</tr>
<tr>
<td>Majority Group Member Sources.</td>
<td>level.</td>
<td></td>
</tr>
<tr>
<td>A. Establish and maintain regular recruitment contact with many groups,</td>
<td>Deans, Associate and Assistant Deans,</td>
<td></td>
</tr>
<tr>
<td>i.e., predominantly minority groups, women's groups, schools,</td>
<td>Assistant to Dean, Administrator 1890 Programs,</td>
<td></td>
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<tr>
<td>colleges, and universities. Arrange regular contacts with the</td>
<td>and Department Heads for Administrative,</td>
<td></td>
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<tr>
<td>above-mentioned groups. Include colleges with significant minority</td>
<td>Specialist and supervisor personnel.</td>
<td></td>
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<tr>
<td>student population.</td>
<td>Personnel Officer, University of Tennessee for</td>
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<td></td>
<td>Non-academic Personnel other than county. Regional Director and County Director through Employment Security for County Non-academic Personnel.</td>
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<tr>
<td>Activity</td>
<td>Action By</td>
<td>Target Date(s) to Implement (Beginning Date of Activity)</td>
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<tr>
<td>B. Call the attention of administrative heads, deans, and faculty of</td>
<td>Dean</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>the colleges within each respective state to those conditions which</td>
<td>Assistant to Dean (Coordinator)</td>
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<tr>
<td>would increase the employment opportunity of students. Convey to</td>
<td>Administrator 1890 Programs</td>
<td></td>
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<tr>
<td>administrative heads or predominantly minority group colleges and</td>
<td></td>
<td></td>
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<tr>
<td>schools the qualifications essential for competent Extension employees</td>
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<tr>
<td>in order to improve and strengthen curriculum.</td>
<td></td>
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</tr>
<tr>
<td>C. Provide recruitment assignments for women and minority group</td>
<td>Dean</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>employees.</td>
<td></td>
<td></td>
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<tr>
<td>D. Review of all placement and promotion decisions by someone other</td>
<td>Dean</td>
<td>April, and continuing through the Fiscal Year.</td>
</tr>
<tr>
<td>than the immediate supervisor to ensure that race, color, national</td>
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<tr>
<td>origin, sex, age, disability, religion, and veteran status are</td>
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<tr>
<td>receiving full consideration.</td>
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<tr>
<td>E. Utilize recruitment leaflets, brochures, and other appropriate</td>
<td>Assistant/Associate Dean</td>
<td>Continuing on a regular basis.</td>
</tr>
<tr>
<td>materials designed to attract qualified candidates regardless of race,</td>
<td>Assistant to Dean</td>
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<tr>
<td>color, national origin, sex, age, disability, religion, or veteran</td>
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<tr>
<td>status; distribute to schools and organizations. Utilize such</td>
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<tr>
<td>publications in carrying out 2A and B above.</td>
<td></td>
<td></td>
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<tr>
<td>F. Examine needs of applicants and employees, particularly women, for</td>
<td>Dean</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>position adjustments, such as part-time work or irregular duty hours.</td>
<td>Regional Directors</td>
<td></td>
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<tr>
<td>3. Assure the Fullest Possible Utilization of the Present Skills of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Conduct employee skills utilization surveys to determine those</td>
<td>Agricultural Extension Education Staff</td>
<td>Continuing as needed and especially in March-May,</td>
</tr>
<tr>
<td>with underutilized or non-utilized</td>
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<tr>
<td>Activity</td>
<td>Action By</td>
<td>Target Date(s) to Implement (Beginning Date of Activity)</td>
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<tr>
<td>job skills, experience, and potential. Review job descriptions, performance reviews, personal interviews, etc., in relation to the results of such surveys.</td>
<td>UT Extension Evaluation and Staff Development Staff</td>
<td>annually.</td>
</tr>
<tr>
<td>B. Provide employee education and training, when feasible, in employee's current position or to facilitate his/her assignment to another position with greater responsibility or to more fully utilize his/her capability.</td>
<td>Associate and Assistant Dean, Assistant to Dean Regional Directors</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>C. Provide equal access for all employees to information on promotional opportunities and position qualification requirements.</td>
<td>Assistant to Dean (Coordinator)</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>D. Consider employees at all pay levels when identifying persons for educational, training, or special assignments that will further utilize their past experience, education, and training and prepare them to be more effective in their present position or qualify them for other opportunities.</td>
<td>Dean and Other Appropriate Staff</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>E. Designate and train persons in supervisory positions for career counseling at state and district levels. If appropriate, give career guidance to employees with underutilized or non-utilized skills and otherwise help them prepare for more effective placement or promotion.</td>
<td>Dean Regional Directors Department Heads</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>F. Identify shortage-category positions. As feasible, provide financial aid and other incentives for participation in special undergraduate and graduate programs using work-study, part-time, assistant aides, or other training arrangements to prepare persons to fill vacancies.</td>
<td>Assistant to Dean (Coordinator) Assistant/Associate Dean</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>Activity</td>
<td>Action By</td>
<td>Target Date(s) to Implement (Beginning Date of Activity)</td>
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</tr>
<tr>
<td><strong>4. Ensure that Equal Opportunity is Available to All</strong></td>
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<tr>
<td><strong>Employees to Enhance Skills to Perform at Highest Potential and to</strong></td>
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<tr>
<td><strong>Advance in Accordance with Abilities.</strong></td>
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</tr>
<tr>
<td><strong>A.</strong> Conduct, at least annually, a review at the state level of all**</td>
<td>Dean, Administrative Staff</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td><strong>actions taken on training, special assignments, promotion, and</strong></td>
<td>Regional Directors and</td>
<td></td>
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<tr>
<td><strong>reassignments to</strong></td>
<td>Department Heads</td>
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<tr>
<td><strong>determine that all Staff members are considered without regard to</strong></td>
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<td><strong>race, color, national origin, sex, age, disability, religion, or</strong></td>
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<td><strong>veteran status.</strong></td>
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</tr>
<tr>
<td><strong>B. Analyze, modify, and use a formal performance</strong></td>
<td>Dean, Administrative Staff</td>
<td>December - March, continuing as needed.</td>
</tr>
<tr>
<td><strong>evaluation system to assure objective and equitable consideration for</strong></td>
<td>Regional Directors and</td>
<td></td>
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<tr>
<td><strong>all in selecting employees to fill vacancies, including giving</strong></td>
<td>Department Heads</td>
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<tr>
<td><strong>each affected employee a copy of their evaluation.</strong></td>
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<tr>
<td><strong>C. Analyze all positions and, where feasible, redesign those</strong></td>
<td>Administrative Staff</td>
<td>Continuing as needed.</td>
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<td><strong>positions involving use of both higher and lower skills to better</strong></td>
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<tr>
<td><strong>utilize the higher skills of the incumbents.</strong></td>
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<tr>
<td><strong>D. Evaluate job qualifications and examining standards and eliminate</strong></td>
<td>Administrative Staff</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td><strong>those which unfairly discriminate against minority groups and women.</strong></td>
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<tr>
<td><strong>E. Identify, train, and develop for promotion or more effective</strong></td>
<td></td>
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<tr>
<td><strong>assignments, interested and qualified employees through:</strong></td>
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<td>Activity</td>
<td>Action By</td>
<td>Target Date(s) to Implement (Beginning Date of Activity)</td>
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</tr>
<tr>
<td>(1) Training to upgrade clerical, technical, and professional skills.</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>(2) Special training, coaching, and work experience when needed.</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>(3) Basic or special education when needed.</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>(4) Projects to improve skills and employability.</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>(5) Training directors and potential directors to assure that employees</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>are given assignments which will afford them opportunity to use their</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>skills and training to maximum advantage.</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>(6) Provisions for moving low-graded employees out of &quot;dead-end&quot; jobs</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>into positions with promotion potential.</td>
<td>Dean and Other</td>
<td>Continuing as needed.</td>
</tr>
</tbody>
</table>

5. **Utilize Incentive Awards, Recognition, and Performance Evaluation Programs to Support the Equal Employment Opportunity Concept.**

A. Consider ways and means of providing motivation incentives for the staff members charged with the responsibility of carrying out the EEO Program.  

Dean  

Continuing as needed.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Action By</th>
<th>Target Date(s) to Implement (Beginning Date of Activity)</th>
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<tbody>
<tr>
<td>B. Establish criteria to be used in the evaluation of each director's performance in working toward EEO Objectives.</td>
<td>Dean</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>C. Analyze employee awards system and take necessary action to assure that women and minority group employees receive appropriate consideration for awards and recognition.</td>
<td>Dean</td>
<td>March-May</td>
</tr>
<tr>
<td>6. Participate in Improving Community Conditions Which Affect Employability.</td>
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</tr>
<tr>
<td>A. Where appropriate, assist employees or prospective employees, in dealing with undesirable housing, transportation, or other barriers which would prevent their accepting employment in certain locations.</td>
<td>Dean Regional Directors</td>
<td>Provided on an as-needed basis.</td>
</tr>
<tr>
<td>B. Issue letter to all employees encouraging their voluntary, personal participation in community efforts toward improvement of EEO. (Give example of worthwhile community activities.)</td>
<td>Dean</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>C. As appropriate, work with predominantly minority and women's colleges, technical schools, vocational schools, and high schools to review and suggest or recommend changes in curriculum which will better qualify students for Extension Service employment.</td>
<td>Assistant to Dean (Coordinator)</td>
<td>Continuing as needed.</td>
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<tr>
<td>Activity</td>
<td>Action By</td>
<td>Target Date(s) to Implement (Beginning Date of Activity)</td>
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</tr>
<tr>
<td>A. Utilize MIS reporting procedures and other statistical information gathering capability to assist in managing the EEO Program.</td>
<td>Assistant to Dean (Coordinator)</td>
<td>October and continuing as needed.</td>
</tr>
<tr>
<td>B. Integrate EEO Program and evaluation effort into overall reporting system.</td>
<td>Assistant/Associate Dean Assistant to Dean (Coordinator)</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>C. Review current Action Plan for Progress in EEO and make any necessary recommendations for change for the forthcoming year.</td>
<td>Assistant to Dean (Coordinator)</td>
<td>September</td>
</tr>
<tr>
<td>D. Review all internal and external reports to determine achievement and status of the EEO Program. Follow up as appropriate.</td>
<td>Assistant to Dean (Coordinator)</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>E. Prepare statistical reports which detail progress in EEO Program on each item in Action Plan for Progress according to paragraph 18.7 of 7 CFR 18.</td>
<td>Assistant to Dean (Coordinator)</td>
<td>November</td>
</tr>
<tr>
<td>F. Meet with immediate program, supervisory and administrative staff to discuss EEO goals, achievements, and programs.</td>
<td>Dean</td>
<td>Continuing on a regular basis.</td>
</tr>
<tr>
<td>A. Establish an EEO complaint and appeals procedure in accordance with the regulations concerning Equal Employment Opportunity in UT Extension, 7CFR, Part 18.</td>
<td>Dean</td>
<td>Fully implemented.</td>
</tr>
<tr>
<td>Activity</td>
<td>Action By</td>
<td>Target Date(s) to Implement (Beginning Date of Activity)</td>
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</tr>
<tr>
<td>B. Designate and train a sufficient number of accessible EEO Counselors to informally resolve EEO related complaints. Counselors should include appropriate minority groups and women members.</td>
<td>Dean Assistant to Dean (Coordinator)</td>
<td>December and continuing as needed.</td>
</tr>
<tr>
<td>C. Designate and train sufficient personnel to perform timely, competent, and objective investigation of formal complaints without regard to race, color, national origin, sex, age, disability, religion, or veteran status.</td>
<td>Dean Assistant to Dean (Coordinator)</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>D. Provide complainant with copy of investigation decision. In connection with any hearing, make complaint file available to the complainant. This applies to formal complaints.</td>
<td>Dean through the Assistant to Dean (Coordinator)</td>
<td>As Appropriate.</td>
</tr>
<tr>
<td>E. Review all factors associated with action taken on each formal complaint. Take action to correct any improper or delayed handling.</td>
<td>Dean</td>
<td>As Appropriate.</td>
</tr>
<tr>
<td>F. Periodically, discuss with EEO Counselors and others, experiences in handling EEO complaint activities and investigations as a means for improving the EEO Program.</td>
<td>Assistant to Dean (Coordinator)</td>
<td>Continuing as needed.</td>
</tr>
<tr>
<td>G. Arrange for appropriate corrective or disciplinary action to be taken where improper or discriminatory action has been taken against an employee based on race, color, national origin, sex, age, disability, religion, or veteran status.</td>
<td>Dean</td>
<td>As Appropriate.</td>
</tr>
</tbody>
</table>
Section III

Appendices

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.

UT Extension provides equal opportunities in programs and employment.
Title 7—AGRICULTURE.
Subtitle A—Office of the Secretary of Agriculture

PART 18—EQUAL EMPLOYMENT OPPORTUNITY IN THE STATE COOPERATIVE EXTENSION SERVICES

Notice was given at 33 F.R. 7455 (May 16, 1968) that the Secretary of Agriculture planned the addition of a new Part 18 to Title 7, Subtitle A, of the Code of Federal Regulations.

Interested persons were invited to submit suggestions for improvement of the proposed new part for consideration prior to its issuance. All suggestions received having been considered, and certain changes made, Part 18 of Title 7, Subtitle A, is hereby issued, reading as follows:

§ 18.1 Definitions.

§ 18.2 Purpose, applicability, and coverage.

§ 18.3 Development and adoption of equal employment opportunity programs.

§ 18.4 Elements of program.

§ 18.5 Formal complaint procedure.

§ 18.6 Review and decision.

§ 18.7 Reports.

§ 18.8 Noncompliance.

§ 18.9 Sanctions.

APPENDIX I

ART. 7—Rules and Regulations

For the purposes of this part:
(a) "Secretary" means the Secretary of Agriculture of the United States or his designee.
(b) "Cooperative Extension Service" means the Cooperative Extension Service of each Land-Grant University.
(c) "President" means the President or chief executive of each Land-Grant University or his designee.
(d) "Discrimination" includes discrimination on the basis of race, color, national origin, sex, or religion.
(e) "Employment" includes hiring, assignment, transfer, promotion, compensation, discipline, and discharge and all other conditions, terms and privileges of employment.

§ 18.2 Purpose, applicability and coverage.

(a) Purpose. This part provides a cooperative procedure involving the President and Secretary to assure that the Cooperative Extension Service provides equal opportunity in employment to each individual without regard to race, color, national origin, sex, or religion.

§ 18.3 Development and adoption of equal employment opportunity programs.

(a) Submission. Within 90 days after the effective date of this part, the President shall furnish to the Secretary a proposal for the establishment of a program to assure that employment is provided without discrimination.
(b) Development. The President and the Secretary may consult with each other at any time regarding the development and evaluation of the program in order to better achieve the purposes of this part. The program may be a part of a general program established by the Federal Government to eliminate discrimination in employment programs for employees of the university and may cover other rights and privileges of employees.
(c) Concurrence. The Secretary may concur with the program proposed by the President. If the Secretary does not concur with the proposed program, he shall give the President a written statement of the reasons for his disapproval.
(d) Amendment. After concurrence has been obtained on the program, the President may make recommendations to amend the program to improve its effectiveness and furnish them to the Secretary. If the Secretary, at any time finds that a program, as implemented, does not achieve the purposes described in § 18.3, he shall notify the President of the need for improvements and changes. The President will furnish a satisfactory amendment to the Secretary within 90 days for concurrence.

§ 18.4 Elements of program.

A satisfactory program shall include:
(a) A statement of policy prohibiting discrimination in employment;
(b) An administrative procedure enforcing that policy;
(c) A positive affirmative action plan designed to assure equal opportunity in employment;
(d) A procedure for identifying and eliminating employment practices tending to create or continue discrimination in employment;
(e) A procedure for evaluating the success of the program;
(f) Adequate provisions for publicizing the program.

§ 18.5 Formal complaint procedure.

A formal complaint shall be written and state the name and address of the complainant; the basis of the complaint; and indicate whether the alleged discrimination was based on race, color, national origin, sex, or religion.

§ 18.6 Time limits for processing.

The procedure will include time limits for the orderly processing of complaints.

§ 18.7 Who may file.

A complaint may be filed by an employee, a former employee, or an applicant for employment who believes that discrimination in employment has been practiced against him or that an employment practice in the Cooperative Extension Service has or will result in discrimination in employment against him. An employee, a former employee, or an applicant for employment, or an organization may file a complaint of general discriminatory practices.

§ 18.8 Effective date.

The program or amendments to it shall be made effective by the President not later than 30 days from the date of concurrence.

§ 18.9 Elements of program.

A satisfactory program shall include:
(a) A statement of policy prohibiting discrimination in employment;
(b) An administrative procedure enforcing that policy;
(c) A positive affirmative action plan designed to assure equal opportunity in employment;
(d) A procedure for identifying and eliminating employment practices tending to create or continue discrimination in employment;
(e) A procedure for evaluating the success of the program;
(f) Adequate provisions for publicizing the program.

APPENDIX I

FEDERAL REGISTER, VOL. 33, NO. 169—THURSDAY, AUGUST 29, 1968

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available to any person whose alleged conduct is the cause of the complaint.

(f) Hearing. A complaint shall be filed. The procedure shall clearly state the persons, and their locations, with whom complaints may be filed. It shall also state that complaints may be filed with the Secretary. Complaints filed with the Secretary shall be promptly forwarded to the President or his designee for processing.

(g) Hearing. A complainant or the President may request a hearing which shall be transcribed or recorded. The hearing shall be conducted promptly during regular working hours in the county where the alleged discrimination occurred or at a time and place agreed to by the President and the complainant. The President, the complainant and any person whose alleged conduct is the cause of the complaint shall have the right to call and cross-examine witnesses under oath. The hearing shall be provided by the President, and shall be conducted by an impartial board or hearing officer who shall promptly submit a proposed decision including findings of fact, conclusions, and recommendations for action to the President.

(h) Decision by the President. The President shall review the entire file on the complaint, including the record of the hearing if a hearing was held, and shall promptly:

(1) Remand to the hearing board or officer for further action; or
(2) Make a decision on the complaint; or
(3) Otherwise dispose of the complaint.

The President shall notify the complainant of his decision or disposition and of his right to request in writing a review by the Secretary and the time limit in which such request for review must be made.

§ 18.6 Review and decision.

(a) Review. The complainant may request a review of his complaint by the Secretary:

(1) Within 30 days of notification of disposition of his complaint by the President;
(2) Within 30 days of notification of refusal by the President to accept his complaint; or
(3) Upon failure of the President to act on the complaint in accordance with the program.

The Secretary may extend the prescribed time limit for good cause.

Any request shall be in writing. The President upon request by the Secretary, shall furnish to the Secretary the complete file, including the transcript of any hearing or hearing together with whatever other information the Secretary requests. The Secretary may request supplemental information from the President, order further investigation by the Office of the Inspector General, U.S. Department of Agriculture, and in his discretion, and if circumstances warrant, hold a hearing under such procedure and on such issues as he determines appropriate to obtain information which would assist him in making a decision as provided under § 18.6(b).

(b) Decision. After the Secretary completes his review of the President's disposition of the complaint, he shall make a decision as to whether the President's decision or disposition of the complaint is proper. The decision of the Secretary shall be in writing and shall be sent to the President for appropriate action. A copy of the decision shall also be furnished to the complainant.

§ 18.7 Reports. Within 6 months of the program going into effect and thereafter at least annually, the President shall submit a summary report to the Secretary on the implementation and operation of the program. The Secretary may request additional reports as he deems advisable.

§ 18.8 Noncompliance. A university conducting a Cooperative Extension Service will be in violation of this part:

(a) If the President fails to file a program in which the Secretary concurs under § 18.3, or fails to file an appropriate amendment in accordance with § 18.3(d);

(b) If after concurrence in the President's program the Secretary finds that a university has failed to administer such program according to its terms;

(c) If the university or the President does not take appropriate action on the decision under § 18.6(b) which is satisfactory to the Secretary; or

(d) If the Secretary finds that any officer of the university has intimidated, coerced, or improperly pressured a complainant, employee, representative, or witness exercising the rights given him by this part or any program adopted pursuant to this part, and that corrective action has not been taken.

§ 18.9 Sanctions. (a) When the Secretary finds that any noncompliance with this part has occurred, he may initiate action to require the University of Agriculture, or take other appropriate action provided by law.

(b) The remedies available to the Secretary under this part, and remedies made available to any person under a program adopted pursuant to this part do not exclude any others which may be available under law.

Effective date. These regulations shall be effective 30 days after publication in the Federal Register.

Done at Washington, D.C., this 23rd day of August, 1968.

Oswald L. Freeman, Secretary of Agriculture.

[FR Doc. 68-10448; Filed Aug. 28, 1968; 9:45 a.m.]
Title 7—Agriculture
SUBTITLE A—OFFICE OF THE SECRETARY OF AGRICULTURE
PART 18—EQUAL EMPLOYMENT OPPORTUNITY IN THE STATE COOPERATIVE EXTENSION SERVICES

Coverage Provisions

Part 18 is amended to withdraw coverage as it applied to employees provided by county and other political subdivisions in support of Cooperative Extension Service programs and to eliminate review by the Secretary of Agriculture of final decisions by the President or, chief executive of land-grant universities under this part.

Section 18.2(c) is revised to read as follows:

§ 18.2 Purpose, applicability, and coverage.

... (c) Coverage.—This part applies to all positions in all units of the Cooperative Extension Service but does not apply to employees provided by county and other political subdivisions in support of Cooperative Extension Service programs.

§ 18.5 [Amended]

1. In § 18.5(f) the words “or the Secretary” are deleted.

2. In § 18.5(h) the following words are deleted from the final sentence “and of his right to request in writing a review by the Secretary and the time limit in which such request for review must be made”.

§ 18.6 [Repealed]

Section 18.6 is repealed.

§ 18.8 [Amended]

1. Section 18.8(c) is deleted.

2. Section 18.8(d) is redesignated § 18.8(c).


Earl L. Butz
Secretary.

[FR Doc. 73-10731 Filed 5-29-73; 8:45 am]
CHAPTER 21  
HUMAN DEVELOPMENT COMMISSION

SECTION 4-2101. Human development commission created.—There is hereby created the Tennessee commission for human development. [Acts 1967, ch. 241, § 1.]

SECTION 4-2102. Duties of the commission.—It shall be the duty of the commission on a continuing basis to encourage, promote and develop fair and equal treatment and opportunity for all individuals in Tennessee, regardless of race, color, creed or national origin; to assist local Tennessee governmental agencies with similar objectives; to cooperate with community, professional, civic and religious organizations, federal agencies and agencies from other states in the development of public information programs, leadership and activities in the interest of equal opportunity and treatment of all individuals; to conduct studies; to cooperate with all departments, agencies and commissions of Tennessee’s state government in the achievement of equal opportunity and treatment for all individuals and to report annually to the governor on its findings and progress. [Acts 1967, ch. 241, § 2.]

SECTION 4-2103. Members—Appointment—Terms—Reappointment—Vacancies.—The commission shall consist of fifteen (15) members to be appointed by the governor, five (5) of whom shall reside in each grand division of the state. The terms of all members shall begin July 1, 1967. Five (5) members shall be appointed for two (2) year terms, five (5) for four (4) year terms and five (5) for six (6) year terms. When the terms of the first five (5) two (2) year appointees expire, their successors shall be appointed for six (6) year terms, as shall the successors of the first members whose terms expire in four (4) years. Members shall be eligible for reappointment. Any vacancy on the commission shall be filled by appointment of the governor. Vacancies except for expiration of term shall be filled for the unexpired term only. [Acts 1967, ch. 241, § 3.]

SECTION 4-2104. Executive secretary—Duties—Compensation—Staff employees.—The commission is empowered to employ an executive secretary, define his duties, and within budgetary limitations, fix his compensation subject to the approval of the governor. He shall serve at the pleasure of the commission. Within budgetary limitations the commission is empowered to employ such other professional and staff employees as may be appropriate for the efficient discharge of its duties. [Acts 1967, ch. 241, § 4.]

SECTION 4-2105. Meetings—Officers—Terms—Rules—Travel expenses.—The commission’s first meeting after all members have been appointed shall be upon the call of the governor. The commission thereafter shall meet at least four (4) times each year. The commission shall elect from its number a chairman and such other officers as it may deem appropriate, shall determine their terms as officers of the commission, and shall adopt rules for its organization and the conduct of its business. The commission members shall receive no compensation for their services, but shall be entitled to reimbursement for travel expenses incurred in the performance of their official duties, in conformity with regulations governing travel expenses of state officials. [Acts 1967, ch. 241, § 5.1]
June 3, 2002

Dr. Jack H. Britt  
Vice President for Agriculture  
Institute of Agriculture  
The University of Tennessee  
101 Morgan Hall  
Knoxville, Tennessee 37996-4505

Dear Dr. Britt,

As Vice President for Agriculture, you are hereby designated the responsibility and authority to both develop and implement a program for Equal Employment Opportunity within and for the Institute of Agriculture of The University of Tennessee.

Yours very truly,

[Signature]

Emerick H. Fly  
Acting President

EHF
June 7, 2002

Dr. Charles L. Norman
Dean
Agricultural Extension Service
CAMPUS

Dear Charles:

As Dean of the Agricultural Extension Service, you are hereby designated the responsibility and authority to both develop and implement a program for Equal Employment Opportunity within and for the Tennessee Agricultural Extension Service.

Sincerely,

Jack H. Britt
Vice President for Agriculture

Attachment

c: Herb Byrd
To: Tennessee Agricultural Extension Service Personnel

From: Charles L. Norman

Dean

Re: EEO Coordinator Duties

Date: January 11, 2000

Dear Co-workers,

Effective January 1, 2000, Herb Byrd will assume duties as Extension's EEO Coordinator. Please direct EEO-related questions and concerns to him. The "Program for Equal Employment Opportunity in the Tennessee Agricultural Extension Service" is being updated to reflect this and other changes will be distributed to you at a later date.

c: Mr. Herb Byrd
Dr. Ray Humberd
Ms. Martha Keel
TO: PERSONNEL LISTED

Dear Co-workers:

The following personnel are hereby designated to serve as Equal Employment Opportunity Program Counselors and Title IX Counselors for clientele and staff:

State Personnel
Ms. Janie L. Burney, Associate Professor, Expanded Food and Nutrition Education
Dr. Doyle G. Meadows, Professor, Animal Science-Beef-Sheep-Horse
Mr. Alvin E. Wade, Assistant Professor, Agricultural Economics and Resource Development

Western Region
Mr. J. C. Dupree, Jr., Extension Agent
Ms. Jeanine C. England, Extension Agent
Ms. Rita R. Jackson, Extension Agent

Central Region
Mr. Edd Burns, Extension Agent
Mr. J. W. McGuire, Extension Agent
Ms. Joan L. Wherley, Extension Agent

Eastern Region
Ms. Judy Gray Cravens, Extension Agent and County Director
Mr. Joseph E. Hall, Extension Agent
Ms. Kaye M. Smith, Extension Agent

The above named personnel also will serve as members of the EEO Internal Advisory Committee. Mr. Wm. Herbert Byrd, III, Assistant to Dean, EEO Coordinator and Title IX Coordinator, will serve as Chairman of the Committee.

Sincerely yours,

Charles L. Norman
Vice Chancellor and Dean

Mr. Wm. Herbert Byrd, III
Dr. Clyde E. Chesney
APPENDIX B (REVISED)

UNIVERSITY OF TENNESSEE
INSTITUTE OF AGRICULTURE
UT EXTENSION

Criteria for Employment in Beginning
County or Area Positions

1. Persons applying for Extension Agent positions must meet the degree requirements listed in the job opportunity announcement. Normally for positions working in Agriculture & Natural Resources or Human/Environmental Sciences must hold a Bachelor's degree in Agriculture or Family and Consumer Sciences. Applicants with Education or closely-related degrees will be considered for positions with 100% 4-H youth responsibility.

2. Applicants must have a minimum cumulative grade point average of 2.7 on a 4 point scale or must have earned a Masters degree.

3. Formal training beyond the baccalaureate degree or work experience is preferred when applicable to the position being sought.

4. Recent employment in a profession directly related to Extension education, or recent college coursework directly related to Agriculture, Family and Consumer Sciences or a closely related program is preferred.

5. Applicants are expected to pursue programs of professional improvement including subject-matter inservice training and graduate level programs.

6. Applicants must be a U.S. citizen, or be lawfully eligible for employment in the United States.

7. Applicants must exhibit professional characteristics, such as cooperation, reliability, technical and academic competency, leadership skills, and effective communications skills.

8. Applicants must be willing and will be required to work with all clientele, regardless of race, color, national origin, age, sex, disability, religion or veteran status.

9. Applicants must be acceptable to the respective county's Agricultural Extension Advisory Committee.

Acceptance of a position with UT Extension is considered acceptance of the provisions listed above.
STATEMENT CONCERNING

UT EXTENSION

SALARY SCHEDULE FOR PROFESSIONAL EMPLOYEES

UT Extension, as part of The University of Tennessee is subject to all rules and regulations of the University. The administration of salaries throughout the organization is performed without regard to race, color, national origin, sex, age, disability, religion, or being a disabled veteran or veteran of the Vietnam Era. Starting salaries for new employees in Extension professional categories are the same for women and minority groups as compared to other employee demographics. Personnel salaries may vary due to experience, performance, job assignment, and other appropriate nondiscriminatory factors.
Appendix R

Civil Rights Compliance Review and Report
Civil Rights

Compliance Review & Compliance Report

2008
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<th>Page</th>
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</tr>
<tr>
<td>Staff Involvement in Program Management</td>
<td>Section 2</td>
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<td>Overall County Program Action</td>
<td>Section 3</td>
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<td>Section 6</td>
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<td>Program Planning Program Action</td>
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<td>Agricultural Programs Section</td>
<td>Section 7</td>
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<td>Resource Development Programs</td>
<td>Section 8</td>
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<tr>
<td>Family and Consumer Sciences Programs</td>
<td>Section 9</td>
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<tr>
<td>4-H Youth Programs</td>
<td>Section 10</td>
</tr>
</tbody>
</table>
P1 - PREFACE

It is the policy of the University of Tennessee Extension to offer its programs to all eligible persons without regard to race, color, national origin, sex, age, or disability. To ensure compliance with this policy and applicable civil rights legislation and related regulations, comprehensive reviews are held in each county on a regular basis.

The purpose of this online document is to provide a framework for use by county Extension agents and Regional Directors in determining whether the county Extension program is in compliance with the policy of nondiscrimination. This electronic document is also to be used as an annual compliance report of the various affirmative action activities and accomplishments in the county.

Civil rights compliance reviews are to determine the compliance status of the county Extension program at the time the review is held. However, since the review may be held at any time during the year and statistical data for the year in progress may not be readily available, many questions refer to the most recently completed calendar year. The calendar year for the report is generally January through December of the calendar year last completed. If significant changes have occurred since the end of the program year, these should be noted in written response to the questions and during the on-site review. On-site compliance reviews are conducted in 25 percent of the counties each year. Reviews are to verify the accuracy of the data and the responses to questions.
CIVIL RIGHTS COMPLIANCE REVIEW AND COMPLIANCE REPORT

A review of compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, UT Extension's Equal Employment Opportunity Program and other regulations and instructions related thereto was conducted and the results reported herein.

Additionally, a review of the various activities carried out this year to implement the affirmative action provision of the "Plan of Action of the University of Tennessee Agricultural Extension Service and Department of Agriculture (General Audit Report No. 6605-1-AT)," has been conducted and the results are reported herein.

CERTIFIED BY:

_________________________________________  ____________________________
County Extension Director                          Date

REVIEWED BY:

_________________________________________  ____________________________
Regional Director                                  Date

_________________________________________  ____________________________
Regional Program Leader, Agriculture               Date

_________________________________________  ____________________________
Regional Program Leader, Family & Consumer Science Date
### EXTENSION PERSONNEL EMPLOYED IN THE COUNTY

#### 1.1 Agents and specialists:

<table>
<thead>
<tr>
<th>Name</th>
<th>Race / Ethnicity</th>
<th>Gender</th>
<th>Base Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitney K Danhof</td>
<td>White/Not of Hispanic origin</td>
<td>Female</td>
<td>• Family and Consumer Sciences -- 100%</td>
</tr>
<tr>
<td>Emily K Osterhaus</td>
<td>White/Not of Hispanic origin</td>
<td>Female</td>
<td>• 4-H Youth Development -- 100%</td>
</tr>
<tr>
<td>Ryan D Heady</td>
<td>White/Not of Hispanic origin</td>
<td>Male</td>
<td>• Organizational Support -- 100%</td>
</tr>
<tr>
<td>John K Teague</td>
<td>White/Not of Hispanic origin</td>
<td>Male</td>
<td>• Agriculture and Natural Resources -- 70%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Executive/Administrative -- 25%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Resource Development -- 5%</td>
</tr>
<tr>
<td>Kevin W Ferguson</td>
<td>White/Not of Hispanic origin</td>
<td>Male</td>
<td>• Agriculture and Natural Resources -- 100%</td>
</tr>
<tr>
<td>Martin R Koon</td>
<td>White/Not of Hispanic origin</td>
<td>Male</td>
<td>• 4-H Youth Development -- 100%</td>
</tr>
<tr>
<td>Tammy A Killgore</td>
<td>White/Not of Hispanic origin</td>
<td>Female</td>
<td>• Agriculture and Natural Resources -- 100%</td>
</tr>
<tr>
<td>Regan J Aymett</td>
<td>White/Not of Hispanic origin</td>
<td>Female</td>
<td>• 4-H Youth Development -- 100%</td>
</tr>
<tr>
<td>Finis L Stirling</td>
<td>Black/Not of Hispanic origin</td>
<td>Male</td>
<td>• Agriculture and Natural Resources -- 100%</td>
</tr>
</tbody>
</table>

#### 1.2 Secretaries:

<table>
<thead>
<tr>
<th>Name</th>
<th>Race / Ethnicity</th>
<th>Gender</th>
<th>Base Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly W Harvey</td>
<td>Black/Not of Hispanic origin</td>
<td>Female</td>
<td>• Agriculture and Natural Resources -- 30%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Family and Consumer Sciences -- 30%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 4-H Youth Development -- 30%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Resource Development -- 10%</td>
</tr>
</tbody>
</table>
2.1 Were racial-ethnic minority agents assigned in the county at any time from January 1 of the previous program year through the date of this review? □ Yes □ No

2.2 Do all Extension agents meet together to develop plans for the county Extension program? □ Yes □ No

2.3 Do all agents meet together with the County Agricultural Extension Committee or other committees to discuss programs and/or to report results? □ Yes □ No

2.4 Race/Gender of County Agricultural Extension Committee

<table>
<thead>
<tr>
<th></th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Male</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
3 OVERALL COUNTY PROGRAM ACTION

3.1 Does the county Extension staff or any of its members sponsor, support, financially assist, or officially participate in any conferences, conventions, or meetings where participants are segregated, excluded, or treated differently based on race, color, national origin, age, sex*, or disability?
If yes, comment:

☐ Yes  ☒ No

3.2 List below the associations, organizations, and groups with which the county Extension agents/specialists have been working periodically and/or on a continuing basis. Check the base program(s) of interest and enter the date agents and/or the Dean informed these entities and groups of Extension's policy of nondiscrimination. Dates should be within the program year of the current review.

<table>
<thead>
<tr>
<th>Name of Group</th>
<th>Base Programs</th>
<th>How Informed</th>
<th>Date Last Informed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Tennessee Beef Producers Association</td>
<td>• Agriculture and Natural Resources</td>
<td>• Personal contact</td>
<td>1/8/2008</td>
</tr>
</tbody>
</table>
4 PUBLIC NOTIFICATION

4.1 List one example from each program area of informational materials released to the public, which indicate that all educational programs and/or activities sponsored or assisted by county Extension employees are open to all regardless of race, color, national origin, age, sex, or disability (e.g., newspaper articles, radio scripts, etc.). Dates should fall on or between January 1 and December 31 of the program year of this review.

<table>
<thead>
<tr>
<th>Base Program</th>
<th>Item</th>
<th>Type of notification</th>
<th>Media Outlet</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Natural Resources</td>
<td>Ag Notes</td>
<td>Newspaper</td>
<td>Shelbyville Times-Gazette</td>
<td>1/2/2008</td>
</tr>
<tr>
<td>Family and Consumer Sciences</td>
<td>Ag Notes</td>
<td>Newspaper</td>
<td>Shelbyville Times-Gazette</td>
<td>1/2/2008</td>
</tr>
<tr>
<td>4-H Youth Development</td>
<td>Ag Notes</td>
<td>Newspaper</td>
<td>Shelbyville Times-Gazette</td>
<td>1/2/2008</td>
</tr>
<tr>
<td>Resource Development</td>
<td>Ag Notes</td>
<td>Newspaper</td>
<td>Shelbyville Times-Gazette</td>
<td>1/2/2008</td>
</tr>
</tbody>
</table>

4.2 List "grass roots" organizations that have been informed by mailing information or by personal visit to inform the leadership of UT Extension's services, to solicit their help in informing their clientele of UT Extension's programs of special interest and of new programs and program changes.

4.3 List news outlets and other media that received information of UT Extension program announcements and program developments or program changes.

   Name: Minority Oriented
   Shelbyville Times-Gazette: Yes

4.4 List specific actions taken other than those listed above to advise minorities and underrepresented of program availability and the requirement for nondiscrimination (e.g., personal contacts). Leave blank if none to report.

4.5 (a) Is the nondiscrimination poster, "And Justice for All," posted in the county Extension office where it is readily visible to the visiting public?
   ○ Yes  ○ No

4.5 (b) Is the nondiscrimination poster, "And Justice for All," posted in the county Extension conference room?
   ○ Yes  ○ No
5 HOUSING / FACILITIES

5.1 Are all Extension employees housed in office space according to function without regard to race, color, age, sex or national origin?
   Yes.

5.5 Are secretaries assigned to work across racial lines in serving agents/specialists?
   Yes.

5.4 Do all agents have equal access and opportunity in accordance with work assignment for use of the following?
   Supplies     Yes.
   Equipment    Yes.
   Demonstration Kitchen Yes.
   Secretarial Assistance Yes.
   Auditorium/meeting room Yes.
   Travel opportunities Yes.
   Publications  Yes.
   Telephone     Yes.
   Other facilities No.

5.2 Do people, regardless of race, color, age, sex, or national origin, enter the Extension agents office from the same reception area?
   Yes.

5.3 Does the county Extension office have separate rest rooms, drinking facilities, or building entrances based on race, color, or national origin?
   No.

5.7 Is the county Extension office accessible to the disabled?
   Yes.

5.6 What methods are used by county Extension agents/specialists to monitor the status of program compliance?
   Review of SUPER data, attendance records, compliance reviews, annual civil rights reports
6 ASSIGNMENT AND TRAINING

6.1 Demographic information of contacts made by all Agents and Specialists.

<table>
<thead>
<tr>
<th>Name of Agent or Specialists</th>
<th>Race / Ethnicity</th>
<th>TOTAL</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>Black/Not of Hispanic origin</td>
<td>Hispanic</td>
</tr>
<tr>
<td>Emily K. Osterhaus</td>
<td>15202</td>
<td>1369</td>
<td>2172</td>
</tr>
<tr>
<td>%</td>
<td>80 %</td>
<td>7 %</td>
<td>11 %</td>
</tr>
<tr>
<td>John K. Teague</td>
<td>5136</td>
<td>264</td>
<td>314</td>
</tr>
<tr>
<td>%</td>
<td>90 %</td>
<td>5 %</td>
<td>5 %</td>
</tr>
<tr>
<td>Kevin W. Ferguson</td>
<td>222</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>%</td>
<td>100 %</td>
<td>0 %</td>
<td>0 %</td>
</tr>
<tr>
<td>Regan J. Aymett</td>
<td>10605</td>
<td>1930</td>
<td>2431</td>
</tr>
<tr>
<td>%</td>
<td>68 %</td>
<td>12 %</td>
<td>16 %</td>
</tr>
<tr>
<td>Whitney K. Danhof</td>
<td>4446</td>
<td>394</td>
<td>271</td>
</tr>
<tr>
<td>%</td>
<td>86 %</td>
<td>8 %</td>
<td>5 %</td>
</tr>
</tbody>
</table>

6.2(a) Are agents/specialists assigned and expected to work with clientele in their program area(s) regardless of race, color, age, sex, or national origin?

Yes.

6.3 What procedure, if any, is used in the county office for making referrals for service to the responsible agent(s), irrespective of race, color, age, sex, or national origin? Describe procedure (briefly):

Referrals are made to appropriate agent for subject matter by verbal and written messages from entire staff.

6.4 Do all agents having responsibility in the same program areas receive the same official information regardless of race, color, age, sex, or national origin?

Yes.

6.5 What procedures are used to see that all agents/specialists are notified of administrative actions or other official/communications regarding civil rights:

Circulated mail, copies for each staff member, staff conference, email.

6.6 List civil rights training received by agents/specialists during the past program year. (List office conferences, regional conferences, state conferences, and other occasions where civil rights training was given on or between January 1 and December 31 of the report year.)
Office Conferences
6/10/2008
7/24/2008
7/14/2008

Regional Conferences
5/23/2008
1/23/2008
2/26/2008
10/29/2008
11/6/2008

State Conferences

Other:
Please, enter name for each occasion:

6.7 Are the county civil rights files reviewed and updated regularly?
   ● Yes ○ No

Date of most recent review:
12/17/2008

6.8 Does the file contain:
Civil Rights Act of 1964
   ● Yes ○ No

Title 7 CFR 15
   ● Yes ○ No

Supplemental Instructions
   ● Yes ○ No

County Affirmative Action Plan
   ● Yes ○ No

Compliance review plans, reports, etc.
   ● Yes ○ No

Racial and ethnic data on county
   ● Yes ○ No

Secretary’s Memorandum No. 1662 and Supplements 3 and 3 Revised
   ● Yes ○ No

Title 9, Equal Opportunity, USDA-Administrative Regulations
   ● Yes ○ No

Title 7 CFR 15A (Title IX)
   ● Yes ○ No

Title 7 CFR 15B (Handicapped)
   ● Yes ○ No

Plan of Action of The University of Tennessee Agricultural Extension Service and Response to the Audit Findings of the Office of Equal Opportunity U.S. Department of Agriculture (General Audit Report No. 6605-1-AT)
   ● Yes ○ No

Civil Rights policy letters from the Dean
   ● Yes ○ No

Civil Rights policy letters from the District Supervisor
   ● Yes ○ No

Americans with Disabilities Act (ADA) Information
   ● Yes ○ No
● Yes  ○ No

Please List Other Items Below:
### 7. AGRICULTURAL PROGRAM PLANNING AND PROGRAM ACTION

#### 7.1 Potential recipients and actual participation in agricultural programs by gender and racial ethnic composition for farm and agribusiness programming.

<table>
<thead>
<tr>
<th>Recipients and Contact Participation</th>
<th>Race / Ethnicity</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>TOTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>2348</td>
<td>27</td>
<td>23</td>
<td>1</td>
<td>2413</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black/Not of Hispanic origin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hispanic</td>
<td>23</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>American Indian/Alaskan Native</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asian or Pacific Islander</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>97%</td>
<td>1%</td>
<td>1%</td>
<td>0%</td>
<td>1%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Count</td>
<td>2993</td>
<td>723</td>
<td>2210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>99%</td>
<td>1%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Actual Participation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Count</td>
<td>4660</td>
<td>1350</td>
<td>3310</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>98%</td>
<td>1%</td>
<td>1%</td>
<td>0%</td>
<td>1%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals by gender</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Recipients</td>
<td>692</td>
<td>1721</td>
</tr>
<tr>
<td>Actual Participation</td>
<td>723</td>
<td>2210</td>
</tr>
<tr>
<td>Projected Participation</td>
<td>1350</td>
<td>3310</td>
</tr>
</tbody>
</table>

7.2 If participation data reported in 7.1. above indicates under representation of one or more racial-ethnic group(s), what efforts have been made to attract or encourage participation by the underrepresented?

Public notice in the local newspaper welcomed participation.

7.3 What efforts have been made to involve farmers who are women in agricultural programs and activities and what efforts are planned for the future?

Personal contact and public notice invited all interested parties to participate.
7.4 Potential recipients and actual participation in programs by gender and racial ethnic composition for agricultural programming for general public audiences.

<table>
<thead>
<tr>
<th>Recipients and Contact Participation</th>
<th>Race / Ethnicity</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td>12302</td>
<td>14155</td>
</tr>
<tr>
<td>%</td>
<td>87 %</td>
<td>100 %</td>
</tr>
<tr>
<td></td>
<td>Black/Not of Hispanic origin</td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td>1213</td>
<td>7020</td>
</tr>
<tr>
<td>%</td>
<td>9 %</td>
<td>50 %</td>
</tr>
<tr>
<td></td>
<td>Hispanic</td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td>549</td>
<td>5126</td>
</tr>
<tr>
<td>%</td>
<td>4 %</td>
<td>4 %</td>
</tr>
<tr>
<td></td>
<td>American Indian/Alaskan Native</td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td>37</td>
<td>1908</td>
</tr>
<tr>
<td>%</td>
<td>0 %</td>
<td>1 %</td>
</tr>
<tr>
<td></td>
<td>Asian or Pacific Islander</td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td>54</td>
<td>2237</td>
</tr>
<tr>
<td>%</td>
<td>0 %</td>
<td>1 %</td>
</tr>
<tr>
<td>Totals by gender</td>
<td>Male</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7135</td>
<td>1564</td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7020</td>
<td>1433</td>
</tr>
<tr>
<td>%</td>
<td>50 %</td>
<td>52 %</td>
</tr>
</tbody>
</table>

7.5 If participation data reported in 7.4. above indicates under representation of one or more racial-ethnic group(s), what efforts have been made to attract or encourage participation by the underrepresented? Participation is being monitored to assure increased participation and proper reporting.

7.6 What efforts have been made to involve women in agricultural programs and activities geared toward the general public and what efforts are planned for the future? Personal contact and public notification is made periodically.
7.7 Name, gender, and racial/ethnic composition of each committee (including special interest, study or commodity, farm organization, etc.) that helps the agents to plan or advises them in agricultural program developments.

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Race / Ethnicity</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black/Not of Hispanic origin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hispanic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>American Indian/Alaskan Native</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asian or Pacific Islander</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Count</td>
<td>Female</td>
</tr>
<tr>
<td>County Agriculture and Natural Resources Advisory Council</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>80%</td>
</tr>
<tr>
<td>County Agriculture Committee</td>
<td>Count</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>86%</td>
</tr>
<tr>
<td>County Extension Advisory Council</td>
<td>Count</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Count</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>83%</td>
</tr>
</tbody>
</table>

7.8 Have any changes or adjustments been made or are any anticipated for the planning committee(s) with reference to sex and/or racial composition, selection procedures or the way the committee meets and plans? If yes, comment:

☐ Yes ☐ No

7.9 At any time during the last program year or to date in the current year were new committee members provided with training without regard to race, color, national origin, sex, age, or disability to assist them in assuming their responsibilities on planning committees?

Yes

7.10 Number of clientele on agricultural mailing list(s). (Includes established subject matter and general lists).

<table>
<thead>
<tr>
<th>Mailing List</th>
<th>Race/Ethnicity</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black/Not of Hispanic origin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hispanic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>American Indian/Alaskan Native</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asian or Pacific Islander</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 7.11 Number of agricultural clientele in attendance at group meetings agents/specialists held this last program year

<table>
<thead>
<tr>
<th>Race / Ethnicity</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact by Method</td>
<td>4491</td>
<td>227</td>
<td>296</td>
<td>3</td>
<td>19</td>
<td>5036</td>
<td>1834</td>
</tr>
<tr>
<td>Percentage</td>
<td>89 %</td>
<td>5 %</td>
<td>6 %</td>
<td>0 %</td>
<td>0 %</td>
<td>100 %</td>
<td>36 %</td>
</tr>
</tbody>
</table>

7.12 Number of agricultural clientele reached through on-site visits (farm, home and workplace) by agents/specialists during the last program year.

<table>
<thead>
<tr>
<th>Race / Ethnicity</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact by Method</td>
<td>254</td>
<td>9</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>266</td>
<td>73</td>
</tr>
<tr>
<td>Percentage</td>
<td>95 %</td>
<td>3 %</td>
<td>1 %</td>
<td>0 %</td>
<td>0 %</td>
<td>100 %</td>
<td>27 %</td>
</tr>
</tbody>
</table>


8 RESOURCE DEVELOPMENT

8.1 Potential recipients and actual participation in resource development programs, by sex and racial-ethnic composition.

<table>
<thead>
<tr>
<th>Recipients and Contact Participation</th>
<th>Race / Ethnicity</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>Black/Not of Hispanic origin</td>
</tr>
<tr>
<td>Potential Recipients</td>
<td>Count</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>90%</td>
</tr>
<tr>
<td>Actual Participation</td>
<td>Count</td>
<td>145</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>88%</td>
</tr>
<tr>
<td>Projected Participation</td>
<td>Count</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>90%</td>
</tr>
</tbody>
</table>

8.2 If participation data reported in 8.1, above indicates under representation of one or more racial-ethnic group(s), what efforts have been made to attract or encourage participation by the underrepresented?

8.3 Are minorities involved in leadership roles in resource development programs or activities?

Yes

Minorities serve on Bedford County Commission, Bedford County Ag Center Board, and Farm Service Agency committee.
8.4 Name, gender, and racial/ethnic composition of each committee (including special interest, study, etc.) or advisory group that helps the agents to plan or advises them in planning programs in resource development (example: industrial development committee or waste disposal committee, etc.).

<table>
<thead>
<tr>
<th>Recipients and Contact Participation</th>
<th>Race / Ethnicity</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>Black/Not of Hispanic origin</td>
</tr>
<tr>
<td>County Agriculture Committee</td>
<td>Count</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>0%</td>
</tr>
<tr>
<td>County Extension Advisory Council</td>
<td>Count</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>0%</td>
</tr>
<tr>
<td>County Resource Development Committee</td>
<td>Count</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>83%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Count</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>83%</td>
</tr>
</tbody>
</table>

8.5 Have any changes or adjustments been made or are any anticipated for the planning committee(s) with reference to gender and/or racial/ethnic composition, selection procedures, or the way the committee meets and plans? If yes, comment:

☐ Yes  ● No

8.7 Number of clientele on your resource development program mailing list(s).

<table>
<thead>
<tr>
<th>Mailing List</th>
<th>Race/Ethnicity</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>Black/Not of Hispanic origin</td>
</tr>
<tr>
<td></td>
<td>Count</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 8.8 Number of resource development clientele in attendance at group meetings agents/specialists held this last program year.

<table>
<thead>
<tr>
<th>Race / Ethnicity</th>
<th>Contact by Method</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>White/Not of Hispanic origin</td>
<td>56</td>
<td>89 %</td>
</tr>
<tr>
<td>Black/Not of Hispanic origin</td>
<td>7</td>
<td>11 %</td>
</tr>
<tr>
<td>Hispanic</td>
<td>0</td>
<td>0 %</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>0</td>
<td>0 %</td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td>0</td>
<td>0 %</td>
</tr>
<tr>
<td>TOTAL</td>
<td>63</td>
<td>100 %</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals by gender</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact by Method</td>
<td>15</td>
<td>48</td>
</tr>
<tr>
<td>Percentage</td>
<td>24 %</td>
<td>76 %</td>
</tr>
</tbody>
</table>
9 FAMILY AND CONSUMER SCIENCES

9.1 Potential recipients and actual participation in Family and Consumer Sciences programs, by gender and racial-ethnic composition.

<table>
<thead>
<tr>
<th>Recipients and Contact Participation</th>
<th>Race / Ethnicity</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>Black/Not of Hispanic origin</td>
</tr>
<tr>
<td>Count</td>
<td>12302</td>
<td>1213</td>
</tr>
<tr>
<td>%</td>
<td>87 %</td>
<td>9 %</td>
</tr>
<tr>
<td>Count</td>
<td>4521</td>
<td>403</td>
</tr>
<tr>
<td>%</td>
<td>86 %</td>
<td>8 %</td>
</tr>
<tr>
<td>Count</td>
<td>5076</td>
<td>525</td>
</tr>
<tr>
<td>%</td>
<td>87 %</td>
<td>9 %</td>
</tr>
</tbody>
</table>

9.3 The county Extension Family and Consumer Sciences programs are primarily conducted through: (Check appropriate items below.)
Family Community Education Clubs
Intensive Education Activities

9.4 Expanding Educational Program Activities and Events to Include Nontraditional Clientele.
(a) Are Family Community Education Clubs (FCE) established in all communities? (Use Affirmative Action definition of community.)
   ● Yes  ○ No
(b) Is a committee used to assist in determining where FCE and/or programs should be organized?
   ● Yes  ○ No
(c) Check techniques used to encourage participation by minority or members of underrepresented groups in Family and Consumer Sciences meetings and activities.
   Newspaper
   Fliers Leaflets Brochures
   Others
   postcards
(d) Were any programs, activities, events or conferences expanded or modified to attract nontraditional clientele?

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Gourmet Arts</td>
<td>117</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>118</td>
<td>2</td>
<td>116</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>117</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>118</td>
<td>2</td>
<td>116</td>
</tr>
</tbody>
</table>

9.5 Adjusting Meeting Schedules, Meeting Location, Program Content, Teaching Methods, Workshops, Conferences, etc., to Accommodate and Meet the Needs and Interest of all Clientele. If no adjustments, check here:

- ☐ Yes ☐ No

a) Provide data requested:
Number of meetings, workshop or conference locations changed to eliminate economic barriers or social inhibitions which restricted minority or underrepresented group participation.

- 0

Number of FCE clubs that adjusted the schedule (meeting time) to increase minority or underrepresented participation.

- 0

b) Check appropriate statement(s) and cite example(s) if, and only if checked, giving specific dates, names, places, etc.

- Special Family and Consumer Sciences activities were held in communities with minority or underrepresented group populations.
- Held Pre-K parent meetings at schools with a high percentage of minorities
- Meetings were held at night or on Saturday to give minority or underrepresented clientele opportunities to attend.

- FCE clubs meet at night
- Meetings were held during factory lunch hours to allow more working people and minorities to attend.
- Lunch and Learn is held from 12:00 noon - 12:30 to attract working people

9.6 Was each FCE Club President notified this program year that UT Extension cannot provide instruction or assistance to any organization which discriminates against any persons because of race, color, national origin or sex?

- ☐ Yes ☐ No

Explain:
- Club Presidents were notified at the County Council meeting in January

9.7 Is a current FY letter of assurance that each FCE Club complies with this nondiscrimination policy on file in the county Extension office?

- ☐ Yes ☐ No

9.8 Was it necessary to terminate service to any FCE club because of refusal to provide letter of assurance or to comply with the underlying policy of nondiscrimination?

- ☐ Yes ☐ No
9.9 Were "all reasonable efforts" made to integrate clubs and/or groups of one race in racially mixed membership area?

   Yes

   a) If yes, cite examples of mass media (radio, newspaper, TV) used to inform potential members of the club meeting places and dates. This communication must also clearly state the club meetings are open to potential members regardless of race, color, age, national origin, or sex.

   Name: Minority Oriented
   Shelbyville Times Gazette Yes

   b) Cite examples of personal letters or other correspondence addressed to potential members inviting them to participate in a FCE Club, including dates and place of meetings or other activities.

   Mrs. Olivia Ray 12/30/2008
   Mrs. Queenie Harvey 12/30/2008
   Rose Sims 12/30/2008
   Dorothy Frazier 12/30/2008
   JoAnn Gaunt 12/30/2008
   Della Nelson 12/30/2008
   Ronette Tillman 12/30/2008
   Carol Pitts 12/30/2008

   How many different letters were mailed?
   1
   Total number of all such letters mailed?
   8

c) Cite personal visits by Extension agents to potential members to encourage participation

   Kim Harvey 12/8/2008

   How many visits?
   1

9.10 Membership, by race, and sex, of new FCE Clubs and/or groups organized during the last program year and to date in the current year.

   No Answer

<table>
<thead>
<tr>
<th>Club name</th>
<th>Race / Ethnicity</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>Black/Not of Hispanic origin</td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
</tbody>
</table>

9.11 Were any new clubs or groups of one race formed interracial membership areas during the last program year or to date in the current year?

   ○ Yes   ● No

   If yes, were "all reasonable efforts" made to integrate the club or group before it was formed and did the County Extension Director and Regional Director approve?

   ○ Yes   ● No

9.12 Do the constitution and/or by-laws of the County FCE Council and FCE Clubs contain a provision indicating that membership is open to all regardless of race, color, national origin, gender, age, or handicap?

   ○ Yes   ○ No
9.13 To increase or maintain minority Leadership participation in FCE Program of Work, the following methods have been used:

- Held meetings in public buildings
- Other: Committee members are secured at a meeting with minority members present (October County Council meeting)

9.14 Provide the number of FCE Program of Work Leaders this past program year.

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent Contacts</td>
<td>Count</td>
<td>29</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>94 %</td>
<td>6 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
</tr>
</tbody>
</table>

9.15 How many FCE Program of Work Leaders were trained this past program year?

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent Contacts</td>
<td>Count</td>
<td>145</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>94 %</td>
<td>6 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
</tr>
</tbody>
</table>

9.16 Is a record of the membership by name, race and sex in each FCE Club maintained in the county office?
- Yes  ○ No

9.17 Is a record of overnight Family and Consumer Sciences conference attendance by name, race and sex maintained in the county office?
- Yes  ○ No
9.18 List the name, gender and racial/ethnic composition of all committees (including special interest, etc.) or advisory groups that help the agent(s) to plan (or advises with them in planning) programs in Family and Consumer Sciences. Include: study committees, county council, EFNEP and other committees as necessary for full disclosure from SUPER enrollment.

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Race / Ethnicity</th>
<th></th>
<th></th>
<th></th>
<th>TOTAL</th>
<th></th>
<th></th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>White/Not</td>
<td>Black/Not</td>
<td>Hispanic</td>
<td></td>
<td>American</td>
<td>Asian or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>of Hispanic</td>
<td>of Hispanic</td>
<td></td>
<td></td>
<td>Native/Alaskan</td>
<td>Pacific</td>
<td>Islander</td>
</tr>
<tr>
<td></td>
<td>Count</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>County Agriculture Committee</td>
<td>%</td>
<td>86 %</td>
<td>14 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>100 %</td>
</tr>
<tr>
<td>County Extension Advisory Council</td>
<td>Count</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>100 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>100 %</td>
</tr>
<tr>
<td>County FCE Council</td>
<td>Count</td>
<td>23</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>96 %</td>
<td>4 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>100 %</td>
</tr>
<tr>
<td>County FCS Advisory Council</td>
<td>Count</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Count</td>
<td>31</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>94 %</td>
<td>6 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
<td>100 %</td>
</tr>
</tbody>
</table>

9.19 Have any changes or adjustments been made or are any anticipated for the planning committee(s) with reference to sex and/or racial composition, selection procedures, or the way the committee meets and plans?  
If yes comment:  ☐ Yes  ☒ No

9.20 To maintain or increase minority membership on Program Planning and Advisory Committees, the following methods were used this last fiscal year. (Check appropriate items).  
Contacted members by telephone letter or in person to remind them of committee meetings  
Minority or underrepresented group members were encouraged to express their opinions and to make suggestions
9.21 Number of clientele on your Family and Consumer Sciences mailing list(s) from SUPER enrollment.

| Mailing List | Race/Ethnicity |  |  |  |  |  |  |  |  |  | TOTAL |
|--------------|---------------|---|---|---|---|---|---|---|---|---|
| Culture Club | %             | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL        | %             | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

9.22 Number by race attending group meetings agents held this last program year. Provide total Family and Consumer Sciences contacts made through group meetings / demonstrations.

<table>
<thead>
<tr>
<th>Race / Ethnicity</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Net of Hispanic origin</td>
<td>Black/Net of Hispanic origin</td>
<td>Hispanic</td>
<td>American Indian/Alaskan Native</td>
<td>Asian or Pacific Islander</td>
<td>TOTAL</td>
<td>Female</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact by Method</td>
<td>2927</td>
<td>273</td>
<td>264</td>
<td>11</td>
<td>23</td>
<td>3498</td>
<td>2323</td>
<td>1175</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage</td>
<td>84%</td>
<td>8%</td>
<td>8%</td>
<td>0%</td>
<td>1%</td>
<td>100%</td>
<td>66%</td>
<td>34%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.23 Number by race of Family and Consumer Sciences clientele reached through onsite visits (farm home workplace by agents during the last fiscal year.)

<table>
<thead>
<tr>
<th>Race / Ethnicity</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Net of Hispanic origin</td>
<td>Black/Net of Hispanic origin</td>
<td>Hispanic</td>
<td>American Indian/Alaskan Native</td>
<td>Asian or Pacific Islander</td>
<td>TOTAL</td>
<td>Female</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact by Method</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.24 Are men involved in Family and Consumer Sciences programs and activities?
If yes, describe the involvement

- **Yes**  - **No**

Men are involved in the School of Gourmet Arts, the County Fair, Head Start and Pre-K parent meetings, Environmental Awareness Week and other activities throughout the year.

What efforts have been made to increase male participation and what efforts are planned for the future?

We are considering a men's class for the School of Gourmet Arts and have added several potential participants to the notification list.
9.25 List all multi-county, regional, and statewide activities and events in which you have participants during the last program year. Give the number from your county in attendance at each and the racial / ethnic composition of the participants.

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCE Leadership Conference</td>
<td>12</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>FCE State Convention</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>FCE Regional Annual Meeting</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td>22</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25</td>
</tr>
</tbody>
</table>

9.26 List all EFNEP program assistants, (including those who work with SPIFFY) employed during the past program year, by name, sex, and race; check if communities are of one race or interracial and give the number of families and youths, by race, worked with by each program assistant. If you had no EFNEP program assistants during the last program year, check here:
4-H YOUTH DEVELOPMENT

10.1 Potential recipients and actual participation in 4-H Youth Development programs, by gender and racial-ethnic composition.

<table>
<thead>
<tr>
<th>Recipients and Contact Participation</th>
<th>Race / Ethnicity</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>Black/Not of Hispanic origin</td>
</tr>
<tr>
<td>Potential Recipients</td>
<td>Count</td>
<td>24000</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>80 %</td>
</tr>
<tr>
<td>Actual Participation</td>
<td>Count</td>
<td>7025</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>78 %</td>
</tr>
<tr>
<td>Projected Participation</td>
<td>Count</td>
<td>22580</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>77 %</td>
</tr>
</tbody>
</table>

10.2 If participation data reported in 10.1. above indicates under representation of one or more racial-ethnic groups, including boys or girls, what efforts have been made to attract or encourage participation by the under represented?

Volunteers have been consulted to assist in promoting 4-H programs to the black population. The Bedford County Health Council is also working with 4-H to target programs to this population.

10.3 Are project groups and/or special interest groups utilized?

Yes

If yes, participants come from (check those that apply):
- 4-H Club membership
- 4-H and Non-4-H membership

10.4 Expanding Educational Program Activities and Events to Include Nontraditional Clientele.

(a) Are 4-H Clubs established in all geographic areas?

- Yes ☐ No ☐

(b) Is a committee used to assist in determining where 4-H clubs/groups should be organized (not including countywide clubs/groups)?

- Yes ☐ No ☐

(c) Check technique used to encourage minority or underrepresented group participation in 4-H meetings and activities.

- None

(d) Were any programs, activities, events or camps expanded or modified to attract nontraditional clientele?

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10.5 Adjusting Meeting Schedules, Meeting Location, Program Content, Teaching Methods, Workshops, Conferences, etc., to Accommodate and Meet the Needs and Interest of all Clientele. If no adjustments proceed to item 10.6, below.

☐ Yes  ☐ No

a) Provide data requested:
Number of meetings, workshop or conference locations changed to eliminate economic barriers or social inhibitions which restricted minority or underrepresented group participation.

30
Number of 4-H clubs that adjusted the schedule (meeting time) to increase minority or underrepresented participation.

30

b) Check appropriate statement(s) and cite example(s) if, and only if checked, giving specific dates, names, places, etc.

Special 4-H activities were held in communities with minority or underrepresented group populations.
Meetings were scheduled with consideration given to church activity nights, school activities, etc.
Meetings were held during school hours to allow more youth to participate.
Transportation was arranged for minority youth to and from activities.
Sponsorship for transportation costs and/or fees for activities or events were arranged for minorities and/or low income.
Meetings and activities were moved to location more readily accessible to minorities.

10.6 Was each public or private school system in which 4-H Clubs are conducted notified this program year that UT Extension cannot provide instruction or assistance to any organization which discriminates against any persons because of race, color, gender, age, or national origin?

☐ Yes  ☐ No

Explain:

10.7 Is a current FY letter of assurance that the school systems complies with this nondiscrimination policy on file in the county Extension office?

☐ Yes  ☐ No

10.8 Was it necessary to terminate service to any school system or school because of refusal to provide letter of assurance or to comply with the underlying policy of nondiscrimination?

☐ Yes  ☐ No

10.9 Were "all reasonable efforts" made to integrate clubs and/or groups of one race in racially mixed membership areas?

Yes

10.10 Affirmative Action Efforts to achieve Participation in 4-H Clubs by Race / Ethnicity and Gender so that presence of any such group is not less than 80% of expected participation. Â Were all clubs integrated to 80% of expected?

☐ Yes  ☐ No

Complete the following tables showing examples of ARE: (a) List the media source and date of service announcements informing potential participants of the availability of program opportunities on a non discriminatory basis.

<table>
<thead>
<tr>
<th>Name</th>
<th>Minority Oriented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shlebyville Times Gazette</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

(b) List examples of personal letters and program circulars utilized to advise minorities of program opportunities on a nondiscriminatory basis.
How many different letters were mailed?
Total number of all such letters mailed?

(c) List personal visits with minorities by agent(s) to advise of program opportunities. (Use "*" to indicate
parent[s]).

Fatima and Bernadette Murrillo 4/12/2008
*Angela Smith 4/10/2008

How many visits?
2

10.11 Membership, by race, and sex, of new 4-H Clubs and/or groups organized during the last program year and to date in the current year.
No Answer

<table>
<thead>
<tr>
<th>Club name</th>
<th>Race / Ethnicity</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td>Hispanic</td>
</tr>
</tbody>
</table>

10.12 Were any new clubs or groups of one race formed interracial membership areas during the last program year or to date in the current year?
☐ Yes ☐ No

If yes, were "all reasonable efforts" made to integrate the club or group before it was formed and did the County Extension Director and Regional Director approve?

Explain:
☐ Yes ☐ No

10.13 To increase or maintain participation of minority or underrepresented group volunteer youth and adult leadership, the following methods have been used:
- Contacted prominent minority community leaders
- Made personal contacts with prospective minority leaders
- Held meetings in target areas

10.14 How many 4-H volunteer leaders were trained this last program year?

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>16</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>%</td>
<td>80 %</td>
<td>10 %</td>
<td>10 %</td>
<td>0 %</td>
<td>0 %</td>
<td>100 %</td>
</tr>
</tbody>
</table>

10.15 Is a record of 4-H club membership by name, race / ethnicity, gender, and age in each club maintained in the county office?
☐ Yes ☐ No

10.16 Is a record of 4-H camp attendance by name, race / ethnicity, gender, and age maintained in the county office?
☐ Yes ☐ No

10.17 Describe any 4-H programs or activities conducted during the last program year which have had a positive effect of promoting greater minority involvement and balanced programs for boys and girls. Cite examples of efforts through:
a) Adjustment of programs:
   Honor Club Members have volunteered at the Juan Pablo Play Group.
b) Adjustment of meeting schedules and locations:

c) Removal of social and economic barriers:

Transportation was provided for a reward trip to Nashville Shores.

10.18 Name, gender, and racial/ethnic composition of each committee and advisory groups that help the agent(s) in planning 4-H youth programs.

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Race / Ethnicity</th>
<th>TOTAL</th>
<th>Totals by gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White/Not of Hispanic origin</td>
<td></td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td>Black/Not of Hispanic origin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>American Indian/Alaskan Native</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asian or Pacific Islander</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10.19 Have any changes or adjustments been made or are any anticipated for the planning committee(s) with reference to gender and/or racial composition, selection procedures, or the way the committee meets and plans?

○ Yes ○ No

10.20 To maintain or increase minority membership on Program Planning and Advisory Committees, the following methods were used this last fiscal year. (Check appropriate items).

- Selected persons who had demonstrated interest to replace inactive committee members
- Contacted committee members before selecting a date time and place for the committee’s meeting to assure a commitment from them that they would attend
- Contacted members by telephone letter or in person to remind them of committee meetings
- Minority or underrepresented group members were encouraged to express their opinions and to make suggestions

10.21 Provide participation data by race/ethnicity for activities and/or events held during the last program year as part of the county 4-H program. When appropriate, indicate the number of persons by race/ethnicity, who served as judges for each event. (Do not include regional activities or events.)

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horse Show Judge</td>
<td>Participant</td>
<td>33</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td>Judge</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Livestock Show</td>
<td>Participant</td>
<td>34</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Judge</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>Participant</td>
<td>67</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td>Judge</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>
10.22 Indicate 4-H Camp attendance for the program year under review:

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Camp</td>
<td>67</td>
<td>7</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>75</td>
<td>5</td>
<td>70</td>
</tr>
<tr>
<td>%</td>
<td>89%</td>
<td>9%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>7%</td>
<td>93%</td>
</tr>
<tr>
<td>Total</td>
<td>67</td>
<td>7</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>75</td>
<td>5</td>
<td>70</td>
</tr>
<tr>
<td>%</td>
<td>89%</td>
<td>9%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>7%</td>
<td>93%</td>
</tr>
</tbody>
</table>

If only one race participates (or minority participation was too low) in 4-H Youth Camps, explain and describe action planned to involve youth of other races. If no eligible minority youth, check here:

No eligible minority youth

10.23 Are scholarships awarded or waiver of fees allowed to 4-H camp participants to overcome economic barriers?
Yes

10.24 Indicate participation by race/ethnicity and gender of each Regional, area, State and National event held during the last program year that involved participants from this county.

<table>
<thead>
<tr>
<th>Name</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic origin</th>
<th>Hispanic</th>
<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
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10.25 Number of contacts made by agents with 4-H Youth through letters and telephone calls during the last program year.

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<th>Totals by gender</th>
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<td>4%</td>
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10.26 Number by race and gender attending all group meetings/demonstrations agents conducted this past program year.

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<th>Black/Not of Hispanic origin</th>
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<td>100%</td>
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10.27 Number by race and gender of 4-H Youth reached through on-site visits (farm, home, workplace) by agent(s) during the past fiscal year.

<table>
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<th>American Indian/Alaskan Native</th>
<th>Asian or Pacific Islander</th>
<th>TOTAL</th>
<th>Totals by gender</th>
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<td>5</td>
<td>3</td>
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<tr>
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<td>0%</td>
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<td>40%</td>
<td>100%</td>
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Civil Rights Plan (CR-1)

Public Notification Plan
Combined for all Program Areas
FY: 2006-2010
Unit: Bedford County
Civil Rights Narrative for: Public Notification Plan
Program Area: Combined for all Program Areas
Situation:
Bedford County is growing in population, projected to increase by 6%-8% annually for the next ten years, according to county government officials. The black population has remained at or near the 8%-9% level for several years, actually declining percentage-wise slightly, according to census statistics. The Hispanic sector is increasing at one of the fastest rates in the Southeast, some 1,500% over the last census. Other minority groups are less than 1%.
Objectives:
Continue to provide public awareness to all audiences of program opportunities.

Maintain public access to all programming.
Action:
Feature all programs periodically in news media.

Contact select minority community leaders to inform and assure access to programs by minority clients.
Evaluation:
SUPER Delivery module data.

Program Planning and Participation
FY: 2006-2010
Unit: Bedford County
Civil Rights Narrative for: Program Planning and Participation
Program Area: 4-H Youth Development
Situation:
There are 2,949 youth enrolled in Bedford County Schools 4th-8th grades.

The Hispanic population is 402 according to the most recent information. The African American population is 251. The Asian/Pacific Islander accounts for 32 and American Indian/Alaskan population accounts for 6. The Caucasian accounts for 2258.
Objectives:
1. The Hispanic participation will increase by 5%.
2. One new volunteer leader that is of a minority will be recruited.
3. Twelve, 2 hour, programs will be delivered to Hispanic youth and adults.
4. Volunteers will deliver 2 of the 12 programs to the Hispanic youth and adults.
5. To involve more minorities but specifically target African American students through a citizenship program.
6. To involve increase minority participation in the Workforce Preparation Program.

Action:
All 2949 youth in 4th-8th grade in public schools will receive a program related to workforce preparation or communication. This audience will represent the general population in Bedford County and be in parity.

The 12, 2 hour programs will be delivered monthly to the Hispanic Play Group. Volunteers will participate in the delivery of the program and build positive relationships with the Hispanic Community.
One of the people who participate in the Hispanic Play Group will be recruited to volunteer in other aspects of the 4-H programming.

A Project Citizen Program will be offered at 3 city schools as an after school program. Teachers and Principals will identify key students to target to attend the classes. Specifically African American and Hispanic students but the program will be open to all.

To increase minority participation in the Workforce Program a Day Camp will be offered in the Housing Authority Community Center. Students will be notified through 4-H clubs in the schools, personal contacts, public notice and contact with key community leaders.

Evaluation:
The annual enrollment report in Super and the annual delivery module will be used to keep track of the contacts. These records will be evaluated to see if the objectives were met.

The volunteer leader list in Super will also record the recruitment of the minority volunteer leader.

FY: 2006-2010
Unit: Bedford County
Civil Rights Narrative for: Program Planning and Participation
Program Area: Agriculture and Natural Resources

Situation:
Bedford County is growing in population, projected to increase by 6%-8% annually for the next ten years, according to county government officials. The black population has remained at 8%-9% level for several years. The Hispanic sector is increasing at one of the fastest rates in the Southeast, some 1,500% over the last census. However, the growth is typically in the nonfarm sector.

The 2002 Ag Census indicated that there are 19 farms operated by blacks, 21 by Hispanics, one by an American Indian, and 10 by Asians. Current Farm Service Agency (NRCS) records identify 3 Hispanic farmers and 9 Asian farmers. Minority farmers make up approximately 2.5% of total reported farmers. Women reported to be operators total 692, but only 129 farms identify their single operator as female.

Objectives:
To provide access to all agricultural programming for all sectors.

To increase awareness of program opportunities to minority and women operators.

Action:
Mailing lists of identified minority farmers is and will be maintained for inclusion of program notices.

Women operators are identified and included in subject matter mailing lists as identified.

Diversity input into planning will be sought and recorded.

Public notices of all program opportunities will be made in news media.

Personal contacts will be made to seek participants and encourage involvement.

Evaluation:
SUPER Delivery module data.
FY: 2006-2010
Unit: Bedford County
Civil Rights Narrative for: Program Planning and Participation
Program Area: Resource Development
Situation:
Rural Development groups include the Farm Service Agency board, the Ag Center board, Leadership Bedford, and the Bedford County Board of Commissioners and its committees. All have minority and/or women representation.

Objectives:
To maintain program efforts in rural development with these groups and inform members of program support and opportunities.

Action:
Meet with these groups as available. Keep members aware of equal opportunities in programs. Assure that community leaders are aware and able to encourage their constituents toward participation. Continue public announcements in media of program availability.

Evaluation:
SUPER Delivery module data.

FY: 2006-2010
Unit: Bedford County
Civil Rights Narrative for: Program Planning and Participation
Program Area: Family and Consumer Sciences

Situation:
According to census data, the county's households are 87% white, 9% black, 4% Hispanic and less than 1% Asian/Pacific Islander/American Indian/Alaskan Native. The fastest growing sector is our Hispanic population with the highest proportion of any county in Tennessee. The FCS program as a whole is within parity and reaches a diverse audience.

Objectives:
*To continue to provide opportunities for all racial and ethnic groups to be involved in the FCS program and remain in parity.

*To expand the materials available in Spanish to utilize in programming.

Action:
*Continue programming for Hispanic women through the Culture Club.

*Research Spanish nutrition and financial management materials available for programming with Hispanic clientele.

*Utilize culturally appropriate and racially diverse marketing and educational materials for programs.

*Provide public notification of programs.

Evaluation:
SUPER activity data and the Civil Rights Report
Civil Rights/Equal Opportunity Annual Accomplishment Report (CR-2)

Program Planning and Participation:
Public Notification Plan
Accomplishments:

Programs were featured in local newspaper on a regular basis.

Resources Involved:
Shelbyville Times Gazette newspaper.

Future Implications:
Continue to feature programs in media and keep key stakeholders informed of programs and successes.

Agriculture and Natural Resources
Accomplishments:

Women participation in ag programming has increased in all areas. Minority farmers have participated in educational opportunities.

Resources Involved:
Personal contacts and public notification was used to invite all persons of interest to attend or participate in all programming.

Future Implications:
Contacts will continue and involvement of all parties in programming will ensure continued participation.

Family and Consumer Sciences
Accomplishments:

Programming for Hispanic clientele was continued through the Culture Club Program. Spanish materials were utilized with this group as well as with the Pre-K parent programs on nutrition and financial management. Spanish materials and translators were used with the Head Start parent meetings as well.

Resources Involved:
Spanish nutrition and financial management materials from UT Extension and the internet. Spanish translators were utilized with the Pre-K parent programs and the Head Start Parent programs.

Future Implications:
Continue to search for high quality Spanish materials for use in programming. Design multicultural marketing materials for programs.

4-H Youth Development
Accomplishments:

4-H Clubs continue to be met in public schools and the Juan Pablo Play Group is growing.

Resources Involved:
Shelbyville Times Gazette, Bedford County 4-H Blog, University of Tennessee Extension News Program; Chuck Denny

Future Implications:
Plans are to continue promoting equal opportunities in all program areas.

Resource Development
Accomplishments:
Women and minority farmers are involved in community development. Both have been elected to serve on the Ag Center board, and the Farm Service Agency advisory board has both female and minority members. The Ag Committee has both female and minority members.

**Resources Involved:**

Close contact with the various governmental offices has helped to insure involvement of minorities. The elected county mayor is a minority and his help in maintaining minority participation has been helpful.

**Future Implications:**

We expect future programming and various committee memberships to include all persons of particular interests, especially females and minorities.
### Civil Rights Planned Participation (Table II)

| Recipients and Contact Participation | Race / Ethnicity | | | | | | Totals by gender |
|---|---|---|---|---|---|---|---|---|---|
| | White/Not of Hispanic origin | Black/Not of Hispanic origin | Hispanic | American Indian/Alaskan Native | Asian or Pacific Islander | TOTAL | Female | Male |
| Count | 24000 | 2800 | 2700 | 250 | 180 | 29930 | 14800 | 15130 |
| Potential Recipients | % | 80 | 9 | 9 | 1 | 1 | 100 | 49 | 51 |
| Count | 25610 | 2992 | 3380 | 123 | 281 | 32386 | 17826 | 14560 |
| % | 79 | 9 | 10 | 0 | 1 | 100 | 55 | 45 |
| Count | 26000 | 3100 | 3500 | 130 | 290 | 33020 | 18161 | 14859 |
| % | 79 | 9 | 11 | 0 | 1 | 100 | 55 | 45 |
| Count | 26000 | 3100 | 3700 | 130 | 300 | 33230 | 17944 | 15286 |
| % | 78 | 9 | 11 | 0 | 1 | 100 | 54 | 46 |
| Count | 26000 | 3100 | 4400 | 200 | 300 | 34000 | 17800 | 16200 |
| % | 76 | 9 | 13 | 1 | 1 | 100 | 52 | 48 |
| Count | 26000 | 3100 | 4500 | 200 | 300 | 34100 | 17900 | 16200 |
| % | 76 | 9 | 13 | 1 | 1 | 100 | 52 | 48 |
| Count | 26000 | 3100 | 4600 | 200 | 300 | 34200 | 17950 | 16250 |
| % | 76 | 9 | 13 | 1 | 1 | 100 | 52 | 48 |

Source: Bedford County School Enrollment/ SUPER
## ANR-Farm (Ag Farm only) 1862 Professional

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<th>Totals by gender</th>
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Source: 2002 USDA Census for Agriculture, Bedford County Farm Service Agency 2008
## ANR-NF (Ag Non Farm) 1862 Professional

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Source: 2000 Census Households
RD (Resource Development) 1862 Professional

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<td>TOTAL</td>
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<td>7</td>
<td>100</td>
<td>48</td>
<td>100</td>
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<tr>
<td>Totals by gender</td>
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<td></td>
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<td></td>
<td>Male</td>
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Source: Bedford County Commission, Bedford County Utility
## Clientele Contacts for Racial/Ethnic Groups by Base Program (Table VI)

### 1862 Professional

<table>
<thead>
<tr>
<th>Recipients and Contact Participation</th>
<th>Race / Ethnicity</th>
<th>Total</th>
<th>Total/s by gender</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>White/No of Hispanic origin</td>
<td>Black/No of Hispanic origin</td>
<td>Hispanic</td>
</tr>
<tr>
<td>Contacts count</td>
<td>25872</td>
<td>3299</td>
<td>4603</td>
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<tr>
<td>Contacts %</td>
<td>74</td>
<td>9</td>
<td>13</td>
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<tr>
<td>Potential 1%</td>
<td>80</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>4-H</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Contacts count</td>
<td>28900</td>
<td>23</td>
<td>20</td>
</tr>
<tr>
<td>Contacts %</td>
<td>99</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Potential 1%</td>
<td>97</td>
<td>1</td>
<td>0</td>
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<tr>
<td>ANR-Farm (Ag Farm only)</td>
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<tr>
<td>Contacts count</td>
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<td>236</td>
<td>296</td>
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<tr>
<td>Contacts %</td>
<td>82</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Potential 1%</td>
<td>86</td>
<td>8</td>
<td>3</td>
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<tr>
<td>ANR-NF (Ag Non Farm)</td>
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</tr>
<tr>
<td>Contacts count</td>
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<td>403</td>
<td>272</td>
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<tr>
<td>Contacts %</td>
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<td>8</td>
<td>5</td>
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<tr>
<td>Potential 1%</td>
<td>86</td>
<td>8</td>
<td>3</td>
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<tr>
<td>FCS (Family and Consumer Sciences)</td>
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</tr>
<tr>
<td>Contacts count</td>
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<td>19</td>
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<tr>
<td>Contacts %</td>
<td>88</td>
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<tr>
<td>Potential 1%</td>
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<tr>
<td>RD (Resource Development)</td>
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Appendix S

University of Tennessee and Tennessee State University Activity Report for Statewide Activities
## Direct Methods by Extension Personnel

<table>
<thead>
<tr>
<th>Method</th>
<th>Number of Methods</th>
<th>Contacts Reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Visits to Extension Office</td>
<td>47864</td>
<td>90590</td>
</tr>
<tr>
<td>Direct Mail / Telephone Calls (this will include electronic mail)</td>
<td>296556</td>
<td>1063735</td>
</tr>
<tr>
<td>Group Meetings / Demonstrations</td>
<td>117024</td>
<td>2694217</td>
</tr>
<tr>
<td>On-Site Visits (Farm, Home, and Workplace)</td>
<td>43004</td>
<td>256639</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>504448</strong></td>
<td><strong>4105181</strong></td>
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</table>

## Indirect Methods by Extension Personnel

<table>
<thead>
<tr>
<th>Method</th>
<th>Number of Methods</th>
<th>Contacts Reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit(s)</td>
<td>16161</td>
<td>954815</td>
</tr>
<tr>
<td>Newspaper Article(s)</td>
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</tr>
<tr>
<td>Other</td>
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<td>434997</td>
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<tr>
<td>Promotional Item(s)</td>
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<td>924850</td>
</tr>
<tr>
<td>Publication(s)</td>
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<td>4641416</td>
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<tr>
<td>Radio Program(s)</td>
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<td>106894013</td>
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<td>TV Program(s)</td>
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<td>68624273</td>
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<tr>
<td>Website(s)</td>
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<td>1566514</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>233262274</strong></td>
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</table>

## Contacts Made by Extension Personnel

<table>
<thead>
<tr>
<th></th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic Origin</th>
<th>Hispanic</th>
<th>Asian or Pacific Islander</th>
<th>American Indian/Alaskan Native</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Female Adult</strong></td>
<td>877885</td>
<td>122714</td>
<td>14428</td>
<td>2718</td>
<td>1256</td>
<td>1019001</td>
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<tr>
<td><strong>Female Youth</strong></td>
<td>942573</td>
<td>141211</td>
<td>31889</td>
<td>6461</td>
<td>3682</td>
<td>1125816</td>
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<tr>
<td><strong>Male Adult</strong></td>
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<td>51925</td>
<td>8586</td>
<td>2194</td>
<td>1222</td>
<td>917143</td>
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<tr>
<td><strong>Male Youth</strong></td>
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<td>133183</td>
<td>30939</td>
<td>5612</td>
<td>3620</td>
<td>1043221</td>
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<tr>
<td><strong>Total</strong></td>
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<td>449033</td>
<td>85842</td>
<td>16985</td>
<td>9780</td>
<td>4105181</td>
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</table>
Extension Volunteers Who Served | 337009

Direct Methods by Extension Volunteers

<table>
<thead>
<tr>
<th>Method</th>
<th>Number of Methods</th>
<th>Contacts Reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit(s)</td>
<td>12889</td>
<td>204896</td>
</tr>
<tr>
<td>Newspaper Article(s)</td>
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<td>Other</td>
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<td>171451</td>
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<td>Promotional Item(s)</td>
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<td>124311</td>
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<td>Publication(s)</td>
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Indirect Methods by Extension Volunteers

Contacts Made by Extension Volunteers

<table>
<thead>
<tr>
<th>Gender</th>
<th>White/Not of Hispanic origin</th>
<th>Black/Not of Hispanic Origin</th>
<th>Hispanic</th>
<th>Asian or Pacific Islander</th>
<th>American Indian/Alaskan Native</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female Adult</td>
<td>133733</td>
<td>15189</td>
<td>3307</td>
<td>647</td>
<td>111</td>
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<td>Male Adult</td>
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<td>7523</td>
<td>2221</td>
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<td>93806</td>
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<td>Male Youth</td>
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<td>40944</td>
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<td>1902</td>
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