Section 1 General Information

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University Organization Structure

View ETSU’s organization structure

07/01/91; 05/15/01; Effective 03/06, policy changes will appear on the webpage cited

Vision, Values, Mission/Institutional Purpose

The Vision, Mission, and Values of East Tennessee State University can be accessed at the following link:

http://www.etsu.edu/president/mission.php

11/94; 06/95; 11/97; 11/99; 11/05; 01/10; Effective 10/11, policy changes will appear on the webpage cited

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Academic Chair Appointment and Stipend Policy
[Excluding Medicine]

Notice of Vacancy, Selection Protocol, and Periodic Review of Department Chairs

Provisions for providing notice of a vacancy in the position of Academic Chair and the selection protocol to be employed for a search are described in the section on Selection and Periodic Review of Academic Administrative Personnel of this Handbook. Provisions for periodic review of department chairs are also described in this section.

Initial Appointments of Department Chairs

For externally hired chairs, an initial faculty salary level should be established based on the range of traditional considerations used to determine salary levels.

For internally hired chairs, the base salary may be subject to adjustment based on the range of traditional considerations used to determine salary levels.

When some faculty members in the department are on AY contracts, the base salary for initial appointment of a chair should be established for the academic year.

For AY appointed chairs, the designated summer stipend should also be established.

When an AY base salary is to be converted to a fiscal year appointment, the AY salary is increased by 25% to establish the FY salary.

The designated administrative stipend is added to either the AY or FY salary.

The appointment letter and contract for a department chair should clearly indicate the base faculty salary, term of appointment (FY or AY), summer stipend if appropriate, and administrative stipend to be received as department chair.

Stipends receive any across-the-board increases that apply to base salary, thus constantly indexing their value for current chairs. Stipend levels for new appointees should be indexed annually, thus making them consistent with actual increases for existing chairs.

When economically feasible and warranted by the size and complexity of the department, chairs should be appointed on a fiscal year basis. When a FY appointment is not appropriate or acceptable to the chair or college, a separate summer administrative stipend should be established for the department by the college dean. This summer stipend is established in credit hours and is paid at the same rate as summer instruction from the Summer budget.

Chairs on fiscal year contracts are expected to fulfill all employment obligations and receive all benefits stipulated in Board of Regents Policy for fiscal year employees.
Transitions to fiscal year appointments and stipend adjustments will not be employed to decrease the current administrative stipend of any department.

### Determination and Implementation of Administrative Stipend and Teaching Load for Academic Chair

Administrative stipends for departmental chairs are set at three dollar levels that reflect differing levels of administrative workload. The system is based on the following three factors:
- Total FTE Faculty based on the average of Fall/Spring figures to address faculty size, graduate teaching assistants, part-time instructors;
- Total Student Credit Hour Production to address service components, majors, and graduate students;
- Complexity based on number of academic concentrations, laboratory/studio/clinical components, grants, off-campus program, specialized accreditation/licensure/regulatory, equipment and support personnel, and extensive community service requirements.

The formula will weight Faculty, Students, and Complexity as follows: Faculty at one-third, Students at one-third, and Complexity at one-third. Each of the three factors will be assigned a number between 1 (low) and 5 (high), based on a subjective assignment by the academic dean in consultation with the office of the Vice President for Academic Affairs and the Vice President of Health Affairs.

The administrative stipend for each department chair is set to reflect an assessment of workload that is classified as High, Moderate, or Low. Documentation of which departments are assessed in each workload level and the associated stipend received by the chair is available in the Provost's Data Warehouse and is communicated periodically to the Deans Council and the Chair of the Council of Chairs. Determination of whether departments are assessed in appropriate categories will be reviewed periodically to respond to significant departmental changes in size and complexity.

The number of courses to be taught by a chair is determined by the chair and college dean. It is based upon the anticipated administrative workload. As a guideline, but intended only as a guideline, chairs of low complexity departments would be expected to teach a minimum of five courses per fiscal year; chairs of medium complexity departments would teach a minimum of four courses; and chairs of high complexity departments would teach a minimum of three courses per fiscal year. Generally, summer teaching is expected, but would be a function of the individual department’s complexity summer programs, and summer administrative responsibilities. This decision would be made jointly, on an annual basis, by the department chair and dean.

### Provision for Retaining of Stipend when Relinquishing Position of Academic Chair

Except as provided for in this policy, AY chairs return to faculty status at their AY base salary. When FY chairs return to faculty status, the administrative stipend is removed and the AY base salary is set at 80% of the remaining FY salary unless it is determined to be appropriate for the appointment to continue on a fiscal year basis.
Upon positive recommendation by the dean and concurrence of the appropriate Vice President, a portion of the current chair stipend may be retained in the faculty member’s base salary if he or she relinquishes chair duties after having served a minimum of five or more years as chair. The following calculation should be made to determine the portion to be retained:

<table>
<thead>
<tr>
<th>Years served as chair</th>
<th>Portion of stipend that may be retained based upon resuming faculty ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Years</td>
<td>50%</td>
</tr>
<tr>
<td>6 Years</td>
<td>60%</td>
</tr>
<tr>
<td>7 Years</td>
<td>70%</td>
</tr>
<tr>
<td>8 Years</td>
<td>80%</td>
</tr>
<tr>
<td>9 Years</td>
<td>90%</td>
</tr>
<tr>
<td>10 or more Years</td>
<td>100%</td>
</tr>
</tbody>
</table>

This provision which would permit retaining a portion of the stipend will be phased in, and no chair in the initial 2002-03 year of implementation will receive more than five years of credit for prior service in the position of chair that would be creditable toward determining portion of stipend to be retained.

9/17/02

Conflict of Interest in Sponsored Programs

These policies can be accessed through the Office of Research and Sponsored Programs through the following link:

https://www.etsu.edu/research/orspa/policies_guides/default.php

10/25/95; 02/01; 03/06/08; Effective 10/11, policy changes will appear on the webpage cited

Copyright Fair-Use Guide for Faculty

General Information for Faculty and Staff

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to “promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and “discoveries.” It is given to individual, group or corporate authors and to “works for hire,” and includes
any creative work written or recorded in a “fixed” format. Protections last for the term of an author’s life plus 75 years after death; copyright for corporate works can range from 95-120 years. Copyright and academic use of material under copyright in the United States is governed by the following laws: U.S. Copyright Act of 1976, Title 17 U.S.C. §§ 101 – 810; Section 121 of the U.S. Copyright Act (Chafee Amendment) of 1996; the Digital Millennium Copyright Act (DMCA) of 1998; and the Technology, Education and Copyright Harmonization Act (TEACH Act) of 2002.

It is illegal for anyone to violate the rights provided to the owner of a copyright. The Copyright Act contains provisions prescribing damages that can be assessed if infringements are committed. In civil cases, the law allows the assessment of actual damages or statutory damages. For each infringement, statutory damages range from $250 to $10,000.

These rights, however, are limited in scope. Copyright protections eventually expire and the previously protected material becomes part of the public domain and available for use by the public at large. Material produced by the U.S. government is exempt from copyright, as taxpayers have funded its creation. Sections 107-118 of the Copyright Act establish limitations to copyright protections.

One major limitation is the doctrine of “fair-use” which is given statutory basis in Section 107 of the Act.

Copyright Fair Use at the University

Section 107 of the Copyright act states that the fair-use of a copyrighted work, including use by reproduction in copies, is not an infringement of copyright for certain purposes, such as criticism, comment, teaching (including multiple copies for classroom use), scholarship or research. In determining fair-use, each of the following four factors should be considered:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The following guidelines are based on these factors. They illustrate proper use of copyrighted material under the fair-use doctrine for teaching, research, library/media, computer, and archives copying. The directives outlined below should be taken as minimum standards for properly exercising fair use of the copyrighted materials.

Permissible Photocopying

The copyright law allows anyone to photocopy copyrighted works without securing permission from the copyright owner when the photocopying amounts to a “fair use” of the material, and applies to all forms of photocopying, whether undertaken, for
example, at a commercial copying center, at the University's departmental copying facilities or at a self-service machine. Users of commercial or departmental copy services should be prepared to provide documentation of permission from the publisher or copyright owner when such copying is beyond the limits of fair use described below.

Instructions for securing permission to photocopy copyrighted works appear at the end of this guide. It is the policy of this University that the user (faculty, staff, or student) secure permission whenever it is legally required.

To assure compliance with the law, all public copy machine installations at the University will display one of the following notices. Notices must be printed on heavy paper or other durable material in type at least 18 points in size. Notices must be clearly visible and legible to the casual observer within the immediate vicinity.

Supervised Copier where Materials are Brought to be Copied by Designated Operator

NOTICE - WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess “of fair use” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Unsupervised or Self-Service (Coin-Operated) Copier

NOTICE : The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopiers or other reproductions of copyrighted material. The person using this equipment is liable for any infringement of the copyright law by themselves or others under their direction or control.

Fair-Use Guidelines for Copying

Single Copying for Faculty

A single copy may be made of any of the following by or for a faculty member at his or her individual request for scholarly research or use in teaching or in preparation for teaching a class:

- One chapter of a book
### East Tennessee State University

- One article from a periodical or newspaper
- One short story, short essay or short poem, whether or not from a collective work
- One chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

### Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the faculty member giving the course for classroom use or discussion; provided that:

The copying meets the tests of brevity and spontaneity defined below, and Meets the cumulative effect test defined below, and Each copy includes a notice of copyright.

#### Definitions for Multiple Copies for Classroom Use

**Brevity**

<table>
<thead>
<tr>
<th>(1)</th>
<th>Poetry</th>
</tr>
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<tbody>
<tr>
<td>(a)</td>
<td>complete poem if less than 250 words and if printed on not more than two pages, or</td>
</tr>
<tr>
<td>(b)</td>
<td>From a longer poem, an excerpt if not more than 250 words.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2)</th>
<th>Prose</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>either a complete article, story or essay of less than 2,500 words, or</td>
</tr>
<tr>
<td>(b)</td>
<td>an excerpt from any prose work if not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in &quot;1&quot; and &quot;2&quot; above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(3)</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.</td>
</tr>
</tbody>
</table>
Special Works

Certain works in poetry, prose or in “poetic prose” which often combine language and illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Item “(a)” above notwithstanding, such “special” works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

1. The copying is at the instance and inspiration of the individual faculty member, and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

1. The copying of the materials is for only one course in the institution in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.

The limitations stated in “1” and “2” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

Library Reserve

At the request of a faculty member, libraries of the University may place on reserve one copy of excerpts from copyrighted works in accordance with the fair use guidelines above.
For example, a library may place on reserve one copy of an entire article, or an entire chapter from a book, or an entire poem. Whenever appropriate for collection development purposes, the library will purchase one copy of a book from which a chapter has been placed on reserve. Multiple copies of parts of books, periodicals, or media will not be placed on reserve without the publisher's or copyright holder's prior permission. The Sherrod Library may pay up to $50.00 to the publisher through the Copyright Clearance Center for each instance of material placed on reserve by faculty.

Instructions for securing permission to make multiple photocopies of copyrighted works appear at the end of this guide.

Uses of Photocopied Material Requiring Permission

Repetitive copying: The classroom or library reserve use of photocopied materials in multiple courses and sections, or in successive semesters requires advance permission from the owner of the copyright.

Consumable works: The duplication of works that are consumed in the classroom such as standardized tests, exercises, and workbooks requires permission from the copyright owner.

Creation of anthologies as basic text material for a course: Creation of a collective work or anthology by photocopying a number of copyrighted articles and excerpts to be purchased and used together as the basic text for a course requires the permission of the copyright owners.

Copying for profit: Faculty should not charge students more than the actual cost of photocopying the material that is given to each student.

Interlibrary Loan

All interlibrary loans originating at the University will be processed by the Interlibrary Loan department of Sherrod Library (the Colleges of Medicine and Pharmacy will utilize the Quillen Learning Resources Center or medical library). The library will be responsible for maintaining all records required by the Copyright Law, and the guidelines of the National Commission on New Technological Uses of Copyrighted Works (“CONTU”). During a single calendar year the library may obtain from the previous five years of publication no more than five articles from any one journal title it does not own, unless permission is granted to exceed this limit. After this CONTU guideline is exceeded, the applicable library will pay appropriate copyright fees to the affected publisher through the Copyright Clearance Center.

Off-Air Videotape Recording for Educational Purposes

The following guidelines are derived from the statement adopted by the Kastenmeier House Subcommittee on Courts, Civil Liberties and administration of Justice. The guidelines apply only to off-air recording by non-profit educational institutions and to programming from commercial and public broadcast television networks received via transmission by a local
television station or a local subscription cable service. They are not intended to apply to direct taping of a satellite feed, which requires advance permission from the copyright holder.

A broadcast program may be recorded off-air simultaneously with broadcast transmission and retained by the University for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. “Broadcast programs” are television program transmitted by television stations for reception by the general public without charge.

Off-air recordings may be made only at the request of and used by individual faculty, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same faculty, regardless of the number of times the program may be broadcast.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for teacher evaluation purposes; that is, to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Public Performance of Videotapes and Audiovisual Works

The concept of nontheatrical performances, which was well established prior to the 1976 copyright revision, still applies to films and filmstrips, but not to videotapes. Many videotapes are now available for inexpensive purchase or rental with a label warning “For Home Use Only.” Because copyright proprietors hold exclusive rights to display and perform their works, purchase or rental of these materials does not include the right to perform publicly.

While educational use does involve public performance, Section 110 of the Copyright Act provides an exemption for face-to-face teaching activities of a nonprofit educational institution, which is assumed (in the absence of a test case) by most parties to apply to “home use only” tapes as well as those specifically intended for instructional applications. The limitations of what is permissible under this exemption are as follows:
1. They must be shown in nonprofit educational institutions.

2. They must be shown only to students and educators.

3. They must be shown by students, instructors, or guest lecturers.

4. They must be shown in a classroom or other school location devoted to instruction.

5. They must be shown either in a face-to-face setting or where students and teacher(s) are in the same building or general area.

6. They must be shown using a legitimate (that is, not illegally reproduced) copy with the copyright notice included.

Performance of audiovisual works, even in nonprofit education institutions, is prohibited without permission of the copyright holder when:

1. They are used for entertainment, recreation, or even for their cultural or intellectual value but are unrelated to teaching activity.

2. They are transmitted by radio or television (either closed or open circuit) from an outside location.

3. They are shown in an auditorium or stadium before an audience not confined to students, such as a sporting event or community lecture or arts series.

4. They involve an illegally acquired or duplicated copy of the work.

The Technology, Education and Copyright Harmonization Act of 2002 (TEACH Act) addresses such performances in online classes. Fair use guidelines apply, and access to copyrighted material must be controlled in the following manner:

- Material is only for use by students;
- Viewing the material is restricted to students enrolled in the class;
- Ability to further copy the material is restricted
- Copyright notice is displayed

Duplication of Recordings, Films, Slides, and Other Audiovisual Works

Generally, permission must be obtained for any duplication of non-musical sound recordings, films, slides and other audiovisual works that are copyrighted. The following guidelines are considered within the ambit of fair use at the University for the two audiovisual categories described.

Photographic Copying

Photographic copying of a single copy of one chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper may be made, provided the copy is used for scholarly research, teaching, or preparation to teach a class.
Non-Music Audio Recording

A single audio recording copy may be made if it corresponds to the spoken version of a chapter from a book, an article from a periodical, a short story, short essay or short poem, whether or not from the collective work, and provided the copy is used for scholarly research, teaching, or preparation to teach a class.

Music

Permissible Uses

Emergency copying to replace purchased printed copies of music that for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.

For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than (10%) of the whole work. The number of copies shall not exceed one copy per pupil.

For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is (1) confirmed by the copyright proprietor to be out of print, or (2) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.

Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

A single copy of recordings of performance by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording).

Prohibitions

The following acts of copying copyrighted materials are prohibited:

- Copying to create or replace or substitute for anthologies, compilations, or collective works.
- Copying of or from works intended to be “consumable” in the course of study or teaching, such as workbooks, exercises, standardized tests, answer sheets and like material.
- Copying for the purpose of performance, except as listed under Permissible Uses.
• Copying for the purpose of substituting for the purchase of music, except as in Permissible Uses.

• Copying without inclusion of the copyright notice that appears on the printed copy.

Archives

In order to comply with the Copyright Act while at the same time making its resources as freely available to researchers as possible, the Archives of Appalachia will:

1. Seek to have copyright transferred in writing at the time manuscripts are transferred.

2. Make written notes on the identity of the copyright holders when copyright is not transferred, insofar as the information is available, and freely share this information with interested researchers.

3. In the printed regulations and rules for use of the Archives, explain that it is primarily the researcher(s) responsibility to inform him/herself regarding the copyright status of the records he/she uses.

4. Display the required copyright warnings, and notices in the research room on copy request forms and on the copies themselves.

5. Require all users requesting photocopies to complete a “Request for Photoduplication” form, which includes a statement of purpose and of assumption of all liability for copyright infringement by the user. These forms will be permanently maintained by the Archives and will be consulted whenever a systematic copying endeavor appears to be underway.

6. Refuse to make copies or give permission to quote copyright-protected items to commercial vendors without written permission of copyright owners.

7. Refuse to copy or to give permission to quote records that the Archives has agreed not to reproduce.

8. Freely permit copying and publication of all records whose copyright the Archives controls except that for-profit publications will be expected to pay a standard fee for use of materials.

Computer Programs and Documentation

The Office of Computer Services has adopted the following policy on the use and copying of microcomputer programs and documentation:

1. The Office of Computer Services does not sanction, encourage, condone, or consent to unauthorized software use.

2. The software collections in the microcomputer laboratories will utilize, hold, and distribute only public domain software and documentation and authorized original, backup and archival copies of copyrighted software and documentation.

3. Instructors of courses, workshops or other instructional offerings conducted in the microcomputer laboratories are requested to utilize only authorized copies of copyrighted software and documentation.
4. Copying or otherwise reproducing any part of a copyrighted program or its documentation which would be in violation of the licensing agreement will not be sanctioned without written and specific permission of the copyright holder.

In addition, the Tennessee Board of Regents Office of General Counsel has issued the following statement, which serves as the University's guidelines:

“The unauthorized use or distribution of computer software violates federal and state laws. The making of copies of microcomputer software is subject to the federal copyright laws. Violation of such laws may result in the filing of a civil law suit against the alleged infringer. If infringement is proven, the infringer may be ordered by the court to pay monetary damages. It is also a violation of the State Computer Crimes Act to acquire or use computer software without proper authorization. Such illegal activity may result in criminal prosecution. In addition, any such activity may subject the employee to disciplinary sanctions, including termination. Moreover institutional employees may be held personally liable in civil actions for activities that are in violation of the state law and/or Board policy. The educational ‘fair use’ defense to liability for copyright infringement is extremely limited as defined by federal statute. It affords no special protection to the unauthorized use of computer software. A license to use or make copies of computer software programs must be procured by contractual agreement. The execution of such license agreement is subject to applicable Board policies and guidelines. It is recommended that software that is not acquired by the institution pursuant to a license agreement approved by the Board should not be used without written permission of the campus director of the computer facilities.

Sources of Information

Public Law 94-553. 94th Congress. Oct 19, 1976. Title 17 – Copyrights:

http://www.copyright.gov/title17 of the U.S. Copyright Act (Chafee Amendment) of 1996: https://www.loc.gov/nls/about/organization/laws-regulations/copyright-law-amendment-1996-pl-104-197/


ETSU Office of Computer Services “Policy on the Use of Copying of Microcomputer Programs and Documentation.” Pieces of Eight. 4:5, Jan 85. pp. 4-5

Suggestions for Obtaining Permission to Reproduce Copyrighted Material
Experience has shown that faculty have greater success than the library in obtaining permission from copyright owners to reproduce and/or reuse copies for teaching. Generally, all that is asked of faculty by the copyright owner is that they follow fair use provisions of the copyright law with regard to educational purpose, brevity of the copied material, consideration for the cumulative effect of copying, and that a notice of copyright ownership be included on the reproduced material. In a few cases, however, the copyright owner might ask for a monetary payment, set specific conditions, or even deny permission outright. In the case of library reserve, the faculty member assumes full responsibility for following copyright requirements. The following facts are necessary in any letter requesting permission to reproduce additional copies and/or reuse of copyrighted material for educational purposes:

1. Title, author, and/or editor, and edition of material to be duplicated.
2. Exact material to be used; page numbers, chapters, and if practicable, a photocopy of the material.
3. Number of copies you will be reproducing and/or reusing.
4. Use to be made of the duplicated materials; that is, educational research use, or classroom teaching.
5. Form of distribution; library reserve, classroom distribution, etc.
6. Whether or not the material is to be sold.
7. Type of reproduction; photocopy, ditto, offset, typeset, etc.

04/03/89; 07/11

Drug-Free Campus Policy Statement
Refer to ETSU Personnel Policies and Procedures Manual at
http://www.etsu.edu/humanres/relations/ppp26.php

07/23/90; Effective 03/06; policy changes will appear on the webpage cited

Faculty Senate
Refer to the ETSU Faculty Senate website at
http://www.etsu.edu/senate/

07/13;
Harassment Policy
Refer to ETSU Personnel Policies and Procedures Manual for both policy and procedures at
http://www.etsu.edu/humanres/relations/ppp30.php
Effective 03/06; policy changes will appear on the webpage cited

Information Technology Services Policies
Acceptable Use of Technology
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/default.php
Effective since 11/15, policy changes will appear on the webpage cited

Code of Ethics
Refer to ETSU Personnel Policies and Procedures (PPP-44) linked from ITS Policy List:
http://www.etsu.edu/its/policies/code-of-ethics.php
Effective 11/15, policy changes will appear on the webpage cited

Complaint Resolution Process
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/resolution-process.php
10/05; Effective 11/15, policy changes will appear on the webpage cited

Computer Policy for Retirees
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/policy-for-retirees.php
Effective 11/15, policy changes will appear on the webpage cited

Design and Installation Standards
Refer to the ITS Policy List at:
Electronic Mail
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/electronic-mail.php
08/10/04; Effective 11/15, policy changes will appear on the webpage cited

Firewall
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/default.php
03/10; Effective 11/15, policy changes will appear on the webpage cited

Hardware Maintenance
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/hardware-maintenance.php
Effective 11/15, policy changes will appear on the webpage cited

Intellectual Property Rights
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/intellectual-property-rights.php
Effective 08/15, policy changes will appear on the webpage cited

ITS-Sponsored PCs
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/its-pcs.php
12/09; Effective 11/15, policy changes will appear on the webpage cited

Password Change
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/password-change.php

Effective 11/15, policy changes will appear on the webpage cited

**PC Installation**
Refer to the ITS Policy List at:

http://www.etsu.edu/its/policies/pc-installation.php

Effective 11/15, policy changes will appear on the webpage cited

**Personal Information Security Breach**
Refer to the ITS Policy (linked to Tennessee State Code Annotated 39-14-150) List at:

http://www.etsu.edu/its/policies/personal-information-security-breach.php

08/10/10; Effective 11/15, policy changes will appear on the webpage cited

**Portable Computational Device Security**
Refer to the ITS Policy (linked to Tennessee State Code Annotated 47-18-2901) List at:

http://www.etsu.edu/its/policies/portable-computational-device-security.php

Effective 11/15, policy changes will appear on the webpage cited

**Six Year (Hardware Obsolescence)**
Refer to the ITS Policy List at:

http://www.etsu.edu/its/policies/hardware-maintenance.php

Effective 08/15, policy changes will appear on the webpage cited

**University Computing Standards**
Refer to the ITS Policy List at:

http://www.etsu.edu/its/policies/university-computing-standards.php

Effective 11/15, policy changes will appear on the webpage cited

**Virtual Private Network (VPN)**
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/default.php

Effective 11/15, policy changes will appear on the webpage cited

Wi-Fi
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/wireless-networking.php

11/16/06; Effective 11/15, policy changes will appear on the webpage cited

Administrator Access
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/administrator-access.php

01/07; Effective 11/15, policy changes will appear on the webpage cited

Closed Captioning
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/captioning.php

11/14; Effective 11/15, policy changes will appear on the webpage cited

eRate
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/erate.php

06/10; Effective 11/15, policy changes will appear on the webpage cited

HEOA Compliance
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/heoa-compliance.php

Effective 11/15, policy changes will appear on the webpage cited

Inclement Weather
Refer to the ITS Policy List at:
http://www.etsu.edu/its/policies/inclement-weather.php

Effective 11/15, policy changes will appear on the webpage cited

Instructor Access
Refer to the ITS Policy List at:

http://www.etsu.edu/its/policies/instructor-access.php

10/08; Effective 11/15, policy changes will appear on the webpage cited

Web-Based Courses
Refer to the ITS Policy List at:

http://www.etsu.edu/its/policies/web-course.php

Effective 11/15, policy changes will appear on the webpage cited

Acceptable Use on the Web
Refer to the ITS Policy List at:

http://www.etsu.edu/its/policies/acceptable-use-web.php

Effective 11/15, policy changes will appear on the webpage cited

Accessibility for the Web
Refer to the ITS Policy List at:

http://www.etsu.edu/its/policies/web-accessibility.php

Effective 11/15, policy changes will appear on the webpage cited

Calendar of Events
Refer to the ITS Policy List at:

http://www.etsu.edu/its/policies/calendar.php

01/09; Effective 11/15, policy changes will appear on the webpage cited

Web Design & Publishing
Refer to the ITS Policy List at:
ETSU Data

ETSU data and data files in any media are to be considered and treated as sensitive data. Any ETSU-generated information; i.e., papers, letters, documents, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material regardless of physical form or characteristics made or received in connection with the transaction of official ETSU business, is classified as ETSU data.

All employees have access to various types of ETSU data. These data are considered sensitive and in some cases confidential and are the property of ETSU. Data should not be released in any fashion without the consent of those authorized for its release. All data files for the University are protected by the Computer Crimes Act, Tennessee Code Annotated Sections 39-14-601 et seq., as well as the Copyright Act of 1976, 17 U.S.C. Sections 101 et seq., or any other law that may be applicable, and ETSU Financial Procedures Policy FP-12. In addition, employees with access to student record information should be aware this information is considered privileged and confidential. These records are protected under the Family Educational Rights and Privacy Act (FERPA) of 1974 as well as Tennessee Code Annotated Section 10-7-301, 10-7-503 and 10-7-504 and ETSU Financial Procedures Policy FP-12 (Public Records-Inspecting and Copying).

Guidelines concerning dissemination of ETSU data have been included in the ETSU Faculty Handbook, Personnel Policies and Procedures Manual, and ETSU Student Worker Handbook.

Any questions concerning the release of data should be directed to Director of University Relations or through appropriate channels to the Office of any Vice President.

Banner

Banner is the name of the administrative software that serves ETSU. It replaces FRS, SIS, HRS and ADS. Additional information can be found at the following link:

http://www.etsu.edu/its/units/info-systems.php

Effective 10/11, policy changes will appear on the webpage cited

ITS Computer Labs

There are several student computer labs throughout the ETSU campus. Linked below are the ITS labs with a brief overview of each, hours of operation, and information about the computer equipment and printers in each lab.

http://www.etsu.edu/helpdesk/labs/
Effective 10/11, policy changes will appear on the webpage cited

Multimedia Classrooms

Information Technology Services, in conjunction with the Technology Access Fee Committee plans, constructs and maintains the multimedia classrooms at the main campus and also at the remote campuses. A listing of all the classrooms with more detailed information can be found at the link below:

http://www.etsu.edu/its/classroom/special-projects/taf/multimedia.php

07/19/10; Effective 10/11, policy changes will appear on the webpage cited

Workshops

Workshops and seminars are offered periodically and include a wide variety of computer-related topics. A current list of workshops can be found at:

http://www.etsu.edu/helpdesk/training/default.php

Faculty and staff are invited to participate in all workshops and seminars conducted by Academic Technology Support.

Effective 10/11, policy changes will appear on the webpage cited

Consulting

Consultation and technical and programming assistance through the Client Support Services staff are available to the faculty and staff. Services are provided subject to staff workload. Faculty developing research proposals are requested to consult with Information Systems in determining the scope and nature of their computer research needs. Analysts are available in the office of Information Technology Services who will provide consultation to the faculty in research design; assist in getting data into the computer; help faculty to utilize the available packaged programs; help develop computer-assisted instruction material for classroom use; and, in general, help the faculty in the field of research and the use of the computer.

Information Technology Governance Committee (ITGC)

http://www.etsu.edu/its/itc/default.php

07/10/01; Effective 10/11, policy changes will appear on the webpage cited

Academic Technology Support Services
Academic Technology Support (ATS) provides ETSU's faculty and academic staff with training, resources, and support needed to use technology in their teaching and research. Additional information about ATS can be found at:

http://www.etsu.edu/academicaffairs/elearning/ats/

09/96; 11/20/97 (10/19/00); 06/28/11; Effective 10/11, policy changes will appear on the webpage cited

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Intellectual Property Policy
Refer to the Office of Research and Sponsored Programs:

http://www.etsu.edu/research/ipandtechtransfer/

05/04/84; 06/08/06; Effective 10/11, policy changes will appear on the webpage cited

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Misconduct in Scholarship and Research
Refer to the Office of Research and Sponsored Programs:

Misconduct in Scholarship and Research http://www.etsu.edu/research/misconduct_policy.php

12/04/97; Effective 10/11, policy changes will appear on the webpage cited

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Nepotism Policy
Refer to ETSU Personnel Policies and Procedures Manual at

http://www.etsu.edu/humanres/relations/ppp29.php

Effective 03/06, policy changes will appear on the webpage cited

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Safety and Security on Campus
East Tennessee State University is committed to the safety and security of everyone on campus. In its continuing effort to maintain a safe and healthy campus environment for students, faculty, and staff, ETSU provides the following safety website Staying Safe On
Campus (http://www.etsu.edu/safety/). The website functions as a clearinghouse for safety related information and resources available to our campus community. This information is presented to the university community with the knowledge that individual awareness and adherence to university security policies and procedures is the best method to maintain a safe campus environment.

ETSU has initiated a number of services and programs designed to provide the university community with additional options for students, faculty and staff to stay safe while on campus. Also included on the website is information about ETSU’s emergency preparedness efforts. Emergencies can happen at any time, and how well ETSU responds is related to how well the campus community is prepared. Please visit the website and familiarize yourself with the campus’ emergency procedures to insure your readiness in the event of an emergency.

7/13;

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Smoking / Tobacco Use Policy

Refer to ETSU Personnel Policies and Procedures Manual at

http://www.etsu.edu/humanres/relations/ppp53.php

8/1/97; Effective 03/06, policy changes will appear on the webpage cited

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