

East Tennessee State University

Policy: Section 1: General Information

[University Organization Structure](#)

[Vision, Values, Mission/Institutional Purpose](#)

[Academic Chair Appointment and Stipend Policy \[Excluding Medicine\]](#)

[Conflict of Interest in Sponsored Programs](#)

[Copyright Fair-Use Guide for Faculty](#)

[Drug-Free Campus Policy Statement](#)

[Faculty Senate](#)

[Harassment Policy](#)

[Information Technology Services Policies](#)

[Intellectual Property Policy](#)

[Misconduct in Scholarship and Research](#)

[Nepotism Policy](#)

[Safety and Security on Campus](#)

[Smoking / Tobacco Use Policy](#)

[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

[Back to Top](#)

[Vision, Values, Mission/Institutional Purpose](#)

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

<https://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

[Back to Top](#)

[Academic Chair Appointment and Stipend Policy](#)
[\[Excluding Medicine\]](#)

East Tennessee State University

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

East Tennessee State University

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; and 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:

East Tennessee State University

First Column	Second Column	Third Column
i.	Years served as chair	Portion of stipend that may be retained based upon resuming faculty ranks
ii.	5 Years	50%
	6 Years	60%
	7 Years	70%
	8 Years	80%
	9 Years	90%
	10 or more Years	100%

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

[Back to Top](#)

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

[Back to Top](#)

Copyright Fair-Use Guide for Faculty

See ETSU policy on copyright protection guidelines: https://www.etsu.edu/trustees/documents/its/it_copyright-protection-guidelines.pdf

04-03-89; 07-11; 03-24-2017 BOT

[Back to Top](#)

East Tennessee State University

Drug-Free Campus Policy Statement

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/human-resources/relations/ppp26.php>

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

[Back to Top](#)

Faculty Senate

Refer to the ETSU Faculty Senate website at

<https://www.etsu.edu/senate/>

07/13;

[Back to Top](#)

Harassment Policy

Refer to ETSU Personnel Policies and Procedures Manual for both policy and procedures at

<https://www.etsu.edu/human-resources/relations/ppp30.php>

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

[Back to Top](#)

Information Technology Services Policies

Acceptable Use of Technology

Refer to the ITS Policy List at:

<https://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:

<https://www.etsu.edu/its/policies/code-of-ethics.php>

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

East Tennessee State University

Complaint Resolution Process

Refer to the ITS Policy List at:

<https://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:

<https://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:

https://www.etsu.edu/its/documents/etsu_its_guidelines.pdf

Effective 05/15, policy changes will appear on the webpage cited

Electronic Mail

Refer to the ITS Policy List at:

<https://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:

<https://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:

<https://www.etsu.edu/its/policies/hardware-maintenance.php>

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

East Tennessee State University

Intellectual Property Rights

Refer to the ITS Policy List at:

<https://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:

<https://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:

<https://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:

<https://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:

<https://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:

<https://www.etsu.edu/its/policies/portable-computational-device-security.php>

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

East Tennessee State University

Six Year (Hardware Obsolescence)

Refer to the ITS Policy List at:

<https://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:

<https://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:

<https://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:

<https://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:

<https://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:

<https://www.etsu.edu/its/policies/captioning.php>

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

East Tennessee State University

eRate

Refer to the ITS Policy List at:

<https://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:

<https://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:

<https://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:

<https://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:

<https://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:

<https://www.etsu.edu/its/policies/acceptable-use-web.php>

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

East Tennessee State University

Accessibility for the Web

Refer to the ITS Policy List at:

<https://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:

<https://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:

<https://www.etsu.edu/its/policies/web-traditional.php>

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

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.

East Tennessee State University

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:

<https://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.

<https://www.etsu.edu/helpdesk/labs/>

<https://www.etsu.edu/its/classroom/special-projects/taf/labinventory.php>

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:

<https://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:

<https://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

East Tennessee State University

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)

<https://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:

<https://www.etsu.edu/its/classroom/ats/>

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

[Back to Top](#)

Intellectual Property Policy

Refer to the Office of Research and Sponsored Programs:

<https://www.etsu.edu/research/ipandtechtransfer/>

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

[Back to Top](#)

Misconduct in Scholarship and Research

Refer to the Office of Research and Sponsored Programs:

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

East Tennessee State University

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

[Back to Top](#)

Nepotism Policy

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/human-resources/relations/ppp29.php>

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

[Back to Top](#)

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 (<https://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;

[Back to Top](#)

Smoking / Tobacco Use Policy

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/human-resources/relations/ppp53.php>

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

[Back to Top](#)

East Tennessee State University
