

TBR Policies						
TBR Number	Title	TBR Guideline reference	Old ETSU	TCA reference	Retain/edit or delete	New ETSU
Governance, Organization, and General Policies						
1:01:00:00	System of Governance			§ 49-8-101	R	By-Laws
1:02:01:00	Purpose of the Board				R	By-Laws
1:02:02:00	Duties of Board			§ 49-8-203	R	By-Laws
1:02:03:00	Duties of Board Members				R	By-Laws
1:02:03:10	Conflict of Interest	B-120	PPP-72, FP-30, FH	§ 8-50-501, § 12-2-208, § 12-2-415, § 12-2-416, § 12-2-417, § 12-4-106, § 12-4-101, § 12-4-102, § 12-4-103, § 12-4-104, § 9-8-203(d)	R	
1:02:03:20	Code of Ethics for Members of Tennessee Board of Regents			§ 49-8-203, § 12-3-106, § 49-8-204	R	By-Laws
1:02:04:00	Selection and Terms of Board Members			§ 49-8-201	R	By-Laws
1:02:05:00	Title, Election and Duties of Board Officers				R	By-Laws
1:02:06:00	Committees of the Board				R	By-Laws
1:02:06:10	Student and Faculty Participation in Board Considerations				R	By-Laws
1:02:07:00	Meetings of the Board				R	By-Laws
1:02:08:00	Bylaws of the Board				R	By-Laws
1:02:10:00	Annual Reports			§ 49-8-203		
1:02:11:00	Appeals and Appearances Before the Board				R	By-Laws
1:03:01:00	Institutions in the System				D	n/a
1:03:01:10	TBR Branding Policy					
1:03:02:00	Duties of the Presidents and Directors				D	n/a
1:03:02:10	Approval of Agreements	B-026, B-120, G-030				
1:03:02:20	Delegation of Authority/Signature Authorization		FP-37			
1:03:02:50	Access to and Use of Campus Property and Facilities	G-030, G-054, S-030	http://www.etsu.edu/students/univc ent/documents/FACILPOL.pdf			
1:03:03:00	Selection and Retention of Presidents				D	n/a
1:03:03:50	Selection and Retention of College of Applied Technology Directors				D	n/a
1:03:04:00	Councils	G-020			D	n/a
1:03:10:00	Student & Faculty Participation in Development of Campus Policies & Programs					
1:04:01:00	Duties of the Chancellor				D	n/a
1:04:02:00	Evaluation of the Chancellor				D	n/a
1:05:00:00	Tennessee Higher Education Commission			§ 49-7-201		
1:06:00:05	Uniform Procedures for Cases Subject to the Uniform Administrative Procedures Act		PPP-27, PPP-61, FP-10, Catalogs, FH	§ 4-5-101		
1:07:00:00	General Policy on Tobacco and Alcoholic Beverages		PPP-26, PPP-53, FH, Catalogs	§ 49-7-135, § 49-7-146		
1:08:00:00	Information Technology Resources	B-095	PPP-44, ITS			
1:09:00:00	Diversity					
1:10:00:00	Policy Regarding Legislative Proposals	B-120				
Academic Policies						

TBR Policies						
TBR Number	Title	TBR Guideline reference	Old ETSU	TCA reference	Retain/edit or delete	New ETSU
2:01:00:00	General Education Requirements and Degree Requirements					
2:01:00:01	Articulation with Proprietary College		U Catalog			
2:01:00:02	Posthumous Degrees					
2:01:00:03	Principles for Articulation in Vocational/Technical Education					
2:01:00:04	Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities	A-031	U Catalog			
2:01:01:00	Approval of Academic Programs, Units, and Modifications		FH			
2:01:01:01	Permanent or Semi-Permanent Off-Campus Instructional Facilities		FH			
2:01:02:00	Vocational Program Review and Approval				D	n/a
2:02:00:00	Associate Degree Programs				D	n/a
2:02:00:01	ROTC Programs					
2:02:00:02	Reverse Transfer: Policies, Procedures, and Guidelines					
2:03:00:00	Admissions	A-015, G-130	Catalogs			
2:03:00:05	Limitations on Enrollments					
2:03:01:01	Undergraduate Academic Retention Standards		U Catalog			
2:03:01:05	Academic Retention and Readmission at the Tennessee Colleges of Applied Technology				D	n/a
2:04:00:01	University and Community College Catalogs and Bulletins					
2:04:00:05	Tennessee College of Applied Technology Catalogs				D	n/a
2:05:00:00	Distance Education	A-070, A-075				
2:06:00:00	Awarding Honorary Degrees					
2:07:00:00	Cost of Textbooks		FH	§ 49-7-141		
2:08:00:00	General Policies Regarding Research					
2:08:10:00	Development & Operation of Off-Campus International Educational Programs					
2:08:20:00	TBR System Faculty & Academic Staff Abroad					
2:08:30:00	Admission & Delivery of Services to International Students and the Employment & Delivery of Services to International Faculty & Academic Staff at TBR Institutions	G-130				
Student Policies						
	Student Organizations	S-030	Catalogs			
3:02:00:01	General Policy on Student Conduct & Disciplinary Sanctions	G-054	Catalogs			
3:02:01:00	Student Due Process Procedure		Catalogs			
3:02:03:00	Confidentiality of Student Records	S-020	Catalogs			
3:02:04:00	Student Rights and Freedoms		Catalogs			
3:03:00:00	Institutional Student Life Policies & Procedures		Catalogs			
3:03:01:00	General Student Housing Policy		Catalogs			
3:04:01:00	Student Scholarships, Grants, Loans & Financial Aid Programs		Catalogs			
3:04:01:01	Student Scholarships, Grants, Loans & Financial Aid Programs at Tennessee Colleges of Applied Technology				D	n/a
3:05:01:00	Policy for Classifying Students In-State & Out-of-State for Paying College or University Fees & Tuition & for Admission Purposes		Catalogs			
3:05:01:01	Alcoholic Beverages and Smoking		Catalogs			
Business and Finance Policies						
4:01:00:00	Budget Control					
4:01:00:01	Budget Principles					
4:01:00:02	Institutional Financial Performance Review					
4:01:00:10	Community College Resource Allocation Plan				D	n/a
4:01:01:10	Deposit & Investment of Funds	G-030		§ 9-4-x		
4:01:01:20	Debt Management			§ 49-3-1205, § 49-3-1207		
4:01:01:30	Tennessee State School Bond Appropriation Intercept Program			§ 49-3-1206		

TBR Policies						
TBR Number	Title	TBR Guideline reference	Old ETSU	TCA reference	Retain/edit or delete	New ETSU
4:01:02:30	Facilities Planning & Design	B-022				
4:01:03:00	Payment of Student Fees & Enrollment	B-010, B-060	Catalogs	§ 49-9-108		
4:01:04:00	Solicitation and Acceptance of Gifts	B-025, B-120	FP-24	§ 49-8-203		
4:01:05:00	Internal Audit			§ 4-3-304(9), § 49-14-106		
4:01:05:50	Preventing and Reporting Fraud, Waste or Abuse	B-080		§ 8-19-501(a), § 8-50-116, § 49-14-103, § 8-50-807		
4:01:05:60	Identity Theft Prevention		FP-32			
4:01:05:70	Emergency Management Planning	B-100				
4:01:07:02	Foundations			§ 35-10-2x, § 49-7-107		
4:02:05:01	Naming Buildings and Facilities & Building Plaques	B-021				
4:02:09:00	Property Acquisition	B-022		§ 49-8-11, § 49-8-203		
4:02:10:00	Purchasing Policy	G-030	FP-4			
4:02:20:00	Disposal of Surplus Personal Property	B-115, B-120		§ 12-2-403, § 12-2-412		
4:03:02:00	Motor Vehicles	B-030		§ 8-42-101(3)(B)		
4:03:03:00	General Travel	G-030	FP-7	§ 4-3-1008		
4:03:03:50	Athletic and Other Student Group Travel					
4:03:03:60	Reports of Expenditures by the Chancellor and Presidents			§ 49-14-104, § 49-7-3001		
4:04:01:50	Revenues From Campus Concession					
4:05:01:01	Inventory Method for TBR Libraries			§ 9-18-102		
4:06:00:00	Expenditure of State Funds for Paid Advertising					
4:07:00:00	Business Meals		FP-21			
4:07:10:00	Charges for Producing Copies of Public Records		FP-12	§ 10-7-503 et seq., § 8-4-601 et seq.		
Personnel Policies						
5:01:00:00	General Personnel Policy	A-051, A-052, P-010, P-020	PPP-6, PPP-35, PPP-70	§ 8-35-124, § 8-50-807d, § 49-7-133		
5:01:00:05	Employment of Minors		PPP-48	§ 49-6-3005		
5:01:00:06	Nepotism	P-090	PPP-29	§ 8-31-101, et seq.		
5:01:00:10	Personnel Records		PPP-03	§ 10-7-301(b), § 10-7-503, § 10-7-504(f)(1), § 10-7-504(a)(25), § 8-50-108		
5:01:00:20	Unemployment Compensation			§ 50-7-405		
5:01:01:00	Employment Classification	P-020, P-030, P-060, P-061	PPP-02			
5:01:01:01	Annual Leave		PPP-17	§ 49-1-103		
5:01:01:03	Leave of Absence		PPP-21	§ 8-50-1102		

TBR Policies						
TBR Number	Title	TBR Guideline reference	Old ETSU	TCA reference	Retain/edit or delete	New ETSU
5:01:01:04	Military Leave Policy		PPP-23	§ 8-33-101 through 8-33-109, § 58-1-106, § 42-7-102		
5:01:01:05	Civil Leave		PPP-19	§ 22-4-108		
5:01:01:06	Leave Transfer Between The State University & Community College System & State Agencies		PPP-25			
5:01:01:07	Sick Leave		PPP-24			
5:01:01:08	Parental Leave		PPP-22	§ 4-21-408		
5:01:01:09	Bereavement Leave		PPP-18	§ 8-50-113		
5:01:01:10	Holidays		PPP-20			
5:01:01:11	Days of Administrative Closing		PPP-14			
5:01:01:12	Voting Leave		PPP-49	§ 2-9-103		
5:01:01:13	Educational Leave		PPP-52			
5:01:01:14	Family, Medical, and Servicemember Leave		PPP-46			
5:01:01:15	Transfer of Sick Leave Between Employees		PPP-47	§ 8-50-802		
5:01:01:17	Disaster Relief Service Leave		PPP-56	§ 8-50-810		
5:01:01:18	HR Emergency Procedures					
5:01:01:19	Volunteer Firefighter Service Leave		PPP-69	§ 50-1-309		
5:01:01:20	Alternate Work Arrangements		PPP-73	§ 9-8-307(h)		
5:01:02:00	Equal Employment Opportunity and Affirmative Action	P-080	PPP-04			
5:01:03:00	Retirement		PPP-09	§ 8-35-101 et seq., § 8-36-714		
5:01:03:03	Retirement Plans		PPP-09			
5:01:04:10	Classification of Benefits for Fees & Tuition					
5:01:05:00	Outside Employment and Extra Compensation	G-030, P-055	PPP-07	§ 49-5-410, § 49-5-410		
5:01:06:00	Intellectual Property	A-075, G-030	FH			
5:01:07:00	Commissioning Security Officers	P-100		§ 38-8-101 et seq.		
5:02:01:00	Definition of Faculty		FH			
5:02:01:03	Faculty Proficiency in Oral & Written English					
5:02:01:05	Faculty Development	A-051	FH			
5:02:01:08	Faculty Development at Tennessee Colleges of Applied Technology					n/a
5:02:01:10	Faculty Emeritus		FH			
5:02:02:10	Faculty Rank & Promotion at TCATs					n/a
5:02:02:20	Faculty Promotion at Universities		FH			
5:02:02:30	Faculty Promotion at Community Colleges					n/a
5:02:03:10	Academic Freedom, Resp & Tenure at the Tennessee Colleges of Applied Technology					n/a
5:02:03:20	Tenure in Non-Faculty Positions					n/a
5:02:03:30	Academic Freedom and Responsibility		FH			
5:02:03:60	Academic Tenure for Universities		FH	§ 10-7-101 et seq.		
5:02:03:70	Academic Tenure for Community Colleges					n/a
5:02:04:10	Faculty Compensation During Summer Session and Inter-Sessions		FH			
5:02:05:00	Employment of Graduate Assistants					
5:02:06:00	Financial Exigency		FH			
5:02:07:00	Faculty Appointments at Community Colleges					n/a
5:02:07:10	Faculty Appointments at Universities		FH			
Sexual Discrimination/Harassment/Misconduct						
6:01:00:00	Sex Discrimination, Sexual Harassment or Sexual Misconduct	P-080	PPP-80			

TBR Policies						
TBR Number	Title	TBR Guideline reference	Old ETSU	TCA reference	Retain/ edit or delete	New ETSU
6:02:00:00	Sex Discrimination and Sexual Harassment		PPP-80			
6:03:00:00	Sexual Misconduct		PPP-80			

TBR Guidelines				
TBR Number	Title	TBR Policy reference	TCA reference	Retain/ edit or delete
Academic Guidelines				
A-010	Program Modifications and New Academic Programs			
A-015	Admissions	2:03:00:00		
A-019	Academic Calendar and Student Registration			
A-020	Inter-Institutional Relationships & Off-Campus Offerings			
A-030	Articulation Among Community Colleges and Universities			
A-031	Components of Articulation Agreements	2:01:00:04		
A-040	Criteria for the Evaluation of Bureaus, Centers, Institutes			
A-045	Teaching Quality Initiative Program (TQI) Operational Guidelines			
A-051	Faculty Exchange	5:02:01:05, 5:01:00:00		
A-052	Assignment of Non-instructional Faculty Time	5:01:00:00		
A-060	Use of Titles Department Head, Assistant Dean, Associate Dean			n/a
A-070	Distance Education	2:05:00:00		
A-075	Distance Education and Intellectual Property	2:05:00:00, 5:01:06:00		
A-076	Development & Operation of Off-Campus International Educational Programs			
A-080	Degree Credit and Remedial Programming			
A-090	Calendar Conversion			
A-100	Learning Support			
A-110	Institutional Review for Research			
Business and Finance Guidelines				
B-010	Collection of Accounts Receivable	4:01:03:00	§ 28-1-113, § 49-9-108, § 4-5-301, et seq., § 66-28- 505	
B-015	Cash and Gift Card Payments to Research Participants			
B-020	Classification and Operation of Auxiliary Enterprises			
B-021	Building Plaques Affixed to Buildings and Facilities	4:02:05:01		
B-022	Campus Facility Master Plans	4:01:02:30, 4:02:09:00		
B-025	Acquisition & Disposal of Real Property	4:01:04:00	§ 4-15-102, §12-2-112, § 49-8-111, § 13-11-101	
B-026	Lease Procedures and Guidelines	1:03:02:10	§ 12-2-115, § 4-21-601, § 4-21-803, § 12-2-105, § 12-2-114, § 4-15-102, § 12-2-112, § 49-8-111	
B-030	Assignment of Motor Vehicles Pursuant to the TBR Motor Vehicle Policy	4:03:02:00		
B-041	Community College Athletics			n/a
B-042	Allocation of Maintenance Fees for University Athletics			
B-043	University Athletic Tickets			

TBR Guidelines				
TBR Number	Title	TBR Policy reference	TCA reference	Retain/ edit or delete
B-060	Fees, Charges, Refunds, and Fee Adjustments	4:01:03:00	§ 49-7-113, § 49-7-102, § 49-8-109, § 49-7-2301, § 49-7-2302	
B-061	Educational Assistance (State Employees & Dependents of State Employees and Teachers)		§ 8-50-1, § 10-5-101 et seq., § 49-7-101 et seq., § 8-50-101 et seq.	
B-062	Other Educational Assistance Programs		§ 49-7-102, § 49-7-113	
B-065	Sustainable Campus Fee Program			
B-070	Deferred Payment Plan			
B-080	Reporting and Resolution of Institutional Losses	4:01:05:50	§ 8-19-501(a)	
B-090	Safeguarding Nonpublic Financial Information			
B-095	Use of Electronic Signatures & Records	1:08:00:00	§ 47-10-101, et seq., § 10-7-101, et seq.	
B-100	Institutional Emergency Preparedness Plan	4:01:05:70		
B-110	Fixed Assets and Sensitive Minor Equipment			
B-115	Uniform Disposition of Unclaimed Property	4:02:20:00	§ 66-21-101 et seq	
B-120	Purchasing Guideline	1:02:03:10, 1:03:02:10, 1:10:00:00, 4:01:04:00, 4:02:20:00	§ 12-3-1210, § 12-9-101, § 12-3-1107, § 50-1-103, § 67-6-601–608, § 62-6-101 et seq., § 12-4-201, § 62-6-129, § 12-4-201	
General Guidelines				
G-010	Campus Communication of Board Actions and Policies			
G-020	Sub Councils	1:03:04:00		

TBR Guidelines				
TBR Number	Title	TBR Policy reference	TCA reference	Retain/ edit or delete
G-030	Contracts and Agreements	1:03:02:10, 4:02:10:00, 4:03:03:00, 5:01:06:00, 5:01:05:00, 1:03:02:50, 4:01:01:10	§ 2-3-8, § 12-4-124, § 67-5-203, § 67-6-322, § 9-8-101 et seq., § 12-4-703, § 86-301, § 20-13-103, § 9-8-307(d), § 12-4-701 et seq., § 28-3-109, § 10-7-101 et seq., § 12-3-8, § 12-3-807(b), § 8-6-106, § 8-6-301, § 20-13-103.	
G-040	Expenditures on System-Owned Residences			
G-050	Enterprise Information Systems Updates			
G-051	Password Management			
G-052	Access Control			
G-053	Personally Identifiable Information (PII)			
G-054	IT Acceptable Uses	1:03:02:50, 3:02:00:01	§ 10-7-301(6), § 47-10-101 et seq., § 47-10-109, § 39-17-902, § 39-17-901(10), § 39-17-502, § 10-7-101 et seq., § 10-7-506	
G-070	Records Retention and Disposal of Records		§ 10-7-301	
G-075	Litigation Hold Notice			
G-080	Membership and Subscriptions			
G-090	Letterhead Stationery			
G-110	Lead Institutions			n/a
G-120	Method of Administration for Compliance with Office of Civil Rights Guidelines, Title VI, Title IX, & Section 504			
G-125	Process for Filing Title VI Complaints			
G-130	Limited English Proficiency	2:03:00:00, 2:08:30:00		
G-140	Publications		§ 12-7-106	
Personnel Guidelines				
P-010	Personnel Transactions & Recommended Forms	5:01:00:00	§ 49-7-133	
P-015	Moving Allowance			
P-020	Procedures for Implementation of the 37.5 hour Work Week	5:01:00:00, 5:01:01:00	§ 8-50-801	
P-030	Modified Fiscal Year Contracts	5:01:01:00		
P-040	Optional Retirement Program			
P-043	Compensation			

TBR Guidelines				
TBR Number	Title	TBR Policy reference	TCA reference	Retain/ edit or delete
P-045	Deferred Compensation Plans			
P-050	Part-Time Faculty Compensation			
P-055	Faculty Compensation for Teaching Credit Courses as an Overload	5:01:05:00		
P-060	Formation & Operation of Faculty Sick Leave Banks	5:01:01:00	§ 8-50-925	
P-061	Formation & Operation of Staff Sick Leave Bank	5:01:01:00	§ 8-50-926	
P-062	Faculty Sick Leave			
P-065	Return to Work			
P-080	Discrimination & Harassment - Complaint & Investigation Procedure	6:02:00:00, 5:01:02:00	§ 10-7-504(a) (4)	
P-085	Workplace Violence Prevention		§ 39-17-1309	
P-090	Nepotism	5:01:00:06	§ 8-31-102	
P-100	Commissioning of Law Enforcement and Security Personnel			
P-110	Employee Grievance-Complaint Guideline			
P-111	Support Staff Grievance	5:01:07:00	§ 38-8-101 et seq.	
P-115	Certified Administrative Professional Examination			
P-120	Longevity Pay			
P-130	Educational Assistance for TBR System Employees			
P-131	Educational Assistance for Spouse & Dependents of TBR Employees			
P-140	Charitable Organization Deduction			
P-150	Benefit in the Event of an Employee Death		§30-2-103(b)(1),(2) and (3)	
P-160	Post Retirement Service Program for Tenured Faculty			
Student Guidelines				
S-010	Nonresident Enrollments			
S-020	Confidentiality of Student Records	3:02:03:00		
S-030	Student Advisor Guideline	3:01:01:00, 1:03:02:50		
TCAT Guidelines				
TCAT-010	Instructional Projects at Colleges of Applied Technology			n/a
TCAT-023	Uniform Procedures for Grievances by Students at TCAT's			n/a
TCAT-030	Extraordinary Maintenance Account			n/a
TCAT-050	Employee Service Award Program			n/a
TCAT-060	TCAT Programs, Changes, and Modifications			n/a
TCAT-080	Fees and Refunds			n/a
TCAT-090	Executive Committee			n/a

ETSU Personnel Policies and Procedures					
ETSU Number	Title	TBR Reference	TCA Reference	USC Reference	CFR Reference
PPP-01	Content and Purpose of Personnel Policies And Procedures				
PPP-02	Employment Classification	5:01:01:00, 5:02:07:10, 5:02:07:00, P-010, P030			
PPP-03	Personnel Records	5:01:01:00	\$10-7-503, \$10-7-504, \$ 8-50-108		
PPP-04	Equal Employment Opportunity, Affirmative Action and Discrimination	5:01:02:00			
PPP-05	Pay Procedures	P-020			29 CFR 541.602
PPP-06	Resignation and/or Termination	5:01:00:00	\$ 49-8-117		
PPP-07	Outside Employment & Extra Compensation	5:01:05:00, G-030, P-055, P-050	\$ 49-5-410		
PPP-08	Injuries on Campus/Workers' Compensation Program				
PPP-09	Retirement	5:01:03:00	\$ 8-35-101, \$ 8-36-714		
PPP-10	Service Award Program				
PPP-11	State Employee Assistance Program				
PPP-12	State Employee Suggestion Award Program		\$ 4-27-101, \$ 4-27-104		
PPP-13	Educational Benefits	P-130, P-131, B-061, B-062			
PPP-14	Days of Administrative Closing	5:01:01:11			
PPP-15	Longevity Pay	P-120			
PPP-17	Annual Leave	5:01:01:01			
PPP-18	Bereavement Leave	5:01:01:09	\$ 8-50-113		
PPP-19	Civil Leave	5:01:01:05	\$ 22-4-108		
PPP-20	Holidays	5:01:01:10			
PPP-21	Leave of Absence	5:01:01:03			
PPP-22	Parental Leave	5:01:01:08	\$ 4-21-408		
PPP-23	Military Leave	5:01:01:04	\$ 8-33-101 through 8-33-109, \$ 58-1-106	38 USC § 4311-4318	multiple
PPP-24	Sick Leave	5:01:01:07			
PPP-25	Leave Transfer Between the University and State Agencies	5:01:01:06			
PPP-26	East Tennessee State University Policy Statement on Drug Free Campus	1:07:00:00	\$ 39-17-417, § 1-3-113, § 57-5-301, § 39-15-404, § 39-17-310	41 USC § 701, et. seq., 20 USC § 3171, et. seq., 21 USC § 801, et. seq.	
PPP-27	East Tennessee State University Employee Grievance/Complaint Procedures	1:06:00:05, 5:02:03:60, P-080, 5:02:02:20			
PPP-28	Inclement Weather Policy				
PPP-29	Nepotism Policy	5:01:00:06, P-090	\$ 8-31-101		
PPP-30	Process for Title VI Filing Internal Complaints			42 USC § 2000d	
PPP-32	Compensation Plan Guidelines				
PPP-35	Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies	5:01:00:00, P-010, G-070			
PPP-36	Employee Performance Evaluation Procedures				
PPP-37	Intellectual Property Policy	5:01:06:00			
PPP-38	Faculty Sick Leave Bank	P-060			
PPP-39	Non-Faculty Sick Leave Bank				
PPP-40	Affirmative Action Complaints	5:01:02:00			

ETSU Personnel Policies and Procedures					
ETSU Number	Title	TBR Reference	TCA Reference	USC Reference	CFR Reference
PPP-41	Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) Examinations	P-115			
PPP-42	ETSU Health and Safety Program				
PPP-43	Animals on Campus				
PPP-44	Information Technology Code of Ethics				
PPP-45	Americans With Disabilities Act				
PPP-46	Family, Medical and Servicemember Leave	5:01:01:14			
PPP-47	Transfer of Sick Leave Between Employees	5:01:01:15			
PPP-48	Employment of Minors	5:01:00:05			
PPP-49	Voting Leave	5:01:01:12	§ 2-9-103		
PPP-50	Volunteers		§ 9-8-307(h), § 8-42.101 (3)(B)		
PPP-51	Drug Testing				
PPP-52	Educational Leave	5:01:01:13, P-130			
PPP-53	Smoking/Tobacco Use Policy	1:07:00:00			
PPP-54	Policy for Charitable Organization Campaigns and Contributions	P-140			
PPP-55	Policy on the Access of Guests to ETSU Campus	3:02:02:00			
PPP-56	Disaster Relief Service Leave	5:01:01:17			
PPP-58	Workplace Violence Prevention Policy	P-085			
PPP-59	Periodic Review of Administrators				
PPP-60	Flex-Time				
PPP-61	Support Staff Grievance Procedures	1:02:11:00, 1:06:00:05, P-111	§ 4-5-301, § 49-3-117, § 9-8-307		
PPP-62	Policy on Sexual Orientation				
PPP-63	Reduction-in-Force of Non-Tenured Employees	5:01:01:01, 5:01:01:07, 5:02:03:00, P-120, P-010, P-110, P-111			
PPP-64	Implementation of Modified Fiscal Year Appointments	P-030, P-010			
PPP-65	Postdoctoral Recruitment and Education (Basic and Clinical Sciences)				
PPP-66	Emergency Closure Policy				
PPP-67	Interim SARS Policy				
PPP-68	Social Security Number Policy				
PPP-69	Volunteer Firefighter Service Leave	5:01:01:19	§ 50-1-309		
PPP-70	Progressive Disciplinary Procedures	5:01:00:00, P-020,			29 CFR Sec. 541.602
PPP-71	Reasonable Suspicion Drug Testing for Child Care Workers		§ 71-3-514		
PPP-72	Conflict of Interest Disclosure Review Committee	1:02:03:10			
PPP-73	Telecommuting Policy Statement for Non-Faculty Employees	5:01:01:20			
PPP-74	Time Clock Policy Statement for Non-Faculty Employees				
PPP-75	Transcript Policy		§ 49-7-133		
PPP-76	Employee Stewardship Awards Policy				
PPP-77	Background Checks				
PPP-80	Discrimination & Harassment - Complaint & Investigation Procedure	2:02:10:01, 5:01:02:00			

ETSU Financial Procedures

ETSU Number	Title
FP-1	Contents and Purpose of the Financial Procedures Manual
FP-2	Cash Receipts and Deposits
FP-3	Petty Cash
FP-4	Purchasing
FP-5	Receipt of Material & Approval of Invoices
FP-6	Departmental Services
FP-7	Travel
FP-8	Sponsored Program Management
FP-9	Records Disposal
FP-10	Collection of Accounts Receivable
FP-11	Equipment Control and Accountability,
FP-12	Public Records Inspecting & Copying
FP-13	Financial Accounting System
FP-14	Third Party Contracts & Agreements
FP-15	Payroll
FP-16	Keys to University Buildings and Facilities
FP-17	Personnel Procedures
FP-18	Risk Management
FP-19	Telecommunications Policy
FP-21	Flowers, Business Meals and Recognition Events
FP-22	Foundation Expenditures
FP-23	Access to Financial Records
FP-24	Solicitation and Acceptance of Gifts
FP-27	Approval of Fees
FP-28	Use of Fifteen-Passenger Vans
FP-29	Purchase of Bottled Water
FP-30	Institutional Conflict of Interest Policy
FP-31	Cellular Phone Policy
FP-32	Identity Theft Prevention Policy
FP-33	Direct Deposit Policy
FP-34	Security Camera Policy
FP-36	Credit Card Policy

ETSU Financial Procedures

ETSU Number	Title
FP-37	Delegation of Authority/Signature Authorization
FP-38	Exterior Temporary Signage Policy

ETSU Undergraduate Catalog

<http://catalog.etsu.edu/content.php?catoid=19&navoid=965>

ETSU Graduate Catalog

<http://catalog.etsu.edu/content.php?catoid=20&navoid=1009>

	ETSU Faculty Handbook
	SECTION 1 - GENERAL INFORMATION
	<u>University Organization Structure</u>
	<u>Vision, Values, Mission/Institutional Purpose</u>
	<u>Academic Chair Appointment and Stipend Policy [Excluding Medicine]</u>
	<u>Conflict of Interest in Sponsored Programs</u>
	<u>Copyright Fair-Use Guide for Faculty</u>
	<u>Drug-Free Campus Policy Statement</u>
	<u>Faculty Senate</u>
	<u>Harassment Policy</u>
	<u>Information Technology Policies</u>
	<u>Intellectual Property Policy</u>
	<u>Misconduct in Scholarship and Research</u>
	<u>Nepotism Policy</u>
	<u>Safety and Security on Campus</u>
	<u>Smoking / Tobacco Use Policy</u>
	SECTION 2 - EMPLOYMENT
	<u>Definition and Types of Faculty</u>
	<u>Employee Grievance/Complaint Procedures</u>
	<u>Equal Employment for Opportunity</u>
	<u>Faculty Ranks and Promotion</u>
	<u>Financial Exigency Policy</u>
	<u>Hiring Procedures for Faculty</u>
	<u>Personnel Policies: Records Leaves, Retirement, and Benefits</u>
	<u>Selection and Periodic Review of Academic Administrative Personnel</u>
	<u>Standards of Conduct for Faculty</u>
	<u>Tenure</u>
	<u>Workload, Reporting, and Evaluation for Full-Time Faculty</u>
	<u>Workplace Violence Prevention Guideline Policy</u>
	SECTION 3 – PROFESSIONAL DEVELOPMENT
	<u>Advanced Degree Study for Full-Time Faculty Members</u>
	<u>Educational Expenses Support for Faculty and Staff</u>
	<u>Faculty Awards: Nominations, Selection, Presentation, and Criteria</u>
	<u>Faculty Development</u>

	<u>Fees and Tuition -- Classification of Employees, Their Spouses,</u>
	<u>and Children, and Graduate Assistants</u>
	<u>Instructional Development Grants</u>
	<u>Non-Instructional Assignments</u>
	<u>Presidential Grant-in-Aid</u>
	<u>Research Development Committee Grants</u>
	SECTION 4 – COMPENSATION
	<u>Extra Compensation</u>
	<u>Outside Employment</u>
	<u>Part-Time Instruction Pay Rate Policy</u>
	<u>Travel</u>
	<u>Uncompensated Adjunct Faculty</u>
	<u>Winter/Summer/Intersession Faculty</u>
	SECTION 5 – ACADEMIC AND OTHER POLICIES PERTAINING TO STUDENT MATTERS
	<u>Gatton College of Pharmacy Student Handbook</u>
	<u>Graduate Catalog</u>
	<u>Quillen College of Medicine</u>
	<u>Undergraduate Catalog</u>
	SECTION 6 – CURRICULUM
	<u>Courses Credit</u>
	<u>Curriculum Proposals</u>
	<u>Electronic Courses</u>
	<u>Experimental Courses</u>
	<u>SACS COC Substantive Changes</u>
	<u>Study Abroad Courses</u>
	<u>Textbook Policies</u>
	SECTION 7 – FACILITIES
	<u>Facilities Use Policy</u>
	<u>Quillen College of Medicine Medical Library</u>
	<u>University Libraries</u>

The following entities should report any required changes to department policies

ITS

Chair Handbook

ETSU Identity Standards

IRB

College of Medicine Catalog

College of Pharmacy Catalog