



September Board Meeting

Austin Peay State University

317 College Street

Clarksville, TN 37040

September 18, 2020

9:00 AM

Call to Order

Roll Call/Declaration of a Quorum

Adoption of Agenda

A.Consent Agenda

i.Consideration of Policy 1:001 Conflict of Interest

ii.Consideration of Policy 1:002 Code of Ethics for Members of APSU Board of Trustees

iii.Consideration of Policy 1:025 Policy on Academic Tenure

iv.Consideration of Policy 2:038 Undergraduate & Graduate Admissions

Approval of Minutes

Campus Spotlight

Action Items

A.Academic Affairs Committee Report and Recommendations

i.Adoption of Minutes

B.Students Affairs Committee Report and Recommendations

i.Adoption of Minutes

- ii.Consideration of the Title IX Compliance Emergency Rule

- C.Audit Committee Report and Recommendations

- i.Adoption of Minutes

- D.Business and Finance Committee Report and Recommendations

- i.Adoption of Minutes

- E.Executive Committee Report and Recommendations

- i.Adoption of Minutes

- ii.Consideration of the Revised Board of Trustees Bylaws

- iii.Consideration of the Board Evaluation Process

- F.Other Business

- i.Naming Request for the Jenkins Family Fieldhouse

- ii.Adoption of the 2021 Calendar for the Board of Trustees Meetings

- iii.Consideration of the Statement of Qualifications for the President

Information Items

- A.Academic Affairs Update

- B.President's Report

- C.President's Interim Items

- i.Review of Contracts and Agreements

- ii.Review of State Building Commission Actions

Adjourn

**Austin Peay State
University**

Conflict of Interest

POLICIES

Issued: ~~March 30, 2017~~

Responsible Official: General Counsel

Responsible Office: Office of Legal Affairs

Policy Statement

It is the policy of Austin Peay State University that employees should avoid external commitments which significantly interfere with the employee's duties to the Board of Trustees and the University. Employees should avoid situations where the self-interests of the Trustees or employee diverge from the best interests of the Board and the University. Board members should avoid external commitments that interfere with their fiduciary obligations to Austin Peay.

Purpose

The purpose of this policy is to define the general principles which should guide the actions of members of the Board and of employees; offer illustrations of activities which potentially constitute a conflict of interest; make Board members and employees aware of disclosure requirements related to conflicts of interest; describe the process by which those disclosures shall be evaluated and decisions rendered; and describe the appeals process regarding such decisions.

Contents

Definitions

- Conflict of interest
- Conflict of commitment
- Family member
- Immediate family

Procedures

- I. Objectives of the Conflicts of Interest Policy
- II. Pertinent Federal Regulations, State Laws, and APSU Policies
- III. Applicability

- IV. General Principles
- V. Situations and Activities Creating a Conflict of Interest
- VI. General Disclosure Requirements
- VII. Special Disclosure Requirements for Researchers Applying For or Receiving NSF or PHS Funding
- VIII. Special Disclosure Requirements for Trustees and Certain APSU Employees
- IX. Review of Disclosures
- X. Sanctions
- XI. Appeals

Related Forms

~~Financial Interests Disclosure Form~~

Links

~~APSU Conflict of Interest Committee~~

Definitions

Conflict of interest	Occurs when the personal interests, financial or otherwise, of a person who owes a duty to the Austin Peay State University Board of Trustees and its constituent University (Trustees and all employees) actually or potentially diverge with the person's professional obligations to and the best interests of the Board and the University.
Conflict of commitment	Occurs when the personal or other non-work related activities of an employee of the Board of Trustee and its constituent University impair the ability of that employee to meet their commitments of time and energy to the Board of Trustee and the University.
Family member	Includes the spouse and children (both dependent and non-dependent) of a person covered by this policy.
Immediate family	For purposes of Section VI.A.1.b.(2)(c), means spouse, dependent children or stepchildren, or relatives related by blood or marriage.

Procedures

I. Objectives of the Conflicts of Interest Policy

A. Members of the APSU Board of Trustees and all employees of APSU all serve the interests of the State of Tennessee and its citizens, and have a duty to avoid activities and situations which, either actually or potentially, put personal interests before the professional obligations which they owe to the State and its citizens.

II. Pertinent Federal Regulations, State Laws, and APSU Policies

A. The following lists are intended to indicate sources of information which may provide additional guidance regarding conflict of interest situations.

B. This policy is intended to be consistent with all pertinent Federal and State laws, regulations, and policies, as well as with other APSU policies.

C. To the extent that conflicts arise, Federal and State laws, regulations, and policies shall take precedence.

D. The lists are not intended to be exhaustive and additional laws, regulations, and policies may be implicated in a given conflict of interest situation.

1. Federal Regulations

a. The National Science Foundation (NSF) and the Department of Health and Human Services (HHS), acting through the Public Health Service (PHS) (which includes the National Institutes of Health (NIH)), have promulgated policies and regulations regarding conflicts of interest and disclosure of financial interests by investigators who receive funding from these Federal agencies.

b. The NSF policy regarding researcher conflicts of interest is contained in Section 510 of NSF Publication 95-26, the Grant Policy Manual. The PHS regulations, upon which the NSF policy is modeled, are contained in the Code of Federal Regulations at 42 CFR 50.601 et seq. and 45 CFR 94.1 et seq.

c. Other Federal agencies (e.g., the Veterans' Administration or the Food and Drug Administration) may require as a condition to a contract, disclosure and management of conflicts of interest (see, for example, Veterans' Administration Acquisition Regulation 852.209-70).

2. Tennessee State Law

a. Various statutes contained in the Tennessee Code Annotated (T.C.A.) are pertinent to the issue of

conflicts of interest within the Board of Trustees and the University, including:

1. T.C.A. § 8-50-501, Disclosure statements of conflict of interests by certain public officials
2. T.C.A. § 12-2-208, Purchase by officer unlawful – penalty for violation
3. T.C.A. § 12-2-415, State surplus property disposition regulation
4. T.C.A. § 12-2-416, Violation of § 12-2-415
5. T.C.A. § 12-2-417, State employee violation – punishment
6. T.C.A. § 12-4-106, Prohibition against receiving rebates, gifts, money or anything of value -- Conflict of interest
7. T.C.A. § 12-4-101, Personal interest of officers prohibited
8. T.C.A. § 12-4-102, Penalty for unlawful interest
9. T.C.A. § 12-4-103, Bidding by state employees prohibited
10. T.C.A. § 12-4-104, Penalty for unlawful transactions
11. T.C.A. § 49-8-203(d), Powers and duties (of the Board of Trustees)

- b. It is significant to note that violation of some of these statutes may lead to criminal penalties (e.g., violation of T.C.A. § 12-4-103 is a Class E felony).

3. APSU Policies

- a. The following APSU policies deal with issues which implicate conflict of interest situations:
 1. APSU Policy 4:014, Purchasing Policy
 2. APSU Policy 4:019, Disposal of Surplus Personal Property
 3. APSU Policy 5:014, Outside Employment and Extra Compensation
 4. APSU Policy 2:047, Intellectual Property, Patents, and Copyrights
 5. APSU Policy 5:035, Nepotism

III. Applicability

- A. This policy shall apply to all persons serving as members of the Board of Trustees and to all persons employed (either as full-time, part-time or temporary employees) by the University.

IV. General Principles

- A. It is the policy of Austin Peay State University that employees should avoid external commitments which significantly interfere with the employee's duties to the

Board of Trustees and the University (conflicts of commitment). See also APSU Policy 5:014, Outside Employment and Extra Compensation. Disclosures of conflicts of commitment shall be made as required under Policy 5:014 and evaluated as indicated in that policy.

- B. It is the further policy of Austin Peay State University that both the Trustees and employees should avoid situations where the self-interests of the Trustees or employees diverge from the best interests of the University (conflict of interest).
- C. The mere existence of either a potential or actual conflict of interest does not mean that such conflict must necessarily be eliminated.
 - 1. Where the potential detriment to the Board and the University is at most minor and inconsequential, and the conflict does not indicate violation of Federal or State law, regulation, or policy, those persons charged with evaluating disclosures should allow the activity to proceed without interference.
 - 2. For those situations which do not implicate Federal or State law, regulation or policy, the standard by which it should be determined whether a conflict of interest should be managed, reduced, or eliminated is whether that conflict would appear to a reasonable person to call into question the integrity or judgment of the affected Trustee or employee.

V. Situations and Activities Creating a Conflict of Interest

- A. In the following situations and activities, there is at least the appearance, and possibly the actuality, of an employee/Trustee allowing his or her personal interests, and not the best interests of the Board of Trustees and its constituent University, to affect that employee's judgments. This list is illustrative, and not exhaustive.
 - 1. Self-dealing
 - a. Situations in which a Trustee or employee can appear to influence or actually influence a University-related decision from which that person or a member of that person's family stands to realize a personal financial benefit is self-dealing, and a conflict of interest.
 - b. Examples of self-dealing activities are numerous, and include those listed below.
 - 1. Purchase of State-owned property by an employee absent fair and open bidding.
 - 1. It is unlawful for any state employee to purchase surplus state-owned property absent

- a fair and open bidding process (see T.C.A. § 12-2-208 and T.C.A. § 12-2-417).
2. Such purchases are also prohibited under APSU Policy 4:019.
2. Institutional purchases from businesses in which an employee or family member has a financial interest.
 1. T.C.A. § 12-4-103 declares that it is unlawful for any state official or employee to “bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the state of Tennessee” or “to have any interest in the selling of the same to the state” during that person’s term of employment and for six months thereafter.
 2. Disclosure of any such transaction by an employee or member of the employee’s family or by a business in which an employee or member of the employee’s family has any significant (more than 4%) ownership interest or for which an employee or employee family member serves as an officer is required by this policy.
 3. T.C.A. § 12-4-106(b) declares that it is a conflict of interest for any person or any company with whom such person is an officer, a director, or an equity owner of greater than 1% interest to bid on any public contract for products or services for a governmental entity if such person or “immediate family” of such person is a member of a board or commission having responsibility for letting or approving such contract.
 4. For purposes of this section only, “immediate family” means spouse, dependent children or stepchildren, or relatives related by blood or marriage.
3. Use of Educational Materials from Which a Faculty Member Derives Financial Benefit in That faculty Member’s Teaching Activities.
 1. Any faculty member who wishes to use in his or her teaching activities educational materials (e.g. a textbook) which he or she has authored, or in which he or she otherwise stands to benefit financially from such use, a

conflict of interest disclosure shall be made per Section VII of this policy.

2. Whether the use of such materials shall be permitted shall be evaluated either under the terms of Institutional policy, or in the absence of such policy, by the Review Committee established under Section X of this policy.
3. Such evaluation shall include consideration of suitable substitute materials and ensure that the needs of students are best served by use of the materials in which the faculty member has an interest.
4. Acceptance of Gifts, Gratuities, or Favors
 1. Gifts. No employee shall knowingly solicit or accept, directly, or indirectly, on behalf of himself or herself or any member of the employee's household, for personal use or consumption any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value, from any person or entity that:
 1. Has, or is seeking to obtain, contractual or other business or financial relations with the institution in which the individual is employed; or
 2. Has interests that may be substantially affected by the performance or nonperformance of the employee.
5. Exceptions
 1. The prohibition on accepting gifts in Section (4)(a) above, does not apply to:
 1. A gift given by a member of the employee's immediate family, or by an individual, if the gift is given for a non-business purpose and is motivated by a close personal friendship and not by the position of the employee;
 2. Informational materials in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.
 3. Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the

ordinary course of business, including items distributed at tradeshow and professional meetings where vendors display and promote their services and products;

4. Food, refreshments, foodstuffs, entertainment, or beverages provided as part of a meal or other event, including tradeshow and professional meetings, if the value of such items does not exceed fifty dollars (\$50.00) per occasion; provided further, that the value of a gift made pursuant to this subsection may not be reduced below the monetary limit by dividing the cost of the gift among two or more persons or entities identified in Section VI.A.1.b.(4).
5. There may be circumstances where refusal or reimbursement of a gift (such as a lunch or dinner) may be awkward and contrary to the larger interests of the institution. In such circumstances, the employee is to use his or her best judgment, and disclose the gift including a description, estimated value, the person or entity providing the gift, and any explanation necessary within fourteen (14) days to their immediate supervisor;
6. Food, refreshments, meals, foodstuffs, entertainment, beverages or intrastate travel expenses that are provided in connection with an event where the employee is a speaker or part of a panel discussion at a scheduled meeting of an established or recognized membership organization which has regular meetings;
7. Participation in institution or foundation fundraising and public relations activities, i.e. golf tournaments and banquets, where persons or entities identified in Section VI.A.1.b.(4) provide sponsorships; and
8. Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or

collateral provided by any person
described in Section VI.A.1.b.(4)

2. Inappropriate use of students or support staff
 - a. Employees shall ensure that the activities of students or support staff are not exploited for the benefit of any external activity of the faculty member.
 - b. Prior to assigning any such non-Institutionally related task (which is more than incidental or de minimus in nature) to a student or member of the support staff, an employee shall disclose such proposed activities and obtain approval.
3. Inappropriate use of State owned resources
 - a. Employees may not make significant use of State owned facilities, equipment, materials or other resources, not otherwise available to the public, in the course of activities which are not related to the Institution and which are intended for personal benefit, without prior disclosure and approval.
4. Failure to disclose intellectual property
 - a. APSU Policy 2:047 governs the rights and responsibilities which persons affiliated with the Board of Trustees and the University have regarding intellectual property developed during the term of their affiliation with the University.
 - b. Among the responsibilities enumerated in the policy is that of disclosure of inventions and those copyrightable works which may be reasonably expected to have commercial value which they have jointly or solely developed with the Board of Trustees and the University.

VI. General Disclosure Requirements

- A. Persons to whom this policy applies who believe that a conflict of interest may exist either personally or with respect to another person covered by this policy shall make a written disclosure of the facts and circumstances surrounding the situation.
- B. No particular format is required, but the disclosure should adequately describe the pertinent facts and circumstances.
- C. For members of the Board, disclosure shall be made to the Secretary of the Board.
- D. A University employee who self-discloses a potential conflict of interest or a written report of a potential conflict of interest

is presented to the Conflict of Interest Committee.

- E. Disclosures made by a President shall be submitted to the Director of Internal Audit.

VII. Special Disclosure Requirements for Researchers Applying For or Receiving NSF or PHS Funding

- A. Under the policies and regulations indicated under Section 2.1 herein, investigators seeking funding from either the National Science Foundation or the Public Health Service are required to disclose to the investigator's employer all significant financial interests of the investigator;
 - 1. That would reasonably appear to be affected by the research or educational activities funded or proposed for funding by the NSF or PHS; or
 - 2. In entities whose financial interests would reasonably appear to be affected by such activities.
 - a. Such disclosures must be submitted prior to the time the proposal is submitted to the Federal agency.
 - b. Further, such disclosures must be updated during the period of the award; either annually or as new reportable financial interests arise.
 - c. The University is responsible for eliminating or managing such conflicts prior to receipt of the award.
 - d. To facilitate such disclosures, the accompanying disclosure form is available.
 - 3. The University is responsible for determining if a grant, services, or other contract with Federal agencies other than the Public Health Service or the National Science Foundation requires disclosure and / or management of conflicts of interest, and for ensuring that any such requirements are met.
 - 4. Disclosure of financial interests made pursuant to this Section VIII notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under Section VII, when specific conflict of interest situations arise.

VIII. Special Disclosure Requirements for Trustees and Certain APSU Employees

- A. Members of the Board of Trustees, the President, coaches, assistant coaches and employees of athletic departments who are exempt from the provisions of the Fair Labor Standards Act are required to file a financial disclosure form within one month of their initial appointment and annually thereafter in January.
- B. Disclosure of financial interests made pursuant to this Section IX notwithstanding, such disclosure does not

eliminate the responsibility for making disclosures under Section VII, when specific conflict of interest situations arise.

1. Members of the Board of Trustees shall make their disclosure using a form as indicated and submitted to the Secretary of the Board ~~in June~~annually.
2. The President is required by Tenn. Code Ann. § 8-50-501(a)(15) to file an online Statement of Disclosure of Interests Form with the Tennessee Ethics Commission at <https://apps.tn.gov/conflict/>, Form ss-8005 (State Officials) ~~in January~~. For the Presidents this Statement of Disclosure will meet the requirements of this Policy.
3. Coaches, assistant coaches, exempt employees of the athletic department and other University personnel required to complete a disclosure form shall also use the Tennessee Ethics Commission Form ss-8005, Statement of Disclosure of Interest Form and accompanying instructions ~~in January~~. The form shall be submitted to the Human Resource Office or other person designated by the President.

IX. Review of Disclosures

- A. Disclosures made under Section VII of this policy by a member of the Board of Trustee. A member of the Board making a disclosure shall not be entitled to vote regarding disposition of the disclosure.
- B. A University employee who self-discloses a potential conflict of interest or a written report of a potential conflict of interest is presented to the Conflict of Interest Committee.
 1. The Chair of the Conflict of Interest report submits the disclosure report to the Conflict of Interest Committee.
 2. The Conflict of Interest Committee reviews details of possible Conflict of Interest.
 3. The Conflict of Interest Committee evaluates the proposed Conflict of Interest and seeks legal input from the APSU Office of Legal Affairs when indicated in reviewing of the report.
 4. The Conflict of Interest Committee renders a decision regarding the issue around the disclosure, determining if there is a conflict of interest and how it should be managed (restrictions to be placed on the individual to manage the conflict or that the person must eliminate the conflict).
 5. The Conflict of Interest Committee notifies in writing the person of the outcome, and employee is given an opportunity to appear before the committee.

6. The disclosures and Committee decisions are forwarded to the President.

X. Sanctions

- A. Failure to observe restrictions imposed as a result of review of a conflict of interest disclosure or a knowing failure to disclose a conflict of interest may result in disciplinary proceedings under University policy. A Board member who knowingly fails to disclose a conflict of interest shall be subject to removal.

XI. Appeals

- A. Decisions made by the Board of Trustees may not be appealed.
- B. Decisions made by the University Review Committee may be appealed to the President. Decisions of the President shall be final and binding.

Related Forms

**Financial Interests
Disclosure Form**

http://www.apsu.edu/files/human-resources/conflict_interest.pdf

Links

APSU <https://www.apsu.edu/governance/committees/conflictinterest.php>
Conflict <https://www.apsu.edu/governance/committees/proprights>
t of
Interes
t
Commi
ttee

Revision Dates

[APSU Policy 1:001 – Rev.:](#)

APSU Policy 1:001 (previously 5:056) – Rev.: March 30, 2017

APSU Policy 1:001 – Rev.: April 11, 2012

APSU Policy 1:001 – Rev.: September 2, 2008

APSU Policy 1:001 – Rev.: January 13, 2003

APSU Policy 1:001 – Issued: February 10, 1999

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
		<input checked="" type="checkbox"/>			

Approved

President: signature on file

**Austin Peay State
University**

Conflict of Interest

POLICIES

Issued: *September 18, 2020*

Responsible Official: General Counsel

Responsible Office: Office of Legal Affairs

Policy Statement

It is the policy of Austin Peay State University that employees should avoid external commitments which significantly interfere with the employee's duties to the Board of Trustees and the University. Employees should avoid situations where the self-interests of the Trustees or employee diverge from the best interests of the Board and the University. Board members should avoid external commitments that interfere with their fiduciary obligations to Austin Peay.

Purpose

The purpose of this policy is to define the general principles which should guide the actions of members of the Board and of employees; offer illustrations of activities which potentially constitute a conflict of interest; make Board members and employees aware of disclosure requirements related to conflicts of interest; describe the process by which those disclosures shall be evaluated and decisions rendered; and describe the appeals process regarding such decisions.

Contents

Definitions

- Conflict of interest
- Conflict of commitment
- Family member
- Immediate family

Procedures

- I. Objectives of the Conflicts of Interest Policy
- II. Pertinent Federal Regulations, State Laws, and APSU Policies
- III. Applicability

- IV. General Principles
- V. Situations and Activities Creating a Conflict of Interest
- VI. General Disclosure Requirements
- VII. Special Disclosure Requirements for Researchers Applying For or Receiving NSF or PHS Funding
- VIII. Special Disclosure Requirements for Trustees and Certain APSU Employees
- IX. Review of Disclosures
- X. Sanctions
- XI. Appeals

Links

-APSU Conflict of Interest Committee

Definitions

Conflict of interest	Occurs when the personal interests, financial or otherwise, of a person who owes a duty to the Austin Peay State University Board of Trustees and its constituent University (Trustees and all employees) actually or potentially diverge with the person's professional obligations to and the best interests of the Board and the University.
Conflict of commitment	Occurs when the personal or other non-work related activities of an employee of the Board of Trustee and its constituent University impair the ability of that employee to meet their commitments of time and energy to the Board of Trustee and the University.
Family member	Includes the spouse and children (both dependent and non-dependent) of a person covered by this policy.
Immediate family	For purposes of Section VI.A.1.b.(2)(c), means spouse, dependent children or stepchildren, or relatives related by blood or marriage.

Procedures

- | | |
|--|--|
| I. Objectives of the Conflicts of Interest Policy | A. Members of the APSU Board of Trustees and all employees of APSU all serve the interests of the State of Tennessee and its citizens, and have a duty to avoid activities and situations which, either actually or potentially, put personal interests |
|--|--|

before the professional obligations which they owe to the State and its citizens.

II. Pertinent Federal Regulations, State Laws, and APSU Policies

- A. The following lists are intended to indicate sources of information which may provide additional guidance regarding conflict of interest situations.
- B. This policy is intended to be consistent with all pertinent Federal and State laws, regulations, and policies, as well as with other APSU policies.
- C. To the extent that conflicts arise, Federal and State laws, regulations, and policies shall take precedence.
- D. The lists are not intended to be exhaustive and additional laws, regulations, and policies may be implicated in a given conflict of interest situation.
 - 1. Federal Regulations
 - a. The National Science Foundation (NSF) and the Department of Health and Human Services (HHS), acting through the Public Health Service (PHS) (which includes the National Institutes of Health (NIH)), have promulgated policies and regulations regarding conflicts of interest and disclosure of financial interests by investigators who receive funding from these Federal agencies.
 - b. The NSF policy regarding researcher conflicts of interest is contained in Section 510 of NSF Publication 95-26, the Grant Policy Manual. The PHS regulations, upon which the NSF policy is modeled, are contained in the Code of Federal Regulations at 42 CFR 50.601 et seq. and 45 CFR 94.1 et seq.
 - c. Other Federal agencies (e.g., the Veterans' Administration or the Food and Drug Administration) may require as a condition to a contract, disclosure and management of conflicts of interest (see, for example, Veterans' Administration Acquisition Regulation 852.209-70).
 - 2. Tennessee State Law
 - a. Various statutes contained in the Tennessee Code Annotated (T.C.A.) are pertinent to the issue of conflicts of interest within the Board of Trustees and the University, including:
 - 1. T.C.A. § 8-50-501, Disclosure statements of conflict of interests by certain public officials

2. T.C.A. § 12-2-208, Purchase by officer unlawful – penalty for violation
3. T.C.A. § 12-2-415, State surplus property disposition regulation
4. T.C.A. § 12-2-416, Violation of § 12-2-415
5. T.C.A. § 12-2-417, State employee violation – punishment
6. T.C.A. § 12-4-106, Prohibition against receiving rebates, gifts, money or anything of value -- Conflict of interest
7. T.C.A. § 12-4-101, Personal interest of officers prohibited
8. T.C.A. § 12-4-102, Penalty for unlawful interest
9. T.C.A. § 12-4-103, Bidding by state employees prohibited
10. T.C.A. § 12-4-104, Penalty for unlawful transactions
11. T.C.A. § 49-8-203(d), Powers and duties (of the Board of Trustees)
- b. It is significant to note that violation of some of these statutes may lead to criminal penalties (e.g., violation of T.C.A. § 12-4-103 is a Class E felony).
3. APSU Policies
 - a. The following APSU policies deal with issues which implicate conflict of interest situations:
 1. APSU Policy 4:014, Purchasing Policy
 2. APSU Policy 4:019, Disposal of Surplus Personal Property
 3. APSU Policy 5:014, Outside Employment and Extra Compensation
 4. APSU Policy 2:047, Intellectual Property, Patents, and Copyrights
 5. APSU Policy 5:035, Nepotism

III. Applicability

- A. This policy shall apply to all persons serving as members of the Board of Trustees and to all persons employed (either as full-time, part-time or temporary employees) by the University.

IV. General Principles

- A. It is the policy of Austin Peay State University that employees should avoid external commitments which significantly interfere with the employee's duties to the Board of Trustees and the University (conflicts of commitment). See also APSU Policy 5:014, Outside Employment and Extra Compensation. Disclosures of

conflicts of commitment shall be made as required under Policy 5:014 and evaluated as indicated in that policy.

- B. It is the further policy of Austin Peay State University that both the Trustees and employees should avoid situations where the self-interests of the Trustees or employees diverge from the best interests of the University (conflict of interest).
- C. The mere existence of either a potential or actual conflict of interest does not mean that such conflict must necessarily be eliminated.
 - 1. Where the potential detriment to the Board and the University is at most minor and inconsequential, and the conflict does not indicate violation of Federal or State law, regulation, or policy, those persons charged with evaluating disclosures should allow the activity to proceed without interference.
 - 2. For those situations which do not implicate Federal or State law, regulation or policy, the standard by which it should be determined whether a conflict of interest should be managed, reduced, or eliminated is whether that conflict would appear to a reasonable person to call into question the integrity or judgment of the affected Trustee or employee.

V. Situations and Activities Creating a Conflict of Interest

- A. In the following situations and activities, there is at least the appearance, and possibly the actuality, of an employee/Trustee allowing his or her personal interests, and not the best interests of the Board of Trustees and its constituent University, to affect that employee's judgments. This list is illustrative, and not exhaustive.
 - 1. Self-dealing
 - a. Situations in which a Trustee or employee can appear to influence or actually influence a University-related decision from which that person or a member of that person's family stands to realize a personal financial benefit is self-dealing, and a conflict of interest.
 - b. Examples of self-dealing activities are numerous, and include those listed below.
 - 1. Purchase of State-owned property by an employee absent fair and open bidding.
 - 1. It is unlawful for any state employee to purchase surplus state-owned property absent a fair and open bidding process (see T.C.A. § 12-2-208 and T.C.A. § 12-2-417).

2. Such purchases are also prohibited under APSU Policy 4:019.
2. Institutional purchases from businesses in which an employee or family member has a financial interest.
 1. T.C.A. § 12-4-103 declares that it is unlawful for any state official or employee to “bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the state of Tennessee” or “to have any interest in the selling of the same to the state” during that person’s term of employment and for six months thereafter.
 2. Disclosure of any such transaction by an employee or member of the employee’s family or by a business in which an employee or member of the employee’s family has any significant (more than 4%) ownership interest or for which an employee or employee family member serves as an officer is required by this policy.
 3. T.C.A. § 12-4-106(b) declares that it is a conflict of interest for any person or any company with whom such person is an officer, a director, or an equity owner of greater than 1% interest to bid on any public contract for products or services for a governmental entity if such person or “immediate family” of such person is a member of a board or commission having responsibility for letting or approving such contract.
 4. For purposes of this section only, “immediate family” means spouse, dependent children or stepchildren, or relatives related by blood or marriage.
3. Use of Educational Materials from Which a Faculty Member Derives Financial Benefit in That faculty Member’s Teaching Activities.
 1. Any faculty member who wishes to use in his or her teaching activities educational materials (e.g. a textbook) which he or she has authored, or in which he or she otherwise stands to benefit financially from such use, a conflict of interest disclosure shall be made per Section VII of this policy.

2. Whether the use of such materials shall be permitted shall be evaluated either under the terms of Institutional policy, or in the absence of such policy, by the Review Committee established under Section X of this policy.
3. Such evaluation shall include consideration of suitable substitute materials and ensure that the needs of students are best served by use of the materials in which the faculty member has an interest.
4. Acceptance of Gifts, Gratuities, or Favors
 1. Gifts. No employee shall knowingly solicit or accept, directly, or indirectly, on behalf of himself or herself or any member of the employee's household, for personal use or consumption any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value, from any person or entity that:
 1. Has, or is seeking to obtain, contractual or other business or financial relations with the institution in which the individual is employed; or
 2. Has interests that may be substantially affected by the performance or nonperformance of the employee.
5. Exceptions
 1. The prohibition on accepting gifts in Section (4)(a) above, does not apply to:
 1. A gift given by a member of the employee's immediate family, or by an individual, if the gift is given for a non-business purpose and is motivated by a close personal friendship and not by the position of the employee;
 2. Informational materials in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.
 3. Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the ordinary course of business, including items distributed at tradeshow and

professional meetings where vendors display and promote their services and products;

4. Food, refreshments, foodstuffs, entertainment, or beverages provided as part of a meal or other event, including tradeshow and professional meetings, if the value of such items does not exceed fifty dollars (\$50.00) per occasion; provided further, that the value of a gift made pursuant to this subsection may not be reduced below the monetary limit by dividing the cost of the gift among two or more persons or entities identified in Section VI.A.1.b.(4).
 5. There may be circumstances where refusal or reimbursement of a gift (such as a lunch or dinner) may be awkward and contrary to the larger interests of the institution. In such circumstances, the employee is to use his or her best judgment, and disclose the gift including a description, estimated value, the person or entity providing the gift, and any explanation necessary within fourteen (14) days to their immediate supervisor;
 6. Food, refreshments, meals, foodstuffs, entertainment, beverages or intrastate travel expenses that are provided in connection with an event where the employee is a speaker or part of a panel discussion at a scheduled meeting of an established or recognized membership organization which has regular meetings;
 7. Participation in institution or foundation fundraising and public relations activities, i.e. golf tournaments and banquets, where persons or entities identified in Section VI.A.1.b.(4) provide sponsorships; and
 8. Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in Section VI.A.1.b.(4)
2. Inappropriate use of students or support staff

- a. Employees shall ensure that the activities of students or support staff are not exploited for the benefit of any external activity of the faculty member.
- b. Prior to assigning any such non-Institutionally related task (which is more than incidental or de minimus in nature) to a student or member of the support staff, an employee shall disclose such proposed activities and obtain approval.
- 3. Inappropriate use of State owned resources
 - a. Employees may not make significant use of State owned facilities, equipment, materials or other resources, not otherwise available to the public, in the course of activities which are not related to the Institution and which are intended for personal benefit, without prior disclosure and approval.
- 4. Failure to disclose intellectual property
 - a. APSU Policy 2:047 governs the rights and responsibilities which persons affiliated with the Board of Trustees and the University have regarding intellectual property developed during the term of their affiliation with the University.
 - b. Among the responsibilities enumerated in the policy is that of disclosure of inventions and those copyrightable works which may be reasonably expected to have commercial value which they have jointly or solely developed with the Board of Trustees and the University.

VI. General Disclosure Requirements

- A. Persons to whom this policy applies who believe that a conflict of interest may exist either personally or with respect to another person covered by this policy shall make a written disclosure of the facts and circumstances surrounding the situation.
- B. No particular format is required, but the disclosure should adequately describe the pertinent facts and circumstances.
- C. For members of the Board, disclosure shall be made to the Secretary of the Board.
- D. A University employee who self-discloses a potential conflict of interest or a written report of a potential conflict of interest is presented to the Conflict of Interest Committee.
- E. Disclosures made by a President shall be submitted to the Director of Internal Audit.

VII. Special Disclosure Requirements for Researchers Applying For or Receiving NSF or PHS Funding

- A. Under the policies and regulations indicated under Section 2.1 herein, investigators seeking funding from either the National Science Foundation or the Public Health Service are required to disclose to the investigator's employer all significant financial interests of the investigator;
1. That would reasonably appear to be affected by the research or educational activities funded or proposed for funding by the NSF or PHS; or
 2. In entities whose financial interests would reasonably appear to be affected by such activities.
 - a. Such disclosures must be submitted prior to the time the proposal is submitted to the Federal agency.
 - b. Further, such disclosures must be updated during the period of the award; either annually or as new reportable financial interests arise.
 - c. The University is responsible for eliminating or managing such conflicts prior to receipt of the award.
 - d. To facilitate such disclosures, the accompanying disclosure form is available.
 3. The University is responsible for determining if a grant, services, or other contract with Federal agencies other than the Public Health Service or the National Science Foundation requires disclosure and / or management of conflicts of interest, and for ensuring that any such requirements are met.
 4. Disclosure of financial interests made pursuant to this Section VIII notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under Section VII, when specific conflict of interest situations arise.

VIII. Special Disclosure Requirements for Trustees and Certain APSU Employees

- A. Members of the Board of Trustees, the President, coaches, assistant coaches and employees of athletic departments who are exempt from the provisions of the Fair Labor Standards Act are required to file a financial disclosure form within one month of their initial appointment and annually thereafter.
- B. Disclosure of financial interests made pursuant to this Section IX notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under Section VII, when specific conflict of interest situations arise.
1. Members of the Board of Trustees shall make their disclosure using a form as indicated and submitted to the Secretary of the Board annually.

2. The President is required by Tenn. Code Ann. § 8-50-501(a)(15) to file an online Statement of Disclosure of Interests Form with the Tennessee Ethics Commission at <https://apps.tn.gov/conflict/>, Form ss-8005 (State Officials) in January. For the Presidents this Statement of Disclosure will meet the requirements of this Policy.
3. Coaches, assistant coaches, exempt employees of the athletic department and other University personnel required to complete a disclosure form shall also use the Tennessee Ethics Commission Form ss-8005, Statement of Disclosure of Interest Form and accompanying instructions in January. The form shall be submitted to the Human Resource Office or other person designated by the President.

IX. Review of Disclosures

- A. Disclosures made under Section VII of this policy by a member of the Board of Trustee. A member of the Board making a disclosure shall not be entitled to vote regarding disposition of the disclosure.
- B. A University employee who self-discloses a potential conflict of interest or a written report of a potential conflict of interest is presented to the Conflict of Interest Committee.
 1. The Chair of the Conflict of Interest report submits the disclosure report to the Conflict of Interest Committee.
 2. The Conflict of Interest Committee reviews details of possible Conflict of Interest.
 3. The Conflict of Interest Committee evaluates the proposed Conflict of Interest and seeks legal input from the APSU Office of Legal Affairs when indicated in reviewing of the report.
 4. The Conflict of Interest Committee renders a decision regarding the issue around the disclosure, determining if there is a conflict of interest and how it should be managed (restrictions to be placed on the individual to manage the conflict or that the person must eliminate the conflict).
 5. The Conflict of Interest Committee notifies in writing the person of the outcome, and employee is given an opportunity to appear before the committee.
 6. The disclosures and Committee decisions are forwarded to the President.

X. Sanctions

- A. Failure to observe restrictions imposed as a result of review of a conflict of interest disclosure or a knowing failure to disclose a conflict of interest may result in disciplinary

proceedings under University policy. A Board member who knowingly fails to disclose a conflict of interest shall be subject to removal.

XI. Appeals

- A. Decisions made by the Board of Trustees may not be appealed.
- B. Decisions made by the University Review Committee may be appealed to the President. Decisions of the President shall be final and binding.

Links

APSU Conflict of Interest Committee <https://www.apsu.edu/governance/committees/conflictinterest.php>

Revision Dates

APSU Policy 1:001 – Rev.: *September 18, 2020*
APSU Policy 1:001 (previously 5:056) – Rev.: March 30, 2017
APSU Policy 1:001 – Rev.: April 11, 2012
APSU Policy 1:001 – Rev.: September 2, 2008
APSU Policy 1:001 – Rev.: January 13, 2003
APSU Policy 1:001 – Issued: February 10, 1999

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
		<input checked="" type="checkbox"/>			

Approved

President:



8/21/2020

**Austin Peay State
University**

Code of Ethics for Members of APSU Board of Trustees

POLICIES

Issued: ~~March 30, 2017~~

Responsible Official: General Counsel

Responsible Office: Office of Legal Affairs

Policy Statement

It is the policy of Austin Peay State University that the Board of Trustees and employees undertake their responsibilities on the University's behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the University community as well as third parties; protecting the privacy of confidential information; and compliance with all applicable laws, rules, and regulations. University representatives should not place their personal interests above the best interests of the University; even the appearance of impropriety must be avoided.

Purpose

The purpose of this policy is to establish ethical standards for members of the APSU Board of Trustees.

Contents

Procedures

- Preamble
- Code of Ethics Policy
- Compliance

Links

- APSU Policy 1:001

Procedures

Preamble

A. Public Trust

1. The APSU Board of Trustees is charged by statute with governance of the University. (T.C.A. § 49-8-203)
2. To ensure effectiveness, the Trustees must adhere to the strictest of ethical standards.

B. Time Commitment

1. In undertaking the duties of the office, a Trustee shall make the necessary commitment of time and diligence to carry out the Trustee's public governance responsibilities.
2. A Trustee must regularly attend and actively participate in board and committee meetings and special assignments.

C. Trustee Authority

1. Individual members of the Board enjoy equal rights with all other members:
 - a. The right to vote,
 - b. The right to participate fully in all considerations before the Board,
 - c. The right to enter motions and to submit recommendations, and
 - d. All rights and privileges afforded the Board by law and regulation when sitting in deliberative session.
2. As individuals, when not participating in meetings of the Board or any of its duly constituted committees, members enjoy the same rights and privileges of any citizen of the State of Tennessee as pertains to the governance, control, and management of institutions under the Board.
3. As individuals, members shall not speak for the Board unless so specifically authorized by the Board.

Code of Ethics Policy

A. Conflict of Interest

1. A conflict of interest occurs when the personal interests, financial or otherwise, of a Trustee actually or potentially diverge from the Trustee's obligations as a Board member.
 - a. It is a conflict of interest for any person or any company with whom such person is an officer, a director, or an equity owner of greater than 1% interest to bid on any contract for products or services for a governmental entity if such person or a relative (spouse, parent, sibling, child) is a member of the board having responsibility for letting or approving such contract. (T.C.A. § 12-4-106(b))

- b. Each Trustee will abide by APSU Conflicts of Interest Policy 1:001 as amended from time to time.
- c. A Trustee shall not use the authority, title, or prestige of the office to solicit or otherwise obtain a private financial, social, or political benefit for the Trustee or any other person which would be inconsistent with the public interest.
- d. A Trustee shall abstain from any deliberations or vote on a matter which the Trustee identifies as a conflict of interest.

B. Gifts and Expenses

- 1. No Trustee shall accept or receive, directly or indirectly, from any person, firm, or corporation to whom any contract for the purchase of materials, goods, supplies, equipment or services for the Board or the University may be awarded any money or anything of value or any promise, obligation, or contract for future awards or employment. (T.C.A. § 12-4-106(a))
- 2. Trustees serve without compensation. However, they are entitled to receive reimbursement for expenses incurred while representing the Board in their official capacity.

C. Financial Disclosure

- 1. Each Trustee shall, upon appointment to office and annually ~~each January~~ thereafter, file the financial interest disclosure form in Policy 1:001 with the Secretary of the Board.

Compliance

A. Disclosure Requirements

- 1. Persons who believe that a conflict of interest may exist either personally or with respect to another person covered by the ethics policy shall make a written disclosure of the facts and circumstances surrounding the situation.
- 2. For members of the Board, disclosure should be made to the Secretary of the Board (APSU Policy 1:001, Section VII)

B. Review of Disclosures

- 1. Disclosures made under Section II by or about a member of the Board of Trustees shall be evaluated by the Board or a duly appointed committee thereof. A member of the Board making a self-disclosure shall not be entitled to vote regarding the disposition of the disclosure. (APSU Policy 1:001, Section X)

C. Hearing

1. An appointed Board member accused of a material violation of this Code of Ethics is entitled to a due process contested case hearing in accordance with the Uniform Administrative Procedures Act, T.C.A. § 4-5-101, *et seq.* (T.C.A. § 49-8-204(c)).

D. Removal

1. Upon a finding in a contested case hearing that an appointed Board member materially violated the Code of Ethics, the appointed Board member may be removed from the Board by a two-thirds (2/3) vote of the Board membership. (T.C.A. § 49-8-204 (b))

Links

APSU Policy 1:001	https://www.apsu.edu/policy/conflict-interest-1001
--------------------------	---

Revision Dates

APSU Policy 1:002 – Rev.:
APSU Policy 1:002 – Issued: March 30, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
		<input checked="" type="checkbox"/>			

Approved

President: signature on file

**Austin Peay State
University**

Code of Ethics for Members of APSU Board of Trustees

POLICIES

Issued: *September 18, 2020*

Responsible Official: General Counsel

Responsible Office: Office of Legal Affairs

Policy Statement

It is the policy of Austin Peay State University that the Board of Trustees and employees undertake their responsibilities on the University's behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the University community as well as third parties; protecting the privacy of confidential information; and compliance with all applicable laws, rules, and regulations. University representatives should not place their personal interests above the best interests of the University; even the appearance of impropriety must be avoided.

Purpose

The purpose of this policy is to establish ethical standards for members of the APSU Board of Trustees.

Contents

Procedures

- Preamble
- Code of Ethics Policy
- Compliance

Links

- APSU Policy 1:001

Procedures

Preamble

A. Public Trust

1. The APSU Board of Trustees is charged by statute with governance of the University. (T.C.A. § 49-8-203)
2. To ensure effectiveness, the Trustees must adhere to the strictest of ethical standards.

B. Time Commitment

1. In undertaking the duties of the office, a Trustee shall make the necessary commitment of time and diligence to carry out the Trustee's public governance responsibilities.
2. A Trustee must regularly attend and actively participate in board and committee meetings and special assignments.

C. Trustee Authority

1. Individual members of the Board enjoy equal rights with all other members:
 - a. The right to vote,
 - b. The right to participate fully in all considerations before the Board,
 - c. The right to enter motions and to submit recommendations, and
 - d. All rights and privileges afforded the Board by law and regulation when sitting in deliberative session.
2. As individuals, when not participating in meetings of the Board or any of its duly constituted committees, members enjoy the same rights and privileges of any citizen of the State of Tennessee as pertains to the governance, control, and management of institutions under the Board.
3. As individuals, members shall not speak for the Board unless so specifically authorized by the Board.

Code of Ethics Policy

A. Conflict of Interest

1. A conflict of interest occurs when the personal interests, financial or otherwise, of a Trustee actually or potentially diverge from the Trustee's obligations as a Board member.
 - a. It is a conflict of interest for any person or any company with whom such person is an officer, a director, or an equity owner of greater than 1% interest to bid on any contract for products or services for a governmental entity if such person or a relative (spouse, parent, sibling, child) is a member of the board having responsibility for letting or approving such contract. (T.C.A. § 12-4-106(b))

- b. Each Trustee will abide by APSU Conflicts of Interest Policy 1:001 as amended from time to time.
- c. A Trustee shall not use the authority, title, or prestige of the office to solicit or otherwise obtain a private financial, social, or political benefit for the Trustee or any other person which would be inconsistent with the public interest.
- d. A Trustee shall abstain from any deliberations or vote on a matter which the Trustee identifies as a conflict of interest.

B. Gifts and Expenses

- 1. No Trustee shall accept or receive, directly or indirectly, from any person, firm, or corporation to whom any contract for the purchase of materials, goods, supplies, equipment or services for the Board or the University may be awarded any money or anything of value or any promise, obligation, or contract for future awards or employment. (T.C.A. § 12-4-106(a))
- 2. Trustees serve without compensation. However, they are entitled to receive reimbursement for expenses incurred while representing the Board in their official capacity.

C. Financial Disclosure

- 1. Each Trustee shall, upon appointment to office and annually thereafter, file the financial interest disclosure form in Policy 1:001 with the Secretary of the Board.

Compliance

A. Disclosure Requirements

- 1. Persons who believe that a conflict of interest may exist either personally or with respect to another person covered by the ethics policy shall make a written disclosure of the facts and circumstances surrounding the situation.
- 2. For members of the Board, disclosure should be made to the Secretary of the Board (APSU Policy 1:001, Section VII)

B. Review of Disclosures

- 1. Disclosures made under Section II by or about a member of the Board of Trustees shall be evaluated by the Board or a duly appointed committee thereof. A member of the Board making a self-disclosure shall not be entitled to vote regarding the disposition of the disclosure. (APSU Policy 1:001, Section X)

C. Hearing

1. An appointed Board member accused of a material violation of this Code of Ethics is entitled to a due process contested case hearing in accordance with the Uniform Administrative Procedures Act, T.C.A. § 4-5-101, *et seq.* (T.C.A. § 49-8-204(c)).

D. Removal

1. Upon a finding in a contested case hearing that an appointed Board member materially violated the Code of Ethics, the appointed Board member may be removed from the Board by a two-thirds (2/3) vote of the Board membership. (T.C.A. § 49-8-204 (b))

Links

APSU Policy 1:001

<https://www.apsu.edu/policy/conflict-interest-1001>

Revision Dates

APSU Policy 1:002 – Rev.: *September 18, 2020*

APSU Policy 1:002 – Issued: March 30, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
		<input checked="" type="checkbox"/>			

Approved

President:

[Signature]

8/24/2020

**Austin Peay State
University**

Policy on Academic Tenure

POLICIES

Issued:

Responsible Provost and Vice President for Academic

Official: Affairs

Responsible Office: Academic Affairs

Policy Statement

The following policy of Austin Peay State University (APSU) on tenure is applicable to all tenure-track faculty within the University.

Faculty and administrators are also required to follow the Tenure Procedures and Guidelines document, which comprises procedures and guidelines related to the retention, tenure, and promotion of all tenure-track and tenured faculty within the University. These procedures and guidelines embody and communicate all provisions, definitions, and stipulations of Austin Peay State University.

The quality of the faculty of any University is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at Austin Peay State University provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

Contents

Definitions

- Academic Tenure
- Adequate Cause
- Financial Exigency
- Faculty Member
- Probationary Employment
- Faculty Appointments
- The Evaluation Process

Procedures

- Consideration for Tenure
- Criteria to be considered in Tenure Recommendations
- Changes in Tenure/Tenure-Track Status

Links

- APSU Tenure Procedures and Guidelines
- APSU Policy 2:051
- APSU Policy 1:012

Definitions

Academic Tenure	A personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at a University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
Adequate Cause	A basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds that constitute adequate cause are set forth in Termination for Adequate Cause Section H herein.
Financial Exigency	The formal declaration by the APSU Board of Trustees that APSU faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments. The purpose of the APSU financial exigency policy is to establish the criteria and process regarding financial exigency at the university.
Faculty Member	A full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor. APSU Policy 2:051 provides additional details about types of appointments.

Probationary Employment	Period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the University for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her own commitment to the University and for the University to determine whether the individual meets its perception of quality and/or projected need.
Faculty Appointments	See APSU Policy No. 2:051.
Annual Evaluation	Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at APSU; therefore, university policy should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate.

Procedures

Consideration for Tenure A. Tenure Appointments

The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the University. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The APSU Board of Trustees does not award tenure in non-faculty positions.

Tenure appointments reside in the departments and academic program units and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections IV (Criteria to Be Considered in Tenure Recommendations) and V (Changes in Tenure/Tenure-Track Status). Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.

Who Awards Tenure at APSU

Tenure is awarded only by positive action of the APSU Board of Trustees, pursuant to the requirements and procedures of this policy at APSU. No faculty member shall acquire or be entitled to any interest in a tenure appointment at APSU without a recommendation for tenure by the President of the University and an affirmative award of tenure by the APSU Board of Trustees. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at APSU, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

The President has the authority to recommend tenure or to continue faculty members in probationary status in accord with the provisions elsewhere in this policy. The President shall base his/her determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental Chairs*, college Deans*, and the Provost.

*(APSU Editorial Note: Some academic units of the University have directors instead of Chairs. If the job description of the director of an academic unit includes duties and responsibilities typically assigned to the Chair of a department, then the director shall be seen as the equivalent of a Chair and shall participate in all personnel processes including retention, tenure, and promotion.)

See *Tenure Procedures and Guidelines* document for Calendar for Faculty Personnel Actions.

B. Tenure Process

All tenure-track faculty shall be reviewed for retention on an annual basis until they attain tenure. The guidelines governing the criteria for retention are included within this policy (1:025) as well as in the *Tenure Procedures and Guidelines* document.

Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship, and

service/outreach are identified in this policy under “General Criteria for Evaluation of Faculty Members.”

1. Departmental Recommendations

- a. The departmental chair/director shall inform faculty members who are to be reviewed of the nature of materials required by the retention and tenure committee and the date by which these materials must be received for committee consideration.

Faculty members under review for retention, tenure, and promotion are responsible for submitting well-organized, up-to-date, and accurate e-dossiers. This responsibility shall end upon final submission of the e-dossier by the faculty member for the year under review.

Faculty members are encouraged to work closely with their directors/chairs, assigned mentors, and/or other senior faculty within and outside of their department (as necessary) to make sure that the e-dossier complies with content and order requirements as noted below. Faculty members should consider the preparation of e-dossiers as a year-round process, gathering and maintaining materials accordingly.

Faculty should consult the *Tenure Procedures and Guidelines* document for developing their e-dossiers.

Confidentiality of Meetings

All retention, tenure, and promotion committee proceedings and deliberations are strictly confidential. Faculty members who serve on review committees may discuss the vote and specifics of a particular personnel meeting only with other members who are also part of that same personnel review committee. As the discussion of the review committees involves personnel issues, the personnel review committee members are encouraged to exercise appropriate discretion in any subsequent discussion of the meetings. Faculty may consult with the university ombudsman and the Office of Human Resources in this process.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. Academic tenure may be awarded only to full-time faculty members who: (a) hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for the rank held under APSU Policy 2:063 (Faculty Promotion); (b) have been employed through tenure-track appointments and have completed not less than the minimum probationary period of service; and (c) have been determined by the institution to meet the criteria for recommendation for tenure and have been so recommended based upon this policy.
2. Faculty holding temporary appointments are not eligible for tenure.
3. Faculty members supported in whole or in part by funds available to the institution on a short-term basis, such as grants, contracts, or foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the institution upon the recommendation of tenure to the APSU Board of Trustees.
4. No faculty member shall be eligible for tenure in an administrative position; however, when a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in the former faculty position; and a faculty member otherwise eligible for tenure who holds an administrative position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Probationary Employment

Probationary faculty may be employed on annual tenure-track appointments for a probationary period, which may not exceed six (6) years; however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon

recommendation by the President and approval of the APSU Board of Trustees. Upon approval of such an exception by the APSU Board of Trustees, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period, per APSU Policy 2:063.

1. Approved Leave of Absence

A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the Provost of the University specified in writing prior to the leave of absence that it shall be included in the probationary period. However, articles that are published (online or in print) during the "leave of absence" period shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period.

For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the "leave of absence" period or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a "leave of absence" period, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

Leaves of absence may not be granted retroactively. A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

2. Stopping the Tenure Clock

A faculty member in a tenure track appointment may request to "stop the clock" during his/her probationary period when circumstances exist that interrupt the faculty member's normal progress toward building a

case for tenure. Discretion for stopping the tenure clock rests on the institution and requires supervisory approval. In such cases, the faculty member may request to “stop the tenure clock” for one-year if he/she demonstrates that circumstances reasonably warrant such interruption. Reasons for approving a request to “stop the clock” will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development. Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one’s professional life. The intent of this policy is to serve the best interests of the University while providing neither preference to, nor adverse effect on, a faculty member’s process of developing a case for tenure. Once approved, the “stop the clock” year is not counted in the probationary period accrual.

However, articles that are published (online or in print) during the “stop the clock” year shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period. For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the “stop the clock” year or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a “stop the clock” year, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

3. Procedure for Modifying the Probationary Period

A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above. The request is to be submitted to the department chair/director for consideration and recommendation. The chair/director’s recommendation is forwarded to

the Dean of the faculty member's college for consideration and recommendation; thence to the Provost for consideration and approval or denial. The Provost will notify the faculty member, in writing, of such exceptions within one month of submission. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to the APSU Office of Legal Affairs.

A faculty member who is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions: 1) the faculty member must qualify for tenure under departmental or academic program unit, college and University guidelines; and 2) the faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.

Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the Provost– elect to begin a new probationary period on the date that the transfer occurs. If he/she does not so elect (and confirm in writing to the President), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

**Criteria to be
Considered in Tenure
Recommendations**

Overview

Faculty members shall be evaluated for retention, tenure, and promotion in the areas listed below and according to the standards indicated for the particular personnel action being considered. Time periods for particular personnel actions and supporting e-dossier material relevant to each action are as follows:

Retention:	since initial appointment;
Tenure:	since initial appointment; and
Promotion:	since initial appointment or date of last promotion whichever is the more recent.

General Criteria for Evaluation of Faculty Members

The following are general criteria to be used in evaluating faculty members for any personnel action. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of action contemplated as well as the nature and mission of the department to which the faculty member is assigned. It should also be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one (1) area but less active or successful in others may well be contributing more to the well-being of the University than someone adequate in all areas but outstanding in none. Reasonable expectations for the following evaluative criteria for retention, tenure, promotion and merit shall be established in writing at the departmental and college levels as a standard or basis for personnel actions.

1. Teaching effectiveness;
2. Effectiveness in other academic assignments, including student advisement, as well as departmental and program administrative assignments;
3. Research, scholarly and creative activity;
4. Professional degrees, awards, and achievements;
5. Professional service (may include institutional committee assignments) to the University, the community, and the State or Nation;
6. Activities, memberships, and leadership in professional organizations;
7. Evidence of continuing professional development and growth; and potential for contributions to the objectives of the department and the University and
8. Demonstrated willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit;

and evidence of, regard for, and performance consistent with, accepted standards of professional conduct.

For convenience and further clarification, APSU groups these criteria into three general areas of evaluation: Effectiveness in Academic Assignment; Scholarly and Creative Achievement; and Professional Contributions and Activity.

A. Effectiveness in Academic Assignment

Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for tenure. It is expected that a component of teaching is effective student advisement.

The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows: ability to organize and present subject matter in a logical and meaningful way; ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and evidence of peer evaluation. Documentation of teaching should routinely include: statement of teaching philosophy; course materials; student evaluations for every course evaluated during the probationary period; and evidence of supervision of student projects and other forms of student mentorship. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as additional student input; student products; teaching recognition; teaching scholarship; peer input; evidence of professional development in teaching; evidence of disciplinary or interdisciplinary program or curricular development; alumni surveys and student exit interviews; and other evidence of excellence in teaching or mentoring, or both.

Candidates should be evaluated within the scope of their

defined academic assignment. For most faculty members, judgment of "Effectiveness in Academic Assignment" will involve evaluation primarily of teaching, student advising, and related instructional activities.

Positive evaluation in the area "Effectiveness in Academic Assignment" is the prime, but not sole, condition for retention, tenure, or promotion.

- 1. Teaching Effectiveness.** Evidence for teaching effectiveness shall include a list of courses taught, a sample of relevant course materials, and student evaluations since the most recent similar action was taken. Evidence may also include letters from present and former students solicited on a statistically random basis by the department chair/director and returned to him/her and all included in the dossier; reviews of public talks or lectures; evaluations by the faculty member's colleagues and Deans and directors supervising special programs in which the faculty member participates.

Faculty members may present their own analyses of their student evaluations, teaching materials, and teaching methods. Contributions such as the direction of student research and special studies, student advisement, the development or initiation of new courses, involvement in Continuing Education programs, and carefully evaluated and properly supervised experimentation in instruction should also be included.

- 2. Non-Teaching and Teaching Chairs, Directors, and Coordinators.** Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A ("Academic Assignment") on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position.

B. Research/Scholarship/Creative Activities

A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure. Such evidence should cite books,

journal articles, monographs, creative activities, performances, or exhibitions that have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination. It should be emphasized that quality is more important than quantity.

The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.

Research and scholarly and creative activities are important to the University's role in society. Clear evidence of the quality of work shall be a part of every evaluation, including evaluations from Deans and directors supervising special programs in which the faculty member participates. Evidence supplied by the candidate or others might include the following:

1. **Publications.** These include books or chapters in books, textbooks, articles in refereed journals, articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews, and other similar published materials.
2. **Papers Presented.** These include those papers presented at local, state, regional, national, and international professional meetings. The significance of content and selection process should be considered in reviewing such presentations.

3. **Performance or Exhibitions.** These include performances or exhibitions that are invited or juried by nationally or regionally recognized members or groups within that area of expertise.
4. **Research or Arts in Progress.** Verification of stages of development is mandatory.
5. **Other Items.** These include funded or unfunded research proposals, grant applications, computer software development, audio-visual media, and other similar material.

C. Professional Contributions and Activities

Part of every faculty member's expected performance in Professional Contributions and Activities is regular participation in the governing and policy-making processes of the University, and such participation should be included in this area of evaluation. Evidence of a faculty member's contributions in the area of professional service might include examples of assistance to the faculty member's discipline, the local community, and to the larger society. The faculty member should also include evidence of continuing professional development and growth. The documentation of all service activities is required and may include evaluations from colleagues, Deans and directors supervising special programs in which the faculty member participates. Service should include participation in organizations and on committees, although more significance will be attached to formal and informal leadership than to mere membership. Evidence might involve the following:

1. **Service to Campus.** University service refers to work other than teaching and scholarship done at the department, college, or University level. A certain amount of such service is expected of every faculty member; indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities. University service includes, but is not limited to, serving on departmental committees and participating in college and University committees. Some faculty members may accept more extensive citizenship

functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a University-wide student organization, and membership on a University search committee.

2. **Service to One's Discipline.** This category includes memberships and leadership positions in professional organizations at state, regional, or national levels and includes service as track chair, session chair, discussant, paper reviewer, editorial staff, etc.
3. **Service to the Community.** This category includes presentations related to one's discipline; providing professional advice or consultations to groups or individuals; and providing other types of service related to the discipline, particularly in the University's service area.
4. **Professional Development.** This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth.

D. Criteria for Assessing the Long-Term Staffing Needs

The long-term staffing needs of the department/division and the University are taken into account at each level in the review process when candidates are evaluated for retention and tenure. Criteria to be considered may include the following:

1. University mission;
2. Enrollment patterns;
3. Program changes;
4. Potential resources for staff additions;
5. Prospective retirements and resignations; and
6. Maintenance of adequate faculty to support essential curricula.

Changes in Tenure/ Tenure-Track Status

A. Non-renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:

- a. Not later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months in advance of its termination;
- b. Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its termination or
- c. Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.

The above stated dates are the latest dates for notice of non-renewal of faculty on tenure- track appointments. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the University.

Applicable dates for notice of non-renewal are based upon actual years of service at APSU and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for tenure by the President or will be given notice of non-renewal of the appointment during the spring term following application for such status.

NOTE: Those faculty who are on a customized personnel calendar and apply for tenure in the spring term will be recommended for tenure or given notice of non-renewal during the same spring term in which they apply for tenure.

Such notice of non-renewal should be given no later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in the section titled Changes in

Tenure/Tenure-Track Status, Procedures for
Termination for Adequate Cause.

2. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons that would be sufficient for the termination of tenured faculty.
3. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.

Unless there is a violation of state or federal law under the limitations described in the APSU Policy 1:010 (Appeals and Appearances Before the Board) decisions that are not subject to appeal to the APSU Board include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of early tenure unaccompanied by notice of termination B. Transfer of Tenure

B. Transfer of Tenure

Where a faculty member is tenured in an academic program unit (e.g., a department or division), he/she may be transferred to another academic program unit. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

C. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

A faculty member shall relinquish or waive his/her right to tenure upon resignation from the University or upon failure to report for service at the designated date of the beginning

of any academic term, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the University, the transfer or reassignment shall be with tenure. Tenure is not relinquished during administrative assignments at the University.

E. Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at APSU subject to the APSU Board of Trustees declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at APSU will comply with the APSU Board of Trustees' policy 5:025 (APSU Policy on Financial Exigency).

F. Termination of Tenure for Curricular Reasons

The employment of a tenured faculty member may be terminated because 1) an academic program is deleted from the curriculum or 2) because of substantial and continued reduction of student enrollment in a field or discipline. Before declaring that curricular reasons exist, the President will ensure meaningful participation by the University's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the process described below, the President will present- either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).

The procedures whereby this presentation is made to a representative faculty body is provided below in item G. That body will have the opportunity to respond in writing to the President before action described below is initiated. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those that are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment

patterns.

1. Part-time faculty within a department or division should not be hired or renewed before tenured faculty are terminated.
2. Temporary faculty should not be renewed before tenured faculty are terminated.
3. Tenure-track faculty in the probationary period should not be renewed before tenured faculty are terminated.
4. Among tenured faculty, those with higher rank should have priority over those with lower rank.
5. Among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority over those with lower academic degree (s).
6. Among tenured faculty with comparable rank and degrees, those with greater seniority in rank should normally have priority over those with less seniority.

G. Procedures for Termination of Tenure

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty

members proposed by the representative faculty body. The committee shall conduct a hearing on the proposed termination(s). The committee shall report its findings and recommendations to the President, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.

3. The President's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the APSU Board of Trustees as provided in APSU Policy 1:010 (Appeals and Appearances Before the Board).
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit that cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable departments or academic program units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the University and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

6. Definitions

- a. "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.
 - b. "Substantive and continued reduction of student enrollment in a field" means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the President would deem to be appropriate for comparison.
7. When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

H. Termination for Adequate Cause

A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of appointment may be terminated for adequate cause, which includes the following:

- 1. Incompetence or dishonesty in teaching or research;
- 2. Willful failure to perform the duties and

responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the Board, the University or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory;

3. Conviction of a felony or a crime involving moral turpitude;
4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and University duties and responsibilities;
5. Capricious disregard of accepted standards of professional conduct;
6. Falsification of information on an employment application or other information concerning qualifications for a position; and
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the University.

I. Procedures for Termination for Adequate Cause

Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:

1. No termination shall be effective until steps 4 through 9 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure:
 - a. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the University that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the University.

Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.

- b.** In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
- 3.** Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the APSU Board of Trustees.
- 4.** Upon a recommendation by the chief academic officer of the University to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
- 5.** If no mutually acceptable resolution is reached through step 4, the following steps shall be taken.
 - a.** The faculty member shall be provided with a written statement of the specific charges alleged by the University that constitutes grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20)

b. A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure herein described. The committee shall be appointed by the President and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the University. The committee may not include any member of the faculty committee referred to in section 4 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President who shall notify all parties of the communication.

6. The hearing committee shall elect a Chair who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
7. The Chair of the hearing committee may, at his/her discretion, require a joint pre-hearing conference with the parties that may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
 - a. Notification as to procedure for conduct of the hearing;
 - b. Exchange of witness lists, documentary evidence, and affidavits;
 - c. Definition and clarification of issues and

- d.** Effecting stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
- 8.** A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
 - a.** During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
 - b.** A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
 - c.** The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
 - d.** The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
 - e.** The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party

at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee Chair determines that the admission of the affidavit is necessary to ensure a just and fair decision.

- f. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the University or other universities of higher education.
 - g. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
 - h. The findings of fact and the report will be based solely on the hearing record.
 - i. The President and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.
9. After consideration of the committee's report and the record, the President may at his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the President shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the President's decision, the faculty member may appeal the President's action to the APSU Board of Trustees pursuant to APSU Policy 1:010 (Appearances and Appeals Before the Board) Review of the appeal shall be based upon the

record of hearing. If upon review of the record, the APSU Board of Trustees notes objections regarding the termination and/or its proceedings, the matter will be returned to the President for reconsideration, taking into account the stated objections, and, at the discretion of the President, the case may be returned to the hearing committee for further proceedings.

Links

APSU Tenure Procedures and Guidelines	https://www.apsu.edu/academic-affairs/faculty/faculty_resources/Tenure_PG_Revised_05-09-2019.pdf
APSU Policy 2:051	https://www.apsu.edu/policy/2s_academic_policies/2051-faculty-appointments.php
APSU Policy 1:012	https://www.apsu.edu/policy/1s_governance_organization_and_general_policies/1012-inspecting-and-copying-public-records-and-related-charges-producing-copies-public-records.php

Revision Dates

APSU Policy 1:025 – Rev.:
APSU Policy 1:025 (previously 5:060) – Rev.: May 19, 2017
APSU Policy 1:025 – Rev.: July 26, 2016
APSU Policy 1:025 – Rev.: May 12, 2015
APSU Policy 1:025– Issued: April 29, 2014

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Approved

President:

7-27-2020
[Signature]

**Austin Peay State
University**

Policy on Academic Tenure

Issued: May 19, 2017

POLICIES

Responsible Official: Provost and Vice President for Academic
Affairs

Responsible Office: Academic Affairs

Policy Statement

The following policy of Austin Peay State University (APSU) on tenure is applicable to all tenure-track faculty within the University.

Faculty and administrators are also required to follow the Tenure Procedures and Guidelines document, which comprises procedures and guidelines related to the retention, tenure, and promotion of all tenure-track and tenured faculty within the University. These procedures and guidelines embody and communicate all provisions, definitions, and stipulations of Austin Peay State University.

The quality of the faculty of any University is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at Austin Peay State University provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

Contents

Definitions

- Academic Tenure
- Adequate Cause
- Financial Exigency
- Faculty Member
- Probationary Employment
- Faculty Appointments
- The Evaluation Process

Procedures

- Consideration for Tenure
- Criteria to be considered in Tenure Recommendations
- Changes in Tenure/Tenure-Track Status

Links

- APSU Tenure Procedures and Guidelines
- APSU Policy 2:051
- APSU Policy 1:012

Definitions

Academic Tenure	A personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at a University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
Adequate Cause	A basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds which <u>that</u> constitute adequate cause are set forth in Termination for Adequate Cause Section H herein.
Financial Exigency	The formal declaration by the APSU Board of Trustees that APSU faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments. The purpose of the APSU financial exigency policy is to establish the criteria and process regarding financial exigency at the university.
Faculty Member	A full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor. APSU Policy 2:051 provides additional details about types of appointments.
Probationary Employment	Period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the University for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure.

Probationary employment provides an opportunity for the individual to assess his/her own commitment to the University and for the University to determine whether the individual meets its perception of quality and/or projected need.

Faculty Appointments

See APSU Policy No. 2:051.

Annual Evaluation

Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at APSU; therefore, university policy should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate.

Procedures

Consideration for Tenure

A. Tenure Appointments

The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the University. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The APSU Board of Trustees does not award tenure in non-faculty positions.

Tenure appointments reside in the departments and academic program units and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections IV (Criteria to Be Considered in Tenure Recommendations) and V (Changes in Tenure/Tenure-Track Status). Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.

Who Awards Tenure at APSU

Tenure is awarded only by positive action of the APSU Board of Trustees, pursuant to the requirements and procedures of this policy at APSU. No faculty member shall acquire or be entitled to

any interest in a tenure appointment at APSU without a recommendation for tenure by the President of the University and an affirmative award of tenure by the APSU Board of Trustees. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at APSU, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

The President has the authority to recommend tenure or to continue faculty members in probationary status in accord with the provisions elsewhere in this policy. The President shall base his/her determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental Chairs*, college Deans*, and the Provost.

*(APSU Editorial Note: Some academic units of the University have directors instead of Chairs. If the job description of the director of an academic unit includes duties and responsibilities typically assigned to the Chair of a department, then the director shall be seen as the equivalent of a Chair and shall participate in all personnel processes including retention, tenure, and promotion.)

See *Tenure Procedures and Guidelines* document for Calendar for Faculty Personnel Actions.

B. Tenure Process

All tenure-track faculty shall be reviewed for retention on an annual basis until they attain tenure. The guidelines governing the criteria for retention are included within this policy (1:025) as well as in the *Tenure Procedures and Guidelines* document.

Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship, and service/outreach are identified in this policy under “General Criteria for Evaluation of Faculty Members.”

1. Departmental Recommendations

- a. The departmental chair/director shall inform faculty members who are to be reviewed of the nature of materials required by the retention and tenure committee and the date by which these materials must be received for committee consideration.

Faculty members under review for retention, tenure, and promotion are responsible for submitting well-organized, up-to-date, and accurate e-dossiers. This responsibility shall end upon final submission of the e-dossier by the faculty member for the year under review.

Faculty members are encouraged to work closely with their directors/chairs, assigned mentors, and/or other senior faculty within and outside of their department (as necessary) to make sure that the e-dossier complies with content and order requirements as noted below. Faculty members should consider the preparation of e-dossiers as a year-round process, gathering and maintaining materials accordingly.

Faculty should consult the *Tenure Procedures and Guidelines* document for developing their e-dossiers.

Confidentiality of Meetings

All retention, tenure, and promotion committee proceedings and deliberations are strictly confidential. Faculty members who serve on review committees may discuss the vote and specifics of a particular personnel meeting only with other members who are also part of that same personnel review committee. As the discussion of the review committees involves personnel issues, the personnel review committee members are encouraged to exercise appropriate discretion in any subsequent discussion of the meetings. Faculty may consult with the university ombudsman and the Office of Human Resources in this process.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. Academic tenure may be awarded only to full-time faculty members who: (a) hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for the rank

held under APSU Policy 2:063 (Faculty Promotion); (b) have been employed through tenure-track appointments and have completed not less than the minimum probationary period of service; and (c) have been determined by the institution to meet the criteria for recommendation for tenure and have been so recommended based upon this policy.

2. Faculty holding temporary appointments are not eligible for tenure.
3. Faculty members supported in whole or in part by funds available to the institution on a short-term basis, such as grants, contracts, or ~~foundation-sponsored~~foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the institution upon the recommendation of tenure to the APSU Board of Trustees.
4. No faculty member shall be eligible for tenure in an administrative position; however, when a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in the former faculty position; and a faculty member otherwise eligible for tenure who holds an administrative position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Probationary Employment

Probationary faculty may be employed on annual tenure-track appointments for a probationary period, which may not exceed six (6) years; however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the President and approval of the APSU Board of Trustees. Upon approval of such an exception by the APSU Board of Trustees, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period, per APSU Policy 2:063.

1. Approved Leave of Absence

A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the [President/Provost](#) of the University specified in writing prior to the leave of absence that it shall be included in the probationary period. However, articles that are published (online or in print) during the “leave of absence” period shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period.

For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the “leave of absence” period or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a “leave of absence” period, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

Leaves of absence may not be granted retroactively. A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

2. Stopping the Tenure Clock

A faculty member in a tenure track appointment may request to “stop the clock” during his/her probationary period when circumstances exist that interrupt the faculty member’s normal progress toward building a case for tenure. Discretion for stopping the tenure clock rests on the institution and ~~also~~ requires supervisory approval. In such cases, the faculty member may request to “stop the tenure clock” for one-year if he/she demonstrates that circumstances reasonably warrant such interruption. Reasons for approving a request to “stop the clock” will typically be related to a personal or family situation requiring attention and commitment

that consumes the time and energy normally addressed to faculty duties and professional development. Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one's professional life. The intent of this policy is to serve the best interests of the University while providing neither preference to, nor adverse effect on, a faculty member's process of developing a case for tenure. Once approved, the "stop the clock" year is not counted in the probationary period accrual.

However, articles that are published (online or in print) during the "stop the clock" year shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period. For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the "stop the clock" year or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a "stop the clock" year, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

3. Procedure for Modifying the Probationary Period

A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above. The request is to be submitted to the department chair/director for consideration and recommendation. The chair/director's recommendation is forwarded to the Dean of the faculty member's college for consideration and recommendation; thence to the [pProvost](#) for consideration and approval or denial. The Provost will notify the faculty member, in writing, of such exceptions within one month of submission. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to the APSU Office of Legal Affairs.

A faculty member who is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions: 1) the faculty member must qualify for tenure under departmental or academic program unit, college and University guidelines; and 2) the faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.

Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the [President-Provost](#)– elect to begin a new probationary period on the date that the transfer occurs. If he/she does not so elect (and confirm in writing to the President), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

Criteria to be Considered in Tenure Recommendations

Overview

Faculty members shall be evaluated for retention, tenure, and promotion in the areas listed below and according to the standards indicated for the particular personnel action being considered. Time periods for particular personnel actions and supporting e-dossier material relevant to each action are as follows:

Retention:	since initial appointment;
Tenure:	since initial appointment; and
Promotion:	since initial appointment or date of last promotion whichever is the more recent.

General Criteria for Evaluation of Faculty Members

The following are general criteria to be used in evaluating faculty members for any personnel action. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of action contemplated as well as the nature and mission of the department to which the faculty member is assigned. It should also be recognized that common sense and flexibility need to be used in the application

of criteria. Faculty members truly outstanding in one (1) area but less active or successful in others may well be contributing more to the well-being of the University than someone adequate in all areas but outstanding in none. Reasonable expectations for the following evaluative criteria for retention, tenure, promotion and merit shall be established in writing at the departmental and college levels as a standard or basis for personnel actions.

1. Teaching effectiveness;
2. Effectiveness in other academic assignments, including student advisement, as well as departmental and program administrative assignments;
3. Research, scholarly and creative activity;
4. Professional degrees, awards, and achievements;
5. Professional service (may include institutional committee assignments) to the University, the community, and the State or Nation;
6. Activities, memberships, and leadership in professional organizations;
7. Evidence of continuing professional development and growth; and potential for contributions to the objectives of the department and the University and
8. Demonstrated willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit; and evidence of, regard for, and performance consistent with, accepted standards of professional conduct.

For convenience and further clarification, APSU groups these criteria into three general areas of evaluation: Effectiveness in Academic Assignment; Scholarly and Creative Achievement; and Professional Contributions and Activity.

A. Effectiveness in Academic Assignment

Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for tenure. It is expected that a component of teaching is effective student advisement.

The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows: ability to organize and present subject matter in a logical and meaningful way; ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and evidence of peer evaluation. Documentation of teaching should routinely include: statement of teaching philosophy; course materials; student evaluations for every course evaluated during the probationary period; and evidence of supervision of student projects and other forms of student mentorship. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as additional student input; student products; teaching recognition; teaching scholarship; peer input; evidence of professional development in teaching; evidence of disciplinary or interdisciplinary program or curricular development; alumni surveys and student exit interviews; and other evidence of excellence in teaching or mentoring, or both.

Candidates should be evaluated within the scope of their defined academic assignment. For most faculty members, judgment of "Effectiveness in Academic Assignment" will involve evaluation primarily of teaching, student advising, and related instructional activities.

Positive evaluation in the area "Effectiveness in Academic Assignment" is the prime, but not sole, condition for retention, tenure, or promotion.

- 1. Teaching Effectiveness.** Evidence for teaching effectiveness shall include a list of courses taught, a

sample of relevant course materials, and student evaluations since the most recent similar action was taken. Evidence may also include letters from present and former students solicited on a statistically random basis by the department chair/director and returned to him/her and all included in the dossier; reviews of public talks or lectures; evaluations by the faculty member's colleagues and Deans and directors supervising special programs in which the faculty member participates.

Faculty members may present their own analyses of their student evaluations, teaching materials, and teaching methods. Contributions such as the direction of student research and special studies, student advisement, the development or initiation of new courses, involvement in Continuing Education programs, and carefully evaluated and properly supervised experimentation in instruction should also be included.

- 2. Non-Teaching and Teaching Chairs, Directors, and Coordinators.** Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A ("Academic Assignment") on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position.

B. Research/Scholarship/Creative Activities

A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure. Such evidence should cite books, journal articles, monographs, creative activities, performances, or exhibitions that have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such

rigorous examination. It should be emphasized that quality is more important than quantity.

The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.

Research and scholarly and creative activities are important to the University's role in society. Clear evidence of the quality of work shall be a part of every evaluation, including evaluations from Deans and directors supervising special programs in which the faculty member participates. Evidence supplied by the candidate or others might include the following:

1. **Publications.** These include books or chapters in books, textbooks, articles in refereed journals, articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews, and other similar published materials.
2. **Papers Presented.** These include those papers presented at local, state, regional, national, and international professional meetings. The significance of content and selection process should be considered in reviewing such presentations.
3. **Performance or Exhibitions.** These include performances or exhibitions that are invited or juried by nationally or regionally recognized members or groups within that area of expertise.
4. **Research or Arts in Progress.** Verification of stages of development is mandatory.
5. **Other Items.** These include funded or unfunded research proposals, grant applications, computer

software development, audio-visual media, and other similar material.

C. Professional Contributions and Activities

Part of every faculty member's expected performance in Professional Contributions and Activities is regular participation in the governing and policy-making processes of the University, and such participation should be included in this area of evaluation. Evidence of a faculty member's contributions in the area of professional service might include examples of assistance to the faculty member's discipline, the local community, and to the larger society. The faculty member should also include evidence of continuing professional development and growth. The documentation of all service activities is required and may include evaluations from colleagues, Deans and directors supervising special programs in which the faculty member participates. Service should include participation in organizations and on committees, although more significance will be attached to formal and informal leadership than to mere membership. Evidence might involve the following:

- 1. Service to Campus.** University service refers to work other than teaching and scholarship done at the department, college, or University level. A certain amount of such service is expected of every faculty member; indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities. University service includes, but is not limited to, serving on departmental committees and participating in college and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a University-wide student organization, and membership on a University search committee.
- 2. Service to One's Discipline.** This category includes memberships and leadership positions in professional organizations at state, regional, or national levels and includes service as track chair, session chair, discussant, paper reviewer, editorial staff, etc.

3. **Service to the Community.** This category includes presentations related to one's discipline; providing professional advice or consultations to groups or individuals; and providing other types of service related to the discipline, particularly in the University's service area.
4. **Professional Development.** This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth.

D. Criteria for Assessing the Long-Term Staffing Needs

The long-term staffing needs of the department/division and the University are taken into account at each level in the review process when candidates are evaluated for retention and tenure. Criteria to be considered may include the following:

1. University mission;
2. Enrollment patterns;
3. Program changes;
4. Potential resources for staff additions;
5. Prospective retirements and resignations; and
6. Maintenance of adequate faculty to support essential curricula.

Changes in Tenure/ Tenure-Track Status

A. Non-renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
 - a. Not later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months in advance of its termination;
 - b. Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its

termination or

- c. Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.

The above stated dates are the latest dates for notice of non-renewal of faculty on tenure- track appointments; ~~and each University may adopt annual dates which provide for longer notice of non-renewal.~~ Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the University.

Applicable dates for notice of non-renewal are based upon actual years of service at APSU and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for tenure by the President or will be given notice of non-renewal of the appointment during the spring term following application for such status.

NOTE: Those faculty who are on a customized personnel calendar and apply for tenure in the spring term will be recommended for tenure or given notice of non-renewal during the same spring term in which they apply for tenure.

Such notice of non-renewal should be given not later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in the section titled Changes in Tenure/Tenure-Track Status, Procedures for Termination for Adequate Cause.

2. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons ~~which~~that would be sufficient for the termination of tenured faculty.

3. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.

Unless there is a violation of state or federal law under the limitations described in the APSU Policy 1:010 (Appeals and Appearances Before the Board) -decisions that are not subject to appeal to the APSU Board include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of early tenure unaccompanied by notice of termination B. Transfer of Tenure

B. Transfer of Tenure

Where a faculty member is tenured in an academic program unit (e.g., a department or division), he/she may be transferred to another academic program unit. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

C. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

A faculty member shall relinquish or waive his/her right to tenure upon resignation from the University or upon failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the University, the transfer or reassignment shall be with tenure. Tenure is not relinquished during administrative assignments at the University.

E. Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at APSU subject to the APSU Board of Trustees declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at APSU will comply with the APSU Board of Trustees' policy 5:025 (APSU Policy on Financial Exigency).

F. Termination of Tenure for Curricular Reasons

The employment of a tenured faculty member may be terminated because 1) an academic program is deleted from the curriculum or 2) because of substantial and continued reduction of student enrollment in a field or discipline. Before declaring that curricular reasons exist, the President will ensure meaningful participation by the University's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the process described below, the President will present- either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).

The procedures whereby this presentation is made to a representative faculty body is provided below in item G. That body will have the opportunity to respond in writing to the President before action described below is initiated. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those ~~which~~that are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns.

1. Part-time faculty within a department or division should not be hired or renewed before tenured faculty are terminated.
2. Temporary faculty should not be renewed before tenured faculty are terminated.

3. Tenure-track faculty in the probationary period should not be renewed before tenured faculty are terminated.
4. Among tenured faculty, those with higher rank should have priority over those with lower rank.
5. Among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority over those with lower academic degree(s).
6. Among tenured faculty with comparable rank and degrees, those with greater seniority in rank should normally have priority over those with less seniority.

G. Procedures for Termination of Tenure

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body. The committee shall conduct a hearing on the proposed termination(s). The committee shall report its findings and recommendations to the President, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.
3. The President's decision to terminate a tenured faculty

member for curricular reasons is subject to appeal to the APSU Board of Trustees as provided in APSU Policy 1:010 (Appeals and Appearances Before the Board).

4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit ~~which~~that cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable departments or academic program units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the University and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

6. Definitions

- a. "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.

- b.** “Substantive and continued reduction of student enrollment in a field” means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the President would deem to be appropriate for comparison.
- 7.** When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

H. Termination for Adequate Cause

A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of appointment may be terminated for adequate cause, which includes the following:

- 1.** Incompetence or dishonesty in teaching or research;
- 2.** Willful failure to perform the duties and responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the Board, the University or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory;
- 3.** Conviction of a felony or a crime involving moral turpitude;

4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and University duties and responsibilities;
5. Capricious disregard of accepted standards of professional conduct;
6. Falsification of information on an employment application or other information concerning qualifications for a position; and
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the University.

I. Procedures for Termination for Adequate Cause

Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:

1. No termination shall be effective until steps 4 through 9 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure:
 - a. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the University that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the University. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
 - b. In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and

effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.

3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the APSU Board of Trustees.
4. Upon a recommendation by the chief academic officer of the University to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
5. If no mutually acceptable resolution is reached through step 4, the following steps shall be taken.
 - a. The faculty member shall be provided with a written statement of the specific charges alleged by the University ~~which~~that constitutes grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
 - b. A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to

the procedure herein described. The committee shall be appointed by the President and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the University. The committee may not include any member of the faculty committee referred to in section 4 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President who shall notify all parties of the communication.

6. The hearing committee shall elect a Chair who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
7. The Chair of the hearing committee may, ~~at~~in his/her discretion, require a joint pre-hearing conference with the parties ~~which~~that may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
 - a. Notification as to procedure for conduct of the hearing;
 - b. Exchange of witness lists, documentary evidence, and affidavits;
 - c. Definition and clarification of issues and
 - d. Effecting stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
8. A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the

procedures below.

- a.** During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
- b.** A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
- c.** The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
- d.** The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
- e.** The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee Chair determines that the admission of the affidavit is necessary to ensure a just and fair decision.
- f.** In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the University or other

universities of higher education.

- g. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
 - h. The findings of fact and the report will be based solely on the hearing record.
 - i. The President and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.
9. After consideration of the committee's report and the record, the President may at his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the President shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the President's decision, the faculty member may appeal the President's action to the APSU Board of Trustees pursuant to APSU Policy 1:010 (Appearances and Appeals Before the Board) Review of the appeal shall be based upon the record of hearing. If upon review of the record, the APSU Board of Trustees notes objections regarding the termination and/or its proceedings, the matter will be returned to the President for reconsideration, taking into account the stated objections, and, at the discretion of the President, the case may be returned to the hearing committee for further proceedings.

**APSU Tenure Procedures
and Guidelines**

https://www.apsu.edu/academic-affairs/faculty/faculty_resources/Tenure_PG_Revised_05-09-2019.pdf

APSU Policy 2:051

https://www.apsu.edu/policy/2s_academic_policies/2051-faculty-appointments.php

APSU Policy 1:012

https://www.apsu.edu/policy/1s_governance_organization_and_general_policies/1012-inspecting-and-copying-public-records-and-related-charges-producing-copies-public-records.php

Revision Dates

APSU Policy 1:025 – Rev.:

APSU Policy 1:025 (previously 5:060) – Rev.: May 19, 2017

APSU Policy 1:025 – Rev.: July 26, 2016

APSU Policy 1:025 – Rev.: May 12, 2015

APSU Policy 1:025– Issued: April 29, 2014

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Approved

President: signature on file

**Austin Peay State
University**

Undergraduate and Graduate Admissions Policy

POLICIES

Issued: *June 1, 2020*

**Responsible
Official:** Provost and Vice President for Academic Affairs

**Responsible
Office:** Enrollment Management and College of
Graduate Studies

Policy Statement

It is the policy of Austin Peay State University to admit students to the University who meet the requirements detailed in this policy.

Purpose

The purpose of this policy is to create procedures for admission of students to undergraduate and graduate degree programs.

Contents

Procedures

- Freshman Applicants
 - Transfer Applicants
 - Early Admission Freshmen Applicants
 - Concurrent Enrollment
 - Military Applicants
 - International Applicants
 - Misrepresentation of Academic Credentials
 - Non-Degree Seeking Applicants
 - Readmission Applicants
 - Graduate Applicants
-

Procedures

Freshman Applicants

A first-time freshman applicant is a student who enters APSU with fewer than 12 transferable credit hours after graduating high school. Students who were dual enrolled in college courses still in high school considered a new freshman, regardless of the number of college credit hours. Applicants must submit an

application for admission, the \$25 application fee, ACT or SAT scores, and high school transcript or GED/HiSET scores.

High School Graduation

Public School—graduates of public schools must submit an official high school transcript showing dates/terms of attendance, credits earned while enrolled, and date of graduation. Transcripts for graduates of Tennessee public high schools must note that the applicant passed the required proficiency examinations. The Special Education diploma or High School Certificate is not accepted.

Non-Public School—graduates of all non-public high schools must submit an official transcript showing dates/terms of attendance, credits earned, and date of graduation. Transcripts of home-school applicants must provide an official copy from an affiliated organization as defined by state law (TCA 49-50-801) or it may be accompanied by certification of registration from the local education agency which the student would otherwise attend. Purchased transcripts from organizations not requiring high school attendance for completion of grades 9-12 are considered unsatisfactory documentation of high school graduation. Applicants who are unable to provide a satisfactory high school credential may substitute acceptable scores on the GED or HiSET examination.

Completion of APSU-Required High School Courses

All students graduating from high school since 1989 must show proof of satisfactory completion of all college preparatory courses including U.S. History.

Assessment Requirements

All freshman applicants must submit assessment scores with the application for admission.

Students under 21 years of age. ACT/SAT scores earned within 5 years of the first day of the first semester or term of enrollment are required. Scores submitted will be used in making admissions decisions; English, mathematics and reading scores will be used in determining placement in university courses. Applicants who present an ACT English score of 28 through 30 (620-680 SAT) will receive academic credit for ENGL 1010. Applicants who present an ACT English score of 31 through 36

(690-800 SAT) will receive academic credit for ENGL 1010 and ENGL 1020. Credits will be applied to the student's academic record after the completion of the first semester or term of enrollment.

Active duty military are exempt from ACT/SAT testing but will be required a placement assessment, if no scores are available.

Students 21 and over. Students unable to submit valid ACT/SAT scores earned within 5 years of the first day of class must take a placement assessment, if necessary. Scores submitted will be used in making admissions decisions; English, mathematics and reading scores will be used in determining placement in university courses.

Admission Standards

Austin Peay State University invites applications from all prospective students. All complete applications are reviewed carefully to determine the likelihood of the applicant's completion of academic requirements leading to graduation in a timely manner. Admission decisions are based on academic performance in high school, assessment scores (ACT, SAT, or other) and completion of all APSU high school requirements with grades earned in those courses. By reviewing the published admissions criteria, prospective students are able to determine their likelihood of admission to the university.

Freshman Under 21 Years of Age **Full Admission**

1. Satisfactory completion of all college prep courses including U.S. History; and
2. One of the following:
 - High school GPA of 2.85 or higher; or
 - ACT cumulative score of 20 or higher; or
 - SAT 940 (Critical reading and Mathematics) prior to March 2016; or
 - SAT 1020 (Evidence Based Reading and Writing and Mathematics) March 2016 and after; or
 - GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and

- Satisfactory ACT/SAT scores in two of the three core areas: mathematics, reading, and English.
- No remedial placement from ACT/SAT in mathematics, reading, and English.

Conditional Admission

1. Satisfactory completion of all college prep courses including U.S. History required by TBR; and
2. One of the following:
 - High school GPA of 2.75 – 2.84; or
 - ACT cumulative score of 19; or
 - SAT 900 (Critical reading and Mathematics) prior to March 2016; or
 - SAT 980 (Evidence Based Reading and Writing and Mathematics) March 2016 and after; or
 - GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
- No remedial placement from ACT/SAT in the three core areas: mathematics, reading, and English.

Freshman 21 Years of Age and Older (first day of first semester or term of enrollment)

Full Admission

1. Satisfactory completion of all college prep courses including U.S. History if graduating from high school since 1989 or GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
2. Satisfactory placement scores in 2 of 3 core areas – Algebra, reading, and English (writing).
3. No remedial placement from placement scores in the 3 core areas – Algebra, reading, and English (writing).

Conditional Admission

1. Satisfactory completion of all college prep courses including U.S. History if graduating from high school since 1989 or GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
2. No remedial placement from placement scores in the 3 core areas – Algebra, reading, and English (writing).

Conditionally Admitted Students Enter On Academic Probation

During the first semester of enrollment they are required to complete academic strengthening requirements that include:

1. Enroll in APSU 1000 for conditional students
2. Monitored absenteeism for class
3. Participate in peer tutoring
4. Achieve a 1.5 cumulative GPA during the first semester or term of enrollment. (Not doing so results in a non-appealable academic suspension.)

Freshmen with High School Deficiencies (Admission by Exception)

Applicants who have not satisfactorily completed all college prep courses including U.S. History may achieve admission by exception by satisfying these requirements:

1. No more than two high school unit deficiencies (to be removed during first 30 hours of enrollment), and;
2. ***One of the following:***
 - ACT composite score of 21 or higher and high school diploma; or
 - SAT cumulative score of 1060 or higher (March 2016 and after) and high school diploma; or
 - SAT cumulative score or 980 or higher (prior to March 2016) and high school diploma; or
3. High school GPA of 3.0 (4.0 scale) and high school diploma; or
4. GED score of 600 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and

5. Satisfactory ACT/SAT scores in two of the three core areas: mathematics, reading, and English.
6. No remedial placement from ACT/SAT in mathematics, reading, and English.

Alternative Standards

Any applicant who does not fulfill requirements for any other category of admission may submit an Admissions Decision Appeal Request form to be considered by the university's Committee on Admissions Standards. The form to be submitted is located on the Office of Admissions website at http://www.apsu.edu/admissions/undergrad/online_forms. Students who are admitted by alternative standards are **conditionally admitted** and enter on academic probation.

Admission for Subsequent Semester

Prospective students who did not register and wish to be considered for admission for a subsequent semester or term must request their application for admission be moved to the desired semester or term.

Transfer Applicants

A transfer applicant is a student who has earned 12 or more transferable credits from a college or university. Transfer students who have earned fewer than 12 transferable credits must meet freshman admission standards. A student who was dual enrolled in college courses while still in high school and has not attended college AFTER high school graduation is considered as a new freshman, regardless of the number of hours earned with dual enrollment. In order to be considered for admission, the transfer applicant must be in good standing (not suspended) from the last institution attended. Applicants must submit official transcripts from all institutions attended whether or not credit was earned, an application for admission, the \$25 application fee, and high school transcript or GED or HiSET scores. Not doing so may result in dismissal from the University.

Applicants' college grade point average must meet the following requirements:

	Minimum
Quality Hours	Grade-
Earned	Point
	Average

12-29	1.50
30-45	1.80
46-59	1.90
60 and above	2.00

Prospective students who qualify as transfer applicants must submit the following for consideration:

1. Official transcript(s) from all previously attended colleges and universities (mailed or sent electronically directly from the institution(s) to the APSU Office of Admissions). Failure to identify all institutions attended (whether or not credit was received) is cause for dismissal from the University.
2. Take a placement assessment, if college level math, English and history was not taken at previous institution(s); and
3. One of the following:
 - a. Official high school transcript(s) from all previously attended secondary schools (mailed or sent electronically directly from institution(s) to the APSU Office of Admissions (Special education diplomas or high school certificates of attendance are not acceptable), or
 - b. GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation.
 - c. The exception to this requirement is high school graduation or GED or HiSET testing prior to 1989.

Early Admission Freshmen Applicants

Early admission criteria apply to any prospective students who have not yet graduated from high school but who wish to enter APSU full-time after their junior year. Such students may achieve admission by meeting the following requirements.

1. Admission application; and
2. High School Authorization form; and
3. High school cumulative GPA of 3.2 or higher (on a 4.0 scale); and
4. One of the following:

- a. ACT composite score of 22 or higher, or
- b. SAT cumulative score of 1020 or higher (test taken prior to March 2016); or
- c. SAT cumulative score of 1100 or higher (test taken March 2016 and after); and
- 5. Recommendation of high school principal or guidance counselor and consent of parent(s) or guardian(s); and
- 6. Written statement from high school principal specifying college courses that will be substituted for remaining high school courses needed for high school graduation.

Concurrent Enrollment

Students are considered for dual enrollment when they expect to receive both high school and university credit for courses taken to be applied to high school graduation. Students who earn university credit that will not apply to high school graduation apply for joint enrollment. Prospective students who wish to attend APSU while still enrolled in high school must comply with the following requirements.

1. Dual Enrollment (both high school and college credit awarded for courses taken)
 - a. Admission application; and
 - b. Student and Parent Authorization forms; and
 - c. Must submit a transcript showing completion sophomore year with a cumulative high school GPA of 3.0 or higher (on a 4.0 scale); or
 - d. One of the following:
 - i. ACT composite score of 21 or higher, or
 - ii. SAT total score of 1060 or higher (Evidence Based Reading and Writing and Math);
 - e. Recommendations of high school principle or guidance counselor; and
 - f. Written parental or guardian approval; and
 - g. Approval by high school of University credits received.
2. Joint Enrollment (University credit only; credits earned do not apply to high school diploma)
 - a. Admission application; and
 - b. Student and Parent Authorization forms; and
 - c. Must submit a transcript showing completion sophomore year with a cumulative high school GPA of 3.0 or higher (on a 4.0 scale); or
 - d. One of the following:
 - i. ACT composite score of 21 or higher, or

- ii. SAT total score of 1060 or higher (Evidence Based Reading and Writing and math);
- e. Recommendation of high school principal or guidance counselor; and
- f. Written parental or guardian approval; and
- g. Approval by high school of University credits received.

Academically talented/gifted high school students (both high school and college credit awarded for courses taken)

- 1. Admissions application; and
- 3. High School Authorization form; and
- 4. Must have a cumulative high school GPA of 3.2 or higher (on a 4.0 scale); and
- 5. Must be enrolled in grade 9, 10, 11, or 12 in public or private high schools in Tennessee; and
- 6. Recommendation of high school principal and approval of placement as a part of the student's planned Individual Education Program (IEP) as established by the high school multi-disciplinary team process; and
- 7. Recommendation and approval of the Director of Admissions.

APSU Middle College applicants must be accepted and recommended by the Clarksville-Montgomery County School System. Applicants must meet minimum requirements as established in the APSU/CMCSS Middle College Memorandum of Understanding.

Applicants for the Governor's School for Computational Physics must meet concurrent admissions standards:

- 1. Submit Admission application; and
- 2. Separate Application for the Tennessee Governor's School; and
- 3. Must have completed sophomore year with a cumulative high school GPA of 3.2 or higher (on a 4.0 scale), and
- 4. Recommendation of acceptance by the APSU Governor's School Selection Committee.

If you are denied admission, you can appeal this decision by submitting the **Dual or Joint Admissions Decision Appeal Form** to the Office of Admissions. Additional information that

can be submitted, at the applicant's option includes, but is not limited to, the following:

1. An additional letter of recommendation from the high school principal or guidance counselor
2. Any other additional information at the applicant's discretion

Please assure that your name is on all submitted documents. After we receive the appeal form, your file will be sent to the Committee on Admission Standards for review. The committee will review your file and make a recommendation for admission. You will be notified of the committee's decision in writing.

Continuous Enrollment: Dual or joint enrollment students who want to continue enrollment for the next sequential semester prior to high school graduation and maintain a 2.75 APSU GPA do not need to reapply each semester. However, should the student's APSU GPA fall below the 2.75, the student will submit the High School Authorization Signature Page requiring the school counselor or principal's signature and submit the official most recent high school transcript to ensure the student continues to meet initial admission requirements for dual or joint enrollment.

Military Applicants

Military (both active-duty and veterans) are required to submit documents for military credit prior to enrollment. The following documents should be sent to the Office of Admissions directly from the issuing agency except for Form DD 214:

Branches	Documents Needed
Army	JST transcript
Air Force	Community College of the Air Force transcript
Army National Guard	JST transcript or NGB Form 22
Navy	JST transcript
US Marine Corp	JST transcript
US Military	Enlistment contract 4-1 or 4-2 or DD Form 2586 or JST transcript
Reserves	DD Form 214 Member Copy 4 or
Veterans (Retired or Discharged)	other forms with characterization of service

International Applicants

Degree-Seeking (All Visa Types Excluding J-1)

1. Submit an application for admission.
Complete the international undergraduate application and pay the nonrefundable \$25 application fee. *Priority application deadline is June 1 for fall semester and October 1 for spring semester.*
2. Submit proof of financial support.
3. Request official transcripts.
4. Request official ACT or SAT scores.
ACT Code: 03944 www.act.org
SAT Code: 1028 www.collegeboard.org
If currently residing in the U.S, a placement assessment may be taken in place of the ACT or SAT.
5. Submit proof of English Language Proficiency.
6. Submit proof of immunization and medical insurance.
7. Submit copy of passport biographical page.

Exchange Students (Visa Type J-1)

1. Submit an application for admission.
Complete the international undergraduate application and pay the nonrefundable \$25 application fee. *Priority application deadline is June 1 for fall semester and October 1 for spring semester.*
2. Submit proof of financial support.
3. Request official transcripts.
4. Submit proof of English Language Proficiency.
5. Submit proof of immunization and medical insurance.
6. Submit copy of passport biographical page.

Permanent Resident Alien. Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien Card.

General International Applicant Information. All non-immigrants must provide proof of status, including copies of their visa. All international applicants will receive information concerning any special requirements for admission from the Office of Admissions. Student Health Services will provide the Office of Admissions with information concerning policy requirements, associated approximate costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and

hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.

Authority on Immunization Requirements Rules. The APSU Board of Trustees, in consultation with the Tennessee Department of Health, has the authority to implement rules regarding immunization against meningococcal disease and completion of a Hepatitis B waiver form with regard to all APSU students. All such rules must be implemented in accordance with the Uniform Administrative Procedures Act.

Misrepresentation of Academic Credentials

It is a **Class A misdemeanor** to misrepresent academic credentials. Applicants and students who commit this offense know that the statement is false and are making the statement with the intent to secure admission or employment in an institution of higher education in Tennessee. This offense includes statements made orally or in writing that the person has

1. Successfully completed required coursework for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; or
2. Successfully complete the required coursework for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
3. Successfully completed the required coursework for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

Students who are admitted and later found to have withheld transcripts from institutions in which they have been enrolled may be subject to dismissal from the university.

Secondary school transcripts determined to be from a source that does not require normal high school attendance and awards the transcript based on a fee charged are excluded from consideration for admission. Freshman applicants who have not completed high school must provide GED or HiSET scores.

Non-Degree Seeking Applicants

Applicants who are eligible for non-degree admission include:

Transient Applicants

A student who is currently enrolled and in good standing at

another regionally accredited college or university may apply to attend APSU as a transient applicant and may be admitted to the University for one semester/term. This intent must be included in the application for admission. The applicant's home college must submit a letter of good standing to the Office of Admissions or an official transcript reflecting student's good standing. An official transcript may be required if needed to document the completion of any prerequisites required for enrollment in course(s). Transient students remaining at Austin Peay will need to re-apply for admission and resubmit a letter of good standing or an official transcript for a subsequent semester/term.

Persons with a College Degree or Certificate

Persons who have a degree or certificate equivalent to the highest degree or certificate offered by a regionally accredited college or university in a particular field, but wish to take additional courses.

Senior Citizens and Disabled Persons

Adults 65 years of age or older during the semester, domiciled in Tennessee, may register in courses for credit on a space available basis and pay maximum tuition of \$70 and all applicable fees or a Tennessee resident who is 60 years of age or older may audit a course if space is available at no cost (according to Tennessee law) by filing a birth certificate with the Office of the Registrar. A Tennessee resident who is permanently and totally disabled may register in courses for credit on a space available basis and pay maximum tuition of \$70 and all applicable fees or may audit a course if space is available at no cost (according to Tennessee law) by filing an Application for Tuition Reduction Due to Disability and submit proof you are considered 100% disabled through Social Security or other appropriate state or federal agency. To request tuition reduction for disability, you must submit the documentation for each term of enrollment. Request must be submitted prior to the last day of late registration.

Adult Special Applicants

Applicants, (21 years of age or older), who are not interested in earning a degree from the University may apply for admission as an Adult Special Applicant by indicating on their application for admission. Requirements for Freshman Adult Special Students include high school graduation or a minimum GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-

December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation. An official high school transcript or GED score must be submitted to the Office of Admissions; a Special Education Diploma or High School Certificate is not acceptable.

Transfer and readmit applicants must submit a transcript from the last college or university attended. Applicants who are currently suspended from another college or university are not eligible to enroll as Adult Special Students.

Adult Special Students will be limited to enrolling in a maximum of 24 semester hours. Adult Special Students are not allowed to register for college-level courses unless the appropriate prerequisites are completed or a portion of the placement assessment is taken. Adult Special Students who later decide to seek a degree from the University must submit all academic credentials and satisfy all admissions requirements. Applicants who are denied regular admission will be denied admission as a Special Applicant for the same semester.

Adult Special Students – Certification Only

Applicants enrolling in a certificate program must apply for admission as an Adult Special Applicant by indicating on their application for admission. Applicants that have never attended a college or university must submit their official final high school transcript showing graduation date. Applicants who have attended a college or university must submit their official transcript from the last college or university attended. Applicants who are currently suspended from another college or university are not eligible to enroll as an Adult Special Student.

Adult Special Students will be limited to enrolling in a maximum of 24 semester hours. Adult Special Students are not allowed to register for college-level courses unless the appropriate prerequisites are completed or a portion of the placement assessment is taken. Adult Special Students who later decide to seek a degree from the University must submit all academic credentials and satisfy all admission requirements. Applicants who are denied regular admission will be denied admission as a Special Applicant for the same semester.

Readmission Applicants

Readmission Applicants

Applicants seeking readmission to the APSU Clarksville campus must resubmit an application for admission if they have not attended for one calendar year or more and submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned. Applicants wishing to apply for readmission to the APSU Center at Fort Campbell and Highland Crest must also resubmit an application and transcript(s) if they have not attended one calendar year or more.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Departmental Admission

In addition to the minimum standards, some degrees and/or majors, may have additional admission requirements.

Graduate Applicants

Graduate Applicants

Graduate applicants must have earned an undergraduate baccalaureate from a regionally accredited institution with a cumulative GPA of at least a 2.5 GPA* prior to being admitted to an APSU graduate program. Graduate applicants must complete the graduate application, submit required materials, and pay the non-refundable application fee to be considered for an APSU graduate program. Submission of all required materials does not guarantee admission to APSU's graduate programs.

*Note, the minimum undergraduate cumulative GPA could be higher for some graduate programs. APSU uses a 4 point scale for determining GPA calculations.

Graduate Admission Requirements

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must

consider that all applications require at least 3 to 5 business days to be processed by Graduate Admissions. It is recommended that applications be submitted as early as possible, but no later than two (2) weeks prior to the beginning of the first semester in which the student plans to enroll. However, for some graduate programs, application deadlines exist. The College of Graduate Studies has minimum admission requirements for the purpose of admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete graduate admission application submitted to the College of Graduate Studies that includes the following:

I. Completed Application

II. Application Fee of U.S. \$45 (nonrefundable)

III. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework*; these must be submitted directly to APSU by the institution and show that:

- a bachelor's degree was earned from a regionally accredited institution, and
- a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).

*Non-degree seeking students and certificate seeking students are only required to provide an official undergraduate transcript from a regionally accredited institution showing completion of the undergraduate degree with a minimum cumulative GPA of 2.5. In lieu of an undergraduate transcript, if the student is currently enrolled in a graduate program at another accredited institution, then a letter of "good standing" from that institution will also be sufficient.

IV. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for

admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination (GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/future-students/admissions-forms.php>.

For People with Military Service

Prior to enrollment, military (both active duty and veterans) are required to submit documents for military credit. With the exception of the Form DD214, the following documents should be sent to Graduate Admissions directly from the issuing agency.

Branch - Document(s) Needed

Air Force - Community College of the Air Force transcript or DD Form 295

Army - AARTS transcript or DD Form 295

National Guard - AARTS transcript of NGB Form 22

Marine Corps - ITSS MATMEP or SMART

Reserves - Enlisted contract 4-1 or 4-2 or DD Form 2586

Navy - DD Form 295 or SMART

Veterans - DD Form 214 Member Copy 4, with characterization of service (Retired or Discharged)

Categories of Admission

Regular Admission Status will be granted to applicants who have met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied.

Conditional Admission Status may be granted to applicants who have not officially met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied. Under conditional status, any outstanding admission items, unofficial transcripts, and unofficial entrance exams may be submitted until the official documents are received by Graduate Admissions. It is the applicant's responsibility to understand specific admission requirements and submit all required admission documents, official transcripts, and entrance exams by the 10th day of classes (for 8-week sessions, the 6th day of class is the deadline for submitting official documents) for the first registered semester to which the student has applied. After all admission requirements are satisfied and official documents are received, the applicant will be granted Regular Admission Status. Applicants who do not submit all admission requirements by the prescribed time period above will be dropped from all classes in which they are enrolled. If, within the department, an appeal process is warranted, the Department Chair will submit an appeal letter to the Dean of the College of Graduate Studies to delay the dropping of enrolled classes.

Denied Admission Status will be granted to applicants who do not meet the regular or conditional criteria for admission.

Non-Degree Seeking Status may be granted to applicants who desire to enroll in Graduate Studies for reasons other than to seek a degree. An applicant in this category is required to submit an application for admission, the \$45 non-refundable application fee, and an official transcript showing a bachelor's degree with a cumulative undergraduate GPA of at least 2.5. Applicants in this category must apply for admission each semester for which they wish to enroll. Students in the non-degree seeking category are not eligible to receive financial aid. All admission decisions regarding non-degree seeking students will be made by the Graduate Coordinator and/or Department Chair. With the approval of a graduate program, a non-degree seeking student may apply for admission as a degree-seeking student; to be accepted he or she must meet all required admissions criteria.

Certificate-Seeking Status is for students who are seeking specific certificates at APSU. An applicant must be admitted to the department from which he or she is seeking the certificate. The applicant must have a minimum cumulative undergraduate GPA of 2.5. If the applicant seeks a degree once the certificate is

complete, he or she must be readmitted into that program. All credits earned for the certificate can be used toward a degree as long as they are within the program of study for the degree. Certificate-seeking students are eligible for graduate assistantships.

Readmission Applicants

An applicant seeking readmission to APSU must resubmit an admission application if he or she has not attended for one calendar year or more and must submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Undergraduate Student Taking Graduate Credits

Senior I status is for undergraduate APSU students who are within nine (9) hours of completing baccalaureate requirements, who have achieved minimum cumulative GPAs of 3.0, and who have received satisfactory scores on the entrance exams as prescribed by the intended graduate programs. Graduate credits may not be applied to the bachelor's degree. Students admitted to this status are eligible for graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Senior II status is for APSU students who are within twenty one (21) hours of completion of baccalaureate degrees and who have achieved minimum cumulative GPAs of 2.75. Senior II students may register for only one (1) graduate class per term and must

reapply for each subsequent semester. Graduate credits earned may not be applied to the bachelor's degree. Students admitted to this status are not eligible to hold graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Selective Admission (Psychology) – Undergraduate seniors may enroll in graduate-level Psychology courses and apply the credit toward their undergraduate degrees. These students must have completed 24 hours of undergraduate coursework in Psychology, must have minimum cumulative GPAs of 3.0, must obtain minimum GRE scores of 140 verbal and 140 quantitative, and must have completed all necessary course prerequisites. Approval from the Chair of the Psychology Department is also required. Credit in these courses may not be counted toward a graduate degree. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Accelerated Master's Pathways (AMP) allow undergraduate students to enroll in graduate courses while completing their undergraduate degree requirements. Qualified students (those with exceptional GPA's and who have received departmental approval) may enroll in no more than twelve (12) graduate level credit hours while completing their undergraduate degrees. The graduate credits will replace relevant undergraduate course requirements within a major for graduation, and any graduate credits earned will also count toward the graduation requirements for a graduate degree (typically the undergraduate major and graduate courses are within the same department/discipline). Student qualifications to pursue an AMP are determined by each academic department.

Post-graduates Taking Graduate Credits

Post-graduate Status is for an applicant with a previously earned master's degree or greater who is not seeking another degree. No credit limitation applies to the Post-graduate status. The student must submit an official copy of his or her transcript showing the master's degree earned. With departmental approval, a student who decides to pursue a degree while in this status may apply up to nine (9) acceptable graduate semester hours toward that

degree. The student must also apply for admission as a degree-seeking student and meet all admission criteria.

Transient Status is granted to an applicant currently enrolled in a graduate program at another college or university who wishes to take courses at APSU for transfer credit. A letter of good academic standing from the Graduate Dean or an official transcript from the current institution must be submitted to APSU's Graduate Admissions Office.

Immunizations

The state of Tennessee requires all first-time, transfer, readmit and graduate students to provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine. A student will not be allowed to register for classes until these requirements are met. For additional information, contact Student Health Services at (931) 221-7107. The State of Tennessee mandates that each public or private post-secondary institution provide information concerning the Hepatitis B infection to all students entering the institution for the first time. Those students who will be living in on-campus housing for the first time must also be informed about the risk of Meningococcal Meningitis infection. Tennessee law requires that such students complete and sign waiver forms, provided by the institution, that include detailed information about the diseases. The information concerning these diseases is provided by the Centers for Disease Control and the American College Health Association. The law does not require that students receive the vaccination; however, the law does require that students provide signed copies of the waiver forms, which should be mailed to APSU Student Health Services, P.O. Box 4655, Clarksville, TN 37044, or faxed to (931) 221-7388. Further information about immunizations can be found at <http://apsu.edu/boydhealthservices/Immunizations.php>.

Admission of International Students

The Graduate Admissions Office handles application procedures for graduate international applicants. For information, call (931) 221-7662, write to: Austin Peay State University, Graduate Admissions, P.O. Box 4458, Clarksville, TN 37044, or visit the

website at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must consider that all applications require at least 3 to 5 business days to process in Graduate Admissions. It is recommended that applications be submitted as early as possible. The College of Graduate Studies has minimum admission requirements for the purpose of the admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete application submitted to the College of Graduate Studies. In order to be considered for graduate admission, the following documents must be received for review:

1. Completed Graduate Admission Application and General International Applicant Information: All non-immigrants must provide proof of status, including copies of their visas. All international applicants will receive information concerning any special requirements for admission from Graduate Admissions. APSU's Student Health Services will provide Graduate Admissions with information concerning policy requirements, associated costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.
2. Application Fee of U.S. \$55 (nonrefundable)
3. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework;

these must be submitted directly to APSU from the institution and show that

- a. a bachelor's degree was earned from a regionally accredited institution and
 - b. a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).
4. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination (GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>.
5. Proof of English Proficiency*: Official TOEFL iBT Score with a minimum score of 61 sent directly from the TOEFL Center (www.ets.org/toefl) -OR- Official International English Language Testing System (IELTS) exam with a score of 5.5, sent directly from the testing center.

*Students from the following countries are not required to submit English proficiency scores: Antigua, Australia, Bahamas, Belize, Botswana, British Islands, Canada, Gambia, Ghana, Ireland, Kenya, Liberia, Malawi, Namibia, New Zealand, Nigeria, South Africa, Tanzania, Uganda, United Kingdom, Zambia, and Zimbabwe.
6. Copy of Passport: If traveling with dependents, submit copies of all dependent passports.

7. Admission materials required for your intended graduate program as determined by the program. Examples may include GRE scores, recommendation letters, personal statement, resume, or writing sample.
8. APSU Financial Support Form with proof of resources: Please note: All fees are subject to change. The Financial Support Form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.
9. International Student Verification Form: If you are a transfer student from another U.S. college, university, or other school, you must have the college, university, or other school send us a photocopy of your I-20 form/DS-2019 form, I-94 form, US Visa page, and passport information page, along with the International Student Transfer Verification Form. The International Student Transfer Verification form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.
10. Medical Documentation: Every international applicant is required to submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis, no later than thirty (30) days from the first day of classes. Failure to submit such certification shall result in denial of admission or discontinued enrollment. In the event that a student has tuberculosis or potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination of a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program. International applicants may opt to have the screening for tuberculosis done through Boyd Health Services. Contact must be made with the Boyd Health Services personnel within two weeks of the first day of classes (which will allow for completion of the process within thirty days of the first day of classes).
11. Medical and Hospitalization Insurance: As a condition of admission and continued enrollment at APSU, all international applicants must have and maintain medical

and hospitalization insurance. Students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Proof of medical and hospitalization insurance must be provided to Boyd Health Services. International students will automatically be enrolled in a Student/Scholar Health & Accident Insurance Plan, unless documentation of adequate coverage is provided. Automatic enrollment in the Plan shall not take place later than the time of class registration, and the cost of the coverage will be added to the student's registration fees. For the purposes of this policy, adequate medical and hospitalization insurance coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the Student/Scholar Health & Accident Insurance Plan. For additional information, contact Student Health Services at (931) 221-7107.

12. Immunizations: All international applicants born after 1956 shall provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine to the Student Health Services office. A student will not be allowed to register for classes until these requirements are met.
13. Permanent Resident Alien: Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien cards.

Revision Dates

APSU Policy 2:038 – Rev.: *June 1, 2020*
APSU Policy 2:038 – Rev.: November 30, 2018
APSU Policy 2:038 – Rev.: February 1, 2018
APSU Policy 2:038 (previously 3:025) – Rev.: March 25, 2017
APSU Policy 2:038 – Rev.: November 14, 1994
APSU Policy 2:038 – Issued: January 1, 1990

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
----------	---------	---------	-----------------	------------------------	-----------------

<input checked="checked" type="checkbox"/>					
--	--	--	--	--	--

Approved

6-1-2020

President:

[Signature]

**Austin Peay State
University**

Undergraduate and Graduate Admissions Policy

Issued: November 30, 2018

POLICIES

**Responsible
Official:** Provost and Vice President for Academic Affairs

Responsible Office: Enrollment Management and College of
Graduate Studies

Policy Statement

It is the policy of Austin Peay State University to admit students to the University who meet the requirements detailed in this policy.

Purpose

The purpose of this policy is to create procedures for admission of students to undergraduate and graduate degree programs.

Contents

Procedures

- Freshman Applicants
 - Transfer Applicants
 - Early Admission Freshmen Applicants
 - Concurrent Enrollment
 - Military Applicants
 - International Applicants
 - Misrepresentation of Academic Credentials
 - Non-Degree Seeking Applicants
 - Readmission Applicants
 - Graduate Applicants
-

Procedures

Freshman Applicants

A first-time freshman applicant is a student who enters APSU with fewer than 12 transferable credit hours after graduating high school. Students who were dual enrolled in college courses still in high school considered a new freshman, regardless of the number of college credit hours. Applicants must submit an application for admission, the \$25 application fee, ACT or SAT scores, and high school transcript or GED/HiSET scores.

High School Graduation

Public School—graduates of public schools must submit an official high school transcript showing dates/terms of attendance, credits earned while enrolled, and date of graduation. Transcripts for graduates of Tennessee public high schools must note that the applicant passed the required proficiency examinations. The Special Education diploma or High School Certificate is not accepted.

Non-Public School—graduates of all non-public high schools must submit an official transcript showing dates/terms of attendance, credits earned, and date of graduation. Transcripts of home-school applicants must provide an official copy from an affiliated organization as defined by state law (TCA 49-50-801) or it may be accompanied by certification of registration from the local education agency which the student would otherwise attend. Purchased transcripts from organizations not requiring high school attendance for completion of grades 9-12 are considered unsatisfactory documentation of high school graduation. Applicants who are unable to provide a satisfactory high school credential may substitute acceptable scores on the GED or HiSET examination.

Completion of APSU-Required High School Courses

All students graduating from high school since 1989 must show proof of satisfactory completion of all college preparatory courses including U.S. History.

Assessment Requirements

All freshman applicants must submit assessment scores with the application for admission.

Students under 21 years of age. ACT/SAT scores earned within 5 years of the first day of the first semester or term of enrollment are required. Scores submitted will be used in making admissions decisions; English, mathematics and reading scores will be used in determining placement in university courses. Applicants who present an ACT English score of 28 through 30 (620-680 SAT) will receive academic credit for ENGL 1010. Applicants who present an ACT English score of 31 through 36 (690-800 SAT) will receive academic credit for ENGL 1010 and ENGL 1020.

Credits will be applied to the student's academic record after the completion of the first semester or term of enrollment.

Active duty military are exempt from ACT/SAT testing but will be required a placement assessment, if no scores are available.

Students 21 and over. Students unable to submit valid ACT/SAT scores earned within 5 years of the first day of class must take a placement assessment, if necessary. Scores submitted will be used in making admissions decisions; English, mathematics and reading scores will be used in determining placement in university courses.

Admission Standards

Austin Peay State University invites applications from all prospective students. All complete applications are reviewed carefully to determine the likelihood of the applicant's completion of academic requirements leading to graduation in a timely manner. Admission decisions are based on academic performance in high school, assessment scores (ACT, SAT, or other) and completion of all APSU high school requirements with grades earned in those courses. By reviewing the published admissions criteria, prospective students are able to determine their likelihood of admission to the university.

Freshman Under 21 Years of Age **Full Admission**

1. Satisfactory completion of all college prep courses including U.S. History; and
2. One of the following:
 - High school GPA of 2.85 or higher; or
 - ACT cumulative score of 20 or higher; or
 - SAT 940 (Critical reading and Mathematics) prior to March 2016; or
 - SAT 1020 (Evidence Based Reading and Writing and Mathematics) March 2016 and after; or
 - GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
3. Satisfactory ACT/SAT scores in two of the three core areas: mathematics, reading, and English.

4. No remedial placement from ACT/SAT in mathematics, reading, and English.

Conditional Admission

1. Satisfactory completion of all college prep courses including U.S. History required by TBR; and
2. One of the following:
 - High school GPA of 2.75 – 2.84; or
 - ACT cumulative score of 19; or
 - SAT 900 (Critical reading and Mathematics) prior to March 2016; or
 - SAT 980 (Evidence Based Reading and Writing and Mathematics) March 2016 and after; or
 - GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
3. No remedial placement from ACT/SAT in the three core areas: mathematics, reading, and English.

Freshman 21 Years of Age and Older (first day of first semester or term of enrollment)

Full Admission

1. Satisfactory completion of all college prep courses including U.S. History if graduating from high school since 1989 or GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
2. Satisfactory placement scores in 2 of 3 core areas – Algebra, reading, and English (writing).
3. No remedial placement from placement scores in the 3 core areas – Algebra, reading, and English (writing).

Conditional Admission

1. Satisfactory completion of all college prep courses including U.S. History if graduating from high school since 1989 or GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013)

- with a passing notation or HiSET score of 45 or higher with a passing notation; and
2. No remedial placement from placement scores in the 3 core areas – Algebra, reading, and English (writing).

Conditionally Admitted Students Enter On Academic Probation

During the first semester of enrollment they are required to complete academic strengthening requirements that include:

1. Enroll in APSU 1000 for conditional students
2. Monitored absenteeism for class
3. Participate in peer tutoring
4. Achieve a 1.5 cumulative GPA during the first semester or term of enrollment. (Not doing so results in a non-appealable academic suspension.)

Freshmen with High School Deficiencies (Admission by Exception)

Applicants who have not satisfactorily completed all college prep courses including U.S. History may achieve admission by exception by satisfying these requirements:

1. No more than two high school unit deficiencies (to be removed during first 30 hours of enrollment), and;
2. ***One of the following:***
ACT composite score of 21 or higher and high school diploma; or
SAT cumulative score of 1060 or higher (March 2016 and after) and high school diploma; or
SAT cumulative score or 980 or higher (prior to March 2016) and high school diploma; or
3. High school GPA of 3.0 (4.0 scale) and high school diploma; or
4. GED score of 600 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation; and
5. Satisfactory ACT/SAT scores in two of the three core areas: mathematics, reading, and English.
6. No remedial placement from ACT/SAT in mathematics, reading, and English.

Alternative Standards

Any applicant who does not fulfill requirements for any other category of admission may submit an Admissions Decision Appeal Request form to be considered by the university's Committee on Admissions Standards. The form to be submitted is located on the Office of Admissions website at http://www.apsu.edu/admissions/undergrad/online_forms. Students who are admitted by alternative standards are **conditionally admitted** and enter on academic probation.

Admission for Subsequent Semester

Prospective students who did not register and wish to be considered for admission for a subsequent semester or term must request their application for admission be moved to the desired semester or term.

Transfer Applicants

A transfer applicant is a student who has earned 12 or more transferable credits from a college or university. Transfer students who have earned fewer than 12 transferable credits must meet freshman admission standards. A student who was dual enrolled in college courses while still in high school and has not attended college AFTER high school graduation is considered as a new freshman, regardless of the number of hours earned with dual enrollment. In order to be considered for admission, the transfer applicant must be in good standing (not suspended) from the last institution attended. Applicants must submit official transcripts from all institutions attended whether or not credit was earned, an application for admission, the \$25 application fee, and high school transcript or GED or HiSET scores. Not doing so may result in dismissal from the University.

Applicants' college grade point average must meet the following requirements:

Quality Hours Earned	Minimum Grade- Point Average
12-29	1.50
30-45	1.80
46-59	1.90
60 and above	2.00

Prospective students who qualify as transfer applicants must submit the following for consideration:

1. Official transcript(s) from all previously attended colleges and universities (mailed or sent electronically directly from the institution(s) to the APSU Office of Admissions). Failure to identify all institutions attended (whether or not credit was received) is cause for dismissal from the University.
2. Take a placement assessment, if college level math, English and history was not taken at previous institution(s); and
3. One of the following:
 - a. Official high school transcript(s) from all previously attended secondary schools (mailed or sent electronically directly from institution(s) to the APSU Office of Admissions (Special education diplomas or high school certificates of attendance are not acceptable), or
 - b. GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation.
 - c. The exception to this requirement is high school graduation or GED or HiSET testing prior to 1989.

Early Admission Freshmen Applicants

Early admission criteria apply to any prospective students who have not yet graduated from high school but who wish to enter APSU full-time after their junior year. Such students may achieve admission by meeting the following requirements.

1. Admission application; and
2. High School Authorization form; and
3. High school cumulative GPA of 3.2 or higher (on a 4.0 scale); and
4. One of the following:
 - a. ACT composite score of 22 or higher, or
 - b. SAT cumulative score of 1020 or higher (test taken prior to March 2016); or
 - c. SAT cumulative score of 1100 or higher (test taken March 2016 and after); and
5. Recommendation of high school principal or guidance counselor and consent of parent(s) or guardian(s); and

6. Written statement from high school principal specifying college courses that will be substituted for remaining high school courses needed for high school graduation.

Concurrent Enrollment

Students are considered for dual enrollment when they expect to receive both high school and university credit for courses taken to be applied to high school graduation. Students who earn university credit that will not apply to high school graduation apply for joint enrollment. Prospective students who wish to attend APSU while still enrolled in high school must comply with the following requirements.

1. Dual Enrollment (both high school and college credit awarded for courses taken)
 - a. Admission application; and
 - b. Student and Parent Authorization forms; and
 - c. Must submit a transcript showing completion sophomore year with a cumulative high school GPA of 3.0 or higher (on a 4.0 scale); or
 - d. One of the following:
 - i. ACT composite score of 21 or higher, or
 - ii. SAT total score of 1060 or higher (Evidence Based Reading and Writing and Math);
 - e. Recommendations of high school principal or guidance counselor; and
 - f. Written parental or guardian approval; and
 - g. Approval by high school of University credits received.
2. Joint Enrollment (University credit only; credits earned do not apply to high school diploma)
 - a. Admission application; and
 - b. Student and Parent Authorization forms; and
 - c. Must submit a transcript showing completion sophomore year with a cumulative high school GPA of 3.0 or higher (on a 4.0 scale); or
 - d. One of the following:
 - i. ACT composite score of 21 or higher, or
 - ii. SAT total score of 1060 or higher (Evidence Based Reading and Writing and math);
 - e. Recommendation of high school principal or guidance counselor; and
 - f. Written parental or guardian approval; and
 - g. Approval by high school of University credits received.

Academically talented/gifted high school students (both high school and college credit awarded for courses taken)

- a. Admissions application; and
- b. High School Authorization form; and
- c. Must have a cumulative high school GPA of 3.2 or higher (on a 4.0 scale); and
- d. Must be enrolled in grade 9, 10, 11, or 12 in public or private high schools in Tennessee; and
- e. Recommendation of high school principal and approval of placement as a part of the student's planned Individual Education Program (IEP) as established by the high school multi-disciplinary team process; and
- f. Recommendation and approval of the Director of Admissions.

APSU Middle College applicants must be accepted and recommended by the Clarksville-Montgomery County School System. Applicants must meet minimum requirements as established in the APSU/CMCSS Middle College Memorandum of Understanding.

Applicants for the Governor's School for Computational Physics must meet concurrent admissions standards:

1. Submit Admission application; and
2. Separate Application for the Tennessee Governor's School; and
3. Must have completed sophomore year with a cumulative high school GPA of 3.2 or higher (on a 4.0 scale), and
4. Recommendation of acceptance by the APSU Governor's School Selection Committee.

If you are denied admission, you can appeal this decision by submitting the **Dual or Joint Admissions Decision Appeal Form** to the Office of Admissions. Additional information that can be submitted, at the applicant's option includes, but is not limited to, the following:

1. An additional letter of recommendation from the high school principal or guidance counselor
2. Any other additional information at the applicant's discretion

Please assure that your name is on all submitted documents. After we receive the appeal form, your file will be sent to the Committee on Admission Standards for review. The committee will review your file and make a recommendation for admission. You will be notified of the committee's decision in writing.

Continuous Enrollment: Dual or joint enrollment students who want to continue enrollment for the next sequential semester prior to high school graduation and maintain a 2.75 APSU GPA do not need to reapply each semester. However, should the student's APSU GPA fall below the 2.75, the student will submit the High School Authorization Signature Page requiring the school counselor or principal's signature and submit the official most recent high school transcript to ensure the student continues to meet initial admission requirements for dual or joint enrollment.

Military Applicants

Military (both active-duty and veterans) are required to submit documents for military credit prior to enrollment. The following documents should be sent to the Office of Admissions directly from the issuing agency except for Form DD 214:

Branches	Documents Needed
Army	JST transcript
Air Force	Community College of the Air Force transcript
Army National Guard	JST transcript or NGB Form 22
Navy	JST transcript
US Marine Corp	JST transcript
US Military	Enlistment contract 4-1 or 4-2 or DD Form
Reserves	2586 or JST transcript
Veterans	DD Form 214 Member Copy 4 or
(Retired or Discharged)	other forms with characterization of service

International Applicants

Degree-Seeking (All Visa Types Excluding J-1)

1. Submit an application for admission.
Complete the international undergraduate application and pay the nonrefundable \$25 application fee. *Priority application deadline is June 1 for fall semester and October 1 for spring semester.*
2. Submit proof of financial support.
3. Request official transcripts.

4. Request official ACT or SAT scores.
ACT Code: 03944 www.act.org
SAT Code: 1028 www.collegeboard.org
If currently residing in the U.S, a placement assessment may be taken in place of the ACT or SAT.
5. Submit proof of English Language Proficiency.
6. Submit proof of immunization and medical insurance.
7. Submit copy of passport biographical page.

Exchange Students (Visa Type J-1)

1. Submit an application for admission.
Complete the international undergraduate application and pay the nonrefundable \$25 application fee. *Priority application deadline is June 1 for fall semester and October 1 for spring semester.*
2. Submit proof of financial support.
3. Request official transcripts.
4. Submit proof of English Language Proficiency.
5. Submit proof of immunization and medical insurance.
6. Submit copy of passport biographical page.

Permanent Resident Alien. Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien Card.

General International Applicant Information. All non-immigrants must provide proof of status, including copies of their visa. All international applicants will receive information concerning any special requirements for admission from the Office of Admissions. Student Health Services will provide the Office of Admissions with information concerning policy requirements, associated approximate costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.

Authority on Immunization Requirements Rules. The APSU Board of Trustees, in consultation with the Tennessee Department of Health, has the authority to implement rules regarding immunization against meningococcal disease and completion of a Hepatitis B waiver form with regard to all APSU students. All

such rules must be implemented in accordance with the Uniform Administrative Procedures Act.

Misrepresentation of Academic Credentials

It is a **Class A misdemeanor** to misrepresent academic credentials. Applicants and students who commit this offense know that the statement is false and are making the statement with the intent to secure admission or employment in an institution of higher education in Tennessee. This offense includes statements made orally or in writing that the person has

1. Successfully completed required coursework for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; or
2. Successfully complete the required coursework for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
3. Successfully completed the required coursework for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

Students who are admitted and later found to have withheld transcripts from institutions in which they have been enrolled may be subject to dismissal from the university.

Secondary school transcripts determined to be from a source that does not require normal high school attendance and awards the transcript based on a fee charged are excluded from consideration for admission. Freshman applicants who have not completed high school must provide GED or HiSET scores.

Non-Degree Seeking Applicants

Applicants who are eligible for non-degree admission include:

Transient Applicants

A student who is currently enrolled and in good standing at another regionally accredited college or university may apply to attend APSU as a transient applicant and may be admitted to the University for one semester/term. This intent must be included in the application for admission. The applicant's home college must submit a letter of good standing to the Office of Admissions or an official transcript reflecting student's good standing. An official transcript may be required if needed to document the completion of any prerequisites required for enrollment in course(s). Transient students remaining at Austin Peay will need to re-apply

for admission and resubmit a letter of good standing or an official transcript for a subsequent semester/term.

Persons with a College Degree or Certificate

Persons who have a degree or certificate equivalent to the highest degree or certificate offered by a regionally accredited college or university in a particular field, but wish to take additional courses.

Senior Citizens and Disabled Persons

Adults 65 years of age or older during the semester, domiciled in Tennessee, may register in courses for credit on a space available basis and pay maximum tuition of \$70 and all applicable fees or a Tennessee resident who is 60 years of age or older may audit a course if space is available at no cost (according to Tennessee law) by filing a birth certificate with the Office of the Registrar. A Tennessee resident who is permanently and totally disabled may register in courses for credit on a space available basis and pay maximum tuition of \$70 and all applicable fees or may audit a course if space is available at no cost (according to Tennessee law) by filing an Application for Tuition Reduction Due to Disability and submit proof you are considered 100% disabled through Social Security or other appropriate state or federal agency. To request tuition reduction for disability, you must submit the documentation for each term of enrollment. Request must be submitted prior to the last day of late registration.

Adult Special Applicants

Applicants, (21 years of age or older), who are not interested in earning a degree from the University may apply for admission as an Adult Special Applicant by indicating on their application for admission. Requirements for Freshman Adult Special Students include high school graduation or a minimum GED score of 580 or higher (45 prior to January 2002 or 450 from January 2002-December 2013) with a passing notation or HiSET score of 45 or higher with a passing notation. An official high school transcript or GED score must be submitted to the Office of Admissions; a Special Education Diploma or High School Certificate is not acceptable.

Transfer and readmit applicants must submit a transcript from the last college or university attended. Applicants who are currently

suspended from another college or university are not eligible to enroll as Adult Special Students.

Adult Special Students will be limited to enrolling in a maximum of 24 semester hours. Adult Special Students are not allowed to register for college-level courses unless the appropriate prerequisites are completed or a portion of the placement assessment is taken. Adult Special Students who later decide to seek a degree from the University must submit all academic credentials and satisfy all admissions requirements. Applicants who are denied regular admission will be denied admission as a Special Applicant for the same semester.

Adult Special Students – Certification Only

Applicants enrolling in a certificate program must apply for admission as an Adult Special Applicant by indicating on their application for admission. Applicants that have never attended a college or university must submit their official final high school transcript showing graduation date. Applicants who have attended a college or university must submit their official transcript from the last college or university attended. Applicants who are currently suspended from another college or university are not eligible to enroll as an Adult Special Student.

Adult Special Students will be limited to enrolling in a maximum of 24 semester hours. Adult Special Students are not allowed to register for college-level courses unless the appropriate prerequisites are completed or a portion of the placement assessment is taken. Adult Special Students who later decide to seek a degree from the University must submit all academic credentials and satisfy all admission requirements. Applicants who are denied regular admission will be denied admission as a Special Applicant for the same semester.

Readmission Applicants

Readmission Applicants

Applicants seeking readmission to the APSU Clarksville campus must resubmit an application for admission if they have not attended for one calendar year or more and submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned. Applicants wishing to apply for readmission to the APSU Center at Fort Campbell and

Highland Crest must also resubmit an application and transcript(s) if they have not attended one calendar year or more.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Departmental Admission

In addition to the minimum standards, some degrees and/or majors, may have additional admission requirements.

Graduate Applicants

Graduate Applicants

Graduate applicants must have earned an undergraduate baccalaureate from a regionally accredited institution with a cumulative GPA of at least a 2.5 GPA* prior to being admitted to an APSU graduate program. Graduate applicants must complete the graduate application, submit required materials, and pay the non-refundable application fee to be considered for an APSU graduate program. Submission of all required materials does not guarantee admission to APSU's graduate programs.

*Note, the minimum undergraduate cumulative GPA could be higher for some graduate programs. APSU uses a 4 point scale for determining GPA calculations.

Graduate Admission Requirements

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must consider that all applications require at least 3 to 5 business days to be processed by Graduate Admissions. It is recommended that

applications be submitted as early as possible, but no later than two (2) weeks prior to the beginning of the first semester in which the student plans to enroll. However, for some graduate programs, application deadlines exist. The College of Graduate Studies has minimum admission requirements for the purpose of admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete graduate admission application submitted to the College of Graduate Studies that includes the following:

I. Completed Application

II. Application Fee of U.S. \$45 (nonrefundable)

III. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework*; these must be submitted directly to APSU by the institution and show that:

- a bachelor's degree was earned from a regionally accredited institution, and
- a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).

*Non-degree seeking students and certificate seeking students are only required to provide an official undergraduate transcript from a regionally accredited institution showing completion of the undergraduate degree with a minimum cumulative GPA of 2.5.

In lieu of an undergraduate transcript, if the student is currently enrolled in a graduate program at another accredited institution, then a letter of "good standing" from that institution will be sufficient.

IV. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination

(GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/future-students/admissions-forms.php>.

For People with Military Service

Prior to enrollment, military (both active duty and veterans) are required to submit documents for military credit. With the exception of the Form DD214, the following documents should be sent to Graduate Admissions directly from the issuing agency.

Branch - Document(s) Needed

Air Force - Community College of the Air Force transcript or DD Form 295

Army - AARTS transcript or DD Form 295

National Guard - AARTS transcript of NGB Form 22

Marine Corps - ITSS MATMEP or SMART

Reserves - Enlisted contract 4-1 or 4-2 or DD Form 2586

Navy - DD Form 295 or SMART

Veterans - DD Form 214 Member Copy 4, with characterization of service (Retired or Discharged)

Categories of Admission

Regular Admission Status will be granted to applicants who have met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied.

Conditional Admission Status may be granted to applicants who have not officially met all entrance requirements prescribed by the College of Graduate Studies and the graduate programs to which they have applied. Under conditional status, any outstanding admission items, unofficial transcripts, and unofficial entrance exams may be submitted until the official documents are received by Graduate Admissions. It is the applicant's responsibility to understand specific admission requirements and submit all required admission documents, official transcripts, and entrance exams by the 10th day of classes (for 8-week sessions, the 6th day of class is the deadline for submitting official documents) for the first registered semester to which the student has applied. After all admission requirements are satisfied and official documents are received, the applicant will be granted Regular Admission Status. Applicants who do not submit all admission requirements by the prescribed time period above will be dropped from all classes in which they are enrolled. If, within the department, an appeal process is warranted, the Department Chair will submit an appeal letter to the Dean of the College of Graduate Studies to delay the dropping of enrolled classes.

Denied Admission Status will be granted to applicants who do not meet the regular or conditional criteria for admission.

Non-Degree Seeking Status may be granted to applicants who desire to enroll in Graduate Studies for reasons other than to seek a degree. An applicant in this category is required to submit an application for admission, the \$45 non-refundable application fee, and an official transcripts showing a bachelor's degree with a cumulative undergraduate GPA of at least 2.5. Applicants in this category must apply for admission each semester for which they wish to enroll. Students in the non-degree seeking category are not eligible to receive financial aid. All admission decisions regarding non-degree seeking students will be made by the Graduate Coordinator and/or Department Chair. With the approval of a graduate program, a non-degree seeking student may apply for admission as a degree-seeking student; to be accepted he or she must meet all required admissions criteria.

Certificate-Seeking Status is for students who are seeking specific certificates at APSU. An applicant must be admitted to the department from which he or she is seeking the certificate. The applicant must have a minimum cumulative undergraduate GPA of 2.5. If the applicant seeks a degree once the certificate is complete, he or she must be readmitted into that program. All credits earned for the certificate can be used toward a degree as long as they are within the program of study for the degree. Certificate-seeking students are eligible for graduate assistantships.

Readmission Applicants

An applicant seeking readmission to APSU must resubmit an admission application if he or she has not attended for one calendar year or more and must submit all transcripts from every institution attended since last attending APSU, regardless of whether credit was earned.

LAST ATTENDED	REAPPLY TERM
Fall I	Fall II - Following Year
Fall	Spring I/Spring - Following Year
Fall II	Spring I/Spring - Following Year
Spring I	Spring II - Following Year
Spring	Summer/Summer III - Following Year
Spring II	Summer/Summer III - Following Year
Summer	Fall I/Fall - Following Year
Summer III	Fall I/Fall - Following Year

Undergraduate Student Taking Graduate Credits

Senior I status is for undergraduate APSU students who are within nine (9) hours of completing baccalaureate requirements, who have achieved minimum cumulative GPAs of 3.0, and who have received satisfactory scores on the entrance exams as prescribed by the intended graduate programs. Graduate credits may not be applied to the bachelor's degree. Students admitted to this status are eligible for graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Senior II status is for APSU students who are within twenty one (21) hours of completion of baccalaureate degrees and who have achieved minimum cumulative GPAs of 2.75. Senior II students may register for only one (1) graduate class per term and must reapply for each subsequent semester. Graduate credits earned may not be applied to the bachelor's degree. Students admitted to this status are not eligible to hold graduate assistantships. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Selective Admission (Psychology) – Undergraduate seniors may enroll in graduate-level Psychology courses and apply the credit toward their undergraduate degrees. These students must have completed 24 hours of undergraduate coursework in Psychology, must have minimum cumulative GPAs of 3.0, must obtain minimum GRE scores of 140 verbal and 140 quantitative, and must have completed all necessary course prerequisites. Approval from the Chair of the Psychology Department is also required. Credit in these courses may not be counted toward a graduate degree. The student should check with his or her student financial aid representative to understand how this classification may affect financial aid eligibility.

Accelerated Master's Pathways (AMP) allow undergraduate students to enroll in graduate courses while completing their undergraduate degree requirements. Qualified students (those with exceptional GPA's and who have received departmental approval) may enroll in no more than twelve (12) graduate level credit hours while completing their undergraduate degrees. The graduate credits will replace relevant undergraduate course requirements within a major for graduation, and any graduate credits earned will also count toward the graduation requirements for a graduate degree (typically the undergraduate major and graduate courses are within the same department/discipline). Student qualifications to pursue an AMP are determined by each academic department.

Post-graduates Taking Graduate Credits

Post-graduate Status is for an applicant with a previously earned master's degree or greater who is not seeking another degree. No credit limitation applies to the Post-graduate status. The student must submit an official copy of his or her transcript showing the master's degree earned. With departmental approval, a student who decides to pursue a degree while in this status may apply up to nine (9) acceptable graduate semester hours toward that degree. The student must also apply for admission as a degree-seeking student and meet all admission criteria.

Transient Status is granted to an applicant currently enrolled in a graduate program at another college or university who wishes to take courses at APSU for transfer credit. A letter of good academic standing from the Graduate Dean or an official transcript from the current institution must be submitted to APSU's Graduate Admissions Office.

Immunizations

The state of Tennessee requires all first-time, transfer, readmit and graduate students to provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine. A student will not be allowed to register for classes until these requirements are met. For additional information, contact Student Health Services at (931) 221-7107. The State of Tennessee mandates that each public or private post-secondary institution provide information concerning the Hepatitis B infection to all students entering the institution for the first time. Those students who will be living in on-campus housing for the first time must also be informed about the risk of Meningococcal Meningitis infection. Tennessee law requires that such students complete and sign waiver forms, provided by the institution, that include detailed information about the diseases. The information concerning these diseases is provided by the Centers for Disease Control and the American College Health Association. The law does not require that students receive the vaccination; however, the law does require that students provide signed copies of the waiver forms, which should be mailed to APSU Student Health Services, P.O. Box 4655, Clarksville, TN 37044, or faxed to (931) 221-7388.

Further information about immunizations can be found at <http://apsu.edu/boydhealthservices/Immunizations.php>.

Admission of International Students

The Graduate Admissions Office handles application procedures for graduate international applicants. For information, call (931) 221-7662, write to: Austin Peay State University, Graduate Admissions, P.O. Box 4458, Clarksville, TN 37044, or visit the website at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.

In general, applications for admission to the College of Graduate Studies are reviewed on an ongoing basis. Applicants must consider that all applications require at least 3 to 5 business days to process in Graduate Admissions. It is recommended that applications be submitted as early as possible. The College of Graduate Studies has minimum admission requirements for the purpose of the admitting non-degree seeking graduate students. However, each graduate degree program will have admission criteria aligned to national standards that may exceed the admission requirements of the College of Graduate Studies. Each graduate degree program may have more stringent admission deadline dates and requirements; therefore, it is the applicant's responsibility to understand the specific graduate program admission requirements.

Admission to any of Austin Peay State University's graduate programs is based on a careful review and evaluation of a complete application submitted to the College of Graduate Studies. In order to be considered for graduate admission, the following documents must be received for review:

I. Completed Graduate Admission Application and General International Applicant Information: All non-immigrants must provide proof of status, including copies of their visas. All international applicants will receive information concerning any special requirements for admission from Graduate Admissions.

APSU's Student Health Services will provide Graduate Admissions with information concerning policy requirements, associated costs which could be incurred, what would be considered acceptable certification of freedom from tuberculosis, proof of adequate medical and hospitalization insurance, proof of two immunizations with the Measles, Mumps, and Rubella (MMR) vaccine, and proof of two immunizations with the Varicella (chickenpox) vaccine.

II. Application Fee of U.S. \$55 (nonrefundable)

III. Official Transcripts from all colleges and universities attended for both undergraduate and graduate coursework; these must be submitted directly to APSU from the institution and show that

- a bachelor's degree was earned from a regionally accredited institution and
- a minimum GPA of 2.5 was earned (this minimum could be higher for some graduate programs).

IV. Additional admission requirements could be imposed by each graduate program. For example, it is not uncommon for admission requirements to include official scores on the Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or the General Test of the Graduate Records Examination (GRE) (verbal and quantitative) that are no more than five (5) years old. The GRE school code for APSU is 1028. Some departments may require or accept other test scores. Please review specific departmental requirements in this bulletin. An applicant who has previously earned a master's degree may request an exemption from the entrance examination by submitting the Entrance Exam Waiver Form along with a copy of a transcript showing the master's degree. Entrance exam waivers are granted at the discretion of the academic department and the student should first check to see if a waiver will be granted for his or her proposed program of study. The Entrance Exam Waiver form can be found at <http://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>.

V. Proof of English Proficiency*: Official TOEFL iBT Score with a minimum score of 61 sent directly from the TOEFL Center (www.ets.org/toefl) -OR- Official International English Language Testing System (IELTS) exam with a score of 5.5, sent directly from the testing center.

*Students from the following countries are not required to submit English proficiency scores: Antigua, Australia, Bahamas, Belize, Botswana, British Islands, Canada, Gambia, Ghana, Ireland, Kenya, Liberia, Malawi, Namibia, New Zealand, Nigeria, South Africa, Tanzania, Uganda, United Kingdom, Zambia, and Zimbabwe.

VI. Copy of Passport: If traveling with dependents, submit copies of all dependent passports.

VII. Admission materials required for your intended graduate program as determined by the program. Examples may include GRE scores, recommendation letters, personal statement, resume, or writing sample.

VIII. APSU Financial Support Form with proof of resources: Please note: All fees are subject to change. The Financial Support Form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.

IX. International Student Verification Form: If you are a transfer student from another U.S. college, university, or other school, you must have the college, university, or other school send us a photocopy of your I-20 form/DS-2019 form, I-94 form, US Visa page, and passport information page, along with the International Student Transfer Verification Form. The International Student Transfer Verification form can be found at <http://www.apsu.edu/grad-studies/international-student/graduate-admission-requirements-international-students.php>.

X. Medical Documentation: Every international applicant is required to submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis, no later than thirty (30) days from the first day of classes. Failure to submit such certification shall result in denial of admission or discontinued enrollment. In the event that a student has tuberculosis or potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination of a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program. International applicants may opt to have the screening for tuberculosis done through Boyd Health Services. Contact must be made with the Boyd Health Services personnel within two weeks of the first day of classes (which will allow for completion of the process within thirty days of the first day of classes).

Medical and Hospitalization Insurance: As a condition of admission and continued enrollment at APSU, all international applicants must have and maintain medical and hospitalization insurance. Students with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. Proof of medical and hospitalization insurance must be provided to Boyd Health Services. International students will automatically be enrolled in a Student/Scholar Health & Accident Insurance Plan, unless documentation of adequate coverage is provided. Automatic enrollment in the Plan shall not take place later than the time of class registration, and the cost of the coverage will be added to the student's registration fees. For the purposes of this policy, adequate medical and hospitalization insurance coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the Student/Scholar Health & Accident Insurance Plan. For additional information, contact Student Health Services at (931) 221-7107.

Immunizations: All international applicants born after 1956 shall provide proof of two immunizations of the Measles, Mumps, and Rubella (MMR) vaccine and two immunizations of the Varicella (chickenpox) vaccine to the Student Health Services office. A


student will not be allowed to register for classes until these requirements are met.

XI. Permanent Resident Alien: Permanent Resident Aliens must submit front and back copies of their Permanent Resident Alien cards.

Revision Dates

APSU Policy 2:038 – Rev.: November 30, 2018
APSU Policy 2:038 – Rev.: February 1, 2018
APSU Policy 2:038 (previously 3:025) – Rev.: March 25, 2017
APSU Policy 2:038 – Rev.: November 14, 1994
APSU Policy 2:038 – Issued: January 1, 1990

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
					

Approved

President: signature on file



Board Meeting			
6.5.2020		9:00 a.m.	Technology Building Clarksville, TN 37044
Meeting Type		Board Meeting	
Note Taker		Joanne Shepard	
Attendees			Present (Y/N)
		Mr. Billy Atkins	Y
		Ms. Katherine Cannata	Y (Electronic)
		Mr. Larry Carroll	Y (Electronic)
		Ms. Abbey Hogan	Y (Electronic)
		Mr. Don Jenkins	Y (Electronic)
		Dr. Gary Luck	Y (Electronic)
		Dr. Valencia May	Y (Electronic)
		Brig. Gen. Robin Mealer	(Y Electronic)
		Mr. Mike O'Malley	(Y Electronic)
		Dr. Mickey Wadia	Y (Electronic)
		Dr. Alisa White, President	Y
		Ms. Dannelle Whiteside, Vice President for Legal Affairs and Secretary to the Board	Y (Electronic)
Call to Order			
Discussion			
Trustee O'Malley called the meeting to order at 9:00 a.m. He welcomed Trustee Hogan to the Board and welcomed Dr. Maria Cronley, provost and senior vice president for academic affairs, to APSU.			
Roll Call/Declaration of a Quorum			
Discussion			

Trustee Atkins was physically present. Trustee Cannata, Trustee Carroll, Trustee Hogan, Trustee Jenkins, Trustee Luck, Trustee May, Trustee Mealer, Trustee O'Malley and Trustee Wadia participated by teleconference. As she called the roll, Ms. Whiteside asked those participating by teleconference if they could hear clearly, and if there were other people present with them at their locations. All trustees stated that they could hear clearly. Trustee Atkins was in the room with President Alisa White, Interim Provost Karen Meisch and McCartney Johnson. Trustee Wadia was in the room with Kay Wadia. Trustee Cannata, Trustee Carroll, Trustee Hogan, Trustee Jenkins, Trustee Luck, Trustee May, Trustee Mealer, and Trustee O'Malley stated that they were alone.

After calling the roll, Ms. Whiteside did not detect a physical quorum present; however, a quorum existed by the inclusion of those members participating by electronic means. Ms. Whiteside stated pursuant to Executive Order 19, enacted on March 20, 2020 and extended pursuant Executive Order 34 enacted on May 6, 2020, this Board is able to hold its meeting by electronic means in the absence of a physical quorum with the necessity being to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 outbreak.

Conclusions

Trustee O'Malley moved that necessity had been established to hold the meeting in the absence of a physical quorum. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Adoption of Agenda

Discussion

Trustee O'Malley informed the Board that there were items for consideration on the consent agenda and asked if the Trustees wished to extract any item. They did not.

Conclusions

Trustee O'Malley moved for the adoption of the agenda, including the consent agenda items. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Approval of Minutes

Discussion

Trustee O'Malley stated that the minutes for the March 20, 2020 Board meeting were circulated in advance of the meeting. He asked if there were any corrections or additions to the minutes. There were none.

Conclusions

Trustee Jenkins made a motion to approve the March 20, 2020 Board minutes. The motion was seconded by Trustee Cannata. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Campus Spotlight

Discussion

Trustee O'Malley recognized President White to present the campus spotlight. President White presented a video created by APSU's Office of Public

Relations and Marketing that highlighted the stories of the many heroes that emerged from Austin Peay during the COVID-19 pandemic.

Academic Affairs Committee Report and Recommendations

Discussion

Trustee Mealer reported on the actions of the Academic Affairs Committee at the June 4 meeting. The committee reviewed the following information items: the status of the Master of Speech-Language Pathology and the preliminary outcome of the recent SACSCOC Substantive Change Committee visit for Creekwood High School. The committee reviewed and approved the following action items, which were approved on the consent agenda: elevation of Applied Exercise concentration to stand-alone major of Bachelor of Science Kinesiology with concentrations in Exercise Science and Pre-Professional; change of degree designation -- Bachelor of Science Radiologic Technology (BSRT) to Bachelor of Science Radiologic Science (BSRS); and revisions to Policy 2:010 Undergraduate and Graduate Academic Retention Standards. The committee reviewed and approved the following action items: consideration of tenure appointments and tenure upon appointment for Dr. Kelly Kleinhans, Dr. Emily Lean and Dr. Maria Cronley. The committee reviewed and determined the outcome of the appeal of the negative 2019-2020 tenure decision for Dr. Neeta Bhasin.

Conclusions

Trustee Mealer moved that the Board approve the minutes of the June 4 Academic Affairs Committee as written. The motion was seconded by Trustee Luck. A roll vote was taken and carried with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	No Response
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0, No Response:1

Consideration of Tenure Appointments

Discussion

Trustee Mealer stated that the list of faculty recommended for tenure were circulated before the meeting.

Conclusions																			
<p>Trustee Mealer moved to approve the tenure of the eligible faculty members presented. A roll call vote was taken and carried unanimously with 9 trustees voting yes.</p> <table border="1"> <tr><td>Billy Atkins:</td><td>Yes</td></tr> <tr><td>Katherine Cannata:</td><td>Yes</td></tr> <tr><td>Larry Carroll:</td><td>Yes</td></tr> <tr><td>Don Jenkins:</td><td>Yes</td></tr> <tr><td>Gary Luck:</td><td>Yes</td></tr> <tr><td>Valencia May:</td><td>Yes</td></tr> <tr><td>Robin Mealer:</td><td>Yes</td></tr> <tr><td>Mike O'Malley:</td><td>Yes</td></tr> <tr><td>Mickey Wadia</td><td>Yes</td></tr> </table> <p>Yes: 9; No: 0</p>		Billy Atkins:	Yes	Katherine Cannata:	Yes	Larry Carroll:	Yes	Don Jenkins:	Yes	Gary Luck:	Yes	Valencia May:	Yes	Robin Mealer:	Yes	Mike O'Malley:	Yes	Mickey Wadia	Yes
Billy Atkins:	Yes																		
Katherine Cannata:	Yes																		
Larry Carroll:	Yes																		
Don Jenkins:	Yes																		
Gary Luck:	Yes																		
Valencia May:	Yes																		
Robin Mealer:	Yes																		
Mike O'Malley:	Yes																		
Mickey Wadia	Yes																		
Appeal Negative Tenure Decision for Dr. Neeta Bhasin																			
Discussion																			
<p>Trustee Mealer stated that the associated materials for Dr. Neeta Bhasin's appeal of negative tenure decision and the University's response were circulated before the meeting.</p>																			
Conclusions																			
<p>Trustee Mealer moved to recommend that the Board affirm the negative 2019-2020 tenure decision for Dr. Neeta Bhasin. A roll call vote was taken and carried with 8 trustees voting yes.</p> <table border="1"> <tr><td>Billy Atkins:</td><td>Yes</td></tr> <tr><td>Katherine Cannata:</td><td>Yes</td></tr> <tr><td>Larry Carroll:</td><td>Yes</td></tr> <tr><td>Don Jenkins:</td><td>Yes</td></tr> <tr><td>Gary Luck:</td><td>Yes</td></tr> <tr><td>Valencia May:</td><td>Yes</td></tr> <tr><td>Robin Mealer:</td><td>Yes</td></tr> <tr><td>Mike O'Malley:</td><td>Yes</td></tr> <tr><td>Mickey Wadia</td><td>Abstain (With Conflict)</td></tr> </table> <p>Yes: 8; No: 0; Abstain (With Conflict): 1</p>		Billy Atkins:	Yes	Katherine Cannata:	Yes	Larry Carroll:	Yes	Don Jenkins:	Yes	Gary Luck:	Yes	Valencia May:	Yes	Robin Mealer:	Yes	Mike O'Malley:	Yes	Mickey Wadia	Abstain (With Conflict)
Billy Atkins:	Yes																		
Katherine Cannata:	Yes																		
Larry Carroll:	Yes																		
Don Jenkins:	Yes																		
Gary Luck:	Yes																		
Valencia May:	Yes																		
Robin Mealer:	Yes																		
Mike O'Malley:	Yes																		
Mickey Wadia	Abstain (With Conflict)																		
Tenure Upon Appointment-Dr. Kelly Kleinhans																			
Discussion																			

Trustee Mealer stated that a copy of Dr. Kelly Kleinhans' CV was circulated before the meeting.

Conclusions

Trustee Mealer moved to approve tenure upon appointment for Dr. Kelly Kleinhans. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Tenure Upon Appointment-Dr. Emily Lean

Discussion

Trustee Mealer stated that a copy of Dr. Emily Lean's CV was circulated before the meeting.

Conclusions

Trustee Mealer moved to approve tenure upon appointment for Dr. Emily Lean. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Tenure Upon Appointment- Dr. Maria Cronley

Discussion

Trustee Mealer stated that a copy of Dr. Maria Cronley's CV was circulated before the meeting.

Conclusions

Trustee Mealer moved to approve tenure upon appointment for Dr. Maria Cronley. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Students Affairs Committee Report and Recommendations

Discussion

Trustee Jenkins reported on the actions of the Student Affairs Committee at the June 4 meeting. The committee reviewed the following information items: Student Counseling Services implementation of telehealth; Student Affairs practice modifications; and an Athletics update.

Conclusions

Trustee Jenkins moved that the Board approve the minutes for the June 4 Student Affairs Committee as written. The motion was seconded by Trustee Luck. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Audit Committee Report and Recommendations

Discussion

Trustee Cannata reported on the actions of the Audit Committee at the June 4 meeting. The committee listened to presentations regarding the following information item: internal audit reports released between February 18, 2020 and May 11, 2020, with a list of outstanding audit recommendations.

Conclusions

Trustee Cannata moved that the Board approve the minutes for the June 4 Audit Committee as written. The motion was seconded by Trustee May. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Business and Finance Committee Report and Recommendations

Discussion

Trustee Atkins reported on the actions of the Business and Finance Committee at the June 4 meeting. The action items that the committee reviewed and approved were: the estimated budget for the 2019-2020 fiscal year and the proposed budget for the 2020-2021 fiscal year; and capital maintenance requests for the 2021-2022 fiscal year. The committee reviewed the recent changes to the university's organizational chart effective July 1, 2020.

Conclusions

Trustee Atkins moved that the Board approve the minutes for the June 4 Business and Finance Committee as written. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes

Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Consideration of the Estimated Budget for the 2019-2020 Fiscal Year and Proposed Budget for the 2020-2021 Fiscal Year

Discussion

Trustee Atkins stated that the estimated budget for the 2019-2020 fiscal year and the proposed budget for 2020-2021 fiscal year were circulated before the meeting.

Conclusions

Trustee Atkins moved to approve the estimated budget for the 2019-2020 fiscal year and proposed budget for the 2020-2021 fiscal year. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Consideration of Capital Maintenance Requests for the 2021-2022 Fiscal Year

Discussion

Trustee Atkins stated that the capital maintenance requests for 2021-2022 fiscal year were circulated before the meeting.

Conclusions

Trustee Atkins moved to approve the capital maintenance requests for the 2021-2022 fiscal year. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
---------------	-----

Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Executive Committee Report and Recommendations

Discussion

Trustee O'Malley reported on the actions of the Executive Committee at the June 4 meeting. The committee reviewed and approved the following action items: Presidential Performance Evaluation for fiscal year 2019-2020; Presidential Base Compensation, Performance Evaluation, and Incentive Plan for fiscal year 2020-2021; and President's base compensation for fiscal year 2020-2021.

Conclusions

Trustee O'Malley moved that the Board approve the minutes for the June 4 Executive Committee as written. The motion was seconded by Trustee May. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Consideration of the Presidential Performance Evaluation for Fiscal Year 2019-2020

Discussion

Trustee O'Malley stated that the Presidential Performance Evaluation for fiscal year 2019-2020 was circulated before the meeting. He stated that in a telephone conversation with President White, she expressed her desire not to receive any potential incentive amount or increase to her base compensation. Trustee Atkins encouraged the Board to award the incentive amount because the evaluation was based on the accomplishments of the previous year.

Conclusions

Trustee O'Malley moved that the Board approve the Presidential Performance Evaluation for Fiscal Year 2019-2020. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Review of the Presidential Base Compensation, Performance Evaluation, and Incentive Plan for Fiscal Year 2020-2021

Discussion

Trustee O'Malley stated that the Presidential Base Compensation, Performance Evaluation, and Incentive Plan for Fiscal Year 2020-2021 was circulated before the meeting.

Conclusions

Trustee O'Malley moved that the Board approve the Presidential Base Compensation, Performance Evaluation, and Incentive Plan for Fiscal Year 2020-2021. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes

Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Consideration of the President's Base Compensation for Fiscal Year 2020-2021

Discussion

Trustee O'Malley stated that the Presidential Base Compensation for 2020-2021 was circulated before the meeting.

A general discussion followed regarding President White's desire to not receive an increase in her base compensation and where her salary was among the peer institutions.

Conclusions

Trustee O'Malley moved that the Board approve the Presidential base compensation for fiscal year 2020-2021. A roll call vote was taken and carried with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	No
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8; No: 1

APSU Awards

Discussion

Trustee O'Malley recognized Lieutenant General Ron Bailey, vice president for external affairs, who provided information on the proposed 2020 award recipients. The award recipients for this year are: APSU Philanthropist of the Year -- Joe and Cathi Maynard; Gobs Who Lead Through Military Service Award -- Retired Lt. Col. Thomas E. Mercer Sr.; and Gobs Who Lead Through Service Award -- Tom and Susie Perry.

Conclusions

Trustee O'Malley moved to approve Joe and Cathi Maynard as APSU Philanthropist of the Year; Retired Lt. Col. Thomas E. Mercer Sr as recipient of the Govs Who Lead Through Military Service Award; and Tom and Susie Perry as recipients of the Govs Who Lead Through Service Award. The motion was seconded by Trustee Carroll. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0

Legislative Update

Discussion

Trustee O'Malley recognized Dr. Carol Clark, assistant vice president for community and government relations, to provide a legislative update. Dr. Clark stated that the Tennessee General Assembly passed a small number of laws that impact University policies and procedures. The University is taking the necessary steps to implement any required changes in advance of the effective date of each law. After recessing early due to the COVID-19 pandemic, the members are back in session to work on an amended budget to account for changes in funds expected due to the pandemic.

Student Affairs Division Update

Discussion

Trustee O'Malley recognized Dr. Eric Norman, vice president for student affairs, to provide an update from his division. Dr. Norman discussed what the student affairs division has done to assist students during the COVID-19 pandemic. These efforts included creating food bags for students who were ill; online ordering at the food pantry, posting of items from the free thrift store on social media and teaming up with APSU's Advancement Office, who raised more than \$70,000 to provide emergency funding for students during the current COVID-19 crisis.

Economic Impact Study Results

Discussion

Trustee O'Malley recognized Dr. Sharon Younger, president of Younger Associates, to share results of APSU's Economic Impact Study. Dr. Younger presented the data

revealing an estimated \$333,409,869 economic impact APSU has on the local economy. The University and all related operations support 2,497 jobs directly or indirectly. Wages paid to these jobs total \$139,458,386, which generates \$5,492,759 in state and local taxes collected annually.

Trustee O'Malley thanked Dr. Younger. A general discussion followed about the normalcy of the University's economic impact.

President's Report

Discussion

Trustee O'Malley recognized President White to give her report to the Board. President White thanked the trustees for their thoughtful work and leadership. She also thanked Dr. Karen Meisch for assuming the role of interim provost and welcomed Dr. Maria Cronley as the provost and senior vice president for academic affairs. President White gave an overview of Dr. Cronley's professional background and stated that she will begin her appointment on July 6.

In facing the challenges that COVID-19 placed on the University, President White stated that decisions were not made lightly and that many members of the campus community came together to advise on instruction, dining, sanitation, technology, and business practices. President White shared the actions the University has taken to mitigate the COVID-19 effects since the last Board meeting including: moving all spring and summer classes to online delivery, requesting all employees who were able to telecommute and adjusting work schedules for essential employees to skeletal crews. Temporary adjustments were made to the Admissions practices, virtual tours and Registration, Orientation, and Welcome events. All study abroad programs were cancelled and we later issued refunds to the students. Students in residence halls were encouraged to move out.

A survey was administered to students, faculty, and staff about the University's response to COVID-19 to inform future decision making. The Human Resources Office produced programming to help employees with time management training while working from home and provided access to mental health resources.

A video montage virtually celebrating the spring Commencement was put together and APSU is planning multiple, smaller ceremonies in early August for the spring graduates.

President White discussed several opportunities made available to financially help students. The APSU COVID-19 Relief Scholarship was created to assist students enrolled in summer classes. The University received funding from the CARES Act and half of the funding went directly to the students. APSU prioritized the funding in accordance with the Higher Education Emergency Relief Fund guidelines, awarding a bigger portion to students with the greatest financial need.

President White stated that the APSU COVID-19 Task Force and the Strategic

Planning Integration Task Force recommended various courses of action to carry APSU through various phases of the pandemic with the focus being on the safety of the students, faculty, and staff, and APSU's commitment to academic quality. Employees who have been working remotely will begin returning to campus mid-June in a phased in approach. President White thanked Michael Kasitz, chair of the COVID-19 Task Force, and all of its members who met daily to deal with emergency situations and planning for the fall. She also thanked Mike Wilson, director of the GIS Center, and his team for their work in creating face shields and sheets of acetate for medical workers across the state.

President White stated Austin Peay is committed to fostering a safe campus climate. One that values diverse experiences, ideas, and individual differences. APSU is going to be a safe place to discuss, disagree, learn from one another, and model respect and civility.

President White expressed her love for the faculty, staff, students and community. She thanked everyone for stepping up during this time and was proud of the heroic work that has been accomplished by them. She also thanked the Board for the guidance and support she has received from them.

President White stated that there were interim items provided to the Board including: a report on the contracts and agreements, the State Building Commission actions and the appointment of Dr. Maria Cronley as the provost and senior vice president of academic affairs, since the last meeting.

Adjourn

Discussion	
------------	--

Trustee O'Malley stated that APSU is very fortunate to have President White as their leader. He thanked her, the faculty, staff, and administration for their hard work. He stated the next board meeting will be held September 17-18, 2020.	
---	--

Conclusions	
-------------	--

Trustee O'Malley moved to adjourn the meeting. The motion was seconded by Trustee May. A voice vote was taken and carried unanimously with 9 trustees voting yes. The meeting adjourned at 10:43 a.m.	
---	--



Special Called Board Meeting			
7.6.2020		10:00 a.m.	Browning Building Clarksville, TN 37044
Meeting Type		Special Called Board Meeting	
Note Taker		McCartney Johnson	
Attendees			Present (Y/N)
		Mr. Billy Atkins	Y
		Ms. Katherine Cannata	N
		Mr. Larry Carroll	Y (Electronic)
		Ms. Abbey Hogan	Y (Electronic)
		Mr. Don Jenkins	Y (Electronic)
		Dr. Gary Luck	N
		Dr. Valencia May	Y (Electronic)
		Brig. Gen. Robin Mealer	Y (Electronic)
		Mr. Mike O'Malley	Y (Electronic)
		Dr. Mickey Wadia	Y (Electronic)
		Dr. Alisa White, President	Y (Electronic)
		Ms. Dannelle Whiteside, Vice President for Legal Affairs and Secretary to the Board	Y (Electronic)
Call to Order			
Discussion			
Trustee O'Malley called the meeting to order at 10:01 a.m.			
Roll Call/ Declaration of a Quorum			
Discussion			
Trustee Atkins was physically present. Trustee Carroll, Trustee Hogan, Trustee Jenkins, Trustee May, Trustee Mealer, Trustee O'Malley and Trustee Wadia participated by teleconference. As she called the roll, Ms. Whiteside asked			

those participating by teleconference if they could hear clearly, and if there were other people present with them at their locations. All trustees stated that they could hear clearly. Trustee Atkins was in the room with McCartney Johnson. Trustee Wadia had Kay Wadia in the room. Trustee Carroll, Trustee Hogan, Trustee Jenkins, Trustee May, Trustee Mealer, and Trustee O'Malley stated that they were alone.

Trustee O'Malley stated there was a quorum.

Action Item A – Tuition and Mandatory Fees Recommendation for the 2020-2021 Academic Year

Discussion

Trustee O'Malley recognized Mitch Robinson, vice president for finance and administration, to discuss Austin Peay's recommendation for tuition and mandatory fees for the 2020-2021 academic year. Mr. Robinson shared the history of APSU's tuition and fee increases for the last six years. Mr. Robinson stated that many students have been impacted financially by COVID-19 and the University is proposing a 0 percent increase in tuition and mandatory fees for the 2020-2021 academic year.

Conclusions

Trustee O'Malley moved to approve a 0 percent increase in tuition and mandatory fees for the 2020-2021 academic year. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with 7 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Absent
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Absent
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 7; No: 0; Absent: 2

Action Item B - Appointment of an Interim President

Discussion

Trustee O'Malley stated that on June 18, President White announced that she is the sole finalist in a search for president at Sam Houston State University. If she is confirmed by the University of Texas system, she will begin in her new role after

commencement in August. He stated that APSU Policy 1:004 gives the Board the authority to appoint an interim president in the event of the sitting president's resignation. The Board needs to appoint a person to serve in the role of interim president, if Dr. White is confirmed. The interim will serve until a permanent president is selected by the Board after a formal search is conducted.

Conclusions

Trustee O'Malley moved to appoint Dannelle Whiteside to serve as APSU's interim president if President White is confirmed as president at Sam Houston State University. The interim would begin the appointment on August 10, 2020 and serve until a new president is appointed. The motion was seconded by Trustee Carroll. A roll call vote was taken and carried unanimously with 7 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Absent
Larry Carroll:	Yes
Don Jenkins:	Yes
Gary Luck:	Absent
Valencia May:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 7; No: 0; Absent: 2

Presidential Search Process

Discussion

Trustee O'Malley stated that in the coming weeks, the Trustees will be making decisions about the presidential search. He stated that he looks forward to engaging members of the campus community and interested stakeholders as the Board defines what they are looking for in the next leader and what processes they will adhere to moving forward.

Adjourn

Discussion

Trustee O'Malley stated the next regularly scheduled board meeting will be held September 17-18, 2020.

Conclusions

Trustee O'Malley moved to adjourn the special called meeting. The motion was seconded by Trustee Atkins. A voice vote was taken and carried unanimously with 7 trustees voting yes. The meeting adjourned at 10:11 a.m.



Special Called Board Meeting			
8.21.2020		11:00 a.m.	Browning Building Clarksville, TN 37044
Meeting Type		Special Called Board Meeting	
Note Taker		Joanne Shepard	
Attendees			Present (Y/N)
		Mr. Billy Atkins	Y
		Ms. Katherine Cannata	Y (Electronic)
		Ms. Abbey Hogan	N
		Mr. Don Jenkins	Y (Electronic)
		Dr. Gary Luck	Y (Electronic)
		Dr. Valencia May	Y (Electronic)
		Ms. Keri McInnis	Y (Electronic)
		Brig. Gen. Robin Mealer	Y (Electronic)
		Mr. Mike O'Malley	Y (Electronic)
		Dr. Mickey Wadia	Y (Electronic)
		Dr. McCartney Johnson, Interim Secretary to the Board	Y
		Ms. Corey Harkey, Interim General Counsel	Y (Electronic)
Call to Order			
Discussion			
Trustee O'Malley called the meeting to order at 11:00 a.m.			
Roll Call/ Declaration of a Quorum			
Discussion			
Trustee Atkins was physically present. Trustee Cannata, Trustee Jenkins, Trustee May, Trustee McInnis, Trustee Mealer, Trustee O'Malley and Trustee Wadia participated by teleconference. As she called the roll, Dr. Johnson asked those participating by teleconference if they could hear clearly, and if there were			

other people present with them at their locations. All trustees stated that they could hear clearly. Trustee Atkins was in the room with McCartney Johnson and Joanne Shepard. Trustee Wadia had Kay Wadia in the room. Trustee Cannata, Trustee Jenkins, Trustee May, Trustee McInnis, Trustee Mealer, and Trustee O'Malley stated that they were alone.

Trustee O'Malley stated there was a quorum. Trustee Luck joined the meeting electronically after the roll call.

Action Item A – Approval of the Timeline and Search Process for the Presidential Search

Discussion

Trustee O'Malley stated the Board of Trustees selected Storbeck Search & Associates to serve as the search firm for the next president of Austin Peay State University. He introduced Ms. Julie Tea, partner in the search firm, to share the timeline and search process for the presidential search. Ms. Tea introduced Mr. Brian Bustin, Senior Associate, and explained his role in the search process. Ms. Tea gave a brief summary of the firm and her job experience. She provided a list of recent successful presidential searches and the current market characteristics for presidential candidates. She explained the details of the presidential search process and the timeline to the Board. She stated that the process will be open, inclusive and transparent to the search committee and the final phase will be open for the campus community.

Trustee O'Malley stressed that the timeline could be adjusted in order to hire the best person for APSU in light of the COVID-19 challenges.

A general discussion followed about the search firm's previous experience with APSU, the concerns about the timeline and quality of candidates, and how the future president should be involved with students outside the classroom.

Conclusions

Trustee O'Malley moved to approve the timeline and search process for the next APSU president, with the understanding that circumstances surrounding COVID-19 may alter the timeline. Trustee Jenkins seconded the motion. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis	Yes

Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0; Absent: 0

Action Item B – Approval of the Presidential Search Committee

Discussion

Trustee O'Malley stated that the proposed Presidential Search Committee was circulated before the meeting and the list was approved by the University's Office of Equity, Access and Inclusion. The proposed committee members are:

Mike O'Malley – APSU Board of Trustees, chair of the Presidential Search Committee

Billy Atkins – APSU Board of Trustees, vice chair of the Presidential Search Committee

Katherine Cannata – APSU Board of Trustees

Abbey Hogan—APSU Board of Trustees

Keri McInnis – APSU Board of Trustees

Robin Mealer—APSU Board of Trustees

Mickey Wadia—APSU Board of Trustees

Elaine Berg – Faculty Representative

Harold Young – Faculty Representative

Kito Aruh – Student Representative

Hannah Allen – Staff Representative

Vanessya Fountain – Staff Representative

Megan Mitchell – Staff Representative

Gerald Harrison – Administrative Representative

Kristine Nakutis—Administrative Representative

Kris Phillips – Administrative Representative

Mike Krause – Alumni Representative

Joe Shakeenab – Alumni Representative

Jim Durrett—Community Representative

Joe Pitts – Community Representative

Jeff Bibb – Community-At-Large Representative

Joe Maynard – Community-At-Large Representative

Khandra Smalley – Community-At-Large Representative

Conclusions

Trustee O'Malley moved to approve the Presidential Search Committee as written. The motion was seconded by Trustee McInnis. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
---------------	-----

Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9; No: 0; Absent: 0

Adjourn

Discussion

Trustee O'Malley stated the next regularly scheduled board meeting will be held September 17 and 18, 2020.

Conclusions

Trustee O'Malley moved to adjourn the special called Board meeting. The motion was seconded by Trustee Atkins. A voice vote was taken and carried unanimously with 9 trustees voting yes. The meeting adjourned at 11:51a.m.



Academic Affairs Committee			
9.17.20		1:30 p.m.	Browning Conference Room, Clarksville, TN 37040
Meeting Type	Academic Affairs Committee Meeting		
Note Taker	Tammy Delvendahl		
Attendees			Present (Y/N)
		Brig. Gen. Robin Mealer, Chair	N
		Ms. Abbey Hogan	Y (Electronic)
		Gen. Gary Luck	Y (Electronic)
		Dr. Valencia May	Y (Electronic)
		Dr. Mickey Wadia	Y (Electronic)
		Dr. Maria Cronley, ex-officio	Y (Electronic)
		Mr. Mike O'Malley, ex-officio	Y (Electronic)
		Ms. Dannelle Whiteside, Interim President	Y (Electronic)
		Ms. Corey Harkey, Interim General Counsel	Y (Electronic)
		Dr. McCartney Johnson, Interim Secretary to the Board	Y
Call to Order			
Discussion			
Trustee May called the meeting to order at 1:30 p.m.			
Roll Call/Declaration of a Quorum			
Discussion			

Trustee May, Trustee Hogan, Trustee Luck, and Trustee Wadia participated by teleconference. As she called the roll, Dr. McCartney Johnson asked those participating by teleconference if they could hear clearly and if there were other people present with them at their locations. All trustees stated they could hear clearly and stated they were alone.

Trustee May stated there was a quorum.

Action Item A - Consideration of Policy 1:025 Policy on Academic Tenure

Discussion

Trustee May recognized Provost Cronley to provide information regarding revisions to APSU Policy 1:025 Policy on Academic Tenure. The revisions include the delegation of the President's authority to the Provost regarding approval of faculty leave of absence, probationary periods, the removal of some outdated language from the original Tennessee Board of Regents policy, and a note regarding customized calendars and non-substantive editorial changes.

Conclusions

Trustee Luck moved to approve 1:025 Policy on Academic Tenure. The motion was seconded by Trustee Wadia. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Absent
Mickey Wadia:	Yes

Yes: 3, No: 0, Absent: 1

Action Item B - Consideration of Policy 2:038 Undergraduate & Graduate Admissions

Discussion

Trustee May recognized Provost Cronley to provide information regarding revisions to APSU Policy 2:038 Undergraduate and Graduate Admissions. The proposed changes to Policy 2:038 eliminate the need for a non-degree seeking applicant to submit multiple transcripts. The applicant would only be required to provide an official undergraduate transcript from a regionally accredited institution. This will lessen the burden for non-degree seeking students and will align with practices of other universities.

Conclusions

Trustee Luck moved to approve Policy 2:038 Undergraduate & Graduate Admissions. The motion was seconded by Trustee Wadia. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Absent
Mickey Wadia:	Yes

Yes: 3, No: 0, Absent: 1

Information Item A - Teaching & Learning during COVID-19

Discussion

Trustee May recognized Provost Cronley to provide information regarding teaching and learning during COVID-19. Provost Cronley reported that during the summer, faculty, staff and administration worked tirelessly to prepare for Fall 2020. Some of the major strategies implemented for Fall 2020 include various learning modalities, changes to the Fall 2020 academic calendar, changes to the pre-semester calendar, direct phone calls to students, and managing classroom spaces.

Conclusions

This was an information item and required no action.

Information Item B - Degree & Certificate Awards by Type & Academic Year

Discussion

Trustee May recognized Provost Cronley to provide information regarding an update on degree and certificate awards by type and academic year. APSU awarded an all-time high number of degrees and certificates in 2019-2020 with 3,200 degrees and certificates awarded. There was a significant increase in the number of associate's degrees awarded in part due to the Tennessee Promise and the number of graduate degrees awarded due to growth in graduate student enrollment.

Conclusions

This was an information item and required no action.

Information Item C - Program Productivity Report

Discussion

Trustee May recognized Provost Cronley to provide information regarding the program productivity report. The report provides the number of graduates each year in the undergraduate and graduate programs. The report includes data for low

producing programs, new academic programs, and academic program modifications. APSU is actively taking steps to increase enrollment in three of the four programs identified as low producing. The three programs are B.A./B.F.A. Theatre/Dance, B.A./B.S. Philosophy and Religion, and B.S. Physics. Plans are being made to terminate the M.S. Engineering Technology program.

Conclusions	
-------------	--

This was an information item and required no action.

Information Item D - Preliminary Fall Enrollment

Discussion	
------------	--

Trustee May recognized Provost Cronley to provide a preliminary fall enrollment report. APSU's preliminary fall enrollment 14 days after the first day of classes is 10,122. The University's official census enrollment will be determined in November.

A general discussion followed regarding the decline in the enrollment for other state universities and nationally in comparison to APSU.

Conclusions	
-------------	--

This was an information item and required no action.

Adjourn

Discussion	
------------	--

Trustee May moved to adjourn the meeting. Trustee Luck seconded the motion. A voice vote was taken and carried unanimously with 3 trustees voting yes. The meeting adjourned at 1:59 p.m.



Student Affairs Committee			
9.17.20		1:30 p.m.	Browning Conference Room Clarksville, TN 37040
Meeting Type	Student Affairs Committee		
Note Taker	Lynne Halliburton		
Attendees			Present (Y/N)
	Mr. Don Jenkins		Y (Electronic)
	Ms. Abbey Hogan		Y (Electronic)
	Dr. Valencia May		Y (Electronic)
	Dr. Mickey Wadia		Y (Electronic)
	Dr. Eric Norman, ex-officio		Y (Electronic)
	Mr. Mike O'Malley, ex-officio		Y (Electronic)
	Ms. Dannelle Whiteside, Interim President		Y (Electronic)
	Ms. Corey Harkey, Interim General Counsel		Y (Electronic)
	Dr. McCartney Johnson, Interim Secretary to the Board		Y
Call to Order			
Discussion			
Trustee Jenkins called the meeting to order at 2:00 pm.			
Roll Call/Declaration of Quorum			
Discussion			
Trustee Jenkins, Trustee Hogan, Trustee May and Trustee Wadia participated by teleconference. As she called the roll, Dr. McCartney Johnson asked those participating by teleconference if they could hear clearly, and if there were other			

people present with them at their locations. All trustees stated that they could hear clearly and stated that they were alone.

Trustee Jenkins stated there was a quorum.

Action Item – Consideration of the Title IX Compliance Emergency Rule

Discussion

Trustee Jenkins recognized Ms. Corey Harkey, Interim General Counsel, who provided an overview of the Consideration of the Title IX Compliance Emergency Rule. Ms. Harkey stated that the Federal Government recently articulated new regulations under Title IX related to the investigation and due process requirements involving sexual harassment. The rule includes authorizing the President and her designees to make any technical corrections to these rules, including changes required by the Attorney General's Office or Government Operations Committee after review.

Conclusions

Trustee May moved to approve the Title IX Compliance emergency rule, including authorizing the President and her designees to make any technical corrections to these rules, including changes required by the Attorney General's Office or Government Operations Committee after review. The motion was seconded by Trustee Wadia. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Don Jenkins	Yes
Valencia May:	Yes
Mickey Wadia:	Yes

Yes: 3, No: 0

Information Item A - Covid-19 Procedures

Discussion

Trustee Jenkins recognized Dr. Eric Norman, Vice President for Student Affairs, who provided an overview of the standardized Student Affairs practices and systems that have been modified due to COVID-19. Dr. Norman stated that sample collection and testing was initiated, social distancing and delivery methods were introduced in conjunction with quarantine rooms and operational changes, while using social distancing practices and remote programming. Tracking systems and follow up care was developed from existing CARE procedures and specialized for COVID related issues.

Conclusions

This was an information item and required no action.

Information Item B - Code of Student Conduct Revisions

Discussion

Trustee Jenkins recognized Dr. Norman who provided an overview of the Code of Student Conduct revision process for Fall 2021. Dr. Norman stated that the Code of Student and Student Organization Disciplinary Policies (Code of Student Conduct), serves as a remediation process for behavior that occurs in relation to APSU operations and activities. It hosts the violations, procedures, and sanction outcomes for all offenses (Academic and non-Academic). To better reflect the educational mission of the process, it will be reviewed and revised as necessary to reflect the developmental approach. Any substantive revisions will be brought to the Board of Trustees to vote on the recommended changes after it is sent through Legal Affairs.

Conclusions

This was an information item and required no action.

Adjourn

Discussion

Trustee Jenkins moved to adjourn the meeting. The motion was seconded by Trustee Wadia. A voice vote was taken and carried unanimously with 3 trustees voting yes. The meeting adjourned at 2:15 p.m.

**Rules
of
Austin Peay State University**

**Chapter 0240-05-06
Title IX Compliance**

New Chapter

Division 0240-05 is amended by adding Chapter 06 Title IX Compliance, a table of contents, and Rules .01 through .18, so that it shall read as follows:

Table of Contents

0240-05-06-.01	Statement of Nondiscrimination on the Basis of Sex
0240-05-06-.02	Definitions
0240-05-06-.03	General Provisions Related to Reporting Title IX Complaints
0240-05-06-.04	Response to Complaints of Sex Discrimination
0240-05-06-.05	Response to Complaints of Sexual Harassment
0240-05-06-.06	Confidentiality
0240-05-06-.07	Written Notice to the Parties Upon Receipt of a Formal Complaint
0240-05-06-.08	Investigations of Formal Complaints
0240-05-06-.09	Grievance Process for Formal Complaints
0240-05-06-.10	Hearing of Formal Complaints
0240-05-06-.11	Determination Regarding Responsibility
0240-05-06-.12	Appeal of Determination of Responsibility or Dismissal of Formal Complaint
0240-05-06-.13	Informal Resolution Process
0240-05-06-.14	Retaliation
0240-05-06-.15	Training Related to Sexual Harassment
0240-05-06-.16	Effect of Other Requirements
0240-05-06-.17	Record Retention and Disposition
0240-05-06-.18	Severability

0240-05-06-.01 Statement of Nondiscrimination on the Basis of Sex is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.01 Statement of Nondiscrimination on the Basis of Sex

- (1) As required by law, no student, employee, or applicant for admission or employment will be excluded, on the basis of sex, from participation in, be denied the benefit of, or be subjected to discrimination under any Austin Peay State University education program or activity.
- (2) If APSU has actual knowledge of sexual harassment in an education program or activity against a person in the United States, APSU will respond promptly in a manner that is not deliberately indifferent.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06-.02 Definitions is added to Chapter 0240-06-02 Title IX Compliance and shall read as follows:

0240-05-06-.02 Definitions

- (1) Actual knowledge: notice of sexual harassment or allegations of sexual harassment to an APSU Title IX Coordinator or any APSU official who has authority to institute corrective measures on behalf of APSU. This definition is not met when the only APSU official with actual knowledge is also the respondent.

- (2) Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Complainant does not mean the Title IX Coordinator when the Title IX Coordinator signs a formal complaint or is not otherwise an alleged victim of sexual harassment. References in this rule to the singular "complainant" include the plural, as applicable.
- (3) Deliberately indifferent: a response that is clearly unreasonable in light of the known circumstances.
- (4) Education program or activity: locations, events, or circumstances over which APSU exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by APSU.
- (5) Formal complaint: a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting APSU investigate the allegation of sexual harassment. As used in this definition, the phrase "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.
- (6) Hearing officer: the person who is the decision-maker with respect to the determination of responsibility after a live hearing. Hearing officer may also mean a committee that is the decision-maker with respect to the determination of responsibility after a live hearing. A hearing officer cannot be the same person(s) as the Title IX Coordinator or the investigator(s).
- (7) Party: either complainant or respondent. References in this rule to the plural "parties" includes complainant and respondent.
- (8) Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. References in this rule to the singular "respondent" include the plural, as applicable.
- (9) Sexual harassment: conduct on the basis of sex that satisfies one (1) or more of the following:
 - (a) An APSU employee conditioning the provision of an aid, benefit, or service of APSU on an individual's participation in unwelcome sexual conduct;
 - (b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to APSU's education program or activity; or
 - (c) Sexual assault as defined by federal law, "dating violence" as defined by federal law, "domestic violence" as defined by federal or state law, or "stalking" as defined by federal law.
- (10) Supportive measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to APSU's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or APSU's educational environment, or deter sexual harassment. Supportive measures may include but are not limited to counseling, adjustments for assignments or tests, extensions of deadlines or other course-related adjustments, academic support services such as tutoring, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, providing or assisting in providing medical services, arranging a course re-take or withdraw from a class without penalty including ensuring that any changes do not adversely affect the student's academic record, and other similar measures.
- (11) Title IX Coordinator: the person designated and authorized by APSU to coordinate its efforts to comply with its Title IX responsibilities.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06-.03 General Provisions Related to Reporting Title IX Complaints is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.03 General Provisions Related to Reporting Title IX Complaints

- (1) Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- (2) Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.
- (3) A complainant may file a formal complaint with the Title IX Coordinator in person, by mail, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any additional method APSU designates. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an APSU education program or activity.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06-.04 Response to Complaints of Sex Discrimination is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.04 Response to Complaints of Sex Discrimination

- (1) When a person reports sex discrimination committed against a person while in the United States, APSU will follow its rules, procedures and processes used for Title VII sex discrimination allegations, which provide for the prompt and equitable resolution of complaints alleging sex discrimination.
- (2) Where a person alleges both sex discrimination and sexual harassment committed against a person while in the United States, APSU will follow its rules, procedures and processes for responding to a formal complaint of sexual harassment. If the formal complaint is dismissed at any point in the process, APSU will follow its rules, procedures and processes used for Title VII sex discrimination allegations.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06-.05 Response to Complaints of Sexual Harassment is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.05 Response to Complaints of Sexual Harassment

- (1) If APSU has actual knowledge of sexual harassment in an education program or activity committed against a person while in the United States, APSU will respond promptly in a manner that is not deliberately indifferent and follow its grievance process.
- (2) APSU will treat complainants and respondents equitably by offering supportive measures to a complainant, and in cases where a formal complaint is filed, will follow its grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- (3) The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- (4) The Title IX Coordinator is responsible for coordinating the effective implementation of supportive

measures.

- (5) APSU may remove a respondent from an education program or activity on an emergency basis only after undertaking an individualized safety and risk analysis, determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and providing the respondent with notice and an opportunity to challenge the decision immediately following the removal.
- (6) APSU may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06-.06 Confidentiality is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.06 Confidentiality

- (1) APSU will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, Including any individual who has made a report or filed a formal complaint, any complainant, any Individual who has been reported to be the perpetrator of sex discrimination, any respondent and any witness, except as may be permitted or required by federal or state law, or to carry out the purposes of this rule and attendant policies, Including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- (2) APSU will utilize good faith efforts to maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality does not impair APSU's ability to provide the supportive measures.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06-.07 Written Notice to the Parties Upon Receipt of a Formal Complaint is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.07 Written Notice to the Parties Upon Receipt of a Formal Complaint

- (1) When a formal complaint is filed, APSU will provide parties with a written notice of its grievance process, Including any Informal resolution process(es).
- (2) APSU will provide written notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- (3) APSU's written notice will include a statement that:
 - (a) The respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
 - (b) The parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - (c) The parties may inspect and review evidence; and
 - (d) Identifies any provision in its codes of conduct that prohibits knowingly making false statements or knowingly submitting false Information during the grievance process.
- (4) If, in the course of an investigation, APSU decides to investigate allegations about the complainant or respondent that are not Included In the initial written notice, APSU will provide notice

of the additional allegations to the parties whose identities are known.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.08 Investigations of Formal Complaints is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.08 Investigations of Formal Complaints

- (1) APSU will investigate, to the extent necessary or possible, the allegations in a formal complaint.
- (2) If the conduct alleged in a formal complaint would not constitute sexual harassment even if proved, did not occur in APSU's education program or activity, or did not occur against a person while in the United States, APSU will dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not, however, preclude action under another provision of APSU's codes of conduct or other related rules or policies.
- (3) APSU may dismiss a formal complaint or any allegations therein, if at any time during the investigation a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, the respondent is no longer enrolled or employed by APSU; or specific circumstances prevent APSU from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- (4) If APSU dismisses a formal complaint during the Investigation phase, APSU will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.
- (5) APSU may consolidate formal complaints as to allegations of sexual harassment against more than one (1) respondent, or by more than one (1) complainant against one (1) or more respondents, or by one (1) party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
- (6) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on APSU and not on the parties.
- (7) APSU will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and are made and maintained in connection with the provision of treatment to the party, unless APSU obtains that party's voluntary, written consent to do so for a grievance process.
- (8) APSU will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- (9) APSU will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- (10) APSU will provide the parties with the same opportunities to have others present during any interview or investigative process, including the opportunity to be accompanied to any related investigation meeting by the advisor of their choice, who may be, but is not required to be, an attorney.
- (11) APSU will not limit the choice or presence of an advisor for either the complainant or respondent in any investigative meeting; however, APSU may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- (12) APSU will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.
- (13) APSU will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which APSU does not intend to rely in reaching a determination regarding responsibility and inculpatory or

exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

- (14) Prior to completion of the investigative report, APSU will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy,
- (15) APSU will allow the parties ten (10) business days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- (16) APSU will create an investigative report that fairly summarizes relevant evidence.
- (17) At least ten (10) business days prior to a hearing or other time of determination regarding responsibility, APSU will send the investigative report in electronic format or a hard copy to each party and the party's advisor, if any, for their review and written response to the Investigative report.

Authority: T.C.A §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.09 Grievance Process for Formal Complaints is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.09 Grievance Process for Formal Complaints

- (1) APSU will apply its grievance procedures and requirements equally to both parties.
- (2) During the course of the grievance process, APSU will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following its grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- (3) APSU will design remedies to restore or preserve equal access to APSU's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- (4) APSU will ensure that the Title IX Coordinator, investigator, hearing officer, or decision-maker does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- (5) APSU will require an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and prohibit credibility determinations based on a person's status as a complainant, respondent, or witness.
- (6) APSU will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- (7) APSU will apply a preponderance of the evidence standard for all formal complaints.
- (8) APSU will require the grievance process, including the appeal process, to conclude within a reasonably prompt time frame.
- (9) APSU will provide the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that APSU may implement following any determination of responsibility.
- (10) APSU will describe the range of supportive measures available to complainants and respondents.
- (11) APSU will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.
- (12) APSU will not limit the choice or presence of advisor for either the complainant or respondent in any grievance proceeding; however, APSU may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- (13) APSU will provide to a party whose participation is invited or expected, written notice of the date, time,

location, participants, and purpose of all proceedings or hearings, or other meetings with a party, with sufficient time for the party to prepare to participate.

- (14) APSU will appoint a hearing officer that meets the training requirements set forth in T.C.A. § 4-5-324.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.010 Hearings of Formal Complaints is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.10 Hearings of Formal Complaints

- (1) APSU will conduct a live hearing of formal complaints not dismissed pursuant to this rule.
- (2) At the request of either party, APSU will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the hearing officer and parties to simultaneously see and hear the party or the witness answering questions.
- (3) Live hearings may be conducted with all parties physically present in the same geographic location or, at APSU's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- (4) At least seventy-two (72) hours prior to a live hearing, APSU will provide both parties with written notice of the following:
 - (a) The time, place, date of the hearing, and electronic access information, if applicable;
 - (b) The name of each witness APSU expects to present at the hearing and those APSU may present if the need arises;
 - (c) The right to request a copy of the investigative file;
 - (d) The right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that APSU has in its possession, custody, or control and may use to support claims or defenses.
- (5) When notice is sent by United States mail or courier service, the notice is effective on the date that the notice is mailed or delivered to the courier service. When notice is hand delivered to the parties from the institution, notice is effective on the date that the notice is delivered to the parties. When notice is sent by email, the notice is effective on the date that the email is sent to the parties' institution-provided email account.
- (6) The hearing officer may allow a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include but is not limited to considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.
- (7) In cases that involve more than one (1) respondent, the hearing officer may, consistent with the requirements of Title IX, consider whether separate proceedings are necessary to avoid undue prejudice to the respondents.
- (8) During the hearing, the hearing officer will make evidence subject to review and inspection during the investigation phase available to give each party equal opportunity to refer to that evidence, including for purposes of cross-examination.
- (9) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

- (10) Only relevant cross examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the hearing officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- (11) The hearing officer will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- (12) Notwithstanding any limitations to the contrary that APSU has placed on the advisor's participation in the hearing, the hearing officer will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- (13) If a party does not have an advisor at the live hearing, APSU will provide without fee or charge to that party an advisor of APSU's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
- (14) If a party or witness does not submit to cross-examination at the live hearing, the hearing officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the hearing officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (15) APSU will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.
- (16) The hearing officer may dismiss the formal complaint or any allegations therein, if at any time during the hearing a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, the respondent is no longer enrolled or employed by APSU, or specific circumstances prevent APSU from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- (17) If the hearing officer dismisses the formal complaint during the grievance process, the hearing officer will promptly notify the Title IX Coordinator who will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(0) & 49-8-203(a)(4).

0240-05-06.11 Determination Regarding Responsibility Is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06.11 Determination Regarding Responsibility

- (1) The hearing officer will issue a written determination simultaneously to the complainant and respondent regarding responsibility, using a preponderance of evidence to reach a determination.
- (2) The written determination must include:
 - (a) Identification of allegations potentially constituting sexual harassment;
 - (b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - (c) Findings of fact supporting the determination;
 - (d) Conclusions regarding the application of APSU's rule, policy, and, if applicable, code of conduct to

the facts;

- (e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions APSU imposes on the respondent, and whether remedies designed to restore or preserve equal access to APSU's education program or activity will be provided to the complainant; and
 - (f) APSU's procedures and permissible bases for the complainant and/or respondent to appeal.
- (3) Either party may submit a written statement in support of the outcome to the Title IX Coordinator within ten (10) business days of the date of the determination or dismissal.
- (4) The Title IX Coordinator will be responsible for effective implementation of any remedies.
- (5) The determination regarding responsibility becomes final either on the date that APSU provides the parties with the written appeal decision, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.12 Appeal of Determination of Responsibility or Dismissal of Formal Complaint is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.12 Appeal of Determination of Responsibility or Dismissal of Formal Complaint

- (1) Both parties may appeal a determination regarding responsibility or the dismissal of a formal complaint or any allegations therein, only on the following bases:
- (a) Procedural irregularity that affected the outcome of the matter;
 - (b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter; and
 - (c) The Title IX Coordinator, investigator(s), or hearing officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- (2) A party wishing to appeal a determination regarding responsibility or the dismissal of a formal complaint or any allegations therein must file a written appeal with the Title IX Coordinator within ten (10) business days of the date of the determination or the dismissal. The written appeal must identify the basis or bases for the appeal and explain with specificity the facts supporting the basis or bases of the appeal.
- (3) As to all appeals, the Title IX Coordinator will
- (a) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - (b) Ensure that the decision-maker(s) for the appeal is not the same person as any investigator(s) or the hearing officer that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - (c) Ensure that the decision-maker(s) for the appeal meets the training requirements as required by Title IX and state law.
- (4) Within a reasonable time, the decision-maker(s) will issue a written appeal decision describing the result of the appeal and the rationale for the result.
- (5) The Title IX Coordinator will provide the written appeal decision simultaneously to both parties.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06-.13 Informal Resolution Process is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.13 Informal Resolution Process

- (1) APSU will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.
- (2) APSU will not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility, APSU may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, but only if APSU
 - (a) Provides to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - (b) Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
 - (c) Obtains the parties' voluntary, written consent to the Informal resolution process; and
 - (d) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- (3) At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
- (4) APSU will ensure that an individual designated to facilitate an informal resolution process does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- (5) APSU will require an informal resolution process to conclude within a reasonably prompt time frame.

Authority: T.C.A §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.14 Retaliation is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.14 Retaliation

- (1) Intimidation, threats, coercion, or discrimination, Including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of Interfering with any right or privilege secured by Title IX or this rule, constitutes retaliation.
- (2) The exercise of rights protected under the First Amendment does not constitute retaliation.
- (3) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance process does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Authority: T.C.A §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.-15 Training Related to Sexual Harassment is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.15 Training Related to Sexual Harassment Issues

- (1) APSU will ensure that its Title IX Coordinator, investigators, hearing officers, decision-makers, and any person who facilitates an informal resolution process receive training on this rule's definition of sexual harassment, the scope of APSU's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- (2) Such training will satisfy the requirements of Title IX and be developed or conducted consistent with the requirements of state law, including but not limited to T.C.A. §4-5-324.
- (3) APSU will ensure that hearing officers receive training on any technology to be used at a live hearing.
- (4) APSU will ensure that hearing officers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
- (5) APSU will ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- (6) APSU will ensure that any materials used to train Title IX Coordinators, investigators, hearing officers, decision-makers, and any person who facilitates an informal resolution process promote impartial investigations and adjudications of formal complaints and do not rely on sex stereotypes.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.16 Effect of Other Requirements is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.16 Effect of Other Requirements

- (1) APSU will not restrict any rights protected from government action by the First Amendment of the U.S. Constitution, deprive a person of any rights that would otherwise be protected from government action under the Due Process Clauses of the Fifth and Fourteenth Amendments of the U.S. Constitution, or restrict any other rights guaranteed against government action by the U.S. Constitution or State of Tennessee Constitution.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.17 Record Retention and Disposition is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.17 Record Retention and Disposition

- (1) APSU will retain and dispose of records related to Title IX matters as required by federal and state laws and regulations.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-05-06.18 Severability is added to Chapter 0240-05-06 Title IX Compliance and shall read as follows:

0240-05-06-.18 Severability

- (1) If any provision of this rule or its application to any person, act, or practice is held invalid as to the institution, the remainder of the rule or the application of its provisions to any person, act, or practice shall not be affected thereby.
- (2) If any provision of the Title IX regulations on which this rule is based is enjoined or held invalid and applies to the institution or the Title IX regulations' application to any person, act, or practice is enjoined or held invalid and applies to the institution, the remainder of this rule or the application of its provisions to any person, act, or practice shall not be affected thereby.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).



Audit Committee			
9.17.20		1:30 p.m.	Browning Conference Room, Clarksville, TN 37040
Meeting Type		Audit Committee Meeting	
Note Taker		Beth Chancellor	
Attendees			Present (Y/N)
		Ms. Katherine Cannata, Chair	Y (Electronic)
		Mr. Billy Atkins	Y
		General Gary Luck	Y (Electronic)
		Ms. Keri McInnis	Y (Electronic)
		Mr. Mike O'Malley, ex-officio	Y (Electronic)
		Ms. Dannelle Whiteside, Interim President	Y (Electronic)
		Ms. Corey Harkey, Interim General Counsel	Y (Electronic)
		Dr. McCartney Johnson, Administrative Specialist and Interim Secretary to the Board	Y
Call to Order			
Discussion			
Trustee Cannata called the meeting to order at 3:00 p.m.			
Roll Call/Declaration of a Quorum			
Discussion			
Trustee Atkins was physically present. Trustee Cannata, Trustee Luck and Trustee McInnis participated by teleconference. As she called the roll, Dr. McCartney Johnson asked those participating by teleconference if they could hear clearly and if they could identify any persons present in the room with them. All trustees stated			

they could hear clearly. Trustee Atkins was in the room with Dr. Johnson. Trustee Cannata, Trustee Luck, and Trustee McInnis stated that they were alone.

Trustee Cannata stated there was a quorum.

Action Item A - Internal Audit Salaries and Budget FY2021

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements explained the Audit Committee Charter requires the salaries for staff in the Office of Internal Audit to be reviewed and approved by the Audit Committee. Additionally, he stated the *International Professional Practices Framework* promulgated by the Institute of Internal Auditors, Standard 2020, requires the board to review and approve the resources of the Office of Internal Audit.

Conclusions

Trustee Luck moved to approve the Office of Internal Audit salaries and budget for fiscal year 2021. The motion was seconded by Trustee McInnis. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Gary Luck:	Yes
Keri McInnis:	Yes

Yes: 4, No: 0

Action Item B - Internal Audit Plan FY2021

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements explained the Office of Internal Audit prepares an annual audit plan at the beginning of each fiscal year. Clements noted that the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors requires the Audit Committee to approve the audit plan and any significant changes to the plan.

Conclusions

Trustee Cannata moved to approve the Internal Audit Plan for fiscal year 2021. The motion was seconded by Trustee Luck. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Gary Luck:	Yes

Keri McInnis:	Yes
---------------	-----

Yes: 4, No: 0

Information Item A - Office of Internal Audit FY2020 Year End Report

Discussion

Trustee Cannata recognized Blayne Clements for a report on internal audit activities for the year. Clements explained the Audit Committee Charter requires the committee to provide oversight on internal audit activities, which includes reviewing the results of the year's work. Clements briefly discussed the Internal Audit Year End Report for Fiscal Year 2020 that was included in the meeting materials.

Conclusions

This was an information item and required no action.

Information Item B - Internal Audit Reports released between May 12, 2020 and August 24, 2020

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements discussed four audits completed between May 12, 2020 and August 24, 2020. The Internal Controls Review - Counseling and Health Services was released on June 26, 2020, the State Audit Fiscal Year 2019 Follow-Up Report was released on June 30, 2020, the OVC Student Assistance Fund and Academic Enhancement Fund Review was released on July 30, 2020, and the Select Data Used in the Funding Formula report was released on July 31, 2020.

Clements also explained that the Office of Internal Audit performs a follow-up review on all recommendations included in internal audit reports and a summary of outstanding audit recommendations was provided to the committee.

Conclusions

This was an information item and required no action.

Information Item C - External Audit Reports released between May 12, 2020 and August 24, 2020

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements explained that occasionally the university is subjected to audits by external parties. The Audit Committee Charter states the committee is responsible for understanding the scope of work conducted by external auditors, reviewing the results of the external audits,

and meeting with external auditors as needed. Clements briefly discussed one external audit report released during this time period.

Conclusions	
-------------	--

This was an information item and required no action.

Information Item D - Internal Audit Governance - Independence and Objectivity

Discussion	
------------	--

Trustee Cannata called on Blayne Clements for a report. Clements explained the Audit Committee's role in overseeing the activities and administration of the Office of Internal Audit is a cornerstone of the committee's governance responsibilities. This is affirmed in the Audit Committee Charter, which documents the committee's mission, authority and responsibilities.

Clements discussed the concepts of organizational independence and objectivity and how they are key elements in overseeing the internal audit function. If independence or objectivity is impaired in fact or appearance, the details of the impairment must be disclosed. Such impairments may include personal conflict of interests, scope limitations, restriction on access to records and resource limitations.

Conclusions	
-------------	--

This was an information item and required no action.

Adjourn

Discussion	
------------	--

Trustee McInnis moved to adjourn the Audit Committee meeting. The motion was seconded by Trustee Luck. A voice vote was taken and carried unanimously with 4 trustees voting yes. The meeting adjourned at 3:13 p.m.



Business and Finance Committee		
9.17.20	1:30 p.m	Browning Conference Room, Clarksville, TN 37040
Meeting Type	Business and Finance Committee	
Note Taker	Hannah Allen	
Attendees		Present (Y/N)
	Mr. Billy Atkins	Y
	Ms. Katherine Cannata	Y (Electronic)
	Mr. Don Jenkins	Y (Electronic)
	Ms. Keri McInnis	Y (Electronic)
	Mr. Mike O'Malley (ex-officio)	Y (Electronic)
	Mr. Mitch Robinson (ex-officio)	Y (Electronic)
	Ms. Dannelle Whiteside, Interim President	Y (Electronic)
	Ms. Corey Harkey, Interim General Counsel	Y (Electronic)
	Dr. McCartney Johnson, Interim Secretary to the Board	Y
Call to Order		
Discussion		
Trustee Atkins called the meeting to order at 2:16 p.m.		
Roll Call/Declaration of a Quorum		
Discussion		
Trustee Atkins was physically present. Trustee Cannata, Trustee Jenkins, and Trustee McInnis participated by teleconference. As she called the roll, Dr. McCartney Johnson asked those participating by teleconference if they could hear clearly and if there were other people present with them at their locations. All trustees answered		

"yes" to the first question. Trustee Atkins was in the room with Dr. McCartney Johnson. Trustee Cannata, Trustee Jenkins, and Trustee McInnis stated that they were alone.

Trustee Atkins stated there was a quorum.

Information Item A - 2020-2021 Budget Update

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding an update on the 2020-2021 budget. Mr. Robinson gave an update on the 2020-2021 budget and presented information on the enrollment decline, operating revenues decline, and the 2020-2021 Financial Planning Taskforce's identification of cost containment and efficiencies ideas to bridge the budget gap. Mr. Robinson then discussed the University's reserve funds and recommended best practices for these funds.

A general discussion followed regarding the development of the proposed financial reserve policy.

Conclusions

This was an information item and required no action.

Information Item B - Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding

Discussion

Trustee Atkins recognized Mr. Robinson to present information on the amount and usage of the Coronavirus Aid, Relief and Economic Security (CARES) Act funding awarded to APSU. Mr. Robinson discussed the use of the funds to provide PPE supplies and services to students and the APSU community, which allowed the University to provide a smooth transition to online course delivery and a safe physical learning and work environment for all.

A general discussion followed regarding the accountability for how these funds were allocated.

Conclusions

This was an information item and required no action.

Information Item C - Chiller Rebuild Project Disclosure

Discussion

Trustee Atkins recognized Mr. Robinson to present information on the chiller rebuild project disclosure. Vice President Robinson discussed information on APSU's Chiller Rebuild emergency project, which was approved by the State Building Commission on August 13, 2020.

Conclusions	
-------------	--

This was an information item and required no action.

Adjourn	
----------------	--

Discussion	
------------	--

Trustee Atkins moved to adjourn the meeting. The motion was seconded by Trustee Cannata. A voice vote was taken and carried unanimously with 4 trustees voting yes. The meeting adjourned at 2:45 p.m.



Executive Committee Meeting		
9.17.2020	1:30 p.m.	Browning Conference Room Clarksville, TN 37040
Meeting Type	Executive Committee Meeting	
Note Taker	Joanne Shepard	
Attendees		Present (Y/N)
	Mr. Mike O'Malley	Y (Electronic)
	Mr. Billy Atkins	Y
	Ms. Katherine Cannata	Y (Electronic)
	Ms. Dannelle Whiteside, Interim President	Y (Electronic)
	Ms. Corey Harkey, Interim General Counsel	Y (Electronic)
	Dr. McCartney Johnson, Interim Secretary to the Board	Y
Call to Order		
Discussion		
Trustee O'Malley called the meeting to order at 2:47 pm.		
Roll Call/Declaration of a Quorum		
Discussion		
<p>Trustee Atkins was physically present. Trustee O'Malley and Trustee Cannata participated by teleconference. As she called the roll, Dr. Johnson asked those participating by teleconference if they could hear clearly and if there were other people with them at their locations. All Trustees stated that they could hear clearly. Trustee Atkins was in the room with Dr. Johnson. Trustee Cannata and Trustee O'Malley stated they were alone.</p> <p>Trustee O'Malley stated there was a quorum.</p>		

Action Item A - Consideration of Policy 1:001 Conflict of Interest

Discussion

Trustee O'Malley recognized Dr. Johnson who discussed the proposed revision to Policy 1:001 Conflict of Interest. Dr. Johnson stated that the date of the annual disclosure is being revised based on preliminary recommendations for the Sunset Auditors.

Conclusions

Trustee O'Malley moved to approve the proposed revision to Policy 1:001 Conflict of Interest. The motion was seconded by Trustee Cannata. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Michael O'Malley:	Yes

Yes: 3, No: 0

Action Item B - Consideration of Policy 1:002 Code of Ethics for Members of the APSU Board of Trustees

Discussion

Trustee O'Malley recognized Dr. Johnson who explained the proposed revision to Policy 1:002 Code of Ethics for Members of the APSU Board of Trustees. Dr. Johnson stated that the date of the annual disclosure based on preliminary recommendations for the Sunset Auditors.

Conclusions

Trustee O'Malley moved to approve the proposed revision to Policy 1:002 Code of Ethics for Members of the APSU Board of Trustees. The motion was seconded by Trustee Atkins. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Michael O'Malley:	Yes

Yes: 3, No: 0

Action Item C - Consideration of the Revised Board of Trustees Bylaws

Discussion

Trustee O'Malley recognized Dr. Johnson who explained the proposed revisions to the committee structure and meeting frequency in the Board of Trustees Bylaws. Dr. Johnson stated that the revisions are to align the Board of Trustees Bylaws with the Executive Committee Charter based on preliminary recommendations for the Sunset Auditors.

Conclusions

Trustee O'Malley moved to approve the revisions to the Board of Trustees Bylaws. The motion was seconded by Trustee Atkins. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Michael O'Malley:	Yes

Yes: 3, No: 0

Action Item D - Consideration of the Board Evaluation Process

Discussion

Trustee O'Malley recognized Dr. Johnson who explained that every two years the Southern Association of Colleges and Schools Commission on Colleges requires the Board of Trustees to evaluate itself. She presented the 2018 evaluation instrument for the Committee to consider using for the 2020 Board evaluation.

A general discussion followed regarding when the evaluation would be administered and shared with the Board of Trustees.

Conclusions

Trustee O'Malley moved to approve the instrument to be used for the 2020 Board evaluation. The motion was seconded by Trustee Atkins. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Michael O'Malley:	Yes

Yes: 3, No: 0

Adjourn

Discussion

Trustee O'Malley stated that the full Board of Trustees meeting will be September 18 at 9 am. Trustee O'Malley moved to adjourn the meeting. The motion was seconded by Trustee Cannata. A voice vote was taken and carried unanimously with 3 trustees voting yes. The meeting adjourned at 2:53 pm.



Bylaws

Board of Trustees of Austin Peay State University

Amended ~~September 20, 2019~~ September 18, 2020

Article I. Governance

The Board of Trustees is vested by the laws of the State of Tennessee with control of the governance and management of Austin Peay State University, subject to certain powers and duties maintained by the Tennessee Higher Education Commission.

Article II. Purpose of Bylaws

The Board adopts these Bylaws in order to establish rules for the organization and conduct of its business, as required by Tennessee Code Annotated § 49-8-201. The Bylaws are intended to establish its governance structure and to define the duties, authority limits and operating procedures for the Board and its Trustees. As the University's governing authority, the Board's Bylaws and Policies shall take precedence over any other administrative policies, guidelines, and procedures of the University. Although the Board is empowered to govern and set policy for the University, the Board's focus is one of oversight and direction. The Board entrusts responsibility for the execution of Board policy and the administration of the University to the President and responsibility for the conduct of teaching and research to the University faculty through the President.

Article III. Board of Trustees

Section 1. Powers and Duties

The Board has been conferred by the laws of the State of Tennessee with the necessary powers and duty to accomplish the following:

- A. Determine the mission of the University and ensure that the mission is kept current and aligned with the goals of Tennessee's master plan for public higher education;
- B. Select and employ the chief executive officer of the University and to confirm the appointment of administrative personnel, teachers, and other employees of the University and their salaries and terms of office;
- C. Prescribe curricula and requirements for diplomas and degrees in cooperation with other state university boards in the interest of maintaining alignment across state higher

- education;
- D. Approve the operating budgets and set the fiscal policies for the University and its programs;
 - E. Establish policies and regulations regarding the campus life of the University, including, but not limited to, the conduct of students, student housing, parking, and safety;
 - F. Grant tenure to eligible members of the faculty upon the recommendation of the President;
 - G. Assume general responsibility for the operation of the University, delegating to the President such powers and duties as are necessary and appropriate for the efficient administration of the University and its programs;
 - H. Receive donations of money, securities, and property from any source on behalf of the University, which gifts shall be used in accordance with the conditions set by the donor;
 - I. Purchase land subject to the terms and conditions of state regulations, condemn land, erect buildings, and equip buildings for the University subject to the requirements of the State Building Commission and the terms and conditions of legislative appropriations;
 - J. Provide insight and guidance to the University's strategic direction and charge the President with leading the strategic planning process;
 - K. Ensure the University's fiscal integrity; oversee the University's financial resources and other assets; review and approve annual University budgets; and preserve and protect the University's assets for posterity;
 - L. Ensure and protect, within the context of faculty shared governance, the educational quality of the University and its academic programs; and preserve and protect the University's autonomy, academic freedom, and the public purposes of higher education;
 - M. Refrain from directing the day-to-day management and administration of the University, which is the responsibility of the President of the University; and from directing or interfering with any employee, officer, or agent under the direct or indirect supervision of the President;
 - N. Act as a body with no individual member speaking for the Board unless specifically authorized to do so by the Board; and
 - O. Exercise such other powers, not otherwise prescribed by law, that are necessary to carry out its statutory duties.

Section 2. Delegation

The Board may delegate and provide for the further delegation of any and all powers and duties, subject to limitations expressly set forth in law.

Section 3. Communications

The Board's authority is vested in the Board collectively and not in any individual member. Individual members do not speak on behalf of the Board or APSU unless authorized to do so by the Board or the Board Chair. The Chair is delegated authority to speak on behalf of the Board, unless otherwise determined by the Board.

Section 4. Membership

The Board shall consist of ten (10) members, nine (9) of which shall be voting members and one (1) member shall be a nonvoting student member. Six (6) voting members shall be residents of Tennessee. Eight (8) Board members shall be appointed by the Governor, three (3) of whom shall be graduates of the University. One (1) voting Board member shall be a faculty member of the University selected in a manner determined by the Faculty Senate. The nonvoting student member shall be appointed by the Board.

Section 5. Expectations of Individual Board Members

- A. Board members have a fiduciary obligation to the University, and must at all times act in accordance with the fiduciary duties of due care, loyalty, and good faith.
- B. Board members are expected to vote and speak according to their individual convictions, but be willing to support the majority decision of the Board and to work with fellow Board members in a spirit of cooperation.
- C. Board members are expected to review agendas and supporting materials prior to Board and committee meetings.
- D. Board members are expected to attend and actively participate in Board meetings and to serve on Board committees.
- E. Board members should be informed about the University's mission, policies, and programs.
- F. Board members should be free of any contractual, employment, or personal or familial financial interest in APSU, except as provided for by law.
- G. Board members should be free from undue influence from political, religious, or other external bodies and should protect APSU from such influence.
- H. Board members are expected to represent the interests of the entire university rather than any single constituent part.

Section 6. Terms

- A. The initial terms of Board members appointed by the Governor shall be three (3), four (4), and six (6) years. Three (3) members shall serve a (3) three-year term; three (3) members shall serve a four-year term; and two (2) members shall serve a six-year term. As the terms of the initial Board members expire, successor Board members shall be appointed for six-year terms.

- B. The faculty Board member shall serve a term of two (2) years.
- C. The nonvoting student Board member shall serve a term of one (1) year.

Section 7. Reappointment

Board members appointed by the Governor shall be eligible to serve for two (2) consecutive terms. A member who serves two (2) consecutive terms on the Board may be reappointed after at least four (4) years have elapsed since the member's last date of service.

Section 8. Resignation

Any Board member may resign at any time by submitting written notice to the Board Chair or Secretary. Such resignation shall take effect at the time specified therein or within 30 days of the date of receipt.

Section 9. Removal

- A. Conflict of Interest. It is unlawful for any Board member to be financially interested in any contract or transaction affecting the interests of the University, or to procure, or be a party in any way to procuring, the appointment of any relative to any position of financial trust or profit connected with the University. A Board member engaging in such conduct shall be subject to removal by the Governor or by the Board as provided for under its Code of Ethics.
- B. Code of Ethics. A Board member may be removed for a material violation of the Board's Code of Ethics by a two-thirds (2/3) vote of the Board membership. No vote may be taken to remove a Board member unless the accused Board member has been afforded a contested case hearing in accordance with the Uniform Administrative Procedures Act, Title 4, Chapter 5, and a finding has been made that the member violated the Board's Code of Ethics.

Section 10. Vacancies

Board vacancies occurring by death, resignation, or removal of a Board member shall be filled for the remainder of the term. A Board member whose term has expired shall continue to serve until a successor is appointed.

When a vacancy is created in the membership of the Board, the Board Secretary shall notify the Governor in the case of a vacancy among the members appointed by the Governor; the Faculty Senate in the case of a Faculty member vacancy; or the Board Chair in the case of a student representative vacancy.

Section 11. Compensation; Reimbursement of Travel Expenses

Board members receive no compensation for their services, but are entitled to reimbursement for travel expenses incurred in the performance of their official duties, in accordance with the comprehensive travel regulations promulgated by the Department of Finance and Administration and approved by the Attorney General and Reporter.

Article IV. Board Meetings

Section 1. Tennessee Open Meetings Act

A "Public Meeting" of the Board is the convening of the members of the Board for a purpose for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. All Public Meetings of the Board shall be conducted in compliance with the Tennessee Open Meetings Act, T.C.A. § 8-44-101, *et seq.* Meetings of the Board shall be open to the public, except as authorized by a statutory or judicially recognized exception to the Act. A Public Meeting does not include any on-site inspection of any project or program or the convening of Trustees for any purpose for which a quorum is not required.

Section 2. Quorum

Except as provided for in these Bylaws, or where the Board authorizes a committee to act, a quorum of the Board is required to make a decision or to deliberate toward a decision on any matter. Five (5) voting members of the Board shall constitute a quorum for the transaction of business.

Section 3. Regular Meetings

The Board shall have four (4) regular meetings each year, according to a schedule established yearly by resolution of the Board. At such meetings, any business related to the authority of the Board may be discussed and transacted.

Meetings of the Board shall be made available for viewing by the public over the internet by streaming video accessible from the University's web site. Archived videos of the Board meetings shall also be available to the public through the University's web site.

Section 4. Special Meetings

Special meetings may be held at the written request of the Board Chair, the President or any number greater than three (3) voting Board members. The Board Chair or Secretary shall send

notice of special meetings to each member of the Board, by regular mail, electronic mail, or other reasonable means, along with a statement of purpose of the meeting. Business transacted at all special meetings shall be confined to the business stated in notice.

Section 5. Notice

- A. Public Notice. Notice to the public of all regular public meetings shall be given in a manner reasonably calculated to give interested persons actual notice of the time and place of the meeting and the principal subjects anticipated to be considered at the meeting. Notice of special meetings of the Board shall be given to the news media and to the general public at least twenty-four (24) hours prior to the hour of the meeting. Notice of emergency meetings of the Board shall be such as is appropriate under the circumstances.
- B. Notice to Board Members. The Secretary shall provide Board members at least five (5) days written notice of a regular meeting of the Board. Notice of special and emergency meetings of the Board must be given to each Board member at least twenty-four (24) hours prior to the hour of the meeting.

Section 6. Remote Participation

The Board may permit any or all members to participate in a meeting by electronic or other means of communication by which all members participating may simultaneously hear each other or otherwise communicate with each other during the meeting. Participation in such a meeting by a Board member constitutes such Board member's presence in person at the meeting. All such meetings must comply with the requirements of the Tennessee Open Meetings Act, T.C.A. § 8-44-101, et seq.

Section 7. Manner of Acting

- A. Except as otherwise provided in these Bylaws or by law, a majority of votes of those voting members present at any meeting at which a quorum is achieved shall constitute an action of the Board. Voting by proxy is not permitted.
- B. All votes of the Board shall be by public vote as defined by T.C.A. § 8-44-104(b), public ballot, or public roll call. No secret votes, secret ballots, or secret roll call are allowed.
- C. A roll call vote shall be required on all motions providing for any revision of the Bylaws, the adoption of a new Bylaw or the repeal of an existing Bylaw. On any other motion, a roll call vote shall be taken if required by law or deemed desirable in the judgment of the Chair. A Board member present may request a roll call vote before the announcement of a vote otherwise taken. If any member participates in the meeting electronically, a roll call vote shall be taken for each item.
- D. Agenda.

1. An agenda for every meeting of the Board shall be prepared by the Secretary in consultation with the Chair and the President. The agenda shall list each matter to be considered at the meeting. When feasible, a copy of the agenda and copies of all reports and other material to be presented shall accompany the notice of the meeting, but when not feasible, a copy shall be provided to the Board members before the meeting date.
2. Consent Agenda
 - i. The Chair, in consultation with the President or committee chair, as appropriate, may designate items to be presented to the Board on a consent calendar.
 - ii. Any item unanimously approved by a committee may be designated by the Chair for unanimous consent at the full Board meeting.
 - iii. Such items shall be separately identified on the Board agenda as a consent agenda and shall be voted on by a single motion.
 - iv. In consultation with the Chair and the President, any member may request to remove an item from the consent agenda by notifying the Secretary prior to the meeting. The request must be approved by a majority of those voting members present and voting.
3. Matters not appearing on the agenda of a stated meeting may be considered only upon an affirmative vote of a majority of those voting members present and voting.

Article V. Board Officers

Section 1. Officers of the Board

The officers of the Board are a Chair and a Vice Chair. The Board may establish additional officers of the Board as it deems necessary. All officers of the Board must be voting Board members and serve at the pleasure of the Board. Officers have such powers and duties as set out in these Bylaws, and as may be prescribed by the Board or by law. Officers of the Board are not employees of the University by virtue of these Bylaws and are not, as such, agents of the University or authorized to bind the University.

Section 2. Chair

The Chair shall preside at all Board meetings, have the right to vote on all questions, and otherwise serve as a spokesperson for the Board. The Board chair shall serve as an ex-officio voting member of all standing committees.

Section 3. Vice Chair

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, including duties that may be assigned by the Board or Chair from time to time.

Section 4. Election and Terms

The Chair and Vice Chair shall be elected by the Board. Each Board officer shall hold office for two (2) years, or until a successor has been duly appointed and qualified or until the officer's death, resignation, or removal. The Chair and Vice Chair may serve a maximum of two full consecutive terms.

Section 5. Resignation of Officers

Any Board officer may resign at any time by submitting written notice to the Board Chair or secretary. Such resignation shall be in effect at the time specified in the notice or within 30 days of the date of its receipt.

Section 6. Removal of Officers

Any Board officer may be removed from office by a two-thirds majority vote of the voting Board members at a meeting of the Board called expressly for that purpose.

Section 7. Vacancies

Board officer vacancies may be filled through a special election at any meeting of the Board.

Article VI. University Officers

Section 1. Officers.

The officers of the University shall be the President and Secretary. The President may appoint such other officers and assistant officers as may be necessary or convenient to conduct its business. The officers shall have such powers and duties as set out in these Bylaws, and as may be prescribed by the Board and/or by law.

Section 2. President of the University.

The President is the chief executive officer of the University and is responsible for the administration and management of the University and its affairs and such other duties as assigned by the Board. The President serves at the direction and pleasure of the Board, which determines the President's compensation and terms of employment, and conducts an annual review of the President's performance. The President shall, from time to time, report to the Board all matters within the President's knowledge affecting the University that should be brought to the attention of the Board. The President may be removed from office only by a two-thirds majority of voting members then in office, provided that notice is sent to all Board

members in accordance with Article IV of these Bylaws.

Section 3. Secretary.

The Secretary is appointed by the President. The Secretary serves as a liaison between the Board and the University administration and is responsible for supporting the Board and its committees, including the giving of required notices of meetings of the Board; preparation and distribution of agendas and minutes of meetings of the Board; keeping records of all official Board communication, including but not limited to Board meeting minutes and official and/or legal organizational documents, such as bylaws and resolutions. The Secretary shall perform such other duties as assigned by the Board.

Article IX. Board Committees

Subject to the requirements of applicable law, the Board may appoint such committees as it considers appropriate or necessary from time to time and shall define the duties of such committees, committee quorum requirements, and the reporting requirements of such committees and its members. Any committee of the Board and the members of any such committee serve at the pleasure of the Board.

Each committee shall have at least three (3) voting members, ~~including and a chair~~, who shall serve a two-year term. The Board Chair shall serve as an ex officio member of all committees. Members of the committees and committee chairs shall be appointed by the Board Chair.

All committees, ~~excluding the Executive Committee~~, shall meet at least quarterly during each calendar year, and may meet more frequently as deemed necessary. Meetings may be called by the Board Chair, the President of the University or the committee chair. All meetings of committees shall be open to the public except as authorized by a statutorily or judicially recognized exception to the Tennessee Open Meetings Act, T.C.A. §8-44-101, et. seq. Notice requirements shall be the same as for all regular meetings of the Board of Trustees.

A majority of the voting members of each committee shall constitute a quorum for the transaction of business. In the absence of a quorum, those attending may adjourn the meeting until a quorum is present.

Minutes shall be made of all committee meetings and provided to the Board Chair, the President of the University and the Secretary to the Board. The minutes shall be maintained as the official record of such meetings.

Article X. Conflicts of Interest

It is unlawful for any Board member to be financially interested in any contract or transaction affecting the interests of the University, or to procure, or be a party in any way to procuring, the appointment of any relative to any position of financial trust or profit connected with the University. A Board member engaging in such conduct shall be subject to removal by the Governor or the Board as provided for in Article III of these Bylaws. Board members must comply with the restrictions contained in state law, these Bylaws, and the Board's Code of Ethics

and its Conflict of Interest policy.

Board members shall disclose to the Board any actual, apparent, or possible conflict of interest at the earliest practical time. A Board member who has made such a disclosure shall abstain from voting on such matters. Subject to the Conflict of Interest Policy, the Board member may be invited by the Board to participate in the discussion. The Board meeting minutes shall reflect that a disclosure was made and note the Board member's abstention from voting. A Board member who is recused may be counted for purposes of determining the presence of a quorum at the meeting, but shall not be counted for the purpose of determining the presence of a quorum at the meeting but shall not be counted for purposes of determining the presence of a quorum for the requisite action.

Article XI. Severability

Any determination that any provision of these Bylaws is for any reason inapplicable, invalid, illegal or otherwise ineffective shall not affect or invalidate any other provision of these Bylaws.

Sample Board Assessment Questions

	Use the following five point rating scale for each statement. Strongly Disagree- 1 Disagree- 2 Neutral- 3 Agree- 4 Strongly Agree- 5				
1. The policy-making process is clear, public and inclusive.	1	2	3	4	5
2. Board members support the concept that board policy and the board chair are its primary voices.	1	2	3	4	5
3. The board works to build positive relationships with all university and community stakeholders.	1	2	3	4	5
4. The board actively supports the university's foundation and fundraising efforts.	1	2	3	4	5
5. The board adequately studies issues prior to board action.	1	2	3	4	5
6. The board's time is appropriately spent on governance and not management.	1	2	3	4	5
7. Appropriate advance materials are made available to trustees, in order for each trustee to adequately prepare for board meetings and meet their governance obligations.	1	2	3	4	5
8. The trustees fulfill their commitments to the board as delineated in board policy.	1	2	3	4	5
9. Board meetings have a good balance of information-sharing, discussion and decision-making.	1	2	3	4	5
10. The board appropriately supports the president in her decision-making.	1	2	3	4	5
11. The board is appropriately involved in strategic planning.	1	2	3	4	5
12. The board takes regular steps to keep informed about important trends in the larger environment that might affect the organization.	1	2	3	4	5
13. The board receives the appropriate amount of financial information to carry out its fiduciary and stewardship responsibilities.	1	2	3	4	5
14. There is an effective committee structure for the board.	1	2	3	4	5
15. Board leadership effectively perform their roles.	1	2	3	4	5

16. The board conducts its meetings in compliance with the Tennessee Open Meetings Act.	1	2	3	4	5
17. The board operates with a sense of cooperation and collegiality.	1	2	3	4	5
18. The board effectively evaluates the president.	1	2	3	4	5
19. The president's compensation is effectively determined and administered by the board.	1	2	3	4	5
20. My committee liaisons (i.e., Audit - Blayne Clements; Academic Affairs – Maria Cronley; Business and Finance - Mitch Robinson; Student Affairs – Eric Norman; Executive Committee & Board of Trustees - Dannelle Whiteside) promptly and professionally provide me with the necessary information I need to carry out my governance responsibilities.	1	2	3	4	5

Written Responses:

1. Please comment on any "1" or "2" responses above.
2. What are the greatest strengths of the board?
3. What are the weaknesses of the board?
4. How can the effectiveness of the board be enhanced?
5. What do you as a trustee feel proud of in the past year, related to the work of the board?
6. What thoughts do you have regarding your progress toward the strategic plan?



Agenda Item: _____

Date: August 17, 2020

Subject: Naming request for The Jenkins Family Fieldhouse

Action Recommended:

Background Information:

The Austin Peay State University Board of Trustees are requested to approve the naming of the Jenkins Family Indoor Facility located 600 Hannum St, Clarksville, TN on the Austin Peay State University Clarksville campus in the Athletics department at Winfield Dunn Center at the corner of Marion St. & Robb Ave., Clarksville, TN.

Proposed Implementation Date: Immediately

Item Details:

The Jenkins Family (Don and Sandy) donated transformative gifts (cash and pledges). The gifts meet the requirements to name the indoor facility on campus exceeding the 25% needed in order to name a building location on the APSU campus (over \$1,000,000). The cash gift and a pledged gift has been and will be used to remodel and construct a new indoor turf facility for the entire athletics department.

The Jenkins Family Fieldhouse will be used by all 350 student-athletes for practice and training during inclement weather or for more ideal times. Every sport can use the space to have different aspects of working out to better their teams. Having this ability makes canceling a practice much less likely, just simply a moving of the practice to this indoor facility location. This is also used as a very strong recruiting tool for every athletics program.

The recommendation to name the Jenkins Family Fieldhouse was made by a campus committee appointed in compliance with APSU's policy 7:009 (Naming Rooms and Areas and Building Plaques).

University Advancement

Pursuant to the Austin Peay State University Policy 7:009 (Naming Rooms and Areas and Building Plaques), requires the organization of a committee consisting of a faculty member, student, and an administrative representative to determine the presentation of a naming to the Board of Trustees. Jordan Harmon (Assistant Athletics Director) conducted a meeting with Professor Cindy Taylor (Faculty), Lisa Varytimidis (Administration), and Max Remy (student) in regards to one naming rights on the APSU Campus. The meeting was conducted via Zoom on August 11, 2020 at 2:00pm.

The naming right discussed was the Jenkins Family Fieldhouse. This is an all turf facility for the entire athletics department to use on the APSU campus. The committee unanimously approved that the naming be moved onto the agenda for the Board of Trustee approval on September 17-18, 2020.

Professor Cindy Taylor Date
Faculty-Athletics Rep

Lisa Varytimidis Date
Senior Women's Associate AD

Max Remy Date
Student

 8/11/20

Jordan Harmon Date
Assistant AD for Development

Harmon, Jordan S.

From: Taylor, Cindy
Sent: Tuesday, August 11, 2020 2:11 PM
To: Harmon, Jordan S.
Subject: Jenkins Family Fieldhouse Approval

I vote to approve the naming rights for the Jenkins Family Fieldhouse.

The naming right discussed was the Jenkins Family Fieldhouse. This is an all turf facility for the entire athletics department to use on the APSU campus. The committee unanimously approved that the naming be moved onto the agenda for the Board of Trustee approval on September 17-18, 2020.

Professor Cindy Taylor

Varytimidis

Faculty-Athletics Rep

Date

Date

Lisa

Senior Women's Associate AD

Max Remy
Student

Date

Jordan Harmon
Assistant AD for Development

Date



Cindy L. Taylor, Ph.D

Harmon, Jordan S.

From: Varytimidis, Alycia L.
Sent: Tuesday, August 11, 2020 2:20 PM
To: Harmon, Jordan S.
Subject: Naming rights approval

Jordan,

I approve of moving forwarding with the naming below:

Pursuant to the Austin Peay State University Policy 7:009 (Naming Rooms and Areas and Building Plaques), requires the organization of a committee consisting of a faculty member, student, and an administrative representative to determine the presentation of a naming to the Board of Trustees. Jordan Harmon (Assistant Athletics Director) conducted a meeting with Professor Cindy Taylor (Faculty), Lisa Varytimidis (Administration), and Max Remy (student) in regards to one naming rights on the APSU Campus. The meeting was conducted via Zoom on August 11, 2020 at 2:00pm.

The naming right discussed was the Jenkins Family Fieldhouse. This is an all turf facility for the entire athletics department to use on the APSU campus. The committee unanimously approved that the naming be moved onto the agenda for the Board of Trustee approval on September 17-18, 2020.

_____ Professor Cindy Taylor Faculty-Athletics Rep	_____ Date	_____ Lisa Varytimidis Senior Women's Associate AD	_____ Date
_____ Max Remy Student	_____ Date	_____ Jordan Harmon Assistant AD for Development	_____ Date

Lisa Varytimidis
Sr. Associate Director of Athletics for Internal Affairs
Senior Woman Administrator
Austin Peay State University
Intercollegiate Athletics
P.O. Box 4515
Clarksville, TN 37044
Phone: 931-221-7203
Fax: 931-221-7830
varytimidisa@apsu.edu

Harmon, Jordan S.

From: Remy, Maxwell B. <mremy@my.apsu.edu>
Sent: Tuesday, August 11, 2020 8:43 PM
To: Harmon, Jordan S.
Subject: Jenkins Family Fieldhouse

To whom it may concern,

The naming right discussed was the Jenkins Family Fieldhouse. This is an all turf facility for the entire athletics department to use on the APSU campus. The committee unanimously approved that the naming be moved onto the agenda for the Board of Trustee approval on September 17-18, 2020.

I, Max Remy, am in favor of the proposal to name the newly renovated building the Jenkins Family Fieldhouse. As the student representative, I see a far and lasting impact to Austin Peay State University as a whole with the renovations through the generosity of the Jenkins Family. We as a student body thank them.

Respectfully,

Max Remy



Presidential Search

Austin Peay State University (APSU) seeks a strategic, innovative, and collaborative leader to serve as the University's 11th President. Located in Clarksville, Tennessee, Austin Peay is a thriving campus that serves the northern Middle Tennessee region, the state, the nation, and the world abroad. The University has three locations; the Clarksville campus, the Austin Peay Center at Fort Campbell which is located next to the Tennessee/Kentucky border on the Fort Campbell U. S. Army Installation, and the Highland Crest Campus in nearby Springfield, Tennessee. The search committee invites nominations, expressions of interest, and applications for this exciting leadership opportunity at an institution with proven momentum.

UNIVERSITY MISSION AND VISION

APSU's vision is to create a collaborative, integrative learning community, instilling in students habits of critical inquiry as they gain knowledge, skills, and values for life and work in a global society. Austin Peay State University provides the environment and services to nurture student growth that can result in academic achievement and success.

Austin Peay State University is a comprehensive university committed to raising the educational attainment of the citizenry, developing programs and services that address regional needs, and providing collaborative opportunities that connect University expertise with private and public resources. Collectively, these endeavors contribute significantly to the intellectual, economic, social, physical, and cultural development of the region. APSU prepares students to be engaged and productive citizens, while recognizing that society and the marketplace require global awareness and continuous learning. This mission will be accomplished by:

- Offering undergraduate, graduate and student support programs designed to promote critical thinking, communication skills, creativity, and leadership;
- Expanding access opportunities and services to traditional and nontraditional students, including the use of multiple delivery systems, flexible scheduling, and satellite locations;
- Promoting equal access, diversity, an appreciation of all cultures, and respect for all persons;
- Serving active military and veteran communities;
- Providing academic services that support student persistence to graduation;
- Fostering a positive campus environment that encourages active participation in University life; and
- Developing programs (credit and noncredit), conducting research, and providing services that contribute significantly to the quality of life, learning, and workforce development needs of the region.

ABOUT AUSTIN PEAY STATE UNIVERSITY

With more than 100,000 alumni and a diverse population of more than 11,000 students (Fall 2019), Austin Peay is classified as a Master's Large institution by the Carnegie Foundation and offers doctoral, graduate, bachelor's, and associate programs, with many programs offered fully online. Nearly 9,900 undergraduate students and nearly 1,100 graduate students were enrolled prior to the COVID-19 pandemic.

The University is located on an urban campus that, for more than 180 years, has been used for educational purposes and on which the buildings of five colleges have stood. Austin Peay is located in Clarksville, Tennessee, the state's fifth largest city, which was recently named the No. 1 place to live in America by *Money* magazine. The institution is named for former Tennessee Governor Austin Peay, a Clarksville native who was instrumental in founding the University. Established in 1927 as Austin Peay Normal School, APSU has become one of the most dynamic universities in the region, distinguishing itself for its innovations in faculty and student success.

Austin Peay has a strong relationship with the United States military, and it is the only University with its own facility on Fort Campbell. The center has a direct focus on helping military students navigate college through its various departments and military-specific services. The University serves more than 2,700 current or former service members and their families, making APSU the largest provider of education for both active-duty and military-affiliated students in the state. The University prides itself on serving those who served.

GOVERNANCE

Austin Peay State University has a very active and effective system of shared governance, which has supported the overall enhancement of APSU and helped the University accomplish and exceed its goals in recent years. Faculty, staff, and students are engaged stakeholders in the University decision-making, and it is highly desired that the next President be committed to and fully embrace the shared governance environment that exists at APSU.

The University is locally governed through its own dedicated Board of Trustees. In 2016, Governor Bill Haslam named eight individuals to serve on Austin Peay State University's first Board of Trustees. These exceptional individuals joined the trustee selected by APSU's faculty and the student trustee selected by the Board, in providing important oversight and guidance to the institution. This 10-member board replaces the Tennessee Board of Regents (TBR) as Austin Peay's governing body, but unlike the TBR, the APSU Board of Trustees focuses solely on the institution and its role in advancing higher education in Tennessee. The loyal members who serve on Austin Peay State University's Board of Trustees represents a wealth of experience in medicine, science, business, education, and the military.

The Faculty Senate works to investigate, consider, and act on any matter the Senate deems appropriate by virtue of relevance to the concerns of the University faculty. The Faculty Senate reports to the University faculty, and to other elements of the University. The Senate is an advisory body to the President of the University.

Austin Peay's Staff Senate is a comprehensive body that works collaboratively to ensure staff are actively involved in University governance and serves as a liaison between staff, faculty, and the administration to improve the quality of life experienced by all at the University. The Staff Senate's vision is to create and maintain a diverse and inclusive community aimed at serving,

representing, and advocating for staff while enhancing communication at all levels to improve the quality of life at the University. This mission and vision is accomplished by advising the University President and actively contributing to the University's shared governance, advocating for action and improvements by proactively listening and addressing the needs and concerns identified by staff, encouraging the collaboration of staff throughout the University to foster service, change, and fellowship initiatives, and educating and informing University constituents on all deliberations and actions of the Staff Senate.

The Student Government Association serves as the voice of the student body. Comprised of the Legislative, Judicial, and Executive Branches, SGA meets weekly during the fall and spring semesters to address the needs and concerns of the students. Additionally, SGA conducts campus-wide events that bring together students, faculty, staff and community members to promote school spirit and provide community service for members of the greater Clarksville community.

STRATEGIC PLANNING

For nearly a century, Austin Peay State University has helped lead the educational and economic growth of the Middle Tennessee region. The University's strategic plan, "Leading Through Excellence," calls for Austin Peay to provide community members with new and compelling opportunities to succeed in a global, technology-based society. The plan guides APSU through 2025.

"Leading Through Excellence" establishes the following goals for the University:

- Enrollment Growth
- Students Success, Retention, Completion, and Workforce Preparedness
- Sustainability
- Diversity
- Communication, Branding, and Strategic Planning

ACADEMICS

The University is composed of six colleges – the College of Arts and Letters, the College of Business, the College of Behavioral and Health Sciences (home to the School of Nursing), the Eriksson College of Education, the College of Graduate Studies, and the College of Science, Technology, Engineering and Mathematics. In addition, APSU lays claim to two Centers of Excellence – The Center of Excellence for the Creative Arts and the Center of Excellence for Field Biology – as well as four Chairs of Excellence – the Roy Acuff Chair of Excellence in the Creative Arts, the APSU Foundation Chair of Excellence in Free Enterprise, the Harper-Bourne Chair of Excellence in Business and the Lenora C. Reuther Chair of Excellence in Nursing. These Chairs of Excellence, or endowed professorships, were designed to attract outstanding professors and artists to Austin Peay to enrich the academic programs of the University and share their special areas of expertise with students, faculty and community members.

The curriculum is further enriched by extended and distance education options, the Honor's Program, extensive opportunities for internships, study away and study abroad programs, and the President's Emerging Leaders Program. The University's academic calendar is organized so students can choose between 16-week terms or 8-week terms to enable students greater flexibility with their work, military duty, and co-curricular responsibilities outside of the classroom.

APSU strongly encourages students to engage in research and creative projects under the guidance of faculty mentors. This is part of the University's emphasis on inquiry learning, helping students become active participants in their own education. APSU hosts an annual student research and creativity forum, during which projects are presented to the campus community. Students may also participate in summer research projects, and they can receive funding to travel to regional and national conferences to share their work as well.

Currently, Austin Peay has 402 full- and part-time faculty known for their dedication to teaching, mentoring, scholarship, and service. A full- and part-time staff of 650 members are partners in the academic enterprise and embrace their roles as co-educators. The student-faculty ratio is 17:1, and the average undergraduate class size is 24 students.

Austin Peay State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, education specialist, and doctorate degrees. Austin Peay has numerous programs accredited through specialized program accreditation agencies. These accreditations are earned after rigorous evaluation and proof of excellence within of the field of study and degree level. These program accrediting agencies are on the Tennessee Higher Education Commission's list of approved accreditors.

CAMPUS AND FACILITIES

In 2009, the University opened the Austin Peay Center at Fort Campbell, making Austin Peay one of only two universities in the country to have its own facility on post. Housed in this facility and the Glenn H. English Army Education Center, the Austin Peay Center at Fort Campbell serves more than 1,500 soldiers, dependents, and civilians each semester. The University offers academic programs and classes at its Center at Fort Campbell. Active duty military service members, veterans and civilians can earn an associate, bachelor's, or master's degree through 8-week courses at the center, allowing them to achieve their objectives faster than during traditional 16-week semesters.

In the fall of 2010, APSU opened the Honors Commons, which is a designated space for high-achieving students. The 8,000-square-foot space houses the University's Honor's Program and the President's Emerging Leaders Program. The Art + Design building, APSU's newest academic building, opened Spring 2017 and is home to fine arts programs in animation and visual effects, graphic design, studio art and art education.

APSU has a 440-acre Farm and Environmental Education Center a few miles from the Clarksville campus. Available for study through the Farm are livestock, crops, forests, wildlife, and land formations. A state-of-the-art \$1 million animal science teaching facility is now operational and available for classes, labs, and other agriculture activities.

During the 2019-20 academic year, approximately 20 percent of students lived on campus, which features some of the most modern residential facilities in Tennessee with a capacity of approximately 2,000 beds. The newest residence halls opened Fall 2013, creating APSU's first residential mall. Named Governors Terrace, the complex features a North and South building with the primary building, Martha Dickerson Eriksson Hall, named in honor of an education alumna, providing a dining facility and student gathering areas.

The University's latest expansion focused on the College Street acquisition, purchasing approximately 11 acres in the downtown area, and securing the University's footprint across College Street. This addition provided Austin Peay with a direct connection into the most historic section of Downtown Clarksville. The University's Ann Ross Bookstore, operated by Barnes & Noble, is now open on this property, providing a campus and community bookstore with a coffee shop on site. APSU is also partnering with Montgomery County in the development of the new Montgomery County Multi-Purpose Event Center (MPEC). This facility is approximately 250,000 sq. ft. and will serve as the future home to APSU's basketball teams with its 6,000-seat capacity arena, practice facilities, offices, and locker rooms. The facility will also feature a full ice rink, apart from the main arena. The MPEC will have the capacity to attract a variety of cultural, professional, and sporting events into the heart of downtown Clarksville.

As part of the current master plan, the University will continue property expansion in the College Street and North Second Street corridor, as well as redevelopment of the STEM section of campus, located in the Eighth Street corridor. Plans are underway to secure funding for a new 115,600 square-foot Health Professions building. In addition, the University is in the process of renovating recently acquired property to create the William E. & Sadako S. Newton Military Family Resource Center, a facility designed to support military-affiliated students.

ADVANCEMENT

Austin Peay State University has reached a fundraising total of \$11.4 million in gifts and pledges for the 2020 fiscal year. This number illustrates an increase of nearly 10 percent in the average annual fundraising amount over the prior year's. The total surpasses the more than \$10 million raised in 2019, making this the third consecutive year that APSU has set a record for the second-highest giving year in University history. Throughout the year, more than \$4.9 million in endowment funding was committed, and 25 new endowments were established. In the fall of 2020, the University will transition into the public phase of a comprehensive campaign.

The Austin Peay State University Foundation is a 501(c)(3) organization founded with a primary focus on assisting Austin Peay State University by providing funds for worthy purposes which are not sufficiently funded by other sources. Membership in the Austin Peay Foundation is a special honor that is bestowed upon community and alumni leaders who have demonstrated genuine interest in the goal of enhancing higher education and Austin Peay State University. The APSU Foundation has played an essential role in the development of the University and receives a high degree of support from APSU alumni and the Greater Clarksville community. Its corpus reached the value of roughly \$40 million in 2020.

FINANCES

For the 2019-20 fiscal year, APSU stewarded a \$161 million operating budget, including auxiliary operations. Its endowment has reached an all-time high of \$42 million. The Tennessee State School Bond Authority maintains authority for all bond issuance, with a single state rate for education.

For the 2020-21 academic year, tuition is set at \$280 per student credit hour for full-time, in-state undergraduates for the first twelve credit hours, with a discounted rate of \$54 per student credit hour for additional credit hours. Graduate, in-state tuition rates are \$450 per student credit hour for the first ten credit hours, with a discounted rate of \$84 per student credit hour for additional credit hours. Summer tuition rates are based on the same undergraduate and graduate rates as

mentioned. Basic room and board at double occupancy ranges between \$3,100 and \$ 3,670 per academic semester.

ATHLETICS

The Governors compete in the highly competitive 12-member Ohio Valley Conference (founded in 1948), and APSU is one of 350 universities and colleges holding membership in the NCAA Division I. A traditional OVC powerhouse in men's and women's basketball, baseball, volleyball, women's tennis, and men's golf, the University also competes in football, softball, men's and women's cross country, women's soccer, women's golf, men's tennis, and women's track and field.

In 2019-20, the women's tennis team went undefeated, winning the OVC and competing in the NCAA for the first time in school history, while the women's track and field team won the league's indoor title. The Governors football team won the OVC championship for the first time since 1977, made it to the FCS quarterfinals for the first time in school history, and attained a final national ranking of number 10 in the FCS Coaches Poll.

The 2019-20 academic year again saw Austin Peay student-athletes break records in the classroom. Posting just three semesters with a 3.0 grade-point average in department history prior to the 2018-19 academic year, they have surpassed that mark in each of the last four semesters. During the 2019-20 academic year, all 16 varsity programs posted a 3.0 GPA in both the fall and spring semesters – a first in department history.

Austin Peay's Department of Intercollegiate Athletics strives to maintain the premier athletics program in the Ohio Valley Conference while serving and supporting the University's academic mission. The student-athlete experience is at the core of the athletics program as it supports a culture of excellence in the classroom, in competition, and in the APSU community more broadly. In addition to developing individual ability, the experiences provided by the department are instrumental in fostering the concepts of teamwork, sportsmanship, loyalty, self-confidence, leadership, and discipline.

STUDENT LIFE

Austin Peay students are involved in more than 130 clubs and organizations, including the Student Government Association, honor societies, career-oriented groups, performing arts ensembles, and social, service, and special interest clubs. The student life experience maintains a focus on the development of the mind, body, and spirit of all students by creating environments and programs designed to prepare students to be active and engaged leaders in their professional and civic endeavors. APSU strives to develop students who value service and the promotion of justice, take personal responsibility for their actions and challenge each other to create a safe, healthy, and supportive intercultural community.

Austin Peay takes immense pride in serving a highly diverse student population. In addition to being recognized as Tennessee's largest provider of higher education to military-affiliated students, with 2,791 military-affiliated students enrolled in Fall 2019, APSU serves traditional and non-traditional students, adult learners, Pell-eligible, and first-generation students. APSU has been a national leader in advancing the socio-economic mobility of its students and in providing transformative learning opportunities. Moreover, of the class of 2019 who were first-time, full-time freshman, 23 percent identified as African American, nine percent as Hispanic/Latinx, one

percent as Asian and Pacific Islander, and 57 percent as Caucasian. That same incoming class included 60 percent female students and 40 percent male.

In 2015, the Tennessee Higher Education Commission (THEC) named Austin Peay a Veterans Education Transition Support (VETS) Campus. According to THEC, VETS Campus certification is awarded to higher education institutions that “not only prioritize outreach to veterans, but successfully deliver the services necessary to create a supportive environment where student veterans can prosper while pursuing their education.”

Austin Peay offers a full-time Department of Veterans Affairs counselor on campus through the VetSuccess program. In 2018, the University opened a new, federally-funded Veterans Upward Bound Office on campus to assist low-income veterans and veterans who are first-generation college students earn a college education.

DIVERSITY, EQUITY, AND INCLUSION

It is the objective of Austin Peay State University to provide campus members with educational opportunities to achieve their fullest potential, both as individuals and as members of society. The elimination of barriers, therefore, is imperative and provide students with the opportunity and environment to explore and realize their full potential. The University is committed to a nondiscriminatory philosophy that extends to all constituents. In its educational activities, all are treated equally without regard to race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran.

To ensure the realization of this goal and be supportive of its educational philosophy, the University has developed a plan for providing equal employment opportunity, as well as deliberate and directed actions for protected classes. This affirmative action plan commits the University to comply with all pertinent legislation, regulations, and executive orders in providing affirmative action, as well as equal employment opportunity, without regard to race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran.

BEAUTIFUL LOCATION – THE CLARKSVILLE/MONTGOMERY COUNTY AREA

One of the fastest growing and youngest cities in the country, Clarksville was named the Best Place to Live in 2019 by *Money* magazine. The recognition from *Money* Magazine reflect the overall quality of life in Clarksville, the reasonable cost of living in the city, and access to excellent school systems in the area. Clarksville is located in Montgomery County, Tennessee, on the Tennessee/Kentucky border. Clarksville is the state’s fifth-largest city and has a county population of more than 205,000. Clarksville is also the hub of the Clarksville, TN Metropolitan Statistical Area that includes two Tennessee counties and two Kentucky counties, with a total population of 307,824.

Founded in 1785, Clarksville is a city that was built on agricultural commerce from the Cumberland River and the tobacco trade. Rich with history and a variety of educational and cultural experiences, Clarksville is a thriving city with plenty of opportunity. Clarksville’s Downtown District includes a historic center and Riverwalk and offers a variety of annual events and entertainment, including shopping, dining, art galleries, theater performances, and public facilities that host major concert venues attracting many visitors from around the state and region.

With the establishment of Fort Campbell Army Post during World War II, Clarksville has grown to be an important entity internationally due to the many specialized units that now reside at the post. Fort Campbell is the second largest U.S. Army installation in the world, serving a population of 235,000 active duty soldiers plus retirees and dependents. Additionally, because of its reach, the post has also been key to increasing cultural diversity in the area, making Clarksville one of the most diverse cities in the region.

NASHVILLE AND MIDDLE TENNESSEE

The largest city in the Middle Tennessee and one of the fastest growing in the country, Nashville is approximately 45 minutes from downtown Clarksville. Nashville is the home of country music, but it also is a major hub for all types of entertainment, including the film industry, television and multiple music genres. Nashville is also the home to Tennessee Titans football, Nashville Predators hockey, and Nashville SC soccer, as well as many corporate entities such as entertainment, industrial, and high-tech businesses.

ROLE OF THE PRESIDENT

Reporting directly to the University's Board of Trustees, the next President will serve as APSU's Chief Executive Officer. Austin Peay State University's President will be a visionary servant leader with the skills, experiences, and integrity to continue advancing strategic priorities. The candidate of choice will have strong interpersonal skills, a highly relational approach, a deep understanding of and commitment to the mission and values of Austin Peay, an unwavering commitment to fostering diversity and inclusion, and a thorough understanding and appreciation of the University's student-centered culture. The next President will also have an enduring appreciation and respect for Austin Peay's relationship with members of the U.S. military and their families, as well as the University's academic presence at Fort Campbell. The ideal candidate will be an imaginative and experienced leader with a diverse and long-standing track record of proven success within a contemporary academic environment.

Reporting directly to the President at APSU are the Provost and Senior Vice President of Academic Affairs, Vice President for Student Affairs, Vice President for External Affairs, Vice President for Finance & Administration, Vice President for Legal Affairs and Secretary to the Board, Chief Diversity Officer and Title IX Coordinator, Assistant Vice President for Community and Government Relations, Chief Audit Officer, Director of Athletics, Military Advisor-in-Residence, Executive Office Assistant, and Administrative Specialist & Assistant Secretary to the Board. The President and the leadership team oversee the day-to-day operations of the University, develop strategic priorities, and ensure the overall quality of the institution.

AGENDA FOR PRESIDENTIAL LEADERSHIP

The University is in the midst of an exciting period of positive growth and momentum and has earned national praise for establishing tools that encourage and monitor student success. Faculty, staff, and administration have worked together to increase enrollment, retention, and graduation rates through new approaches to course redesign, advising, registration, and student engagement. The next President will foster that momentum and effectively contribute to the University's forward trajectory through addressing the following priorities:

Capitalize on momentum

The next President of APSU will have the opportunity to build upon a foundation of success and excellence at the University. APSU has experienced strong enrollment growth, an infusion of new programs, and palpable momentum in recent years. APSU has also experienced growth in the quality and recognition of its athletics program creating new opportunities and revenue streams for the University. The next President will have the opportunity to continue advancing the development of athletic programs and facilities. Though all of higher education is navigating through unprecedented times, APSU is well-positioned to continue this growth into future. With the ideal blend of entrepreneurship, creativity, and vision, there is ample opportunity for the President to make a lasting and transformative impact at APSU by leading with integrity and transparency, effectively engaging with the entire APSU community and fully embracing the University's mission and core values. With the formation of Austin Peay's Board of Trustees in 2016, the next President will have the opportunity to continue the advancement of the University in partnership with a governing board with a specific focus on APSU. Working with and evolving the University's current strategic plan will provide an ideal platform for identifying priorities for the future.

Articulate Austin Peay's identity, mission, and vision

Having recently developed its first doctoral programs, forging a variety of new degree programs centered on the workforce needs of the region, as well as greatly expanding its dual-enrollment programs, the University has showcased its ability to be highly agile in a changing higher education landscape while sustaining an unwavering focus on students and academic excellence. Austin Peay is also deeply partnered with the U.S. military and has a unique academic center on the nearby base at Fort Campbell. Given this breadth of offerings and the pace of change, the President will articulate a clear sense of the institutional vision and priorities, as well as the pathways to achieving ambitious goals. Additionally, the President will ensure that APSU fosters an inclusive and equitable living and learning experience for students to fulfill its access mission – preparing all students to be engaged and productive citizens. The next President will promulgate the distinctive qualities of APSU to energize the community and advocate for resources.

Foster continued growth and stewardship of the University's financial resources

Austin Peay finds itself in a position of financial strength in comparison to many peer institutions. Deft fiscal stewardship, intentional enrollment growth, and fundraising successes have resulted in a sound position for the future. Moving forward, the President will develop and implement strategies to further improve the University's financial position and capacity, with the identification of new revenue and fundraising channels figuring prominently. The next President will need to advocate persuasively for APSU at the state level, while building relationships with local government officials. Growth of APSU's endowment will also be crucial. The next President will bring strong fiscal acumen to ensure the University achieves balanced budgets, controls costs, and identifies opportunities for increased efficiencies. This will be particularly important as the College navigates repercussions resulting from the COVID-19 pandemic.

The President will serve as a chief fundraiser for the University and will give a compelling and articulate voice to APSU's initiatives and aspirations. The next President will steward existing relations with alumni, parents, community members, Trustees, foundations, and other key stakeholders while also seeking to build the University's donor and friend base. Additional partnership opportunities exist with current and new high-tech industries migrating to the area.

The next President will be well-versed in developing relationships with many different external stakeholders of the University.

Champion diversity, equity, and inclusion

The President will play a central role in signaling to the campus the ongoing importance of Austin Peay's diverse community of students, faculty, and staff. Home to many first-generation college students, adult learners, military veterans, and those from underserved geographic regions and underrepresented groups, Austin Peay has been a place of welcome and transformation since its inception. The President will strive to ensure that the University reflects a culture in which diverse values, experiences, and ideas are welcomed and viewed as essential in the development of academic excellence, a true sense of community, and a sense of shared purpose.

Ensure the appropriate infrastructure to support and sustain enrollment growth

Austin Peay has very recently exceeded enrollments of more than 11,000 students for the first time in its history. This intentional expansion of the student body brings with it the need to ensure the infrastructure and human resources are in place to provide a framework for future successes. The President will prioritize attaining the additional resources, including additional faculty and staff, as well as academic facilities and student ancillary spaces needed to ensure the University is able to deliver on its promise of a quality and supportive educational experience.

Promote high-impact practices around student success

The next President will have a firm understanding of enrollment management and will foster balanced enrollment growth, as well as seek to enhance student success initiatives and increase retention, persistence, and graduation rates. The President will be aware of national conversations impacting institutions especially as they relate to affordability, access, academic programming, and technology, while having the necessary political awareness and advocacy skills to work with the Governor and Tennessee State Legislature in seeking resources in support of essential programs to support the student experience. The next President should understand how the performance of these key student success indicators can impact monetary support for the initiation, and how to leverage them successfully. The new leader will have a student-centric approach that prioritizes student success initiatives and understands the needs of the current and future generation of learners.

Engage and empower the faculty and staff, communicate effectively, and lead with transparency

The President will have a positive, visible, engaging, and influential presence at the University. The President will hold a deep appreciation for the life of the academy and a genuine interest in the interplay between students, faculty, and staff. Supporting faculty and staff by honoring their central and significant contributions to the University will be crucial to the continued success of the University. A leadership style grounded in integrity and humility, a focus on clear and timely communication, and a commitment to shared governance will be very important qualities for the next President. The capacity to ask thoughtful questions, listen carefully, shape discourse, and promote collegiality is of paramount importance. Modeling and encouraging transparent decision-making will also enhance trust and nourish the spirit of mutual respect on campus. The new President will join a very motivated, dedicated, and hard-working University community, ready to make an impact on the lives of students and in the greater community.

Support and enhance deep engagement with military constituencies:

Austin Peay has a direct linkage with the U.S. military that is unmatched anywhere in the nation. The Austin Peay Center at Fort Campbell provides a unique environment that contributes to the success of the military and veteran populations in choosing programs of study, completing degree programs, and obtaining professional guidance to progress in their careers of choice. APSU's next President will be responsible for building and maintaining relationships with senior officers at Fort Campbell and will demonstrate a tangible commitment to serving military students. The President will fully embrace this essential part of the University's mission to ensure the quality and accessibility of these programs to our nation's dedicated service personnel and veterans.

PREFERRED QUALIFICATIONS AND CHARACTERISTICS

To provide the necessary and effective leadership to Austin Peay State University, it is preferred that the next President possess the following:

- A terminal degree from an accredited institution;
- A distinguished record of teaching, scholarly or research accomplishments, and experience in higher education or a similarly complex organization;
- A record of successful administrative experience at a level with significant decision-making responsibilities;
- An understanding of the present realities and future opportunities in public higher education;
- A track record of success in building a positive culture of philanthropy;
- Strong fiscal acumen coupled with operational budget management and strategic resource planning and allocation experience;
- Sound judgment and integrity;
- A dynamic work ethic evidencing energy, enthusiasm, resilience, flexibility, and a sense of humor;
- An inclusive, congenial, and transparent leadership approach demonstrating a respect for shared governance;
- Excellent communication and listening skills, with a confident and comfortable public presence, and a commitment to timely communication;
- Intercultural competence and a global perspective with a deep commitment to celebrating and promoting diversity in its many forms. *Experience with first-generation students, adult learners, and uniformed military personnel is highly desired.*;
- An appreciation of and prowess with the use of technology as a learning tool and mode of communication;
- Ability to engage local and state officials in the development of key partnerships and to advocate for support;
- Proven experience in leading strategic planning initiatives;
- Engaged support of a robust intercollegiate athletics program;
- The ability to use data strategically and regularly to inform decisions and to communicate decisions with clarity and transparency;
- Ability to manage personnel responsibilities with care and compassion; and
- An entrepreneurial spirit and willingness to take full advantage of opportunities.

For best consideration, please send all nominations and applications to:



Ms. Julie E. Tea, Partner
Mr. Brian Bustin, Senior Associate
Storbeck Search & Associates
APSUpresident@storbecksearch.com



Austin Peay State University does not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU.



BOARD OF TRUSTEES



Austin Peay State University Contracts total value over \$50,000 Approved from May 1, 2020 through August 1, 2020

<u>Contractor</u>	<u>Description of Contract</u>	<u>Department</u>	<u>Yearly Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>
Storbeck Pimentel and Associates LP	APSU Presidential Search	President's Office	\$90,000.00	7/30/2020	Upon conclusion of search.	yes
Aon Risk Services Inc. of Washing DC	Directors and Officer/Educators Legal Liability Insurance	Finance and Administration	\$89,815.00	7/1/2020	6/30/2021	yes
Ricoh Business Solutions	Leased copier	Printing Services	\$26,607.12	7/1/2020	6/30/2025	yes
Tutor.com Inc.	Online tutoring for APSU students	Learning Resource Center	\$25,000.00	7/1/2020	6/30/2025	yes
Evaluation Systems Group of Pearson a business of NCS Pearson	Teacher Assessments through edTPA scoring	College of Education	\$55,000.00 *	7/1/2020	6/30/2025	no
College Possible	Coaching and support embedded on college campus for low-income students for college admission and success	Student Success	\$87,000.00	5/1/2020	4/30/2021	no
Richard A. Goodwin dba Goodwin Productions	Provision of record and produce APSU's Board of Trustees meetings	Information Technology	\$20,792.00	7/1/2020	6/20/2023 **	yes
Warner's Athletic Construction	Tennis center Legion Pro 2.0 Shaw Sports Turf System - SBC 373-003-2020	University Design and Construction	\$197,222.00	7/1/2020	7/31/2020	yes
The United States	Northern Long-Eared Bat Roost survey	Office of Research and Sponsored Programs	(\$135,851.00) ***	7/1/2020	6/30/2023	no

* Year 1 = \$55,000, Year 2 = \$56,650, Year 3 = \$58,350, Year 4 = \$60,100, and Year 5 = \$61,900. Total anticipated spend = \$292,000.

** Option to renew in one (1) year increments not to exceed five (5) years.

*** Year 1 = (\$135,851.00), Year 2 = (\$121,537.00), and Year 3 = (\$130,997.00) Total grant anticipated to receive = (\$388,385.00)



BOARD OF TRUSTEES



Austin Peay State University Summary of State Building Commissions Actions May 1, 2020 through August 1, 2020

<u>Date</u>	<u>SBC/Transaction Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
4/17/2020	20-01-011	516 Ford Street & 518 Ford Street	Fair Market Value	Approved an acquisition in fee with waiver of advertisement and one appraisal
5/14/2020	373/003-01-2020	Demolition of two properties on Ford Street	\$20,000.00	Approved the request
5/14/2020	373/003-03-2019	Hayes House Renovations	\$300,000.00	Approved a revision in project funding

Summary of Executive Sub-Committee Actions

5/26/2020	373/003-02-2020	Chiller Rebuild	\$475,000.00	Approved project utilizing Agency Resourced for Design & utilizing Campus Procurement for the work
6/10/2020	373/003-03-2020	Multi-Sport Practice Facility (Tennis Center)	\$280,000.00	Approved project utilizing Campus Procurement for the work