



AGENDA

Austin Peay State University

417 College Street

Clarksville, TN 37040

September 15, 2017

9:00 am

Call to Order

Roll Call/Declaration of Quorum

Adoption of Agenda

Approval of Minutes

Campus Spotlight

Action Items

- A. Executive Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Regular Agenda
 - 1. Presidential Evaluation and Compensation Plan
- B. Academic Policies and Programs/Student Life Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Consent Agenda
 - 1. B.S. Aviation Approval
 - 2. Tenure Upon Appointment- Dr. Scott Culhane, Chair, Department of Criminal Justice
 - iii. Regular Agenda
 - 1. Promotion Appeal of Dr. Robert Haliman
- C. Audit Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Consent Agenda
 - 1. Internal Audit Salaries and Budget
 - 2. FY2018 Internal Audit Plan

- D. Business and Finance Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Consent Agenda
 - 1. Approval of Capital Outlay and Maintenance Requests for Fiscal Year 2018 - 2019
 - 2. Approval of Campus Facility Master Plan Policy 1:026
 - iii. Regular Agenda
 - 1. Approval of Policy on Access to and Use of Campus Property and Facilities 1:019
 - 2. Approval of Fees, Charges, Refunds, and Fee Adjustments Policy 1:021
 - 3. Property Acquisitions
- E. Other Business
 - i. Affirming APSU's Mission
 - ii. Meeting Calendar for 2018

Information Items

- A. President's Report
- B. President's Interim Items
- C. Update on Facilities Master Plan Revision
- D. Update on SACSCOC Substantive Change Review Process

Adjourn



Agenda Item: A.ii.1.

Date: September 15, 2017

Subject: Approval of Presidential Base Compensation, Performance Evaluation and Incentive Plan

Action Recommended: Approval by Voice Vote

Background Information:

The Tennessee Board of Regents maintained an Executive Performance Incentive Plan that included the methodology for calculating the President's performance incentive, which is a one-time payment that was based on performance targets included in the THEC funding formula. The Tennessee Board of Regents Plan also included the methodology for the President's base compensation. A Presidential Base Compensation, Performance Evaluation and Incentive Plan has been developed to be used to evaluate and set the base compensation for the President for fiscal year 2017 – 2018.

Proposed Implementation Date: Fiscal Year 2017 – 2018

Item Details:

See the attached plan.



Austin Peay State University

**Presidential Base Compensation, Performance Evaluation and Incentive Plan
Effective for the Fiscal Year 2017-18 Performance Period**

Presidential Base Compensation, Performance Evaluation and Incentive Plan

I. Objectives of the Plan

1. The objective of the Presidential Base Compensation, Performance Evaluation and Incentive Plan is to:
 - a. Motivate and reward achievement of performance goals aligned with the *APSU 2015 – 2025 Leading through Excellence Strategic Plan*; and
 - b. Enhance the University's ability to attract and retain an outstanding chief executive officer by providing competitive compensation.

II. Background Information for Base Compensation

1. It is the goal of the Austin Peay State University Board of Trustees to attract and retain an outstanding chief executive officer by providing competitive base compensation. An evaluation of the President's current salary has revealed that her compensation is significantly lower compared to other Presidents of peer institutions, identified as Tennessee State University, East Tennessee State University, Tennessee Technological University, Middle Tennessee State University, the University of Memphis, the University of Tennessee at Martin, and the University of Tennessee at Chattanooga.
2. An analysis of current benchmark peer presidential salaries reveals that the median salary of APSU's President is significantly lower. It is the intent of the Board of Trustees to raise the President's salary to the peer median within a reasonable period of time.

III. Methodology for Base Compensation

1. The President will receive a salary adjustment each year that funds are available to provide salary increases to faculty and staff. The first component is to provide the same performance adjustment percentage to the base salary that is provided to faculty and staff. Performance adjustments are described in the APSU Compensation Plan. The second component is to provide a market gap adjustment to bring the President's salary to the market median within a reasonable period of time as funds are available. Market gap is defined as the difference between the peer market median and current salary.

IV. Performance Period

1. The incentive period shall be a one-year period from July 1 to June 30. The Chair of the Board of Trustees may extend or shorten the incentive period.

V. Eligibility

1. To be eligible for payment of the incentive amount, the President must be in active status on the day the incentive payment is approved by the Board of Trustees.
2. If the President's employment with the University terminates, either voluntarily or involuntarily, prior to the end of the incentive period, he/she will not receive any portion of the incentive amount except as follows:
 - a. If the President voluntarily terminates employment for medical reasons duly documented by a medical provider, the President will receive a pro-rata portion of the incentive amount if the Executive Committee of the Board of Trustees determines that the performance of the President, with respect to the strategic performance goals, was more than satisfactory during the completed portion of the incentive period.
 - b. If the termination of employment is by reason of death of the President, a pro rata portion of the incentive amount will be paid to the executor or administrator of his/her estate if the Executive Committee determines that the performance of the President, with respect to the strategic performance goals, was more than satisfactory during the completed portion of the incentive period.
 - c. The pro rata portion to be paid will be calculated on a monthly basis.
 - d. To the extent possible, the pro rata portion will be paid to the employee or administrator of the estate within thirty (30) days of receipt of satisfactory documentation and availability of data upon which to calculate the incentive payment.
3. The incentive payment is a one-time payment and is not added to the employee's base salary.

VI. Methodology for Calculating the Incentive Payment

1. The performance incentive amount for the President will be based on six (6) criteria. Each criterion is weighted with the total points equaling one hundred (100). The six (6) criteria to be met for the performance incentive plan are detailed in Appendix A and are listed below:
 - a. Enrollment 15 points
 - b. Graduation Rate 15 points
 - c. Fundraising 15 points
 - d. Program Development 15 points
 - e. Athletics 15 points
 - f. Board of Trustees Discretion 25 points
 1. Leadership
 2. Culture of Excellence through Positive Relationships
 3. Employee Retention

VII. Maximum Incentive Payment

1. Based on the President's performance each year, the President shall be considered for a lump-sum incentive payment of up to ten percent (10%) of the President's base salary as of July 1 of the incentive period.

VIII. Amendment, Suspension and Termination of the Plan

1. The Board of Trustees reserves the right to amend, suspend, or terminate the Plan at any time.

IX. General Provisions

1. Neither the Plan nor any payment under the Plan shall be construed to confer any right to continued employment with Austin Peay State University. The President serves at the pleasure of the Board of Trustees, subject to the terms of any existing written contract of employment between the parties.
2. Neither the Plan nor any payment under the Plan shall be construed to create a trust or to create in any security interest, in his/her personal representative or beneficiary, or other interests in any assets of Austin Peay State University.
3. All payments under the Plan are subject to all reporting, deductions and withholdings required by applicable law or University policy, as amended, enacted or adopted from time to time, including but not limited to deduction for debts owed to the University.
4. To the extent any part of the Plan fails to comply with applicable state or federal law or regulation, that part of the Plan shall not be effective.
5. The Plan will be reviewed by the Executive Committee every year. Proposed revisions will be brought before the full Board for consideration.

Appendix A:

APSU's Presidential Performance Evaluation

Enrollment	15 points
Graduation Rate	15 points
Fundraising	15 points
Program Development	15 points
Athletics	15 points
Board of Trustees Discretion <ul style="list-style-type: none">• Leadership• Culture of Excellence through Positive Relationships• Employee Retention	25 points

Enrollment: Enrollment includes activities that increase undergraduate and graduate full-time or part-time enrollment in the areas of traditional freshmen, dual-enrollment students, international students, online students, transfer students, military-related students, high-performing students and nontraditional students.

- Enrollment will be measured by a percentage for the following year's fall enrollment with a goal of a 4 percent increase in headcount enrollment with a proportionate increase in net tuition revenue in order to meet APSU's Strategic Plan for enrollment growth.
- If the President grows headcount enrollment by at least 4 percent with a proportionate increase in net tuition revenue, then he/she will be eligible to receive the full 15 points for the evaluation. If the President grows headcount enrollment by less than 4 percent headcount enrollment with a proportionate increase in net tuition revenue, then he/she will be eligible to receive a pro rata portion of the 15 points for the evaluation.

Graduation Rate: Graduation rate is measured every six years by the Tennessee Higher Education Commission. Graduation rate is defined as those students who are first-time, full-time freshmen who enrolled in summer of 2011 and returned that fall, or enrolled in fall 2011 and graduated by spring or summer of 2017.

- Graduation rate will be measured by a percentage of growth with an increase of 2.6 percent in order to meet APSU's Strategic Plan.
- If the President increases the graduation rate by at least 2.6 percent, he/she will be eligible for the full 15 points for the evaluation. If the President increases the graduation rate by less than 2.6 percent, then he/she will be eligible to receive a pro rata portion of the 15 points for the evaluation.

Fundraising: Fundraising is defined as all cash donations and contributions made annually to the University and Foundation by non-governmental agencies and organizations.

- a. Fundraising will be measured by a 5 percent increase in the average dollars raised, based on a three-year average. This is in line with the University's Strategic Plan.
- b. If the President increases annual dollars raised by 5 percent, then he/she will be eligible to receive the full 15 points for the evaluation. If the President has an increase in annual dollars that is less than 5 percent, then he/she will be eligible to receive a pro rata portion of the 15 points for the evaluation.

Program Development: Program development is defined as the faculty development of new academic majors, concentrations and certificates, which require more than 24 credit hours, in alignment with the University mission and THEC master plan and their subsequent approval by the appropriate entities.

- a. Program development will be measured by the President establishing new majors for undergraduate and graduate programs, new concentrations for undergraduate and graduate programs and new graduate certificates that exceed 24 credit hours in length.
- b. If the President is proactive in establishing new majors, concentrations and graduate certificates that exceed 24 credit hours in length, then he/she will be eligible to receive the full 15 points for the evaluation.

Athletics: Athletics is based on maintaining a successful Division I Athletics program, which includes conference championships and high academic progress rate (APR).

- a. Athletics will be measured by at least one conference championship annually and maintaining an Athletics program that meets the APR as required by the NCAA.
- b. If the University wins at least one conference championship annually and maintains an Athletic program that meets the APR as required by the NCAA, then the President will be eligible to receive the full 15 points for the evaluation. If the University does not win at least one conference championship annually but maintains an Athletic program that meets the APR as required by the NCAA, then the President will be eligible to receive half (7.5 points) of the 15 points for the evaluation.

Board of Trustees Discretion: Board of Trustees discretion is based on leadership; creating a culture of excellence by maintaining positive relationships with the Board of Trustees, the community and the state and local government; and employee retention.

- a. Board of Trustees discretion for leadership and culture of excellence will be measured by key stakeholder evaluations of the President that include evaluations conducted with his/her direct reports, members of the Board of Trustees and other community or government officials.

- b. Board of Trustees discretion for employee retention has two parts. The first part will be compensation of faculty and staff and will be measured by achieving an increase in the total median salaries at a percentage equal to or higher than inflation. The second part of employee retention is turnover rate.
- c. If the President receives at least a satisfactory evaluation in the Board of Trustees discretion criteria, then he/she will be eligible to receive the full 25 points for the evaluation. If the President receives less than a satisfactory evaluation, then he/she will be eligible to receive a pro rata portion of the 25 points for the evaluation.

Scoring of the Evaluation:

All points from the evaluation will be totaled. The points totaling a certain amount will receive a certain incentive percentage, which is based on a percentage of the President's base salary,

- a. Less than 75 points = 0% incentive
- b. 76 points to 84 points = 4% incentive
- c. 85 points to 94 points = 6% incentive
- d. 95 points to 100 points = 10% incentive

At the conclusion of the evaluation, a recommendation of the incentive amount and new base salary will be made by the Executive Committee to the full Board of Trustees. The Board of Trustees will approve the incentive amount and the President's new base salary.



Agenda Item: B.ii.1.

Date: Sept. 15, 2017

Subject: B.S. in Aviation Science with a Concentration in Rotor Wing

Action Recommended: Recommend approval to establish new degree program (major)

Background Information:

The purpose of this program is to prepare students to enter the workforce as helicopter pilots with the additional benefit of earning a college degree in aviation science.

Austin Peay State University (APSU) is located 10 miles from Fort Campbell. Fort Campbell is home to the 101st Airborne Division with a Combat Aviation (helicopter) Brigade and is known world-wide for its expertise in the use of helicopters in combat situations. Nearly 27,000 active duty military members are currently assigned to Fort Campbell. The primary purpose of this program will be to serve army veterans who have completed some helicopter flight training but have not obtained Federal Aviation Administration (FAA) certifications, or veterans who have developed an interest in becoming a helicopter pilot while serving in the military.

The U.S. Bureau of Labor Statistics (BLS) notes that it is increasingly common for pilots of all types of aircraft to have a college degree (www.bls.gov). An individual seeking to become a helicopter pilot may also want the ability to enter other aviation careers, such as management, regulations, or manufacturing, and an aviation degree would be very useful for this career path. Additionally, the Veterans Administration (VA) will not fund veterans for private pilot licensure (the initial phase of the flight training program) unless the training is included in an academic degree program; therefore, the program will provide veterans a path to a career in aviation.

- Job Market

- The BLS projects that the number of jobs for commercial pilots will grow approximately 9 percent from 2012 to 2022 (www.bls.gov).
- A 2015-2016 survey of nearly 700 commercial helicopter pilots conducted by RotorCraft Pro revealed the median salary range of the respondents was \$90,000 per year.
- Estimated enrollment
 - 35 students in Fall 2018, 65 students in Fall 2019, 101 students in Fall 2020
- Distinctiveness
 - No other public institutions in the State of Tennessee currently offer a degree leading to a helicopter pilot license.
- Alignment with APSU mission statement
 - The APSU Mission Statement includes “Serving the military at Fort Campbell through complete academic programs.”
- Alignment with APSU strategic plan
 - This proposed program supports APSU Goal 1: Enrollment Growth and Goal 2: Student Success: Retention, Completion and Workforce Preparedness.

Proposed Implementation Date: Fall 2018

Item Details:

A Bachelor of Science degree in Aviation Science with a Concentration in Rotor-wing (BS Aviation Science-RW) is a 120-credit hour undergraduate degree that will be housed in the Department of Engineering Technology, within the College of Science, Technology, Engineering, and Mathematics (STEM). The program proposal has been led by Mr. John Byrd, Department Chair of Engineering Technology, and Dr. Jaime Taylor, Presidential Fellow at APSU.

The BS Aviation Science-RW ground courses will be offered at the Austin Peay Center at Fort Campbell and the flight training hours will be offered at Outlaw Field.

Students completing the BS Aviation Science-RW will obtain their Private Helicopter Pilot Certification, Commercial Helicopter Pilot Certification, along with their Certified Flight Instructor (CFI) Helicopter Certification, and CFI Instrumentation Helicopter Certification. These certifications will make graduates highly employable in the U.S. and internationally.

Budget

- Students will pay standard APSU tuition and fees and the fees for 190 flight hours and 440 hours of specialized flight instruction. The total cost to the student

over four years is estimated to be \$120,450, which is on par with many two-year flight programs and/or non-degree flight programs.

- APSU will either lease or purchase helicopters while operating the flight portion of the program in a hangar leased by APSU at Outlaw Field.
- APSU will hire a Program Director, Flight Instructors, VA Counselor, and Admissions Counselor.
- The total expenditure for the program is estimated to be about \$1.1 million in the first year (with slightly over half of the expense directly associated with the helicopters). The cost will increase each year with enrollment (due mostly to increased flight time) to \$1.85 million in the second year, \$2.65 million in the third year, \$3.39 million in the fourth year, and stabilizing at approximately \$3.8 million when enrollment levels off.
- Revenue from tuition and fees (including flight fees) is expected to exceed expenditures in the second year of the program by \$100,000 and stabilizing to a net of approximately \$400,000 by the third year.

BS Aviation Science-RW Curriculum

Name:				Aviation Science Core		Credit Source		
APSU A Number:						APSU	Trans	Cr.
Anticipated Graduation Date:				AVI 1000 Intro to Aviation Science				3
Transferred From:				AVI 1020 Aviation Regulations				3
				AVI 2000 Flight Navigation				3
General Education Core		Credit Source			AVI 2110 Night Vision Systems			3
		APSU	Trans	Cr.	AVI 3000 Flight Safety Management			3
APSU 1000				1	AVI 3020 Aerodynamics			3
Communications (9 Semester Hours Required)				AVI 3040 Air Traffic Control				3
ENGL 1010 English Composition I				3	AVI 3060 Rotor-Wing Aircraft Design			3
ENGL 1020 English Composition II				3	AVI 3080 Aviation Meteorology			3
COMM 1010 Fund of Public Speak				3	AVI 3100 Prime Mover Technologies			3
History (6 Semester Hours Required)				MATH 1730 or ENGT 1200				3
HIST 2010 American History I				3	MATH 1810 or ENGT 1400			3
HIST 2020 American History II				3	Aviation Science Core Total: 36			
Humanities (See Bulletin, 9 Semester Hours Required)								
ENGL 2030 World Literature				3				
				3				
				3				
Social Science (See Bulletin, 6 semester hours Required)				Concentration: Rotor-Wing		Credit Source		
						3		
				3	APSU	Trans	Cr.	
Mathematics (3 Semester Hours Required)				AVI 1040 Private Pilot Operations				3
MATH 1530 Elements of Statistics				3	AVI 1060 Rotor -Wing Private Pilot Lab I			2
Natural Science (8 Semester Hours Required)				AVI 1080 Rotor -Wing Private Pilot Lab II				2
PHYS 2010 College Physics I				4	AVI 2020 Commercial Flight Operations			3
Phys 2020 College Physics II				4	AVI 2040 Commercial Flight Operations Lab I			2
General Education Core Total: 42				AVI 2060 Commercial Flight Operations Lab II				2
				AVI 3120 Certified Flight Instructor				3
				AVI 3140 Certified Flight Instructor Lab I				2
				AVI 3160 Certified Flight Instructor Lab II				2
				AVI 4020 Instrument Flight Operations				3
				AVI 4040 Instrumet Flight Lab I				2
				AVI 4060 Instrument Flight Lab II				2
				AVI 4080 Certified Flight Instructor Instrument				3
				AVI 4100 Certified Flight Instructor Instrument Lab				2
				AVI 4120 Mountain Flight Operations				3
				AVI 4160 Aviation Capstone				3
				Upper Division Elective*				3
				Concentration Total:		42		



Agenda Item: B.ii.2.

Date: September 15, 2017

Subject: Tenure Upon Appointment – Dr. Scott Culhane, Chair, Department of Criminal Justice

Action Recommended: Approval

Background Information:

The Provost and Vice President of Academic Affairs proposes the award of tenure upon appointment for Dr. Scott Culhane, founding chair of the new department of criminal justice. Dr. Culhane began his appointment as chair on September 1, 2017. Dr. Culhane's education, as well as teaching, scholarship, and service experience meet the tenure criteria of the department.

Proposed Implementation Date: Upon Approval by the Board

Item Details:

Dr. Culhane most recently served as professor of criminal justice at the University of Wyoming where he was tenured in 2011. He also has administrative experience having served as graduate coordinator. He has an extensive research background and has had success in securing grant funding. He received the "Top Prof" Award by the Mortar Board Society at the University of Wyoming. In 2009, he received the "Extraordinary Merit in Research" Award. In addition to teaching experience at the University of Wyoming at both the undergraduate and graduate levels, he has also taught at El Paso Community College.

Dr. Culhane earned the bachelor of arts degree in psychology and a bachelor of arts in political science, both from the University of Tennessee, Knoxville. He earned a Master of Science degree in research psychology from the University of Tennessee at Chattanooga, and a Ph.D. in Legal Psychology from the University of Texas at El Paso. His dissertation was entitled "Changing your alibi: Current law enforcement, future law enforcement, and layperson beliefs and behaviors." His most recent scholarly paper soon to be published in the journal *Policing and Society* is entitled "Police shootings and body cameras: One year post-Ferguson."

The Dean of the College of Behavioral and Health Sciences, home to the department of criminal justice, as well as the tenured faculty in the department, recommends that Dr. Culhane be appointed with tenure at the rank of full professor in the department of criminal justice.

Attachment – Curriculum Vita of Dr. Scott Culhane

SCOTT E. CULHANE - CURRICULUM VITAE

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2532 Dover Dr.
Laramie, WY 82072

PHONE

Work: (307) 766-2945
Home: (307) 399-6676

EDUCATION

2005	Ph.D., Legal Psychology, University of Texas at El Paso, El Paso, TX. Title of Ph.D. Thesis: Changing your alibi: Current law enforcement, future law enforcement, and layperson beliefs and behaviors (Chair: Harmon M. Hosch, Ph.D.)
2000	M.S., Research Psychology, University of Tennessee at Chattanooga, Chattanooga, TN. Title of M.S. Thesis: A comparative analysis of alexithymia and irrational beliefs to predict anxiety, neuroticism, and depression (Chair: Paul J. Watson, Ph.D.)
1998	B.A., Psychology, University of Tennessee, Knoxville, TN.
1998	B.A., Political Science, University of Tennessee, Knoxville, TN.

ACADEMIC POSITIONS

2005-2011	Assistant Professor, Criminal Justice, Department of Criminal Justice, University of Wyoming
2011-Present	Associate Professor, Criminal Justice, Department of Criminal Justice, University of Wyoming

OTHER POSITIONS

2013-2015	Department of Criminal Justice Graduate Program Coordinator
2001-2005	Assistant Instructor, University of Texas at El Paso, El Paso, TX.
2003	Instructor, El Paso Community College, El Paso, TX.
2000-2005	Research Assistant, University of Texas at El Paso, El Paso, TX.
2001-2002	Program Evaluator, West Texas Community Supervision and Corrections Department, El Paso, TX.
2000-2001	Lab Instructor, University of Texas at El Paso, El Paso, TX.
1999-2000	Head Graduate Assistant, University of Tennessee at Chattanooga, Chattanooga, TN.
1998-1999	Lab Instructor, University of Tennessee at Chattanooga, Chattanooga, TN.

PUBLICATIONS IN PROGRESS

In Preparation

Culhane, S. E., Schweitzer, K., & Mowen, T. J. Police shooting procedures and educating the public: Implications for releasing body camera footage.

Greninger, C., Estrada-Reynolds, V., & Culhane, S.E. Individual decisions to contact police in cases of missing persons.

McDaniel, K. & Culhane, S. E. Jury reactions to cases of revenge killings.

Tarbett, K. & Culhane, S. E. Anger and aggression in serial killer: Predicting weapon use, victim count and sexual violations.

Under Review

Culhane, S. E., Walker, S., & Hildebrand, M. M. Self-reported psychopathy and criminal thinking of serial homicide offenders.

PUBLISHED WORKS

Refereed Journal Articles

McCamman, M., & Culhane, S. E. (in press). Officer remorse and public perceptions of police shootings. *Translational Issues in Psychological Science*.

Culhane, S. E., & Schweitzer, K. (in press). Police shootings and body cameras: One year post-Ferguson. *Policing and Society*.

Mowen, T. J., & Culhane, S. E. (in press). An exploration of three methodological strategies for modeling recidivism within the study of reentry. *Criminal Justice and Behavior*.

Estrada, V. C., Schweitzer, K., Nunez, N., & Culhane, S. E. (2016). Male and female parole decisions: Is paying your dues or saying you're sorry more important? *Psychiatry, Psychology and Law*, 23, 893-907.

Culhane, S. E., Boman IV, J., & Schweitzer, K. (2016). Public perceptions of police shootings: Body cameras in a pre/post Ferguson experiment. *Police Quarterly*, 19, 251-274.

Culhane, S. E., Hildebrand, M. M., Mullings, A. F., & Klemm, J. (2016). Self-reported disorders among serial homicide offenders: Data from the Millon Clinical Multiaxial Inventory - III. *Journal of Forensic Psychology Practice*, 16, 268-286.

Hildebrand, M. M., & Culhane, S. E. (2015). Personality characteristics of the female serial murderer. *Journal of Criminal Psychology*, 5, 34-50.

Kehn, A., Culhane, S. E., Kolmans, L., & Bongard, S. J. The German translation of the Novaco Anger Scale and Provocation Inventory (Ger-NAS-PI) (2015). *Current Psychology*, 34, 294-310.

Culhane, S. E., Kehn, A., Hatz, J. & Hildebrand, M. M. (2015). Are two heads better than one? Assessing the influence of collaborative judgments and presentation mode on deception detection for real and mock transgressions. *Journal of Investigative Psychology and Offender Profiling*, 12, 158-170.

Culhane, S. E., Hildebrand, M. M., Walker, S., & Gray, M. J. (2014). MMPI-2 characteristics of male serial murderers [Electronic Version]. *Applied Psychology in Criminal Justice*, 10(1), 21-45.

Allison, M., Jung, S., Sweeney, L., & Culhane, S. E. (2014). The impact of illegal alibi activities, corroborator involvement, and corroborator certainty on mock juror perceptions. *Psychiatry, Psychology and Law*, 21, 191-204.

Culhane, S. E., Hosch, H. M., & Daudistel, H. C. (2014). Ethnicity and court processes: An archival review of adjudicated jury trials. *Journal of Ethnicity and Criminal Justice*, 12, 116-139.

Culhane, S. E., Kehn, A., Horgan, A. J., Meissner, C. A., Hosch, H. M., & Wodahl, E. J. (2013). Generation and detection of true and false alibi statements. *Psychiatry, Psychology and Law*, 20, 619-638.

Culhane, S. E., & Hosch, H. M. (2012). Changing your alibi: Current law enforcement, future law enforcement, and layperson reactions. *Criminal Justice and Behavior*, 39, 958-977.

Hosch, H. M., Culhane, S. E., Jolly, K. W., Chavez, R. M., & Shaw, L. H. (2011). Effects of an alibi witness' relationship to the defendant on mock jurors' judgments. *Law and Human Behavior*, 35, 127-142.

Hosch, H. M., Culhane, S. E., Tubb, V. A., & Granillo, E. A. (2011). Town vs. gown: A direct comparison of community residents and student mock jurors. *Behavioral Sciences and the Law*, 29, 452-466.

Nunez, N., McCrea, S. M., & Culhane, S. E. (2011). Jury decision making research: Are researchers focusing on the mouse and not the elephant in the room? *Behavioral Sciences and the Law*, 29, 439-451.

Wodahl, E. J., Garland, B. E., Culhane, S. E., & McCarty, W. P. (2011). Utilizing behavioral interventions to improve supervision outcomes: The effect of sanctions and rewards on ISP completion. *Criminal Justice and Behavior*, 38, 386-405.

- Culhane, S. E., Hilstad, S. M., Freng, A., & Gray, M. J. (2011). Self-reported psychopathology in a convicted serial killer. *Journal of Investigative Psychology and Offender Profiling*, 8, 1-21.
- Culhane, S. E., Morera, O. F., Watson, P. J., & Millsap, R. E. (2011). The Bermond-Vorst Alexithymia Questionnaire: A measurement invariance examination among US Anglos and US Hispanics. *Assessment*, 18, 88-94.
- Culhane, S. E., & Morera, O. F. (2010). Reliability and validity of the Novaco Anger Scale and Provocation Inventory (NAS-PI) and State-Trait Anger Expression Inventory - 2 (STAXI-2) in Hispanic and Non-Hispanic White student samples. *Hispanic Journal of Behavioral Sciences*, 32, 586-606.
- Watson, P. J., Simmons, N. M., Weathington, B. L., O'Leary, B. J., & Culhane, S. E. (2009). Psychometric analysis and tentative shortening of survey of personal beliefs. *Journal of Rational-Emotive and Cognitive-Behavior Therapy*, 27, 201-212.
- Heck, C., Roussell, A., & Culhane, S. E. (2009). Assessing the effects of the drug court intervention on offender criminal trajectories: A research note. *Criminal Justice Policy Review*, 20 (2), 236-246.
- Culhane, S. E., Morera, O. F., Watson, P. J., & Millsap, R. E. (2009). Assessing measurement and predictive invariance of the Toronto Alexithymia Scale-20 in U.S. Anglo and U.S. Hispanic samples. *Journal of Personality Assessment*, 91 (4), 387-395.
- Culhane, S. E., Hosch, H. M., & Kehn, A. (2008). Alibi generation: Data from U.S. Hispanics and U.S. Non-Hispanic Whites. *Journal of Ethnicity in Criminal Justice*, 6, 177-199.
- Willis-Esqueda, C., Espinoza, R. K. E., & Culhane, S. E. (2008). The effects of ethnicity, SES, and crime status on juror decision making: A cross-cultural examination of European American and Mexican American mock jurors. *Hispanic Journal of Behavioral Sciences*, 30, 181-199.
- Culhane, S. E., Hosch, H. M., & Heck, C. (2008). Interrogation technique endorsement by current law enforcement, future law enforcement, and laypersons. *Police Quarterly*, 11, 366-386.
- Watson, P. J., Trumpeter, N., O'Leary, B. J., Morris, R. J., & Culhane, S. E. (2005-2006). Narcissism and self-esteem in the presence of imagined others: Supportive versus destructive object representations and the continuum hypothesis. *Imagination, Cognition, and Personality*, 25, 253-268.

Stebly, N., Hosch, H. M., Culhane S. E. & McWethy, A. (2006). Instructions to disregard inadmissible evidence: A meta-analysis. *Law and Human Behavior*, 30, 469-492.

Culhane, S. E., Morera, O. F., & Watson, P. J. (2006). The assessment of factorial invariance in Need for Cognition using Hispanic and Anglo Samples. *Journal of Psychology*, 140, 53-67.

Watson, P. J., & Culhane, S. E. (2005). Irrational beliefs and social constructionism: Correlations with attitudes about reality, beliefs about people, and collective self-esteem. *Journal of Rational-Emotive and Cognitive-Behavior Therapy*, 23, 57 – 70.

Culhane, S. E., & Hosch, H. M. (2005). Law enforcement officers serving as jurors: Guilty because charged? *Psychology, Crime and Law*, 11, 305-313.

Morera, O. F., Culhane, S. E., Watson, P. J., & Skewes, M. (2005). An assessment of the construct validity of the Bermond-Vorst Alexithymia Questionnaire among U.S. Anglo and U.S. Hispanic samples. *Journal of Psychosomatic Research*, 58, 289-298.

Culhane, S. E., Hosch, H. M. & Weaver, W. G. (2004). Crime victims serving as jurors: Is a bias present? *Law and Human Behavior*, 28, 649-659.

Culhane, S. E., & Hosch, H. M. (2004). An alibi witness's influence on juror's decision making. *Journal of Applied Social Psychology*, 34, 1604-1616.

Culhane, S. E., Morera, O. F., & Hosch, H. M. (2004). The factor structure of the Need for Cognition-short form in a Hispanic sample. *The Journal of Psychology*, 138, 77-88.

Culhane, S. E., & Watson, P. J. (2003). Alexithymia, irrational beliefs, and the rational-emotive explanation of emotional disturbance. *Journal of Rational-Emotive and Cognitive-Behavior Therapy*, 21 (1), 57-72.

Non-Refereed Journal Articles

Wodahl, E. J., Garland, B., Culhane, S. E., McCarty, W. P. (2011). Increasing probation & parole compliance through behavioral interventions. *Perspectives: The Journal of the American Probation & Parole Association*, 35 (3), 86-98.

Technical Reports

Heck, C., Roussell, A., & Culhane, S. E. (2007). Wyoming drug court graduate recidivism: Are drug court programs effective in reducing criminality? Prepared for Wyoming Department of Health: Substance Abuse Division.

TEACHING

Courses Taught

Criminology	Research Methods	Serial Killers
Criminal Psychopathology	Psychology & Law	Issues in Criminal Justice
Introduction to Criminal Justice	Survey of Criminal Justice (Graduate)	
Theories of Personality	Introduction to Statistics	Social Psychology
Introduction to Psychology		

Invited Teaching Activities

Summer 2009, *American Criminal Justice*, Course taught at Shanghai University, Shanghai, China.

Spring 2012, Serial Killers, Guest lecture given at University of Washington–Tacoma, Tacoma Washington.

Fall 2013, Serial Killers, Guest lecture given at University of Washington–Tacoma, Tacoma Washington.

Fall 2014, Serial Killers, Guest lecture given at University of Washington–Tacoma, Tacoma Washington.

CONTRACTS & GRANTS

Pending Projects as Principal Investigator

(2016-1017) Public Perceptions of Police Shootings as Seen Through the Lens of Body Worn Cameras. American Psychology-Law Society, \$23,127

Funded Projects as Principal Investigator

(2013) *Personality disorders and homicide: MCMI-III profiles of serial murderers*. University of Wyoming, College of Arts and Sciences, Basic Research Grant, \$1000.

(2005-2006) *Validation of the Novaco Anger Scale and Provocation Inventory (NAS-PI) and Spielberger State-Trait Anger Expression Inventory - 2 (STAXI - 2) with a Hispanic sample*. University of Wyoming, College of Arts and Sciences, Basic Research Grant \$1700.

Unfunded Projects as Principal Investigator

(2012-2013) *Deception detection by juries: Are six heads better than one?* American Psychology-Law Society, Early Career Grant in Aid, \$4998.

(2011-2012) *Anger, aggression, psychopathy, clinical disorders, and factors influencing crime as self-reported by serial killers*. American Psychology-Law Society, Early Career Grant in Aid, \$5000.

(2009-2011) *Anger, aggression, psychopathy, clinical disorders, and factors influencing crime as self-reported by serial killers, violent offenders, non-violent offenders, and non-offenders*. National Science Foundation, \$578,491.

Unfunded Projects as Co-Principal Investigator

(2010-2013) *The road to prison gang membership*. National Institute of Justice, \$1,598,295.

(2009-2014) *Prescription drug abuse in a rural population: Defining the problem and seeking solutions*. National Institutes of Health, \$1,072,500.

(2006-2009) *Collaborative research: Systematic exploration of cognitive, social psychological, and cross-cultural processes underlying the generation, discrimination, and evaluation of alibis*. National Science Foundation, \$245,108.

PROFESSIONAL AFFILIATIONS AND ACTIVITIES

Memberships in Professional Societies

American Psychology-Law Society (2000-present)
Society for Personality and Social Psychology (2002-2009)
Association for Psychological Science (2002-2008; 2014-present)
Western Association of Criminal Justice (2007-2011)
American Psychological Association (2016-present)

Manuscript Refereeing

Law and Human Behavior	Psychology, Crime and Law
Journal of Psychology	Applied Cognitive Psychology
Personality and Individual Differences	Criminal Justice Review
Assessment	Journal of Personality Assessment
Legal and Criminological Psychology	The Spanish Journal of Psychology
Canadian Journal of Behavioural Science	Criminal Justice and Behavior
Behavioral Sciences and the Law	
Cultural Diversity and Ethnic Minority Psychology	
Journal of Police and Criminal Psychology	

Grant Review

National Science Foundation

HONORS AND AWARDS

2014 Top Prof, Mortar Board Society, University of Wyoming, Laramie, WY.

2014	Promoting Intellectual Engagement in the First Year Award, University of Wyoming, Laramie, WY.
2013	Promoting Intellectual Engagement in the First Year Award, University of Wyoming, Laramie, WY.
2013	President Tom Buchanan's Foundation Fund Award, University of Wyoming, Laramie, WY.
2011	Promoting Intellectual Engagement in the First Year Award, University of Wyoming, Laramie, WY.
2009	Extraordinary Merit in Research Award, University of Wyoming, Laramie, WY.
2008 - 2012	President Tom Buchanan's Foundation Fund Award, University of Wyoming, Laramie, WY.
2004-2005	M-RISP Small Grants Program: National Institute of Mental Health, El Paso, TX.
2004-2005	Graduate School Research Award: University of Texas at El Paso, El Paso, TX.
2002-2003	APLS Student Grant in aid: American Psychology and Law Society, El Paso, TX.
2002	Liberal Arts Student Support Fund (Dodson Grant): University of Texas at El Paso, El Paso, TX.
2001-2002	Sigma Xi Grant-in-Aid of Research: Sigma Xi, El Paso, TX.
2001-2002	APLS Student Grant in aid: American Psychology and Law Society, El Paso, TX.
2000-2001	APLS Student Grant in aid: American Psychology and Law Society, El Paso, TX.
1999-2000	Provost Student Research Award, University of Tennessee at Chattanooga, Chattanooga, TN.

PAPERS PRESENTED/SYMPOSIA/INVITED LECTURES/PROFESSIONAL MEETINGS/WORKSHOPS

Symposiums Organized

Current directions in alibi research: Generation, detection, utilization, and evaluation (2008, March). Symposium presented at the American Psychology-Law Society annual conference, Jacksonville, FL.

Alibi witnesses: The most recent research. (2005, March). Symposium presented at the American Psychology-Law Society annual conference, San Diego, CA.

Paper Presentations

Culhane, S. E., Boman IV, J., & Schweitzer, K. (2016, March). Police shootings and body cameras: One year post-Ferguson. Paper presented at the annual meeting of the American Psychology-Law Society, Atlanta, GA.

Culhane, S. E. (2014, March). Mail correspondence and enhanced student learning. Paper presented at the annual meeting of the American Psychology-Law Society, New Orleans, LA.

Hildebrand, M. M., Culhane, S. E., & Heck, C. (2012, October). Serial killers and substance abuse: Early results from a national survey. Paper presented at the annual meeting of the Western Association of Criminal Justice, Coeur D Alene, ID.

Sweeney, L., Allison, M., Jung, S., & Culhane, S. (2011, June). Alibi believability: The effect of illegal alibi activities, corroborator certainty, and corroborator involvement. Paper presented at the biannual meeting of the Society for Applied Research in Memory and Cognition, New York, NY.

Culhane, S. E. (2010, March). Alibi generation, corroboration, and evaluation: A growing field in psychology and law – Discussant. Paper presented at the annual meeting of the American Psychology-Law Society, Vancouver, BC, Canada.

Culhane, S. E. (2009, October). Corresponding with killers: Lessons and suggestions for use as an educational tool. Paper presented at the annual meeting of the Western Association of Criminal Justice, Las Vegas, NV.

Culhane, S. E., Hosch, H. M. & Wollman, K. W. (2009, March). Changing your alibi: For better or worse? Paper presented at the annual meeting of the American Psychology-Law Society, San Antonio, TX.

Kehn, A., Culhane, S. E., & Meissner, C. A. (2009, March). Are two heads better than one? Detection of deception among pairs. Paper presented at the annual meeting of the American Psychology-Law Society, San Antonio, TX.

Childers, A. L. & Culhane, S. E. (2009, February). A comparison of multiple alibi evidence providers to single alibi evidence providers. Paper presented at the annual meeting of the Western Society of Criminology, San Diego, CA.

Wodahl, E. J., Garland, B. E., & Culhane, S. (2008, November). The influence of sanctions and rewards on ISP completion. Paper presented at the annual meeting of the American Society of Criminology, St. Louis, MO.

Culhane, S. E., Kehn, A., Horgan, A. J., Meissner, C. A., & Hosch, H. M. (2008, March). Consistency in alibi generation: Data for true and false alibis. Paper presented at the annual meeting of the American Psychology-Law Society, Jacksonville, FL.

Kehn, A., Culhane, S. E., Wodhal, E., & Wempen, L. (2008, March). Deception detection in alibi statements. Paper presented at the annual meeting of the American Psychology-Law Society, Jacksonville, FL.

Ross, S. J., Culhane, S. E., & Morera, O. F. (2008, March). Confirmatory factor analyses of the Legal Attitudes Questionnaire: Assessing the factor structure and validity within Anglo and Hispanic samples. Paper presented at the annual meeting of the American Psychology-Law Society, Jacksonville, FL.

Heck, C., Roussell, A., & Culhane, S. E. (2007, October). Drug court recidivism: Assessing the effects of the drug court intervention on offender criminal trajectories. Paper presented at the annual meeting of the Western & Pacific Association of Criminal Justice Educators, Reno, NV.

Culhane, S. E., Heck, C., & Hosch, H. M. (2007, October). The interrogation room: What actions are endorsed by students and officers. Paper presented at the annual meeting of the Western & Pacific Association of Criminal Justice Educators, Reno, NV.

Culhane, S. E., & Hosch, H. M. (2007, July). The Alibi Beliefs Questionnaire: Exploratory data on a variety of alibi issues. Paper presented at the 3rd International Congress of Psychology and Law supported by AP-LS, EAP&L and ANZAPP&L, Adelaide, SA, Australia.

Culhane, S. E., Hosch, H. M., & Kehn, A. (2007, July). Alibi generation in Collectivistic and Individualistic cultures. Paper presented at the 3rd International Congress of Psychology and Law supported by AP-LS, EAP&L and ANZAPP&L, Adelaide, SA, Australia.

Hawley, L. R., Hosch, H. M., & Culhane, S. E. (2005, March). Effects of an alibi witness's relationship to the defendant on mock jurors' judgments: A replication. Paper presented at the annual meeting of the American Psychology-Law Society, San Diego, CA.

Culhane, S. E. & Hosch, H. M. (2005, March). Changing your alibi: Future law enforcement officers' and laypersons' beliefs. Paper presented at the annual meeting of the American Psychology-Law Society, San Diego, CA.

Culhane, S. E., Hosch, H. M. & Daudistel, H. C. (2004, March). To testify or not to testify? That is the question. Paper presented at the annual meeting of the American Psychology-Law Society, Scottsdale, AZ.

Culhane, S. E. & Hosch, H. M. (2004, March). A survey of alibi beliefs: A test of the ironic. Paper presented at the annual meeting of the American Psychology-Law Society, Scottsdale, AZ.

Hosch, H. M., Culhane, S. E., & Hawley, L. (2003, July). Effects of an alibi witness' kinship on mock jurors' judgments. Paper presented at the Psychology and Law International Conference supported by AP-LS, EAP&L and ANZAPP&L, Edinburgh, Scotland.

Culhane, S. E., Whitt, J. A., & Hosch, H. M. (2003, July). Effects of alibi's ethnicity and gender on jurors' verdicts and judgments. Paper presented at the Psychology and Law International Conference supported by AP-LS, EAP&L and ANZAPP&L, Edinburgh, Scotland.

Stebly, N., Hosch, H. M., Culhane, S. E., & McWethy, A. (2003, July). Inadmissible evidence and instructions to disregard: A meta-analysis. Paper presented at the Psychology and Law International Conference supported by AP-LS, EAP&L and ANZAPP&L, Edinburgh, Scotland.

Culhane, S. E., Hosch, H. M., & Shaw, III, J. S. (2003, July). Memory for trial facts: Lingual ability and Need for Cognition. Paper presented at biannual meeting of the Society for Applied Research in Memory and Cognition, Aberdeen, Scotland.

Culhane, S. E., Hosch, H. M., Tubb, V. A., Shaw, III, J. S., Ponder, B. J. & Taylor, T. S. (2002, April). Law enforcement officers serving as jurors: Guilty because charged? Paper presented at the annual meeting of the Western Social Science Association, Albuquerque, NM.

Culhane, S. E., & Hosch, H. M. (2002, March). Alibi witness' influence on juror's decision making. Paper presented at the biannual meeting of the American Psychology-Law Society, Austin, TX.

Poster Presentations

Culhane, S. E. (2017, March). MMPI-2 profiles of sexual and non-sexual serial homicide perpetrators. Poster presented at the biennial International Convention of Psychological Science (ICPS), Vienna, Austria.

Culhane, S. E., & Mowen, T. J. (2016, August). The role of family support and mental health in desistance from crime and substance use. Poster presented at the annual convention of the American Psychological Association, Denver, CO.

McCamman, M., & Culhane, S. E. (2016, March). The impact of officer demeanor on the legitimacy of a police shooting. Poster presented at the annual meeting of the Academy of Criminal Justice Sciences, Denver, CO.

Culhane, S. E. & Hildebrand, M. M. (2016, March). Early environment experiences of serial homicide offenders. Poster presented at the annual meeting of the Academy of Criminal Justice Sciences, Denver, CO.

Greninger, C., Estrada-Reynolds, V., & Culhane, S. E. (2016, March). Individual decisions to contact police in cases of missing persons. Poster presented at the annual meeting of the Academy of Criminal Justice Sciences, Denver, CO.

Culhane, S. E., Boman, IV, J., & Schweitzer, K. (2015, May). Police shootings and body cameras: A pre/post Ferguson experiment. Poster presented at the annual meeting of the Association for Psychological Science, New York, NY.

Hildebrand, M. M., & Culhane, S. E. (2015, May). Serial homicide offenders' self-reported endorsement of neutralization techniques. Poster presented at the annual meeting of the Association for Psychological Science, New York, NY.

Klemm, J., Culhane, S. E., Hildebrand, M. M., & Mullings, A. F. (2014, May). Self-reported disorders and serial homicide offenders: Data from the MCMI-III. Poster presented at the annual meeting of the Association for Psychological Science, San Francisco, CA.

Klemm, J. Culhane, S.E., & Hildebrand, M. M. (2014, May). Anger, aggression, and serial murder. Poster presented at the annual meeting of the Association for Psychological Science, San Francisco, CA.

Hildebrand, M. M., Culhane, S. E., & Wodahl, E. J. (2013, March). Personality and serial murderers: Data from the MMPI-2 Restructured Clinical Scales. Poster presented at the annual meeting of the Academy of Criminal Justice Sciences, Dallas, TX.

Culhane, S. E., Hildebrand, M. M., Walker, S., & Gray, M. J. (2013, March). Clinical psychopathology in multiple murderers: MMPI-2 profiles and classifications. Poster presented at the annual meeting of the American Psychology-Law Society, Portland, OR.

Walker, S. Hildebrand, M. M., & Culhane, S. E. (2013, March). Serial killers' self-reported measures of psychopathy. Poster presented at the annual meeting of the American Psychology-Law Society, Portland, OR.

Hildebrand, M. & Culhane, S. E. (2012, May). Effects of victim clothing, crime severity, and violence during sexual assault on mock jurors' trial decisions. Poster presented at the annual meeting of the Association for Psychological Sciences, Chicago, IL.

de Baca, T. C., Culhane, S. E., Hosch, H. M., & Ross, S. J. (2010, March). The effect of character evidence on jurors: A test of the Kin Selection Hypothesis. Poster presented at the annual meeting of the American Psychology-Law Society, Vancouver, BC, Canada.

Iberlin, A., & Culhane, S. E. (2009, March). Use of peremptory challenges as a function of crime type and defendant's race. Poster presented at the annual meeting of the American Psychology-Law Society, San Antonio, TX.

Morera, O. F., Culhane, S. E., Watson, P. J., & Millsap, R. (2008, May). Assessing measurement and predictive invariance of the Toronto Alexithymia Scale-20. Poster presented at the annual meeting of the Association for Psychological Science, Chicago, IL.

Gonzalez, D., Gomez, L.I., Estrada, S., Pinon, A., White, R., Culhane, S., & Morera, O.F. (2008, February). Decision making styles predict anger scores on the Multidimensional Anger Inventory. Poster presented at the Judgment and Decision Making PreConference at the annual meeting of the Society for Personality and Social Psychology, Albuquerque, NM.

Horgan, A. J. Kehn, A., Meissner, C. A., Culhane, S. E., & Hosch H. M. (2007, September). Alibi typology and precision: Distinguishing between true vs. false alibis statements. Poster presented at Interrogations & Confessions: A Conference Exploring Research, Practice, and Policy, El Paso, TX.

Hosch, H. M., Culhane, S. E., Heck, C., Kehn, A., & Gray, J. M. (2006, May). Individual differences between current law enforcement, future law enforcement, and laypersons. Poster presented at the annual meeting of the Association for Psychological Science, New York, NY.

Culhane, S. E., Morera, O. F., & Watson, P. J. (2006, May). Factorial invariance in Need for Cognition with Hispanic and Anglo samples. Poster presented at the annual meeting of the Association for Psychological Science, New York, NY.

Heck, C., Culhane, S. E., & Marlowe, D. B. (2006, May). Reliability test of the Survey of Treatment Entry Pressures (STEP-UP) assessment tool. Poster presented at the annual meeting of the Association for Psychological Science, New York, NY.

Culhane, S. E., & Hosch, H. M. (2006, March). Judgments of changed and maintained alibi statements by current law enforcement, future law enforcement, and laypersons. Poster presented at the annual meeting of the American Psychology-Law Society, St. Petersburg, FL.

Trumpeter, N., Watson, P. J., Morris, R. J., & Culhane, S. E. (2005, April). Narcissism and self-esteem in the presence of imagined others. Poster session presented at the annual meeting of the Southeastern Psychological Association, Nashville, TN.

Cabeza de Baca, T., Culhane, S. E., & Hosch, H. M. (2005, March). Interrogation tactics: Law enforcement officers, future law enforcement officers, and laypersons. Poster session presented at the annual meeting of the American Psychology-Law Society, San Diego, CA.

Hawley, L. R., Culhane, S. E., & Hosch, H. M. (2004, March). Effects of an alibi witness' age on their perceived credibility. Poster presented at the annual meeting of the American Psychology-Law Society, Scottsdale, AZ.

Culhane, S. E., Hosch, H. M. & Hawley, L. R. (2004, March). The ethnic jury: An examination of in-group/out-group theory. Poster presented at the annual meeting of the American Psychology-Law Society, Scottsdale, AZ.

Culhane, S. E., Morera, O. F., Hosch, H. M., & Hawley, L. R. (2004, January). A comparison of three legal authoritarianism measures. Poster presented at the annual meeting of the Society for Personality and Social Psychology, Austin, TX.

Morera, O. F., Nygren, T. E., White, J., Fernandez, N. P., Skewes, M., & Culhane, S. E. (2003, November). Assessing the measurement invariance of the Decision Making Styles Inventory. Poster presented at the annual meeting of the Society for Judgment and Decision Making, Vancouver, BC, Canada.

Stover, C. J., Morera, O. F., & Culhane, S. (2003, May). Confirmatory factor analysis of the Attitudes Towards Lesbians and Gay Men (ATLG). Poster presented at the annual meeting of the American Psychological Society, Atlanta, GA.

Culhane, S. E. (2003, May). Authoritarianism and juror's use of inadmissible evidence. Poster presented at the annual meeting of the American Psychological Society, Atlanta, GA.

Culhane, S. E., Morera, O. F., & Hosch, H. M. (2003, May). Toward the development of an efficient legal authoritarianism measure. Poster presented at the annual meeting of the American Psychological Society, Atlanta, GA.

Culhane, S. E., Morera, O. F., & Watson, P. J. (2003, May). The cross-cultural validation of two alexithymia measures. Poster presented at the annual meeting of the Western Psychological Association, Vancouver, British Columbia, Canada.

Culhane, S. E., Morera, O. F., Hosch, H. M., Lechuga, J., & de la Riva, E. M. (2003, May). Gender, acculturation, and the factor structure of Need for Cognition. Poster presented at the annual meeting of the Western Psychological Association, Vancouver, British Columbia, Canada.

de la Riva, E. M., Lechuga, J., Zárate, M., & Culhane, S. E. (2003, February). Does stereotyping reduce prejudice in members of contextualist cultures? Poster presented at the annual meeting of the Society for Personality and Social Psychology, Los Angeles, CA.

Lechuga, J., Morera, O., Culhane, S. E., & de la Riva, E. M. (2003, February). Idiocentrism-allocentrism: A revised scale for Mexican-Americans. Poster presented at the annual meeting of the Society for Personality and Social Psychology, Los Angeles, CA.

Culhane, S. E., & Hosch, H. M. (2003, February). An archival review of adjudicated jury trials. Poster presented at the annual meeting of the Society for Personality and Social Psychology, Los Angeles, CA.

Culhane, S. E. & Watson, P. J. (2002, June). Alexithymia and irrational beliefs as rational-emotive explanations of emotional disturbance. Poster presented at the annual meeting of the American Psychological Society, New Orleans, LA.

Culhane, S. E. & Hosch, H. M. (2002, March). Crime victims serving as jurors: Is a bias present? Poster presented at the biannual meeting of the American Psychology-Law Society, Austin, TX.

Invited Presentations

Culhane, S. E. (2008, March). Alibis and culture: Comparisons of collectivistic and individualistic groups. Shanghai Normal University, Shanghai, China.

Culhane, S. E. (2008, March). Alibis and culture: Comparisons of collectivistic and individualistic groups. Shanghai University of Political Science and Law, Shanghai, China.

Culhane, S. E. (2008, March). New directions in the study of serial killers. Shanghai University, Shanghai, China.

COMMITTEES

Criminal Justice Assessment Committee, 2006-2010

Criminal Justice Graduate Program Committee, 2005-Present
Committee Chair, 2013-2016

Criminal Justice Search Committee, 2005-2011, 2012-Present
Committee Chair, 2015-Present

Criminal Justice Post-tenure Review Committee, 2011-Present
Committee Chair, 2016-Present

A&S Summer Independent Study Committee, 2007-2010

University of Wyoming Faculty Senate, 2009-2011

STUDENT ADVISING/GRADUATE SUPERVISION

UNDERGRADUATE STUDENTS:

Department of Criminal Justice Internships and Practicums Supervisor – 2010

22 Current Undergraduate Advisees

31 Undergraduate Advisees – 2015-2016

13 Undergraduate Advisees – 2014-2015

24 Undergraduate Advisees – 2013-2014

25 Undergraduate Advisees – 2012-2013

27 Undergraduate Advisees – 2011-2012

27 Undergraduate Advisees – 2010-2011

20 Undergraduate Advisees – 2009-2010

21 Undergraduate Advisees – 2008-2009

27 Undergraduate Advisees – 2007-2008

27 Undergraduate Advisees – 2006-2007

20 Undergraduate Advisees – 2005-2006

Charlie Cordova – McNair Scholar, 2010-2011

GRADUATE STUDENTS

Andre Kehn – Thesis Committee Co-Chair, 2006
– Comprehensive Committee Member, 2008
– Dissertation Committee Member, 2009

David Webber – Thesis Committee Member, 2008

- Jennifer Gray – Comprehensive Committee Member, 2010
 – Dissertation Committee Member, 2011
- Stephannie Walker – Thesis Committee Member, 2010
 – Comprehensive Committee Member, 2012
 – Dissertation Committee Member, 2012-2013
- Kimberly Schweitzer – Thesis Committee Member, 2012
 – Comprehensive Committee Member, 2013
 – Dissertation Committee Member, 2014-2016
- Christopher Chai – Comprehensive Committee Member, 2013
 – Dissertation Committee Member, 2014
- Joshua Reynolds – Comprehensive Committee Member, 2014
 – Dissertation Committee Member, 2016-2017
- Lindsey Peterson – Masters in Public Administration Oral Exam, 2014
- Cynthia MacDuff – Masters in Public Administration Oral Exam, 2014
- Elizabeth Ferguson – Thesis Committee Member, 2013-2014
 – Comprehensive Committee Member, 2015
 – Dissertation Committee Member, 2016-2017
- Eli Major – Masters in Public Administration Oral Exam, 2015
- Bradley Schmidt – Masters in Public Administration Oral Exam, 2015
- Karlee Provenza – Thesis Committee Member, 2016-2017
- Victoria Estrada-Reynolds – Dissertation Committee Member, 2016-2017

CLUB SUPERVISION

Criminal Justice Club 2006-2007

Pre-law Club/Phi Alpha Delta 2010-2011

REFERENCES

Adrienne Freng, Ph.D., Chair
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Agenda Item: B.iii.1.

Date: September 15, 2017

Subject: Promotion Appeal of Dr. Robert Halliman

Background Information:

Dr. Robert Halliman, associate professor of management technology, sought promotion to the rank of professor during the 2016 – 2017 academic year. President White considered the recommendations made in the promotion review process, including negative recommendations from the dean of the College of Behavioral and Health Sciences and the provost and vice president for Academic Affairs, and elected to deny Dr. Halliman's request for promotion. Dr. Halliman is requesting the right to appeal this decision per APSU policy 1:010.

Item Details:

While APSU policy 1:010 creates the right to petition for permission to appeal, petitioner for appeal must present compelling evidence that President White's decision was erroneous. In determining whether to grant an appeal, the appropriate Board committee may consider the following:

- "Whether Board policy or procedures have been followed;
- Whether or not there is material evidence to substantiate the decision appealed from; and/or
- Whether or not there has been a material error in application of the law, which prima facie results in substantial injustice."

On both procedural and substantive grounds, Dr. Robert Halliman's petition to appeal President White's decision should be denied as he has failed to meet his burden. More specifically, the review of Dr. Halliman's request for promotion up through and including the review by the president conformed to relevant University and Board policies. In addition, Dr. Halliman offers no material evidence to sustain his claim that the President's

decision was in error. There has also been no “material error in the application of the law” to justify granting his appeal. Furthermore, where Dr. Halliman attempts to re-litigate his case for promotion on the merits, his argument reflects a mischaracterization or misunderstanding of the promotion review process. The attached document addresses Dr. Halliman’s allegations with respect to both the process and the merits of his case for promotion. It provides responses that further substantiate the president’s decision to deny his request.

The documents related to the appeal are attached.

REQUEST ORAL PRESENTATION

APPEAL TO THE APSU BOARD OF TRUSTEES

I. Decision Being Appealed

The decision being appealed is the decision of Dr. Alisa White, President of APSU to not support my request for promotion to full professor. Because Dr. White based her recommendation on previous recommendations that were deeply flawed, having resulted from a process that was in violation of APSU and Board of Trustees policy, her decision was, necessarily, deeply flawed.

II. Issues

1. Whether the promotion process regarding my promotion to full professor was subjective, in violation of APSU and Board of Trustees Policy 2:063.
2. Whether my record of scholarly and creative achievement is sufficient to merit promotion to full professor.

II. Allegations

1. I allege that the promotion process that I faced, regarding promotion to full professor, violates APSU and Board of Trustees policy 2:063 in that very subjective reasoning was interjected into the process by Dr. David Denton, Dean, College of Behavioral and Health Sciences, when by all objective standards, I qualified for promotion.

III. Facts

1. Facts Regarding allegation 1.

- A. The stated purpose of APSU policy 2:063 is “to make promotions strictly on consideration of merit....” The purpose is further stated as “to help **ensure** that

*promotions are made **objectively, equitably, impartially**, and as a recognition of merit....”* (Appendix A)

- “**Objectively**”: means 1. Not influenced by emotion, surmise or personal prejudice. 2. Of a test: limited to choices of fixed alternatives and reducing subjective factors to a minimum.
 - o “**surmise**”: means conjecture without conclusive evidence.
- “**Equitably**”: means 1. Dealing fairly and equally with all concerned.

B. In keeping with the stated purpose, APSU and Board policy 2:063 states the following:

“ Promotion Criteria

*A. The academic departments and programs of APSU **must develop written guidelines with specific criteria** for evaluating the faculty in teaching, research and service.....”*

C. A sampling of publication requirements for promotion to full professor of academic departments at APSU reveals the promotion criteria in the area of Scholarly and Creative Achievement, for promotion to full professor. (See APPENDIX B)

D. The Dean, College of Behavioral and Health Sciences, Dr. David Denton was the only person who offered an explanation for his negative recommendation. (See APPENDIX C.)

E. Dean Denton’s criticisms of my scholarly and creative work uses the language of “surmise,” that is, the language of conjecture without conclusive evidence.

Excerpts from his letter to me are shown below, with the language indicating “surmise” bolded and underlined:

1. In criticizing the association in which I had a leadership role and published some articles he stated “my inability to find any substantive information about the association **causes me to wonder** if this outlet meets the reputable firm standard.”
2. In criticizing the journal in which I published articles he said it was “**suspected** of being a predatory journal.”
3. In his overall statement he said “the illustrative concerns noted above **cause me to question** whether your work meets the department criteria...”

F. Those most knowledgeable regarding the standards for full professor in my department, i.e., the department chair and the department promotion committee, have deemed that my record of scholarly and creative achievement meets the standard for full professor.(see APPENDIXES F & G)

G. My e-dossier contains documents that detail the history of the Association on Employment Practices and Principles (AEPP) as well as describing the peer review process for approving articles submitted to the various journals, proceedings or associations.

H. In my appeal to the APSU Promotion Appeal Board, I provided evidence of at least six (6) internet links where information on AEPP can be found. (see Appendix D)

- I. AEPP is not an unknown organization. The 2008 AEPP conference held at DePaul University of Chicago, had 109 academic participants from all over the world. One of those participants was Dr. Patricia Werhane, an author of a widely used college textbook on business ethics. (see Appendix E)
- J. My publication history for the last four years consists of eight (8) articles in refereed media (see e-dossier)
- **Three (3)** articles in refereed journals.
 - **Five (5)** articles in refereed proceedings of international conferences.
- K. Other scholarly and creative activity since my last promotion also includes eleven (11) courses developed for online delivery, most including extensive lecture notes. (see e-dossier)
- L. According to the Public Management and Criminal Justice departmental promotion criteria, online course development is considered as scholarly and creative activity for the purpose of promotion. (Criteria for Departmental Personnel Actions, Paragraph I.B.5.).
- M. Comparing my record of scholarly activity to the requirements shown in APPENDIX B, my record, objectively, meets or exceeds the requirements for promotion of all other departments in the university.
- N. In my appeal to the University Promotion Appeal Board, I effectively rebutted every point of contention Dean Denton made in his letter. (see APPENDIX D)

O. Neither the Provost, Dr. Rex Gandy, the Promotions Appeal Board, nor the President of APSU, Dr. Alissa White provided any rebuttal argument or evidence against my rebuttal of Dean Denton's criticisms. (Appendixes I, J, & K)

IV. Argument

1. Argument Regarding Allegation 1

A. It cannot be disputed that APSU and Board policy states that promotion recommendations are to be made **objectively**, and that **written, specific criteria** are supposed to be used in order to eliminate subjective calls and ensure promotions are based **strictly** on merit. That is the clear and unambiguous language of the policy.

1. The stated policy is legal document and, therefore, binding on the university and the Board.
2. Decisions are not to be based on conjecture without conclusive evidence.
3. Where there is conjecture without conclusive evidence the benefit of the doubt should go to the candidate for promotion.
4. The purpose of written criteria is to limit decisions to fixed alternatives.
Either the candidate met the criteria and thus merits promotion or he didn't.

B. Given the only negative comments made were those made by the Dean, and given that the language he used was the language of "surmise", that is, "conjecture without conclusive evidence", the Dean's evaluation was precisely of the type the policy intends to prevent. That the Dean's negative recommendation was influenced by the "suspecting," the "wondering," and the "questioning" is

obvious by his statement “*because of the reservations noted above, I cannot support your request for promotion.*” (Appendix C) Therefore, the Dean’s subjective evaluation is a violation of policy, and inherently unfair.

C. Given that neither the Provost, Dr. Rex Gandy, the Promotion Appeals Board, nor the President, Dr. Alissa White offered any explanation for their negative recommendations, other than to say they were based on a review of the documents, it must be presumed that their recommendations are based on the Dean’s comments, and their desire to support the Dean. That the presumption is most likely true is supported by the facts that two promotion committees and the department chair supported my promotion, and I rebutted every point of contention made by Dean Denton. Absent any other explanation for the negative recommendations, the only explanation remaining is that the Provost, the appeal board, and President White gave greater credence to the Dean’s comments, even in the face of overwhelming support at the department level and the college, as well as factual evidence and sound logic presented in my rebuttal of the Dean’s comments.

D. Given that neither the Provost, Dr. Rex Gandy, the Promotion Appeals Board, nor the President, Dr. Alissa White offered any rebuttal of my rebuttal of the Dean’s comments, my factual and logically sound rebuttal stands unopposed and I have met my burden of proof. I have read enough judicial decisions to know that, in a court room, a valid rebuttal that is unopposed is conclusive and determinative, and I would win summary judgment as a matter of law. While this is not a court room, the policy requires me to write my appeal similar to a legal brief. You are,

in fact, my court of appeal of last resort. Some of the logic of my appeal to the APSU Promotion Appeal Board is shown below:

1. Dean Denton bases his conjecture that AEPP might not be reputable because he has never heard of AEPP and could not find any substantive information on the association and could not find information on the internet.

My e-dossier contains at least four (4) documents that provide substantive information on AEPP, including its history. I found at least six (6) internet links where AEPP information could be found (appendix D). The 2008 AEPP conference in Chicago had over 109 participants from all over the world, which included textbook author Patricia Werhane (Appendix H). Would someone the stature of Patricia Werhane associate herself with an organization of questionable reputation? Not likely. That the 2008 AEPP international conference drew over 109 academics from all over the world, indicates that AEPP is widely known in international academic circles.

What does this say about the Dean's knowledge or search methods? It says he did not do a thorough review of my promotion e-dossier and that his knowledge of professional associations is not complete. It also says his internet search skills are either weak or he did not exert much effort in using them. Therefore, he is not the standard by which the reputation of AEPP should be measured.

2. Dean Denton attempted to disparage the journal in which I published articles by saying it was **suspected** of being a predatory journal. Again, the word "suspected" is the language of "conjecture without conclusive evidence." His

only “evidence” was a website he found that criticized the journal for listing ProQuest as an index in which the journal is indexed. The website said ProQuest was not a reputable index, which serves as an indicator that the journal was suspect of being a predatory journal.. I pointed out that an index is nothing more than a means for digitally cataloging academic articles so other people can find them. The Austin Peay library uses ProQuest to find articles. If ProQuest is not a “reputable index,” why does the APSU Library use ProQuest? Using the Dean’s logic, the Austin Peay Library’s reputation, as well as APSU’s reputation, is suspect because the Library uses ProQuest to search for articles. The Dean’s website’s facts and logic are faulty as well as the Dean’s facts and logic.

3. Dean Denton attempted to rehash an issue that was raised last year regarding a potential conflict of interest regarding papers I published with an organization in which I held a leadership role. He said he could not find evidence that I was separated from the review process or a description of the review process.

My e-dossier contains at least two documents that describe the peer review process. It also contains copies of the peer reviews, which are evidence that I was separate from the review process. I also made a clear statement in my e-dossier that all published papers went through a double-blind peer review process prior to acceptance for publication. The department committee that raised the issue last year was satisfied that the issue was adequately addressed this year because they did not raise it again and recommended promotion. That the Dean failed to find the documents I mentioned indicates the Dean did not conduct a very thorough review of my e-dossier.

E. My record of scholarly activity, consisting of eight (8) refereed papers published, and 11 online courses developed, certainly meets or exceeds the specific requirements of all other academic departments in the university regarding promotion to full professor. (See APPENDIX B). That two promotion committees and the chair considered my work sufficient to merit promotion to full professor is further evidence that the Dean's recommendation and the subsequent recommendation up to and including that of President White, were subjective in violation of APSU and Board policy.

V. Conclusion:

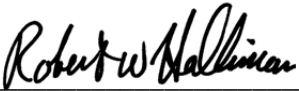
According to APSU and Board policy 2.063, the promotion process is to be objective and equitable, based on specific criteria. Beginning with Dean Denton and progressing to President White, it has been neither objective nor equitable, and definitely not based on specific criteria.

I keep referring to this policy as a joint policy of APSU and the Board of Trustees. I do that because the Board of Trustees is the governing body with oversight of APSU. Whatever is APSU policy is also the Board's policy by default.

What is the purpose of policy if policy is not followed or enforced? The APSU and Board of Trustees promotion policy requires the promotion process to be objective, equitable, and based strictly on merit. When those in the assessment process throw merit to the wind and make assessments that are anything but objective, the process is inherently unfair to the candidate who works hard to merit promotion. This is an opportunity for the Board of Trustees to exercise proper oversight and provide redress for a failure in policy that resulted in an unfair promotion decision.

VI. Redress Desired

1. My record of scholarly achievement clearly meets or exceeds all reasonable objective criteria for promotion to full professor, as evidenced by the promotion standards of other academic units within the university.
2. I have clearly shown that the promotion process for promotion to full professor is in violation of APSU and Board of Trustees policy 2:063.
3. Because conjecture without evidence influenced the recommendation of the Dean, which flowed to the Provost and Dr. White,, Dr. White's recommendation is seriously flawed and her decision should be overruled.
4. Based on my record, my promotion to full professor is warranted and justified.
5. The Board of Trustees has the authority to overrule President White and grant me promotion to full professor.
6. Therefore, based on the evidence I have presented, in the interest of fairness and in the interest of enforcing the published policy of APSU and the Board of Trustees, I request promotion to full professor effective the academic year beginning August 2017.

 May 5, 2017
Robert W. Halliman, Ed.D
Associate Professor & Program Manager
Management Technology
Dept. of Public Management & Criminal Justice
College of Behavioral and Health Sciences
Austin Peay State University

APPENDIX A

Policy on Academic Promotion 2:063

Austin Peay State
University

Policy on Academic Promotion

POLICIES

Issued: July 26, 2016
Responsible Official: Provost and Vice President for Academic Affairs
Responsible Office: Academic Affairs

Policy Statement

Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. It is the policy of Austin Peay State University to make promotions strictly on consideration of merit tempered by University and fiscal considerations.

Purpose

The purpose of this policy is to help ensure that promotions are made objectively, equitably, impartially, and as recognition of merit in line with the following policy guidelines. The President of APSU is responsible for the master staffing plan of the University. In developing such a plan, the President will consider the fiscal impact of each promotion recommended to the APSU Board of Trustees, that is, resources allocated and distributed to the University.

Promotion Criteria

The academic departments and programs of APSU must develop written guidelines with specific criteria for evaluating the faculty in academic assignment, scholarly and creative achievement and

professional contributions and activities. The departmental and program guidelines cannot be less rigorous than University guidelines. These departmental and program guidelines should be distributed to all new faculty members and should be easily available at all times, preferably via the Web. Whenever the guidelines are revised, the faculty should be notified of the availability of the revised guidelines. The University promotion guidelines for evaluation should use the same criteria as those identified for tenure and located in APSU Policy No. 2:062 “Policy on Academic Tenure.”

General Process Guidelines at University Level

So that the decision process can be as objective as possible, each recommendation (forwarded from the department or program to a higher administrative level in the University) should be accompanied by complete and careful documentation of the candidate’s performance in academic assignment, and/or scholarly and creative achievement, and/or professional contributions and activities. Although the three areas of evaluation—academic assignment, scholarly and creative achievement, and professional contributions and activities—are all considered important, certain exceptions may exist where evaluation may occur in one or the other area exclusively.

In these cases, as well as in the general case, appropriate supervisory personnel shall clearly and adequately document the facts which justify the individual's promotion. The academic department or program may, if it deems it desirable, include information relative to the candidate's research activities, publication record, exceptional administrative performance, or other types of contributions. Additional procedures may be used by APSU with approval of the APSU Board of Trustees. For example, APSU may wish to establish an interdisciplinary, University-level promotion review committee to review the individual unit recommendations.

APPENDIX B

Publication Criteria for promotion to full professor in the major departments at APSU. The information below was obtained from the department policies found at <https://www.apsu.edu/academic-affairs/resources>.

- **Agriculture** – 4 papers or presentations, at least one of which must be peer reviewed.
- **Allied Health** – 1 presentation and 1 peer-reviewed article.
- **Biology** – 2 peer-reviewed papers and 3 presentations since last promotion.
- **Education Specialties** – 4 peer-reviewed papers
- **Engineering Technology**– no specific requirement other than “consistent” publication, but “consistent” is not defined and can be mitigated by other time consuming duty.
- **Geo Sciences** – 6 peer-reviewed articles
- **Professional Studies** – “Multiple publications” in most recent 5 years, meaning any quantity more than one meets the standard.
- **Political Science**- 5 articles or presentations since tenure track appointment
- **Sociology** – 6 articles/presentations published in refereed media since last promotion.
- **College of Business** – 3 professional maintenance activities (publication) in the most recent 5 years.
- **Psychology**- One (1) paper in a peer reviewed journal or 3 conference presentations.
- **Language Arts and Literature** – Two (2) articles in refereed media since last promotion or personnel action.



College of Behavioral & Health Science
March 16, 2017

Robert Halliman
Public Management/Criminal Justice
Austin Peay State University

Dear Dr. Halliman:

I have completed my review of your dossier pursuant to your request for promotion to the rank of professor. Unfortunately, I cannot support your request and I will be forwarding this letter to Provost Gandy as indicative of my position.

My concerns center on your work in the area of scholarly and creative activity. Some of the work you cite as evidence that you are deserving of promotion to the rank of professor is connected to the Association on Employment Practices and Principles (AEPP). Though I have a background in the related field of industrial-organizational psychology, I am not familiar with the AEPP. In an effort to learn more, I went in search of a website for the organization. A basic Google search did not turn up an organization website. With some additional looking, I discovered an old Facebook entry that lead me to the website www.aepp.net. The link for this site was broken. In addition, I couldn't find any evidence that the organization held a conference after 2015.

In addition, in last year's department committee review of your promotion request, it noted potential conflicts of interest related to your service as an officer and reviewer for AEPP and having had papers accepted for presentation by the organization. A compelling explanation or documentation of the peer-review process resulting in those acceptances that shows you were isolated from the review process would seem essential if those papers are to carry weight in this review process. I couldn't find that explanation or documentation in your dossier.

Your department guidelines state the following with respect to scholarly and creative work –

Books, journal articles, monographs ... that have undergone appropriate peer review
.... and are published by reputable firms and refereed journals.

My inability to find any substantive information about the Association on Employment Practices and Principles and the lack of information about their peer review process causes me to wonder if this outlet meets the “reputable firm” standard noted above.

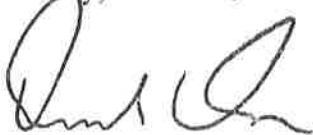
In addition, your narrative and vita also reference a publication in the *American Journal of Management*. While I found in your dossier an invitation to have your paper reviewed, and an



acceptance letter pending the payment of a publication fee, I did not find a copy of the article itself. No tables of contents to issues, individual articles, or abstracts are available on the journal website. Another of your papers was published in the *International Journal of Business and Social Sciences*. This journal is suspected of being a predatory publisher, e.g., <http://libguides.govst.edu/predatorypublishing>. As for the paper itself, it addresses the subject of leadership. This is a vibrant field of research and yet your paper contains only two citations to work published after 1999.

The illustrative concerns noted above cause me to question whether your work in this area meets the department criteria, i.e., “substantial documented evidence of sustained high-quality professional productivity” Finally, policy 5:061 includes this passage -- “Since there is no higher rank, promotion to professor is taken with great care and requires a level of achievement beyond that required for associate professor. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the University and the larger academic community.” Because of the reservations noted above, I cannot support your request for promotion.

Sincerely,

A handwritten signature in black ink, appearing to read 'David W. Denton', with a stylized flourish at the end.

David W. Denton, Ph.D.
Dean, College of Behavioral & Health Science
Professor of Psychology



Public Management & Criminal Justice
APPENDIX D

April 12, 2017

Through: Office of the President
Dr. Alisa White
Austin Peay State University

To: Tenure and Promotion Appeal Board
Austin Peay State University

Copy: Office of the Provost
Dr. Rex Gandy
Austin Peay State University

Dear Members of the Tenure and Promotion Appeal Board.

Per APSU Tenure and Procedures Guidelines, I submit this appeal of the promotion recommendations of the Provost, Dr. Rex Gandy and Dr. David Denton, Dean, College of Behavioral and Health Sciences.

Before going further, I remind the Board that, although I am under the umbrella of the Department of Public Management and CRJ, and teach some PM courses, my appointment was for the Associate Degree in Management Technology and I am not seeking promotion as faculty in Public Management and CRJ but in Management Technology.

Dr. Gandy's letter of notification to me, regarding his negative recommendation, was devoid of any rationale behind his decision. It was a simple, one sentence statement that he cannot recommend promotion. This tells me he did not spend much time reviewing my work and relied heavily on the comments in Dean Denton's letter to me. Given there is nothing in Dr. Gandy's letter that I can rebut, I focus on the comments made by Dean Denton with the presumption that a rebuttal of the Dean's comments is also a rebuttal of the Provost.

Before addressing the comments of Dean Denton, I want to draw attention to the fact that the only area on which he found fault was in the area of Scholarly and Creative Activity. Before Dr. Denton's review, I had received positive reviews of two promotion committees and the department chair. I also remind the Appeal Board that last year the major defect the appeal board found in my scholarly activity was in quantity of publication in refereed media. I have addressed the issue this year with three publications in refereed media, giving me publications in four out of the last five years.

Dr. Denton's critique of my scholarship is such that it is less of a critique and more of a full frontal attack on my integrity. As such, I take this opportunity to explain the matters of concern in order to

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demonstrate the concerns are unfounded.

1. First, Dr. Denton, said he had never heard of AEPP, the organization in which I have been publishing for the last several years, and he complained of not being able to find information on AEPP online because of a broken link, etc. That he had not heard of AEPP, and by his inability to find information on AEPP online, and by his statement that the aepp.net link was broken, Dean Denton suggests that AEPP was not a reputable organization. Had he asked me, I would have gladly provided the information.

I am not aware of any policy or practice that establishes Dean Denton's recollection as the standard by which the reputation of an association is measured. It is safe to say that one's knowledge is never complete. Given the plethora of associations throughout the country and the world, it is likely that there are many the Dean never heard of. That said, that he had never heard of AEPP is not a reflection on its reputation. I knew of AEPP, when it offered its first conference in 1993. Over the last 22 years, AEPP conferences have been hosted by universities and organizations all over the world. For example, in 2011, the AEPP conference was hosted by the University of Hawaii at Manoa. The conference President and Chair was Dr. Raj Parikh, Dean, School of Business, Southern Oregon University. The conference Vice-President and Associate Program Chair was Dr. Robert Minter, Executive Vice President and Chief Academic Officer, Walsh College, Troy, Michigan. In 2013, the AEPP conference was hosted in Atlanta by Troy University. The Conference President and Program Chair was Dr. William Heisler, Associate Chair, Management and Marketing. Sorrell College of Business, Troy University. In 2015, the AEPP 23rd Annual International Conference was hosted by the University of San Jose Recoletos, in Cebu City, Philippines. The Conference President and Program Chair was Dr. Agnes Sequino, Director, Center for Policy, Research and Development Studies, University of San Jose Recoletos. If AEPP was unknown or not reputable, would academics the stature of Drs. Parikh, Minter, Heisler, or Sequino associate themselves so prominently with AEPP? Not likely. Therefore, it can reasonably be concluded that AEPP is a reputable organization and not totally unknown in academic circles.

AEPP was reputable enough that Dr. Cox, Executive Director of APSU Fort Campbell Center, School of Technology and Public Management, provided some funding as a sponsor of the Nashville 2014 AEPP Conference. Dr. Waheeduzzaman, Chair, Public Management & CRJ, would have provided some funding but the funds were not immediately available. If Dean Denton had looked at the brochures for the 2014 and 2015 conferences, which are in the e-dossier, he would have seen the APSU logo clearly displayed on the brochures.

In fact, AEPP was advertised on the APSU website by the Center for Extended and Distance Education, which provided some conference services for the Nashville Conference. See link: <http://signmeup.apsu.edu/wconnect/CourseStatus.awp?~~141V90101>

The conference was held at the Inn at Opryland. See link: [http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=AEPP%202014%20International%20Conference%5Ebnagi%](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=AEPP%202014%20International%20Conference%5Ebnagi%20)



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[60aepaepa%7Caepaepb%7Caepaepc%7Caepaepd%60124.00-134.00%60USD%60false%6010/7/14%6010/10/14%609/8/14&app=resvlink&stop_mobi=yes](#)

The history of AEPP is shown in some of the documents included in the supplemental materials section of the e-dossier, specifically the AEPP proceedings listed in the supplemental documents. Had the Dean taken a more thorough look at the supplemental materials, he would have found the history of AEPP. The fact that the AEPP link was broken has a very logical explanation, which I detail below.

In brief, AEPP was founded by Dr. John P. Keenan in 1992 and held its first conference in 1993, at which I made a presentation of a paper. Dr. Keenan was the driving force behind AEPP and its international conferences for 22 years, until his untimely murder at the hands of his son on July 7, 2014. The following links to a New York news story on Dr. Keenan's death and Dr. Keenan's facebook page will substantiate this:

<http://wivb.com/2015/06/02/orchard-park-man-who-killed-father-sentenced-to-15-years-in-prison/>

<https://www.facebook.com/john.p.keenan.5>

When Dr. Keenan died, AEPP, in effect, stalled when the website was taken down by his family as they settled his affairs. This explains why the link was broken when Dean Denton tried to access the AEPP website.

Dr. Keenan's death occurred 3 months before the AEPP 22nd annual international conference was to be held in Nashville. I was helping to organize and host that conference. In memory of Dr. Keenan, I elected to continue with the conference.

The 2014 AEPP Conference was held, and the conference attendees chose to try and continue AEPP and the conferences. I was chosen to be the Executive Chair, and we voted to hold the next conference, 2015, in the Philippines. The University of San Jose Recoletos to be the host.

I would encourage you to especially click on the link for the 23rd Annual International Conference of AEPP below and view the video on the link to see the level of professionalism that went into the marketing for the event. The University of San Jose Recoletos in Cebu City, Philippines, did a remarkable job marketing and hosting the 2015 AEPP conference. The University is a Catholic University run by Dominican Friars. It would not have hosted and sponsored the 2015 conference if it believed AEPP to not be reputable. The staff of the University of San Jose Recoletos have a long history with Dr. John Keenan and AEPP.

<https://www.facebook.com/23rd-Annual-AEPP-International-Conference-1552403071704677/>

After the 2015 Conference in the Philippines, I sent out a call to the AEPP email mailing list for volunteers to host the 2016 Conference. No one stepped forward to volunteer and host the

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conference. I do not have the resources to do it on my own and a conference was not held in 2016 and none planned for 2017. All the records of the Association were retired by his family after Dr. Keenan's death.

As far as Dean Denton's claims of a dearth of information on AEPP on the internet, the following links to AEPP information were found with a simple Google search.

<https://www.facebook.com/aepp.net/>

<https://www.slideshare.net/johnkeenan/aepp-2014-early-call-for-papers>

<https://www.slideshare.net/johnkeenan/final-aepp-2011-brochure-ppt>

<http://internationalaepp.wixsite.com/internationalaepp/about>

<https://www.slideshare.net/johnkeenan/aepp-2013-digital-copy-low-re-2>

<https://www.facebook.com/23rd-Annual-AEPP-International-Conference-1552403071704677/>

Contrary to what the dean implies, AEPP was a legitimate and reputable association. If one explores the links above, one will find that AEPP was truly an international organization.

I would be more than happy to plan and host another conference if APSU would provide funding and resources as a sponsor. I think it would be a great asset to the University to take the mantle of AEPP and continue the Association, and even produce a journal under its name.

2. The Dean stated that given last year's promotion review had issues with an apparent conflict of interest about my leadership in AEPP and publications with that organization, I should have addressed the issue in this year's promotion e-dossier. I did, in fact, address the issue. The review committees last year recommended that I clearly indicate that my leadership role in AEPP did not exempt me from the peer review process.

Therefore, in my narrative for Area 2, Scholarly and Creative Achievement, I stated clearly that all of my published articles went through a double blind, peer review process to be accepted. I inserted that statement specifically for the purpose of showing that, regardless of my leadership role in AEPP, I did not get an exception to the blind review requirement. Additionally, copies of the reviewer reports were added to the supplemental materials in the e-dossier. The peer reviews clearly show that my AEPP papers were reviewed, that the reviewers were anonymous, and they did not know the name of the author of the paper they were reviewing. In the supplemental materials, there are Conference brochures for two AEPP conferences. The brochures clearly state that ALL submitted papers will go through a double blind, peer review, prior to acceptance. Furthermore, the conflict of interest issue was dealt with in detail in my appeals last year, which were available to Dr. Denton in the e-dossier.

Other than my statement regarding the peer review process, the inclusion of the peer review



Public Management & Criminal Justice

reports, the brochures, and the appeals last year, I did not think it necessary to rehash the conflict of interest issue, nor did the two promotion committees or the chair. The promotion committees and the chair were confident the conflict-of-interest issue had been put to rest.

3. The Dean apparently wants to discount my publications in the *International Journal of Business and Social Sciences* because he found a website that says the journal is *suspected* of being a predatory journal. Given that the word “suspected” implies that there is little or no hard proof of such, I should be given the benefit of the doubt.

A suspicion is not evidence or proof of anything. On the website, indicated by Dr. Denton, the ONLY thing mentioned as an indication that this might be a “predatory” journal was its statements on indexing. The Journal lists several “indexes”, among which is ProQuest. The website Dr. Denton cites disparaged the Journal for referring to ProQuest and others an indexes, saying their “index” listing was not of reputable indexes.

What does it mean to be a reputable index? What is indexing but a means for others to find academic articles. I would note that the Austin Peay Library uses ProQuest to search for articles. Is Austin Peay not reputable because it uses ProQuest?

“Predatory” is not defined. By accusing the journal of being “predatory,” the Dean and the website he found, are implying the Journal is doing something nefarious. I have heard of “predatory” journals that solicit papers and then publish the papers in other media under a name different than the true author. There isn’t even a hint of evidence that this journal is guilty of such behavior or any other behavior that can be labelled nefarious.

I checked the journal’s website online, and it appeared legitimate. I submitted papers that were double blind, peer reviewed, and the reviewer reports are in the supplemental materials of my e-dossier. I formatted the accepted papers in accordance with the journal guidelines and submitted them to the editor for publication. The papers were published, under my name, and can be viewed on the Journal’s website. I can find my articles with a Google search, so they must be indexed somehow.

The process I went through was no different than the process I experienced with other journals, which are regarded as “legitimate.” If one checks the Journal’s website, <http://www.ijbssnet.com/>, one will find that the journal has been publishing monthly, and often twice a month, since 2010, and its contributors are truly international. On that website, one can find a statement of the peer review process.

I have not experienced any nefarious or otherwise predatory behavior on the part of the journal whatsoever. This Journal has been above reproach in all of my dealings with it, and I find no reason to suspect it of being a “predatory” journal.

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4. The Dean was critical of my article on Leadership because he found only two citations to works after 1999. I find no standard articulated in APSU or Department policy that published papers must contain citations to current literature. My paper survived two double blind, peer reviews, one for the *American Journal of Management*, and one from the 2013 AEPP conference. Both reviews were without criticism of the citations.

My paper on leadership was a concept paper articulating my “theory” of leadership. It was not my intent to document the history of leadership thought to the present day. My purpose in the citations was to point out the “watershed” theories that contributed to the state of leadership theory commonly being taught in management courses. My citations are consistent with my purpose and the theory found in current textbooks on management and leadership. I recognize that, as the Dean said, leadership is a “vibrant field”, but I can also say that little, if any, of the current leadership thought has made it to the mainstream of management textbooks.

I can also add that I was invited to submit my paper for possible publication in the journal because it had been seen by a member of the Journal’s editorial board, either through the AEPP 2013 conference or its proceedings, who thought it was worthy of review for the journal. The letter of invitation is in the supplemental materials of the e-dossier.

5. The Dean implied that I lied about publishing an article in the *American Journal of Management*, because he could not find the article in the e-dossier or online. The absence of the article in the e-dossier, as published in the journal, is a regrettable oversight. The article *is* in the supplemental materials but not identified as the one for the journal. It is identified in the supplemental materials for Area II, 2014-2015 as “LEADRSHP proceedings copy. This is the 2013 AEPP conference proceedings article the journal’s editorial board had seen and invited me to submit to the journal. The Dean had obviously found this article because it is the one in which he was critical regarding the citations. Had the Dean compared the titles he would have realized that it was the same article that was published in the *American Journal of Management*.

As far as Dean Denton not being able to find the article online, I question his search method. I was able to find the article without difficulty using a google scholar search that yielded:

<http://search.proquest.com/openview/adf0bd26e1b74ed30bf452778981af51/1?pq-origsite=gscholar&cbl=2028707>

While the full article cannot be viewed unless one has a ProQuest login, the link does show the title, author, Journal name, and date of publication. All of which confirm my claim of an article published in the *American Journal of Management*.

Also, I was able to find the full article using the APSU library resources through ProQuest using faculty library login; Keyword search on Title: Understanding Leadership; author: Halliman; Journal: *American Journal of Management*; volume: 14(4); date: November 2014

6. The Dean’s efforts to disqualify me for promotion is at odds with a statement he made to me last year when he said if I have published in a refereed journal I should have no problem qualifying for



Public Management & Criminal Justice

promotion. For the record, in the last 5 years, I have published three (3) articles in refereed journals and six (6) papers in refereed conference proceedings. In 1998, I published an article in the *Journal of Management History*, which was refereed. The details are as follows: "A Coming of Age: A comparison of organizational performance of baby-boom CEOs to CEOs born prior to the baby boom era. *Journal of Management History*, Vol. 4, Issue 1, 1998. See link: <http://www.emeraldinsight.com/doi/abs/10.1108/13552529810203923>

Counting the earlier publication, I have four (4) articles published in refereed journals. Certainly, enough to meet the criteria articulated by the Dean last year.

Additionally, since my last promotion, I have developed 11 courses for online delivery. The most recent course developed was a 4000 level Public Management Course, PM 4340, Public Sector Labor Law, which was taught Spring I, 2017, with good reviews. I am currently developing PM 4350, Employment Discrimination Law, for online delivery for the Summer III semester.

I took seriously the advice from last year's promotion reviews. I followed their recommendations and made appropriate corrections to the e-dossier and added to my scholarly production, which resulted in recommendations for promotion from the two committees and the chair.

Again, I remind the Board that my appointment was for the Associate Degree in Management Technology and I am seeking promotion as faculty in Management Technology and not Public Management and CRJ.

My record of scholarship passed the scrutiny of three levels of evaluation consisting of 9 full professors (6 college committee members, the Dept. Chair, 2 department committee members.) It is odd that the Dean went through so much detailed effort to find things wrong with my record of scholarship in the face of such overwhelming support of it. By his efforts, he is disparaging the work of the committees and chair that reviewed my record, and is insulting their integrity, as well as mine. His attack on my scholarship has the appearance of being agenda driven rather than an honest review of my scholarly and creative productivity.

To conclude:

- I have shown, step-by-step, with evidence, that the Dean's concerns were unfounded.
- By showing the Dean's concerns were unfounded, I have shown that his decision to not recommend promotion was unfounded.
- By effectively rebutting the Dean's points of concern, I have also rebutted the decision of the Provost.
- Furthermore, I have shown that my record of scholarly activity meets or exceeds all **reasonable** standards for promotion to full professor established in this university.

www.apsu.edu



Based on this evidence, I request the Appeal Board to follow the precedent of the Department Promotion Committee, the Department Chair, and the College Promotion Committee and recommend promotion to full professor.

Sincerely,

A handwritten signature in black ink that reads 'Robert W. Halliman'. The signature is fluid and cursive, with the first and last names being more prominent.

Robert W. Halliman, Ed.D
Associate Professor
Management Technology
Dept. of Public Management & Criminal Justice
College of Behavioral and Health Sciences

APPENDIX E

AEPP International Conference October 8, 2008 DePaul University Chicago

Sponsored in part by DePaul University and Governors State University

Participants

1. Abbey, Augustus, Morgan State University
2. Abdulahad, Faraj, Manhattan College;
3. Akdere, Mesut, University of Wisconsin-Milwaukee
4. Akhtar, Shakeel, Islamic International University
5. Akram, Fouzia, International Islamic University
6. Altman, Brian, University of Wisconsin-Milwaukee;
7. Bartholome, Paula, Keashly, Loraleigh, Wayne State University;
8. Bennington, Lynne, RMIT University
9. Bhal, Kanika, Indian Institute of Technology Delhi
10. Bilquees, Majeed, International Islamic University Islamabad
11. Blanco, R. Ivan, McCoy College of Business Administration;
12. Bombard, Pat BVM (Director, DePaul Leadership Project)
13. Brakefield, James Western Illinois University
14. Bredillet, Christophe N., ESC Lille School of Management
15. Brick, Katie Chair--DePaul University
16. Bryant, Thomas, Brystra Consultants
17. Byrd, Kimble, Rowan College
18. Carbo, Jerry, Fairmont State University
19. Chen, Li-Yueh, MingDao University;
20. Chen, Roger, University of San Francisco;
21. Chu, David, Manhattan College;
22. Cogan, Evelyn Boss, La Salle University
23. Crowell, Emi, University of Portland;
24. Dadhich, Anubha, Indian Institute of Technology Delhi
25. DeJesus, Amy, The Institute for Leadership and Global Education;
26. Dillon, Kelly, University of Portland;
27. Dwivedula, Ravikiran, ESC Lille School of Management;
28. Efendioglu, Alev Chair--University of San Francisco
29. Evelyn S. Howell VP, Global Business Practices & Compliance Sara Lee Corporation
30. Everett, Andre, University of Otago;
31. Fandrich, Rand, Capella University;
32. Farooq, Asma, Islamic International University
33. Ferris, Gerald, Florida State University
34. Ferris, William Western New England College—Editor, Organization Management Journal
35. Fiedler, Anne M., Barry University
36. Fitzpatrick, Richard Chair--Manhattan College

37. Fox, Suzy, Loyola University of Chicago;
38. Gaffney, Susan, Governors State University
39. Gee, Michelle, University of Wisconsin-Parkside;
40. Genin, Emilie, Université du Québec à Montréal - TÉLUQ
41. Goma, Ahmed, Manhattan College;
42. Gordon, Jean, Capella University;
43. Haig, Nancy, Capella University
44. Hajazi, Syad, Islamic International University;
45. Hall, Angela, Florida State University;
46. Heames, Joyce Thompson, West Virginia University
47. Heisler, William J. Troy University—Editor, Journal of Human Resource Education (JHRE)
48. Henry, Therese, Seton Hall University;
49. Houghton, Jeffery D., West Virginia University;
50. Jabeen, Maria, International Islamic University
51. Järvelä, M. O., University of Jyväskylä
52. Jesus, Amalia, Institute for Leadership and Global Education; Lawrence, Katherine Starks
53. Johnson, Timothy D.
54. Kaptan, Serkan, Northeastern Illinois University
55. Khan, Basheer, International Islamic University
56. Khan, Humera, International Islamic University
57. Kilzer, Steven, University of Portland
58. Knapp, Deborah-- Kent State University
59. Kondrasuk, Jack, University of Portland;
60. Kupka, Bernd, University of Wisconsin Green Bay;
61. LaVan, Helen Chair--DePaul University
62. Leech, Esq. Michael J., Partner, Hinshaw & Culbertson; Nielsen, Kathy, Nielsen Associates;
63. Lewer, John, The University of Newcastle
64. Li, Chen-Mei, MingDao University;
65. Lin, Abdullah, Finisar Malaysia Sdn Bhd
66. Yazam, Mohd, University Utara Malaysia
67. Lin, Shu-Ying, MingDao University;
68. Lockwood, Graham, King's College
69. Lopez, Yvette, DePaul University
70. M. Erramilli, Krishna, Illinois Institute of Technology ;
71. Manduley, Alfred R., Manhattan College
72. Martin, Marty, Chair--DePaul University
73. Martin, Virnita, Chicago State University
74. McNichol, Kathleen S., La Salle University
75. Mertesacker, Marion, Universität Regensburg
76. Momeni, Nona, Tarbiat Modares University;
77. Montemayor, Edilberto, Michigan State University
78. Morris, Rosetta, Morgan State University;
79. Naquin, Charles Chair--DePaul University

80. Nguyen,Duc Tri, Ho Chi Minh City University of Economics
81. Norton, Sue, University of Wisconsin-Parkside
82. Nugroho , Saptiadi, Pertamina Ltd
83. Pellegrini, Mary Stewart Executive coach and founder of Stewart Management Group
84. Pierce, Gregory F. President and Co-Publisher, ACTA Publications
85. Predmore, Carolyn, Manhattan College;
86. Roberge , Ginette, Laurentian University
87. Roberge, Marie-Élène, Northeastern Illinois University
88. Roehling, Mark Chair--Michigan State University
89. Rohde, Nicholas, Freie Universität Berlin
90. Rudin, Joel P. Rowan University—Editor, Journal of Workplace Rights (JWR)
91. Rudin, Joel, Rowan University
92. Ruiz,Philippe, ESC Lille School of Management
93. Sama, T. B., University of Jyväskylä
94. Schmall, Lorraine, Northern Illinois University
95. Schreyögg, Georg, Freie Universität Berlin
96. Seronko, Wendy National Workforce Strategy Manager-Manpower
97. Sha, Roger Chyuan, MingDao University
98. Shahzad, Aqeel, Islamic International University
99. Silva , H. S. E., International Water Management Institute
100. Stallworth, Lamont E. , Loyola University of Chicago
101. Suydam, Matthew, Rowan College
102. Teeley, Jared, University of Portland
103. Tremblay, Diane-Gabrielle, Université du Québec à Montréal - TÉLUQ; and
104. Wajidi, Abuzar, University of Karachi
105. Ward, Mark nu*design LLC/Stewart Management Group
106. Werhane, Patricia-- Wicklander Chair in Business Ethics DePaul University"
107. Wiley, Carolyn Chair--Roosevelt University
108. Williams, Michael; Capella University
109. Zhan, Wu, The University of Sydney;

AUSTIN PEAY STATE UNIVERSITY

DEPT. COMMITTEE PROMOTION RECOMMENDATION

Name: Dr. Robert Halliman Date: 1/20/2017

College: College of Behavioral and Health Science Dept: Public Management and Criminal Justice

Highest degree: Ed.D Year Awarded: 1984

Institution Awarding Highest Degree: University of Southern California

Date of initial APSU appointment: 7/18/1988 Present rank: Inst. Asst. X Assoc. Prof.

Years in rank at APSU: 1 16 12 0 Years in rank elsewhere: 0 0 0 0
Inst. Asst. Assoc. Prof. Inst. Asst. Assoc. Prof.

Departmental Evaluation: Please submit information in each of the categories listed. Attach appropriate supporting documents.

A. Effectiveness in Academic Assignment (Area 1) Use attachments as needed.

The committee agreed that Dr.Halliman's work performance meets the department criteria for teaching effectiveness. He effectively manages his management technology program by ensuring courses are established on time, kept current, and taught by qualified teaching professionals. He consistently receives good student teacher evaluations and a peer review records his excellent classroom skills. He is a good student advisor as well. He prepares correct student programs of study, submits requests for course substitutions, attends university scheduled advising events, and returns student telephone calls and e-mails. The committee commends Dr.Halliman for voluntarily assisting students enrolled in department programs other than his own.

B. Scholarly and Creative Accomplishments (Area 2) Use attachments as needed.

The committee congratulates Dr.Halliman for applying past suggestions regarding ways to improve his record of scholarly and creative achievements. In the last five years, he presented papers at five international conferences and four paper published in conference proceedings. He had one article published in the American Journal of Management, two articles published in the International Journal of Business and Social Science, and recently submitted one article to the University of San Jose-Recoletos Multidisciplinary Journal. Dr.Halliman also developed and/or revised ten online courses. Two of three voting committee members concurred that Dr.Halliman met the department criteria for promotion for Area 2.

C. Professional Contributions and Activities (Area 3) Use attachments as needed.

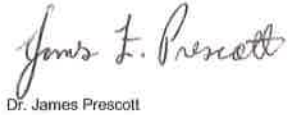
Dr.Halliman has been a member of the Association on Employment Practices and Principles (AEPP) and served in leadership positions since 2014. He's reviewed papers for several AEPP conferences, for the University of San Jose-Recoletos Multidisciplinary Journal, and the International Journal on Business and Economic Development. In addition, he reviewed textbooks for Cengage and John Wiley & Sons, Inc.

He's been a member of the Society for Human Resource Management, served on faculty and staff grievance committees, the university's BRAVO committee, and numerous School of Technology and Public Management, and Department of Public Management and Criminal Justice committees during the past five years. The committee members agreed that Dr.Halliman meets the department criteria for promotion to full professor in this area.

DEPARTMENT PROMOTION COMMITTEE VALIDATION: We certify that we have read the department promotion report. Although these statements reflect committee discussion, our signatures do not indicate agreement or disagreement with the above evaluation and recommendation.

Signatures [Print your name clearly below your signature.]:


Dr. Najmul Abedin


Dr. James Prescott


Dr. Becky Starnes

I certify that I have read the department committee promotion recommendation report. My signature does not indicate agreement or disagreement with the statements made here.

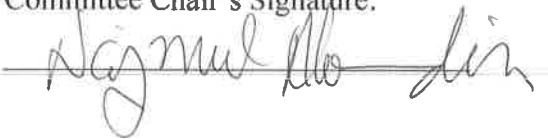

Signature of Faculty Member: _____

Date: _____





Department Committee Promotion Recommendation Form 3

Dept. Promotion Committee Voting Record	Dept. Chair's Recommendation
For: <u>2</u>	For: <u>✓</u>
Abstain: <u>1</u>	Against: _____
Against: <u>0</u>	Special Condition: _____
Absent: <u>1</u>	(Attach explanation.)
Non-Voting Dept. Member(s) _____	
Minority Report? No <u>X</u> Yes _____	
(Attach to form)	
Committee Chair's Signature: 	Department Chair's Signature: 

AUSTIN PEAY STATE UNIVERSITY

CHAIR'S REPORT: FACULTY PERFORMANCE REVIEW**(By Chair/Director/Coordinator)**Select **only one option** as appropriate:**RETENTION**

Recommend Retention

Not Recommend Retention

TENURE

Recommend Tenure

Not Recommend Tenure

PROMOTION**X Recommend Promotion**

Not Recommend Promotion

The department chair shall provide information about the faculty member and evaluate the faculty member's performance in each of the indicated areas. The Performance Review document should be forwarded to the college dean on the occasion of any personnel action, e.g., retention, tenure, merit salary adjustment, or promotion.

Name: **Robert W. Halliman**Date: February 8, 2017Department: Public Management & Criminal JusticeRank: Associate ProfessorHighest Degree Held: **Doctor of Education**, 1984, University of Southern CaliforniaYears of service at APSU: 30 years (approximately) Date of Last Promotion: 2004-2005 AYYears Granted Toward Tenure: N/A**A. Effectiveness in Academic Assignment (Area 1) Use attachments as needed.**

Since the last review for promotion in January-February, 2016, Dr. Robert W. Halliman performed well both as an instructor and advisor. He has successfully taught a variety of Management Technology (MT) courses including several Public Management courses. In response to my request, he put concerted efforts to revamp and update contents of some of the frequently taught MT courses. He developed and taught a PM course titled Public Sector Labor Laws, and it was offered for the first time. It is a fact that the enrollment figures in his MT program had declined in recent years. Yet it needs to be underscored that during the last and current academic years, he fully and diligently co-operated and collaborated with the Dept. Chair to see that the low enrolled MT courses attract and retain more students. This was the need of the hour, and some of the MT courses have rebounded in recent terms, and Dr. Halliman deserves credits for such a resilience of the Management Technology program. While he is an effective instructor, he also appreciates the fact that student advising is an integral part of the designated tasks of a faculty member of our department. He effectively advises the students of the MT program for the AAS degrees. He is also

available to some of our PM and CRJ students who visit our department offices during his posted office hours. What had impressed me most during the past year and current year is that he voluntarily attended some of the ROW sessions at the downtown campus to increase enrollment in the Management Technology program. His participation in some of the Row sessions had catered the advising needs of the TN promise students for AAS degree in Management Technology at main campus. He is an amiable person, and in general, he is student-friendly. There is no doubt that his effectiveness in advising students is evidenced by the programs of study contained in the supplemental section of his e-dossier. He also regularly processes substitutions for MT courses. In sum, Dr. Halliman is quite effective in the area of "Academic Assignment," and in my assessment, his work performance as an effective instructor and as a competent academic advisor meets and exceeds the departmental criteria for promotion to full professorship.

B. Scholarly and Creative Accomplishments (Area 2) Use attachments as needed

Since the last review of his e-dossier in January-February 2016 for promotion, Dr. Halliman was relentless in improving his record of scholarly and creative accomplishments. Like the departmental promotion committee, the department Chair would like to commend him for putting concerted efforts to improve and increase his research outputs and publications. For the past five years, Dr. Halliman has published 4 articles in the conference proceedings and refereed academic journals. For instance, he had published 1 article in American Journal of Management, 2 articles in the International Journal of Business & Social Science. Recently one of his articles was submitted for publication to the University of San Jose-Recoletos Multidisciplinary Journal. He also presented papers at the international conference of the Association on Employment Practices and Principles (AEPP) for three years in succession. It needs to be recognized that he developed and taught almost 1 dozen courses for online delivery since his last promotion in 2004-2005. In my last report on his promotion request, I had observed the following: "In my opinion, Dr. Halliman needs to improve in the area of scholarly and creative accomplishment to be promoted to the rank of a full Professor at APSU". Now I would like to emphasize without any hesitation that he has substantially improved his record of scholarly and creative accomplishments. In sum, his scholarly and creative achievements meet the departmental requirements for promotion to the rank of full professor.

C. Professional Contributions and Activities (Area 3) Use attachments as needed

Dr. Halliman is a reliable colleague, and he is very collegial. He is a gentleman par excellence, and as the Department Chair, I would like to commend him for continuing his scholarly and professional pursuits. He regularly participates in the departmental, college, and university committees. Recently, he has made the syllabi of his courses ADA compliant. He has effectively served in the leadership roles in professional organizations. For instance, he was appointed as the Conference President and Program Chair of Association on Employment Practices and Principles (AEPP) 22nd Annual International Conference held on October 9-11, 2014. While he served as the Editor, 2014 AEPP conference proceedings, he was the Chair, AEPP executive committee, 2015-2016. He is a Member of the Association on Employment Principles and Practices (AEPP) and the Society for Human Resource Management. In sum, Dr. Halliman is very strong in the area of professional contributions and activities, and there is no doubt in my mind that his performance in this area exceeds the departmental criteria for promotion to the rank of a full professor.

Chair's Report Faculty Performance Review Form 3

Final Comments: As the Chair of the Department of PM & CRJ, I do recommend that Dr. Robert W. Halliman be promoted from the rank of an Associate Professor to the rank of a full Professor at APSU.

W. Zaman
Chair's Signature

02-08-17
Date

M. Waheeduzzaman

Chair's printed name

I certify that I have read the chair's report. My signing does not necessarily indicate agreement or disagreement with statements made here.

Robert W. Halliman 2/9/17

Faculty Member's Signature

Date

Updated August 2014
Faculty Handbook/Policy Committee

APPENDIX H

College Committee Promotion Recommendation Form I

AUSTIN PEAY STATE UNIVERSITY

COLLEGE COMMITTEE PROMOTION RECOMMENDATION

EVALUATION OF FACULTY CANDIDATE

College: College of Behavioral and Health Sciences

Department: Public Management and Criminal Justice

Name of faculty candidate: Dr. Robert Halliman

This evaluation, written on behalf of the committee, for the files of the committee and for forwarding, by a member of the committee voting with the majority, is as follows:

Committee Vote

6 (For)

1 (Against)

1 (Abstain)

0 (Absent)

1 (Non-Voting Dept. Rep)

A. Effectiveness in Academic Assignment (Area 1) Use attachments as needed.

Dr. Halliman is the Director of the Technology Program and his management ensures that courses are established on time, maintained for currency, and that qualified faculty are available to teach. He consistently receives good student evaluations and his peer evaluations validate his teaching skills. He has directly contributed to the current success in increased enrollment in low enrollment courses in his program. He is very good at advising students in his own program and volunteers to advise additional students in the Criminal Justice program. Dr. Hallman meets the department criteria for promotion to full professor.

B. Scholarly and Creative Accomplishments (Area 2) Use attachments as needed.

Dr. Halliman has improved his scholarship performance as recommended by the department committee during his last review. He has presented five papers at international conferences. He has three publications, one in *The American Journal of Management* and two articles in *The International Journal of Business and Social Sciences*. Dr. Halliman has also developed a number of online classes. Dr. Halliman meets the department criteria for promotion to full professor.





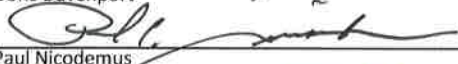
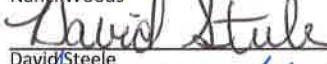



C. Professional Contributions and Activities (Area 3) Use attachments as needed.

Dr. Halliman belongs to appropriate organizations for his discipline and has held several leadership positions since 2014. He has reviewed both professional papers and a text book in his content area. Dr. Halliman has served on several department and University committees. Dr. Halliman meets the department criteria for promotion to full professor.

Date of Committee Meeting: Feb 23, 2017 Date Evaluation Submitted: Feb 27, 2017

COLLEGE COMMITTEE VALIDATION: We certify that we have read the college committee recommendation report. Although these statements reflect committee discussion, our signatures do not indicate agreement or disagreement with the above recommendation.

Signatures of committee members [Print your name clearly below your signature.]:

 _____ Greg Steinberg	 _____ Amy Hamlin
 _____ Doris Davenport	 _____ Nanci Woods
 _____ Paul Nicodemus	 _____ David Steele
 _____ Becky Starnes	 _____ Michelle Robertson
 _____ Robyn Hulsart	

I certify that I have read the college committee's promotion recommendation form. My signature does not indicate agreement or disagreement with the statements made here.



Signature of Faculty Member

3/2/2017

Date



Office of Academic Affairs


April 6, 2017

Dr. Robert Halliman
Department of Public Management and Criminal Justice
P.O. Box 4455
Austin Peay State University

Dear Dr. Halliman:

Based upon my evaluation of the materials you have provided, I am not recommending you for promotion.

Sincerely,

A handwritten signature in black ink that reads 'Rex Gandy'. The signature is fluid and cursive, with the first and last names being clearly legible.

Rex F. Gandy
Provost and Vice President for Academic Affairs

copy: M.D. Waheeduzzaman, Chair
David Denton, Dean
Alisa White, President

APPENDIX J

April 21, 2017

Dr. Rex Gandy

Today the University Tenure and Retention Appeals Board voted on the request from Dr. Robert Halliman to have his denial of promotion overruled. After an extended review of all available documents, committee members were not in support of his appeal by a vote of three against his appeal and two in support.

Voting were: Dr. Rebecca Glass, Dr. Benita Bruster, Dr. John Byrd, Dr. Hassan Said, and Dr. Jordy Rocheleau. Dr. Glass and Dr. Rocheleau did not vote until Friday as we needed a ruling if they were eligible to vote as they had voted on Dr. Halliman's promotion in previous years. Since it was determined they could vote, they voted late Friday afternoon. Dr. Robyn Hulsart did not participate as she had voted on Dr. Halliman during the college review.

Please let me know if additional information is needed.

A handwritten signature in black ink that reads "Carlette J. Hardin". The script is cursive and fluid, with the first name "Carlette" and last name "Hardin" clearly legible.

Carlette Jackson Hardin, Ed.D.

Dean, Martha Dickerson Eriksson College of Education

APPENDIX K



Office of the President

April 28, 2017

Dr. Robert Halliman
Department of Public Management and Criminal Justice
P.O. Box 4455
Austin Peay State University

Dear Dr. Halliman:

After reviewing the materials in your e-dossier, recommendations at previous levels of review, and carefully considering the points you made in your appeal, I do not support your application be promoted to the rank of full professor.

Sincerely,

A handwritten signature in cursive script that reads "Alisa White".

Alisa White
President

copy: Dr. M. Waheeduzzaman, Chair
Dr. Cindy Taylor, Interim Executive Director
Dr. Rex Gandy, Provost and Vice President for Academic Affairs

To: Austin Peay State University Board of Trustees

From: President Alisa White

Date: August 22, 2017

Response to Dr. Halliman's petition to appeal the decision of President White to deny promotion

Dr. Robert Halliman is petitioning the Austin Peay State University Board of Trustees for the right to appeal the decision by the University President to deny him promotion to the rank of professor. While APSU policy 1:010 creates the right to petition for permission to appeal, petitioners for appeal must present compelling evidence that President White's decision was erroneous. In determining whether to grant an appeal, the appropriate APSU Board committee may consider the following:

- "Whether Board policy or procedures have been followed;
- Whether or not there is material evidence to substantiate the decision appealed from; and/or
- Whether or not there has been a material error in application of the law, which prima facie results in substantial injustice."

On both procedural and substantive grounds, Dr. Robert Halliman's petition to appeal the President's decision should be denied as he has failed to meet his burden. More specifically, the review of Dr. Halliman's request for promotion up through and including the review by the President conformed to relevant University and Board policies. In addition, Dr. Halliman offers no material evidence to sustain his claim that the President's decision was in error. And there has been no "material error in the application of the law" to justify granting his appeal. Furthermore,

where Dr. Halliman attempts to re-litigate his case for promotion on the merits, his argument reflects a mischaracterization or misunderstanding of the performance review process. ***The following document (pages 3-16) addresses Dr. Halliman's allegations with respect to both the process and the merits of his case for promotion. It provides responses that further substantiate the President's decision to deny his request. Please note the University responses are embedded in a copy of Dr. Halliman's appeal letter, without altering Dr. Halliman's written statements.***

REQUEST ORAL PRESENTATION

APPEAL TO THE APSU BOARD OF TRUSTEES

I. Decision Being Appealed

The decision being appealed is the decision of Dr. Alisa White, President of APSU to not support my request for promotion to full professor. Because Dr. White based her recommendation on previous recommendations that were deeply flawed, having resulted from a process that was in violation of APSU and Board of Trustees policy, her decision was, necessarily, deeply flawed.

II. Issues

1. Whether the promotion process regarding my promotion to full professor was subjective, in violation of APSU and Board of Trustees Policy 2:063.
2. Whether my record of scholarly and creative achievement is sufficient to merit promotion to full professor.

II. Allegations

1. I allege that the promotion process that I faced, regarding promotion to full professor, violates APSU and Board of Trustees policy 2:063 in that very subjective reasoning was interjected into the process by Dr. David Denton, Dean, College of Behavioral and Health Sciences, when by all objective standards, I qualified for promotion.

III. Facts

1. Facts Regarding allegation 1.

- A. The stated purpose of APSU policy 2:063 is “*to make promotions strictly on consideration of merit....*” The purpose is further stated as “*to help **ensure** that*

*promotions are made **objectively, equitably, impartially,** and as a recognition of merit....”* (Appendix A)

- “**Objectively**”: means 1. Not influenced by emotion, surmise or personal prejudice. 2. Of a test: limited to choices of fixed alternatives and reducing subjective factors to a minimum.
 - o “**surmise**”: means conjecture without conclusive evidence.
- “**Equitably**”: means 1. Dealing fairly and equally with all concerned.

University Response: The recommendations made in this process were entirely merit-based.

Evaluation processes such as these naturally require that information provided by the applicant for promotion be subjected to scrutiny and professional judgment. The burden in such processes rests with the faculty member to make an affirmative case for promotion. It does not rest with evaluators to demonstrate that the applicant is unworthy of promotion. The applicant did not meet this burden. Promotion is not an entitlement.

B. In keeping with the stated purpose, APSU and Board policy 2:063 states the following:

“ Promotion Criteria

*A. The academic departments and programs of APSU **must develop written guidelines with specific criteria** for evaluating the faculty in teaching, research and service.....”*

University Response: The department adopted language directly from policy 2:063 to describe requirements for faculty in the areas of effectiveness in academic assignment, scholarly and creative activity, and professional contributions and activities.

C. A sampling of publication requirements for promotion to full professor of academic departments at APSU reveals the promotion criteria in the area of

Scholarly and Creative Achievement, for promotion to full professor. (See APPENDIX B)

D. The Dean, College of Behavioral and Health Sciences, Dr. David Denton was the only person who offered an explanation for his negative recommendation. (See APPENDIX C.)

E. Dean Denton's criticisms of my scholarly and creative work uses the language of "surmise," that is, the language of conjecture without conclusive evidence. Excerpts from his letter to me are shown below, with the language indicating "surmise" bolded and underlined:

1. In criticizing the association in which I had a leadership role and published some articles he stated "my inability to find any substantive information about the association **causes me to wonder** if this outlet meets the reputable firm standard."
2. In criticizing the journal in which I published articles he said it was "**suspected** of being a predatory journal."
3. In his overall statement he said "the illustrative concerns noted above **cause me to question** whether your work meets the department criteria..."

University Response: Reviewers in this process are not obligated to take the self-report of the candidate as an objective analysis of their work. When reviewers reach a point where reasonable doubt exists about the merits of the request for promotion, they are empowered to make a

recommendation not to promote. Because promotion is not an entitlement, reviewers are not obligated to proceed further with their analysis once they have reached the point where reasonable doubt exists.

F. Those most knowledgeable regarding the standards for full professor in my department, i.e., the department chair and the department promotion committee, have deemed that my record of scholarly and creative achievement meets the standard for full professor.(see APPENDIXES F & G)

University Response: The review process requires independent reviews of the candidate's promotion request at different levels of the process, not adherence to the reviews of previous levels.

G. My e-dossier contains documents that detail the history of the Association on Employment Practices and Principles (AEPP) as well as describing the peer review process for approving articles submitted to the various journals, proceedings or associations.

University Response: This material was not found in the review of materials in the 2016 – 2017 portion of the dossier, which is the portion of the dossier subject to review for the requested personnel action.

H. In my appeal to the APSU Promotion Appeal Board, I provided evidence of at least six (6) internet links where information on AEPP can be found. (see Appendix D)

University Response: This material should be included in the dossier under the 2016 – 2017 year.

- I. AEPP is not an unknown organization. The 2008 AEPP conference held at DePaul University of Chicago, had 109 academic participants from all over the world. One of those participants was Dr. Patricia Werhane, an author of a widely used college textbook on business ethics. (see Appendix E)

University Response: One method of assessing whether work represents “sustained high-quality professional productivity” as stated in the department guidelines is to assess the outlets in which it appears. Thus, the questions about AEPP were entirely justified. As a point of comparison, the Society for Industrial-Organizational Psychology annual meeting in 2008, which addressed subject matter that overlaps with AEPP, had more than 3,000 attendees from all over the world.

- J. My publication history for the last four years consists of eight (8) articles in refereed media (see e-dossier)
- **Three (3)** articles in refereed journals.
 - **Five (5)** articles in refereed proceedings of international conferences.
- K. Other scholarly and creative activity since my last promotion also includes eleven (11) courses developed for online delivery, most including extensive lecture notes. (see e-dossier)
- L. According to the Public Management and Criminal Justice departmental promotion criteria, online course development is considered as scholarly and creative activity for the purpose of promotion. (Criteria for Departmental Personnel Actions, Paragraph I.B.5.).

University Response: Developing courses/teaching materials is not scholarly work as identified in department guidelines for promotion (or beyond years 1 – 3 for retention or tenure).

M. Comparing my record of scholarly activity to the requirements shown in APPENDIX B, my record, objectively, meets or exceeds the requirements for promotion of all other departments in the university.

University Response: Each department crafts their own standards. These effectively represent “eligibility for promotion” standards, not “guarantee of promotion” standards. They include quantitative indicators based on the belief that an absence of sufficient quantity of work makes an evaluation of the quality of work unreliable. Having a sufficient quantity of work is a necessary but not sufficient condition for making an assessment of quality.

N. In my appeal to the University Promotion Appeal Board, I effectively rebutted every point of contention Dean Denton made in his letter. (see APPENDIX D)

O. Neither the Provost, Dr. Rex Gandy, the Promotions Appeal Board, nor the President of APSU, Dr. Alissa White provided any rebuttal argument or evidence against my rebuttal of Dean Denton’s criticisms. (Appendixes I, J, & K)

IV. Argument

1. Argument Regarding Allegation 1

A. It cannot be disputed that APSU and Board policy states that promotion recommendations are to be made **objectively**, and that **written, specific criteria** are supposed to be used in order to eliminate subjective calls and ensure promotions are based **strictly** on merit. That is the clear and unambiguous language of the policy.

University Response: Merit is a qualitative, professional assessment, not a counting exercise.

1. The stated policy is legal document and, therefore, binding on the university and the Board.
2. Decisions are not to be based on conjecture without conclusive evidence.
3. Where there is conjecture without conclusive evidence the benefit of the doubt should go to the candidate for promotion.
4. The purpose of written criteria is to limit decisions to fixed alternatives.
Either the candidate met the criteria and thus merits promotion or he didn't.

University Response: Evaluating human performance over time is a complex activity. It is not merely a counting of the quantity of work someone does, but also an evaluation of the quality of that work. In addition, the evaluation of a request for promotion is significantly different from the on-going evaluation of performance which can result in the loss of employment should the performance be deemed unsatisfactory. Promotion is not an entitlement. One's job is not at stake if a promotion request is denied. When there is uncertainty as to whether someone merits promotion, prudence would dictate that the promotion request be denied. There is no requirement that the administration prove beyond a reasonable doubt that someone is not deserving of promotion.

- B. Given the only negative comments made were those made by the Dean, and given that the language he used was the language of "surmise", that is, "conjecture without conclusive evidence", the Dean's evaluation was precisely of the type the policy intends to prevent. That the Dean's negative recommendation was influenced by the "suspecting," the "wondering," and the "questioning" is obvious by his statement "*because of the reservations noted above, I cannot*

support your request for promotion.” (Appendix C) Therefore, the Dean’s subjective evaluation is a violation of policy, and inherently unfair.

University Response: The faculty member essentially asserts that his self-report as to the quality of his work should be accepted as fact unless the administration can prove otherwise. We reject this contention. The professional judgments rendered in a promotion process need not be based on conclusive evidence, but plausible concerns about the caliber of the work relative to the performance standard.

C. Given that neither the Provost, Dr. Rex Gandy, the Promotion Appeals Board, nor the President, Dr. Alissa White offered any explanation for their negative recommendations, other than to say they were based on a review of the documents, it must be presumed that their recommendations are based on the Dean’s comments, and their desire to support the Dean. That the presumption is most likely true is supported by the facts that two promotion committees and the department chair supported my promotion, and I rebutted every point of contention made by Dean Denton. Absent any other explanation for the negative recommendations, the only explanation remaining is that the Provost, the appeal board, and President White gave greater credence to the Dean’s comments, even in the face of overwhelming support at the department level and the college, as well as factual evidence and sound logic presented in my rebuttal of the Dean’s comments.

D. Given that neither the Provost, Dr. Rex Gandy, the Promotion Appeals Board, nor the President, Dr. Alissa White offered any rebuttal of my rebuttal of the Dean’s comments, my factual and logically sound rebuttal stands unopposed and I have

met my burden of proof. I have read enough judicial decisions to know that, in a court room, a valid rebuttal that is unopposed is conclusive and determinative, and I would win summary judgment as a matter of law. While this is not a court room, the policy requires me to write my appeal similar to a legal brief. You are, in fact, my court of appeal of last resort. Some of the logic of my appeal to the APSU Promotion Appeal Board is shown below:

1. Dean Denton bases his conjecture that AEPP might not be reputable because he has never heard of AEPP and could not find any substantive information on the association and could not find information on the internet.

My e-dossier contains at least four (4) documents that provide substantive information on AEPP, including its history. I found at least six (6) internet links where AEPP information could be found (appendix D). The 2008 AEPP conference in Chicago had over 109 participants from all over the world, which included textbook author Patricia Werhane (Appendix H). Would someone the stature of Patricia Werhane associate herself with an organization of questionable reputation? Not likely. That the 2008 AEPP international conference drew over 109 academics from all over the world, indicates that AEPP is widely known in international academic circles.

What does this say about the Dean's knowledge or search methods? It says he did not do a thorough review of my promotion e-dossier and that his knowledge of professional associations is not complete. It also says his internet search skills are either weak or he did not exert much effort in using

them. Therefore, he is not the standard by which the reputation of AEPP should be measured.

University Response: The job of reviewers is to review dossier content in the 2016 – 2017 section of the dossier, the year the promotion dossier was submitted. Other material in the dossier that the candidate deems relevant to the current request for promotion should be moved into the relevant section of the dossier. It is not the obligation of the reviewers to go in search of information, outside the relevant portion of the dossier, or outside the dossier itself, which supports the request for promotion.

2. Dean Denton attempted to disparage the journal in which I published articles by saying it was **suspected** of being a predatory journal. Again, the word “suspected” is the language of “conjecture without conclusive evidence.” His only “evidence” was a website he found that criticized the journal for listing ProQuest as an index in which the journal is indexed. The website said ProQuest was not a reputable index, which serves as an indicator that the journal was suspect of being a predatory journal.. I pointed out that an index is nothing more than a means for digitally cataloging academic articles so other people can find them. The Austin Peay library uses ProQuest to find articles. If ProQuest is not a “reputable index,” why does the APSU Library use ProQuest? Using the Dean’s logic, the Austin Peay Library’s reputation, as well as APSU’s reputation, is suspect because the Library uses ProQuest to search for articles. The Dean’s website’s facts and logic are faulty as well as the Dean’s facts and logic.

University Response: The referenced site used the journal in question as a lead example of a “call for papers from a predatory publisher.”

3. Dean Denton attempted to rehash an issue that was raised last year regarding a potential conflict of interest regarding papers I published with an organization in which I held a leadership role. He said he could not find evidence that I was separated from the review process or a description of the review process.

My e-dossier contains at least two documents that describe the peer review process. It also contains copies of the peer reviews, which are evidence that I was separate from the review process. I also made a clear statement in my e-dossier that all published papers went through a double-blind peer review process prior to acceptance for publication. The department committee that raised the issue last year was satisfied that the issue was adequately addressed this year because they did not raise it again and recommended promotion.

That the Dean failed to find the documents I mentioned indicates the Dean did not conduct a very thorough review of my e-dossier.

University Response: There was no document in the 2016 – 2017 section of the dossier from a publisher describing the peer review process. Given the potential conflict of interest issue the faculty member references, his self-report of the process is insufficient. In addition, the two peer reviews he referred to were brief, contained grammatical errors, and read like boilerplate content that could have been applied to any journal submissions. These reviews do not support the contention of the faculty member that the work represents “sustained high quality professional productivity.”

E. My record of scholarly activity, consisting of eight (8) refereed papers published, and 11 online courses developed, certainly meets or exceeds the specific requirements of all other academic departments in the university regarding promotion to full professor. (See APPENDIX B). That two promotion committees and the chair considered my work sufficient to merit promotion to full professor is further evidence that the Dean's recommendation and the subsequent recommendation up to and including that of President White, were subjective in violation of APSU and Board policy.

University Response: Reviewers at different levels of the process make independent reviews informed by, but not dictated by, reviews at earlier levels in the process.

V. Conclusion:

According to APSU and Board policy 2.063, the promotion process is to be objective and equitable, based on specific criteria. Beginning with Dean Denton and progressing to President White, it has been neither objective nor equitable, and definitely not based on specific criteria.


I keep referring to this policy as a joint policy of APSU and the Board of Trustees. I do that because the Board of Trustees is the governing body with oversight of APSU. Whatever is APSU policy is also the Board's policy by default.

What is the purpose of policy if policy is not followed or enforced? The APSU and Board of Trustees promotion policy requires the promotion process to be objective, equitable, and based strictly on merit. When those in the assessment process throw merit to the wind and make assessments that are anything but objective, the process is inherently unfair to the candidate who

works hard to merit promotion. This is an opportunity for the Board of Trustees to exercise proper oversight and provide redress for a failure in policy that resulted in an unfair promotion decision.

VI. Redress Desired

1. My record of scholarly achievement clearly meets or exceeds all reasonable objective criteria for promotion to full professor, as evidenced by the promotion standards of other academic units within the university.
2. I have clearly shown that the promotion process for promotion to full professor is in violation of APSU and Board of Trustees policy 2:063.
3. Because conjecture without evidence influenced the recommendation of the Dean, which flowed to the Provost and Dr. White,, Dr. White's recommendation is seriously flawed and her decision should be overruled.
4. Based on my record, my promotion to full professor is warranted and justified.
5. The Board of Trustees has the authority to overrule President White and grant me promotion to full professor.
6. Therefore, based on the evidence I have presented, in the interest of fairness and in the interest of enforcing the published policy of APSU and the Board of Trustees, I request promotion to full professor effective the academic year beginning August 2017.

 May 5, 2017
Robert W. Halliman, Ed.D
Associate Professor & Program Manager
Management Technology
Dept. of Public Management & Criminal Justice
College of Behavioral and Health Sciences



Agenda Item: C.ii.1.

Date: September 15, 2017

Subject: Internal Audit Salaries and Budget

Action Recommended: Roll Call Vote

Background Information:

In accordance with the Audit Committee Charter, the salaries for staff in the Office of Internal Audit are to be reviewed and approved by the Audit Committee. Additionally, *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. For this reason, the budget for the Office of Internal Audit is included in this agenda item.

Proposed Implementation Date: N/A

Item Details: N/A

Austin Peay State University
Office of Internal Audit Budget Information
For the Fiscal Year Ended June 30, 2018

Title	Name	Salary	Professional Certifications	Years of Professional Experience	Years of APSU Experience
Chief Audit Officer	Blayne Clements	\$ 89,800	CIA, CFE, CRMA	20	1.5
Internal Auditor	Beth Chancellor	51,100	None	23	18.5
	Longevity Payments	\$ 4,000	(1)		
	Travel Budget	8,500	(2)		
	Operating Budget	1,600	(3)		
	Employee Benefits	53,200			

Certifications:

CIA - Certified Internal Auditor

CFE - Certified Fraud Examiner

CRMA - Certification in Risk Management Assurance

(1) - Longevity payments are required by state law and are \$100 for each year of service for each employee.

(2) - Travel budget generally covers travel and professional development costs.

(3) - Operating budget generally consists of expenses such as office supplies, telephone charges, postal charges, etc.



Agenda Item: C.ii.2.

Date: September 15, 2017

Subject: Internal Audit Plan

Action Recommended: Voice Vote

Background Information:

The Office of Internal Audit prepares an annual audit plan at the beginning of each fiscal year. The plan is based on the staffing and time resources available to perform audits and is prepared in conjunction with an annual risk analysis of the university's auditable areas.

During the year, changes in audit priorities may results in alterations to the plan. The *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors (IIA), requires the audit plan and any significant changes to the plan be approved by the Audit Committee.

Proposed Implementation Date: Immediately

Item Details: N/A

**Austin Peay State University
Internal Audit Plan
Fiscal Year Ended June 30, 2018**

Rank	Type	Area	Audit	Budget	Estimated Start Date	Estimated Completion Date
Required	R	FM	President's Expenses	150	July 2017	September 2017
Required	R	AT	OVC Specisal Assistance Fund	115	July 2017	August 2017
Required	F	FM	State Audit Follow-Up	50	July 2017	August 2017
Required	M	IA	Risk Assessment	100	August 2017	October 2017
Required	R	IS	Quality Assessment Review	150	March 2018	June 2018
Investigation	I	IS	Unscheduled Investigations	300	NA	NA
Carryforward	A	FM	Purchasing - Master Vendor List	60	June 2017	August 2017
Carryforward	I	IA	APSU 17-08 (not FWA)	50	May 2017	July 2017
	F	IS	Internal Audit Follow Up	100	July 2017	June 2017
	C	IS	General Consultation	150	July 2017	June 2018
	S	SS	Internships/Career Services	120	October 2017	December 2017
	S	IT	Disaster Recovery	50	July 2017	August 2017
	S	SS	Disability Services	120	September 2017	October 2017
	A	PP	Construction and Design	200	March 2018	May 2018
	A	FM	Travel Cards	120	October 2017	November 2017
	A	FM	Cash Receipting	100	November 2017	December 2017
	A	FM	Purchasing	75	December 2017	January 2018
	A	PP	Building Security/Key Control	100	January 2018	March 2018
	A	IT	Data Security	75	February 2018	April 2018
	A	IS	Institutional Scholarships	150	May 2018	June 2018
			Total	2335		

Estimate-Hours Available For Audits = 2245 (2 audit staff)

Audit Types:

R - Required
A - Risk-Based (Assessed)
S - Special Request
I - Investigation
M - Management's Risk Assessment
C - Consultation
F - Follow-up Review

Functional Areas:

AD - Advancement
AT - Athletics
AX - Auxiliary
FM - Financial Management
IA - Instruction & Academic Support
IS - Institutional Support
IT - Information Technology
PP - Physical Plant
RS - Research
SS - Student Services

Note: The audit universe identified for the university includes approximately 60 additional programs, departments, or units that are not planned for audit during the fiscal year.

Austin Peay State University
Audit Committee
Types of Reviews Performed by Internal Audit

Required	Certain reviews are required, whether by contract, statute, or outside authorities such as the Ohio Valley Conference or the Comptroller's Office.
Risk Based	Risk-based reviews are deemed necessary by the Internal Audit Office per the results of an annual risk analysis of all university activities.
Special Request	Management often requests Internal Audit review an area or process. These are generally different than Consultations because Special Requests generally result in audit reports.
Investigation	The Office of Internal Audit manages a variety of means for stakeholders to report suspected issues of fraud, waste and abuse.
Risk Assessment	Management is required by several statutes to conduct risk assessments. The Office of Internal Audit assists in facilitating this risk management process.
Consultation	Consultations closely resemble Special Requests, except Consultations need less time resources and generally do not result in a report unless significant issues are discovered.
Follow-up Reviews	To ensure management has taken adequate corrective action, Internal Audit performs follow-ups on any recommendations included in an audit report. These follow-ups to Internal Audit recommendations do not generally result in a report unless something significant is discovered. Internal Audit is required to perform follow-ups on any findings included in State Audit reports. The follow-ups to State Audit reports always result in a written report.



Agenda Item: D.ii.1.

Date: September 15, 2017

Subject: Approval of Capital Outlay and Maintenance Requests

Action Recommended: Approval by Roll Call Vote

Background Information:

As the coordinating body for higher education in Tennessee, the Tennessee Higher Education Commission (THEC) engages with institutions and governing boards on capital investments through its role to develop and approve recommendations for capital outlay and maintenance funding. THEC identifies capital investment needs and determines priorities for those investments to be considered by the Governor and the General Assembly as part of the annual appropriations act. APSU will submit to THEC and the State Building Commission a capital outlay request for a new Health Professions Building and two capital maintenance projects for the fiscal year 2018-2019.

Proposed Implementation Date: Fiscal Year 2018 - 2019

Item Details:

To meet the demand of growing academic programs in Nursing, Counseling, Medical Laboratory Science, Radiation Technology, Social Work and Health & Human Performance, APSU is submitting a capital outlay request for a Health Professions Building for fiscal year 2018-2019. APSU will also submit maintenance outlay requests for replacing the mechanical system in Kimbrough and updating fire alarms in Trahern, Kimbrough, and Woodward Library.



Agenda Item: D.ii.2.

Date: September 15, 2017

Subject: Approval of Campus Facility Master Plan Policy 1:026

Action Recommended: Approval by Consent

Background Information:

The Campus Facility Master Plan Policy 1:026 describes how the Master Plan will be used and how often the University should review the Master Plan. The policy also sets the requirements for the Master Plan based on the Tennessee Higher Education Commission's Master Plan Policy. The Campus Facility Master Plan will be approved by the Board of Trustees at the winter meeting.

Proposed Implementation Date: September 15, 2017

Item Details: See attachment.

**Austin Peay State
University**

Campus Facility Master Plan

Issued: September 14, 2017

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: University Design and Construction

Policy Statement

It is the policy of Austin Peay State University to have a campus facility master plan that addresses the multi-year facility needs of the University to accomplish the vision, goals, objectives and direction established within an approved academic or strategic plan and mission statement for the University.

Purpose

The campus facility master plan provides guidance for future construction, renovations, and maintenance projects necessary to provide quality instructional and service facilities.

Procedures

**Campus Facility Master
Plans**

- A. The campus facility master plan must be reviewed and updated at least every ten (10) years. Once approved by the Austin Peay State University (APSU) Board of Trustees, the campus facility master plan and all subsequent revisions or updates must be submitted to the Tennessee Higher Education Commission for review and comment and then approved by the State Building Commission.
- B. The campus facility master plan should be internally reviewed at least every two years. If an update of the existing master plan is deemed necessary by the President, the campus must document the need and initiate a request to retain a professional consultant through the Tennessee Higher Education Commission and the State Building Commission.
-

Links

**THEC Master Plan Policy
F4.1**

https://www.tn.gov/assets/entities/thec/attachments/THEC_Policy_Manual_revised_July_27,_2017.pdf

Revision Dates

APSU Policy 1:026 (previously 4:005) – Rev: September 14, 2017

APSU Policy 1:026 – Issued: March 25, 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**

Campus Facility Master Plan

Issued: ~~March 25, 2017~~

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: University Design and Construction

Policy Statement

It is the policy of Austin Peay State University to have a campus facility master plan that addresses the multi-year facility needs of the uUniversity to accomplish the vision, goals, objectives and direction established within an approved academic or strategic plan and mission statement for the uUniversity. ~~building development for the university's mission and enrolment growth, land acquisition and disposal, vehicular and pedestrian circulation, parking facilities, outdoor physical education, recreation and athletic facilities, utilities and landscaping.~~

Purpose

The ~~C~~campus facility master plan provides guidance for future construction, renovations, and maintenance projects necessary to provide quality instructional and service facilities. ~~following policy is adopted by Austin Peay State University relative to the planning and design of facilities on the campus.~~

Procedures

Campus Facility Master Plans

- A. The ~~C~~campus facility master plan must be reviewed and updated at least every ten (10) years. Once approved by the Austin Peay State University (APSU) Board of Trustees, the cCampus facilityies master plan and all subsequent revisions or updates must be submitted to the Tennessee Higher Education Commission for review and comment and then approved by the State Building Commission.
- B. The cCampus facility master plan should be internally reviewed ~~by campus staff~~ at least every two years. If an update of the existing master plan is deemed necessary by the President, the campus ~~should~~ must document the need and

initiate a request to retain a professional consultant through the Tennessee Higher Education Commission and the State Building Commission. ~~through the Board of Trustees.~~

~~A. Campus facility master plans should be internally reviewed by campus staff at least every two years.~~

~~If an update of the existing master plan is deemed necessary by the President, the campus should document the need and initiate a request to retain a professional consultant through the Board of Trustees.~~

~~B. New master plans and updates shall be prepared by professional consultants appointed by the State Building Commission. They shall be approved by the Board of Trustees, submitted to the Tennessee Higher Education Commission for review and comment and approved by the State Building Commission.~~

~~C. New building construction or addition projects should be addressed in the master plan prior to the submission for funding to the Board of Trustees.~~

~~The costs of obtaining consultant services for campus facility master plans should be funded from University sources.~~

Links

THEC Master Plan Policy F4.1

https://www.tn.gov/assets/entities/thec/attachments/THEC_Policy_Manual_revised_July_27,_2017.pdf

Revision Dates

APSU Policy 1:026 (previously 4:005) – Rev:

APSU Policy ~~4:005~~1:026 – Issued: March 25, 2017

Subject Areas:

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

Approved

President: signature on file



Agenda Item: D.iii.1.

Date: September 15, 2017

Subject: Approval of Policy on Access to and Use of Campus Property and Facilities 1:019

Action Recommended: Approval by Roll Call Vote

Background Information:

The Policy on Access to and Use of Campus Property and Facilities 1:019 sets the policy and procedures for the use of campus property and facilities. The Policy has been updated to be in compliance with the Campus Free Speech Protection Act, which takes effect January 1, 2018.

Proposed Implementation Date: September 15, 2017

Item Details: See attachment.

**Austin Peay State
University**

**Policy on Access to and Use of Campus Property and
Facilities**

Issued: September 14, 2017

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: University Facilities

Policy Statement

It is the policy of Austin Peay State University (Austin Peay or University) to regulate the use of its campus property and facilities in a content and viewpoint neutral manner, consistent with the University's mission and educational purpose.

Purpose

This policy shall be implemented and construed to ensure that there is no undue disruption of Austin Peay's mission; to promote an educational atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquility; and to ensure that use of campus property and facilities complies with federal, state (T.C.A. §8-50-1001) and local law and, regulations.

Austin Peay recognizes that it is important to the educational process and environment that persons affiliated with the University, including officially recognized student organizations and other groups, have reasonable access to and use of the educational facilities on campus to hear various views. The University's campus, facilities, and buildings, however, are not open public forums. Rather, they are intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities/individuals. Austin Peay, therefore, does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with institutional policies and the University's mission.

The use of Austin Peay State University facilities by non-affiliated entities/individuals is permitted only as prescribed in this policy.

Contents

Definitions

- Affiliated Entities
- Affiliated Individuals
- Non-affiliated Individual
- Student

Procedures

- Access to Facilities and Prioritized Users
- Use of Affiliated Individual/entities
- Use by Non-affiliated Individuals/entities
- Denial of the Use of Facilities
- General Conditions for Use of Property or Facilities
- Distribution of Leaflets, Literature, Pamphlets, Etc. – Commercial Use/Solicitation Prohibited
- Publication of the Policy

Links

- Summer Camps
- Police Staffing Matrix
- APSU Policy 3:001
- APSU Policy 2:052
- APSU Policy 6:004

Definitions

Affiliated Entities	An officially registered student, student group or student organization
Affiliated Individuals	Persons officially connected with the University including students, faculty, and staff
Non-affiliated Individual	Any person who is not an “affiliated individual”
Student	A person who is currently registered for a credit course or courses, non-credit course or program at the University, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

Procedures

**Access to Facilities and
Prioritized Users**

1. Access to and use of Austin Peay's campuses, facilities, and property are restricted to the institution, the institutional administration for official functions, affiliated individuals/entities, and the institution's invited or sponsored guests, or when part or all of a campus, its buildings or facilities are open to the general public for a designated period of time and purpose, or when access/use by non-affiliated entities or individuals has been allowed pursuant to the provisions of this policy.
2. Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. See Section Use by Non-affiliated Individuals/entities D. For examples of reasons for denial.
3. Priority for the use of university facilities is in the following order: 1) credit and non-credit classes and programs, 2) University-sponsored activities, 3) all other requests for usage. When considering requests for use, priority shall be given to affiliated individual/entities whose proposed use is consistent with the University's educational mission, with highest priority for use of University buildings, facilities, and/or property always being reserved for administrative and educational uses. Educational and administrative uses include, but are not limited to: classes, university-wide events, commencement, awards programs, and recruitment and/or registration events.
4. All requests for use of university space must be made at <http://www.apsu.edu/facilities/events>, where there is an online list of the facilities/areas available for use/rental by affiliated and/or non-affiliated entities and individuals. Applications will be evaluated and processed in the order they are received. Facilities use requests not related to class scheduling are reviewed and approved/denied in the University Facilities Office, except for the following:

All Athletic spaces (Dunn Center and associated athletic fields) approved by the Office of Athletic Director.

Music/Mass Communications Concert Hall approved by Office of the School of Music.

Foy Recreation Center and Intramural Field approved by the Office of University of Recreation.

5. Applications to reserve facility space for priority use (administrative and educational should be submitted prior to April 1 for the following academic year. After that date, facility space scheduling for the following academic year will be open to affiliated entities/individuals for all other uses. After the Spring Semester is concluded, scheduling will open to non-affiliated entities/individuals. However, the scheduling or the rescheduling of classes, no matter the time of the year, takes priority or all other scheduling.
6. Notification of approval or denial of an application to reserve facility space will be provided by email.
7. All approved users of campus facilities or property are subject to all Austin Peay and federal, state and local laws. Further, they must adhere to any conditions of facility usage as outlined in this policy or stated by the approving body.

**Use of Affiliated
Individual/entities**

1. Faculty and/or affiliated individuals may invite uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings without prior application or approval where attendance at the class session or meeting will be limited to members of the class or affiliated entity and where no fee or compensation from state funds will be paid to the speaker.
2. Access to or use of campus facilities or property by affiliated entities and affiliated individuals for an event other than a regular meeting of its membership that will include a compensated guest speaker and/or be open to persons outside group membership be made through the application process established in this policy. The sponsoring entity will be responsible for the conduct of both the speaker and non-affiliated guests at the event as well as for compliance with all laws, APSU rules or policies while present on campus or using campus facilities or property. An application for such access or use of campus facilities or property must clearly set forth the identities of both the affiliated individual/entity filing/sponsoring the application as well as the non-affiliated entity being sponsored.
3. Specialty spaces such as auditoriums and gym spaces may have additional requirements regarding their use.

Applicants can check the <http://www.apsu.edu/facilities/events> website for operating use manuals for various campus buildings.

4. The University will not charge students security fees based on the content of their speech, the content of the speech of guest speakers invited by students, or the anticipated reaction or opposition of listeners to speech.
5. The University must allow all students and all faculty to invite guest speakers to campus to engage in free speech regardless of the views of guest speakers.
6. The University will not disinvite a speaker invited by a student, student organization, staff, or faculty member because the speaker's anticipated speech may be considered offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed by students, faculty, administrators, government officials, or members of the public.
7. The University may cancel an event if there is a credible threat of violence.

**Use by Non-affiliated
Individuals/entities**

1. Non-affiliated individuals/entities may apply for use or access to designated university space. A list of those facilities is on the online reservation system <http://www.apsu.edu/facilities/events>
2. The University has designated the Morgan University Center as the main location on campus for use by non-affiliated individuals/entities to request. Campus auditoriums; and gyms may be available for rent on a space available basis if the event does not interfere with the educational mission of the university.
3. The University Center Plaza is the designated space on campus, where access may be granted to non-affiliated individuals/entities without an associated fee. A fee may be assessed should the requesting party require additional set up, cleanup or audio visual (AV) support. All other assignable university space will have, at a minimum, a rental fee associated with the space.
4. Long term use of (more than once and less than 4 months) assignable university is subject to a review of request and

the impact of the ongoing operation of the University.

5. A contract may be required based on the nature of the requested event. Non-affiliated individuals/entities will be required to submit a deposit for the space equal to 1/2 of their total estimated costs.
6. A forfeiture of a deposit will be applied to non-affiliated individuals/entities based on the following:

Cancellation 120 days before the start of their event

100% refund

Cancellation 90-120 days before the start of their event

75% refund

Cancellation 60-90 days before the start of their event

50% refund

Cancellation 30-60 days before the start of their event

25% refund

Cancellation less than 30 days

no refund

Denial of the Use of Facilities

Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Such reasons may include, but are not limited to, the following:

1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority;
2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant;
3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances;
4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
5. The applicant or sponsor of the activity has been responsible for violation of University policy during a previously registered use of campus property or facilities;

6. The applicant has previously violated any conditions or assurances specified in a previous registration application;
7. The facility or property requested has not been designated as available for use for the time/date;
8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested;
9. The activity is of such nature or duration that it cannot reasonably be accommodated in the facility or area for which application is made;
10. The size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the University, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic;
11. The activity conflicts with existing contractual obligations of the University;
12. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the University's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the University's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors;
13. The requested use would be contrary to local, state, or federal law, and regulation, or the University.

General Conditions for Use of Property or Facilities

Once an affiliated individual or entity or a non-affiliated individual or entity has permission to use University property or facilities, including open access areas, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property.

1. Applicable building, fire codes, and safety standards applicable to a particular facilities and/or property must be met.
2. All Austin Peay rules and/or policies must be followed.
3. Sound amplification equipment may be used only when prior approval has been requested and approved by the appropriate official taking into account the University's educational mission and the nature of the facility or property requested, location, and time of day.
4. Any rental of University equipment must follow the University Facilities guidelines.
5. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to University and rules, regulations, policies and procedures regarding traffic and parking.
6. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
7. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
8. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy and/or other applicable University policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
9. All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

10. Austin Peay has the right to terminate the use of campus facilities or property by any group, organization or individual that violates any provision of this policy, University policy, local, state, or federal law or regulation. Failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property, and student disciplinary sanctions, if appropriate.
11. Non-affiliated entities/individuals using APSU facilities, shall indemnify the institution. In certain circumstances or events, the university reserves the right to require:
 - a. Adequate bond or other security for damage to campus property;
 - b. Personal injury and property damage insurance coverage;
 - c. A performance bond or other insurance guaranteeing or insuring performance of its obligations under the contract; and/or
 - d. Other types of insurance, if approved by APSU.
12. Insurance policies must list APSU as additionally insured and be for \$1 million. See attached link for a matrix for when additional maybe required.

**Distribution of Leaflets,
Literature, Pamphlets, Etc.
– Commercial
Use/Solicitation Prohibited**

1. Distribution of leaflets, literature, pamphlets is not permitted within:
 - a. Classroom, library or other academic buildings or facilities;
 - b. Administrative and employee offices and work areas; or,
 - c. Student residence halls, dormitories or apartment buildings.
2. No obscene literature or material, as defined by law, shall be distributed on any property owned or used by APSU.
3. Placement of flyers, leaflets, literature, etc., is not permitted on motor vehicles parked on the Austin Peay campus.
4. APSU campus property and facilities may not be used for the commercial or profit-making activities except when engaged in a business relationship, pursuant to a contract, with the University and/or when a rental/or lease agreement or facilities reservation is in place specifically for such

temporary purpose.

5. The University will not establish permitting requirements that prohibit spontaneous outdoor assemblies or outdoor distribution of literature, although an institution may maintain a policy that grants members of the college or university community the right to reserve certain outdoor spaces in advance.
6. Any literature which is distributed or sold and any advertisement shall comply with all applicable laws and policies of APSU. Requests to distribute or sell literature shall be included with the underlying application to use campus facilities and/or property through the online reservation system. Literature and/or advertisements may only be sold or distributed in conjunction with an approved application for use of facilities.
7. The university has designated the University Center Post Office area and the outdoor campus bulletin boards as the posting locations for the non-affiliated individuals/entities.

Publication of the Policy

The University shall make the policies related to the free speech act available to students and faculty annually through one or more of the following methods:

1. Published annually in APSU's student handbook and faculty handbook, whether paper or electronic;
2. Make the policy available to students and faculty by way of a prominent notice on APSU's website other than through the electronic publication of the policy in the student handbook and faculty handbook;
3. Send the policy annually to students and employees to their institutionally-provided email address; or
4. Address the policy in orientation programs for new students and new faculty.

Links

Summer Camps

<http://www.apsu.edu/university-facilities/index.php>

Police Staffing Matrix

<http://www.apsu.edu/university-facilities/reservations/policematrix.php>

APSU Policy 3:001	http://www.apsu.edu/policy/3s_student_policies/3001-student-rights-and-freedoms.php
APSU Policy 2:052	http://www.apsu.edu/policy/2s_academic_policies/2052-academic-freedom-and-responsibility.php
APSU Policy 6:004	http://www.apsu.edu/policy/6s_nondiscrimination_harassment_and_sexual_misconduct_policies/6004-discrimination-and-harassment-complaints-other-complaints-sexual-violence-and-stalking-compla.php

Revision Dates

APSU Policy 1:019 – Rev.: September 14, 2017
APSU Policy 1:019 (previously 3:001) – Rev.: March 30, 2017
APSU Policy 1:019 – Rev.: April 29, 2014
APSU Policy 1:019 – Issued: April 26, 2006

Subject Areas:

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

Approved

President: signature on file

Austin Peay State
University

Policy on Access to and Use of Campus Property and Facilities

Issued: ~~March 30, 2017~~

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: University Facilities

Policy Statement

It is the policy of Austin Peay State University (Austin Peay or University) to regulate the use of its campus property and facilities in a content and viewpoint neutral manner, consistent with the University's mission and educational purpose.

Purpose

This policy shall be implemented and construed to ensure that there is no undue disruption of Austin Peay's mission; to promote an educational atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquility; and to ensure that use of campus property and facilities complies with federal, state (T.C.A. §8-50-1001) and local law and, regulations.

Austin Peay recognizes that it is important to the educational process and environment that persons affiliated with the University, including officially recognized student organizations and other groups, have reasonable access to and use of the educational facilities on campus to hear various views. The University's campus, facilities, and buildings, however, are not open public forums. Rather, they are intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities/individuals. Austin Peay, therefore, does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with institutional policies and the University's mission.

The use of Austin Peay State University facilities by non-affiliated entities/individuals is permitted only as prescribed in this policy.

Contents

Definitions

- Affiliated Entities
- Affiliated Individuals
- Non-affiliated Individual
- Student

Procedures

- Access to Facilities and Prioritized Users
- Use of Affiliated Individual/entities
- Use by Non-affiliated Individuals/entities
- Denial of the Use of Facilities
- General Conditions for Use of Property or Facilities
- Distribution of Leaflets, Literature, Pamphlets, Etc. – Commercial Use/Solicitation Prohibited
- [Publication of the Policy](#)

Links

- Summer Camps
 - Police Staffing Matrix
 - [APSU Policy 3:001](#)
 - [APSU Policy 2:052](#)
 - [APSU Policy 6:004](#)
-

Definitions

Affiliated Entities	An officially registered student, student group or student organization
Affiliated Individuals	Persons officially connected with the University including students, faculty, and staff
Non-affiliated Individual	Any person who is not an “affiliated individual”
Student	A person who is currently registered for a credit course or courses, non-credit course or program at the University, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

Procedures

Access to Facilities and Prioritized Users

1. Access to and use of Austin Peay's campuses, facilities, and property are restricted to the institution, the institutional administration for official functions, affiliated individuals/entities, and the institution's invited or sponsored guests, or when part or all of a campus, its buildings or facilities are open to the general public for a designated period of time and purpose, or when access/use by non-affiliated entities or individuals has been allowed pursuant to the provisions of this policy.
2. Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. See Section Use by Non-affiliated Individuals/entities D. For examples of reasons for denial.
3. Priority for the use of university facilities is in the following order: 1) credit and non-credit classes and programs, 2) University-sponsored activities, 3) all other requests for usage. When considering requests for use, priority shall be given to affiliated individual/entities whose proposed use is consistent with the University's educational mission, with highest priority for use of University buildings, facilities, and/or property always being reserved for administrative and educational uses. Educational and administrative uses include, but are not limited to: classes, university-wide events, commencement, awards programs, and recruitment and/or registration events.
4. All requests for use of university space must be made at <http://www.apsu.edu/facilities/events> ~~<http://apbrems.apsu.edu/EmsWebApp/>~~, where there is an online list of the facilities/areas available for use/rental by affiliated and/or non-affiliated entities and individuals. Applications will be evaluated and processed in the order they are received. Facilities use requests not related to class scheduling are reviewed and approved/denied in the University Facilities Office, except for the following:

All Athletic spaces (Dunn Center and associated athletic fields) approved by the Office of Athletic Director.

Music/Mass Communications Concert Hall approved by
Office of the School of Music.

Foy Recreation Center and Intramural Field approved by
the Office of University of Recreation.

5. Applications to reserve facility space for priority use (administrative and educational should be submitted prior to April 1 for the following academic year. After that date, facility space scheduling for the following academic year will be open to affiliated entities/individuals for all other uses. After the Spring Semester is concluded, scheduling will open to non-affiliated entities/individuals. However, the scheduling or the rescheduling of classes, no matter the time of the year, takes priority or all other scheduling.
6. Notification of approval or denial of an application to reserve facility space will be provided by email.
7. All approved users of campus facilities or property are subject to all Austin Peay and federal, state and local laws. Further, they must adhere to any conditions of facility usage as outlined in this policy or stated by the approving body.

**Use of Affiliated
Individual/entities**

1. Faculty and/or affiliated individuals may invite uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings without prior application or approval where attendance at the class session or meeting will be limited to members of the class or affiliated entity and where no fee or compensation from state funds will be paid to the speaker.
2. Access to or use of campus facilities or property by affiliated entities and affiliated individuals for an event other than a regular meeting of its membership that will include a compensated guest speaker and/or be open to persons outside group membership be made through the application process established in this policy. The sponsoring entity will be responsible for the conduct of both the speaker and non-affiliated guests at the event as well as for compliance with all laws, APSU rules or policies while present on campus or using campus facilities or property. An application for such access or use of campus facilities or property must clearly set forth the identities of both the affiliated individual/entity filing/sponsoring the application as well as the non-affiliated entity being sponsored.

3. Specialty spaces such as auditoriums and gym spaces may have additional requirements regarding their use. Applicants can check the <http://www.apsu.edu/facilities/events> <http://apbrems.apsu.edu/EmsWebApp/> website for operating use manuals for various campus buildings.
4. The University will not charge students security fees based on the content of their speech, the content of the speech of guest speakers invited by students, or the anticipated reaction or opposition of listeners to speech.
5. The University must allow all students and all faculty to invite guest speakers to campus to engage in free speech regardless of the views of guest speakers.
6. The University will not disinvite a speaker invited by a student, student organization, or faculty member because the speaker's anticipated speech may be considered offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed by students, faculty, administrators, government officials, or members of the public.
- ~~3.7.~~ The University may cancel an event if there is a credible threat of violence.

Use by Non-affiliated Individuals/entities

1. Non-affiliated individuals/entities may apply for use or access to designated university space. A list of those facilities is on the online reservation system <http://www.apsu.edu/facilities/events> <http://apbrems.apsu.edu/EmsWebApp/>.
- ~~1.2.~~ The University has designated the Morgan University Center as the main location on campus for use by non-affiliated individuals/entities to request. Campus auditoriums, and gyms may be available for rent on a space available basis if the event does not interfere with the educational mission of the university.
- ~~2.3.~~ The University Center Plaza is the designated space on campus, where access may be granted to non-affiliated individuals/entities without an associated fee. A fee may be assessed should the requesting party require additional set up, cleanup or [audio visual \(AV\)](#) support. All other

assignable university space will have, at a minimum, a rental fee associated with the space.

3.4. Long term use of (more than once and less than 4 months) assignable university is subject to a review of request and the impact of the ongoing operation of the University.

4.5. A contract may be required based on the nature of the requested event. Non-affiliated individuals/entities will be required to submit a deposit for the space equal to 1/2 of their total estimated costs.

5.6. A forfeiture of a deposit will be applied to non-affiliated individuals/entities based on the following:

Cancellation 120 days before the start of their event

100% refund

Cancellation 90-120 days before the start of their event

75% refund

Cancellation 60-90 days before the start of their event

50% refund

Cancellation 30-60 days before the start of their event

25% refund

Cancellation less than 30 days

no refund

Denial of the Use of Facilities

Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Such reasons may include, but are not limited to, the following:

1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority;
2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant;
3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances;

4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
5. The applicant or sponsor of the activity has been responsible for violation of University policy during a previously registered use of campus property or facilities;
6. The applicant has previously violated any conditions or assurances specified in a previous registration application;
7. The facility or property requested has not been designated as available for use for the time/date;
8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested;
9. The activity is of such nature or duration that it cannot reasonably be accommodated in the facility or area for which application is made;
10. The size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the University, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic;
11. The activity conflicts with existing contractual obligations of the University;
12. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the University's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the University's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors;
13. The requested use would be contrary to local, state, or federal law, and regulation, or the University.

General Conditions for Use of Property or Facilities

Once an affiliated individual or entity or a non-affiliated individual or entity has permission to use University property or facilities, including open access areas, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property.

1. Applicable building, fire codes, and safety standards applicable to a particular facilities and/or property must be met.
2. All Austin Peay rules and/or policies must be followed.
3. Sound amplification equipment may be used only when prior approval has been requested and approved by the appropriate official taking into account the University's educational mission and the nature of the facility or property requested, location, and time of day.
4. Any rental of University equipment must follow the University Facilities guidelines.
5. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to University and rules, regulations, policies and procedures regarding traffic and parking.
6. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
7. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
8. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy and/or other applicable University policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
9. All persons on campus in conjunction with an approved application for use/access shall provide adequate

identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

10. Austin Peay has the right to terminate the use of campus facilities or property by any group, organization or individual that violates any provision of this policy, University policy, local, state, or federal law or regulation. Failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property, and student disciplinary sanctions, if appropriate.
11. Non-affiliated entities/individuals using APSU facilities, shall indemnify the institution. In certain circumstances or events, the university reserves the right to require:
 - a. Adequate bond or other security for damage to campus property;
 - b. Personal injury and property damage insurance coverage;
 - c. A performance bond or other insurance guaranteeing or insuring performance of its obligations under the contract; and/or
 - d. Other types of insurance, if approved by APSU.
12. Insurance policies must list APSU as additionally insured and be for \$1 million. See attached link for a matrix for when additional maybe required.

**Distribution of Leaflets,
Literature, Pamphlets, Etc.
– Commercial
Use/Solicitation Prohibited**

1. Distribution of leaflets, literature, pamphlets is not permitted within:
 - a. Classroom, library or other academic buildings or facilities;
 - b. Administrative and employee offices and work areas; or,
 - c. Student residence halls, dormitories or apartment buildings.
2. No obscene literature or material, as defined by law, shall be distributed on any property owned or used by APSU.

3. Placement of flyers, leaflets, literature, etc., is not permitted on motor vehicles parked on the Austin Peay campus.
4. APSU campus property and facilities may not be used for the commercial or profit-making activities except when engaged in a business relationship, pursuant to a contract, with the University and/or when a rental/or lease agreement or facilities reservation is in place specifically for such temporary purpose.
5. The University will not establish permitting requirements that prohibit spontaneous outdoor assemblies or outdoor distribution of literature, although an institution may maintain a policy that grants members of the college or university community the right to reserve certain outdoor spaces in advance.
- ~~5.6.~~ Any literature which is distributed or sold and any advertisement shall comply with all applicable laws and policies of APSU. Requests to distribute or sell literature shall be included with the underlying application to use campus facilities and/or property through the online reservation system. Literature and/or advertisements may only be sold or distributed in conjunction with an approved application for use of facilities.
- ~~6.7.~~ The university has designated the University Center Post Office area and the outdoor campus bulletin boards as the posting locations for the non-affiliated individuals/entities.

Publication of the Policy

The University shall make the policies related to the free speech act available to students and faculty annually through one or more of the following methods:

1. Published annually in APSU's student handbook and faculty handbook, whether paper or electronic;
2. Make the policy available to students and faculty by way of a prominent notice on APSU's website other than through the electronic publication of the policy in the student handbook and faculty handbook;
3. Send the policy annually to students and employees to their institutionally-provided email address; or

4. Address the policy in orientation programs for new students and new faculty.

Links

Summer Camps

Police Staffing Matrix

<http://www.apsu.edu/university-facilities/reservations/policematrix.php>

APSU Policy 3:001

http://www.apsu.edu/policy/3s_student_policies/3001-student-rights-and-freedoms.php

APSU Policy 2:052

http://www.apsu.edu/policy/2s_academic_policies/2052-academic-freedom-and-responsibility.php

APSU Policy 6:004

http://www.apsu.edu/policy/6s_nondiscrimination_harassment_and_sexual_misconduct_policies/6004-discrimination-and-harassment-complaints-other-complaints-sexual-violence-and-stalking-compla.php

Revision Dates

APSU Policy 1:019 (previously 3:001) – Rev.: March 30, 2017

APSU Policy 1:019 – Rev.: April 29, 2014

APSU Policy 1:019 – Issued: April 26, 2006

Subject Areas:

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

Approved

President: signature on file



Agenda Item: D.iii.2.

Date: September 15, 2017

Subject: Approval of Fees, Charges, Refunds, and Fee Adjustments Policy 1:021

Action Recommended: Approval by Roll Call Vote

Background Information:

Fees, Charges, Refunds, and Fee Adjustments Policy 1:021 details the required fees of the University and the process for approving them. All fees are approved by the Board of Trustees unless the Board has delegated the approval to the President. The policy is being updated to remove procedural and accounting items that will be placed in departmental guidelines.

Proposed Implementation Date: September 15, 2017

Item Details: See attached.

**Austin Peay State
University**

Fees, Charges, Refund and Fee Adjustments

POLICIES

Issued: September 14, 2017

Responsible Official: Vice President for Finance and Administration

Responsible Office: Student Account Services

Policy Statement

It is the policy of Austin Peay State that fees be approved by the APSU Board of Trustees.

Purpose

The purpose of this policy is the establishment of a University policy regarding review and approval of fees and charges, refunds, and fee adjustments.

Contents

Procedures

- Establishment and Approval of Fees and Charges
 - Publishing Approved Fees and Charges
 - Appeals Process
 - Mandatory Fees
 - Out-of-State Tuition
 - Recruitment Focus Area Plan (250-R)
 - eRate
 - Specialized Academic Fees
 - Miscellaneous Course Fees
 - Incidental Fees and Charges
 - Deposits
 - Room and Board
 - Other Fee and Charge Considerations
 - Refunds and Fee Adjustments
-

Procedures

**Establishment and
Approval of Fees and
Charges**

- A. Establishment of Fees and Charges
1. The Board of Trustees must establish or approve all University fees and charges unless specific exceptions are

provided. The University Budget Office is charged with the responsibility of obtaining and coordinating data to be submitted to the Vice President for Finance and Administration in establishing those fees.

B. Approval of Fees and Charges

1. The Board of Trustees must approve specific fees as follows:
 - a. Mandatory Fees (In-state tuition and program service fees)
 - b. Out-of-State Tuition
 - c. Specialized academic course fees
 - d. Miscellaneous course fees
2. The President or designee is authorized to approve fees and charges not reserved for specific approval by the Board of Trustees.

Publishing Approved Fees and Charges

- A. Student Account Services is charged with the responsibility of maintaining a master fee list of all approved fees and publishing this information.
- B. The University will follow a general format in publishing information on fees and charges.

Appeals Process

- A. Any student may appeal the assessment, application, calculation, collection, or interpretation of any University fee, charge, deposit, or refund.
- B. Procedures for appealing a fee adjustment are available through the Office of Enrollment Management and are posted on the office web site.

Mandatory Fees

- A. Description of Fees
 1. Mandatory Fees include in-state tuition and program service fees.
 2. The Mandatory Fee is charged to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's) for the University for which the student enrolls. Fees are established by the Board of Trustees.2. The same fee is applicable to courses for which the student is enrolled on an audit basis.
- B. Rates

1. Rates are established by the Board and incorporated in a fee schedule that groups specific fees; by type of institution; and by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than 12 hours and graduate students in greater than 10 hours unless stated otherwise elsewhere in this policy.
2. Because the University has multiple summer sessions, mandatory fees, including tuition, may be assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
3. Mandatory fees may not be waived. However, specific exceptions are provided in the following instances:
 - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees. For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee and persons who have retired from state service with 30 or more years of service, regardless of age. For credit, a fee of \$70 per semester or \$60 per trimester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. (Note: This fee includes all mandatory fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees and parking fees.) This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.
 - b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law should be determined.
4. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at the University and whose mobilization lasts more than six months shall be charged upon re-enrollment at the tuition, student activity fees and required registration or matriculation rates that were in

effect when such student was enrolled prior to mobilization. After re-enrollment, no increase in tuition, student activity fees or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed. In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.

- a. To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll in the University within six months of release from active duty.
- b. A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.

Out-of-State Tuition

A. Description of Fee

1. This is an additional fee charged to students classified as non-residents who are enrolled for credit courses, including audit courses. This fee is in addition to the mandatory fees.
2. Out-of-state tuition fee rates are established by the Board of Trustees and are incorporated in the annual fee schedule.
3. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students.
 - a. While the per-hour rate for graduate students will be higher, the rates will be set so that a full-time graduate student and a full-time undergraduate student will pay approximately the same amount for out-of-state tuition.
 - b. A full-time student is defined as an undergraduate enrolled in 12 hours or a graduate student enrolled in 10 hours.
4. Applicability of out-of-state tuition is determined pursuant to APSU Policy 1:014. Student Account Services will collect fees based upon student classification as determined by the appropriate authority within the University.

**Recruitment Focus Area
Plan (250-R)**

- A. Description of Fee
1. The 250-R rate is available to students who graduate from a high school located in a county within a 250 mile radius of APSU.
 2. The out-of-state tuition rate charges to students eligible for 250-R will pay a reduced rate based on the state subsidy per full-time equivalent for the prior fiscal year. This rate will be capped at 12 hours for undergraduate and 10 hours for graduate students.
 3. This plan does not impact students who otherwise qualify for the border county classification or other in-state residency qualifications.

eRate

- A. Description of Fee
1. The eRate is available to students who enroll at APSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
 2. The eRate is 150% of the University's approved undergraduate or graduate mandatory fees.
 3. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than 12 undergraduate hours or 10 graduate hours.
 4. To qualify for an eRate, students must:
 - a. Meet all University admission requirements and must be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution.
 - b. Out-of-state students in item 2 above refers to geographic location and does not include undocumented students living in Tennessee.
 5. Students enrolled in any type courses other than online (on-ground, telecourse, hybrid, distance education, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges.
 - a. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the eRate.
 6. The University enrolling eRate students as defined in this policy must provide a method to mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.

Specialized Academic Fees

- A. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of

instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria 1. High Cost of Instruction as defined below. Additionally, the program should document meeting criteria 2.-7., as applicable.

1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and not one duplicated in other State institutions and should be of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.

7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- B. The University must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.

Miscellaneous Course Fees

- A. All miscellaneous fees must be approved by the Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.

Incidental Fees and Charges

- A. Incidental fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at the University both as to the amount and condition of assessment. Charges are subject to approval by the President.

Deposits

- A. A deposit may be established by the University for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.
- B. Pursuant to APSU Policy on Student Residence Regulations and Agreements (No. 3:004), the University is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

Room and Board

- A. All regular and special rental rates for student residence halls and student apartments will be approved by the Board of Trustees upon the recommendation of the University. All meal plan rates will be approved by the President. The University may recommend special rates for non-student

groups during summer periods, etc.

- B. Pursuant to APSU Policies on Student Resident Regulations and Agreements (No. 3:004) and this policy, rental for residence halls and student apartments shall be payable in full in advance of the beginning of a term. However, the University offers an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. Specific provisions for the payment plan must comply with those cited in Policy No. 3:004. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in either the deferred installment plan or the optional monthly housing payment plan. The University has the option of allowing students to participate in both the deferred installment plan and the optional monthly housing payment plan.

Other Fee and Charge Considerations

The University may submit for Board of Trustees approval fees and charges not specifically covered by this policy when the establishment of a fee or charge is justified by the University.

1. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. [Reference APSU Policy on Access to and Use of Campus Property and Facilities (No. 1:019).]
2. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds and conditions must be clearly stated.
3. Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
4. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
5. Students enrolled for six or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

Refunds and Fee Adjustments

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.

- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.
- C. Mandatory Fees Refunds and Adjustment procedures will be posted appropriately on the website.

Revision Dates

APSU Policy 1:021 – Rev.: September 14, 2017
APSU Policy 1:021 (previously 4:011) – Rev.: March 30, 2017
APSU Policy 1:021 – Rev.: September 14, 2015
APSU Policy 1:021 – Rev.: May 23, 2011
APSU Policy 1:021 – Rev.: February 8, 2006
APSU Policy 1:021 – Rev.: June 28, 2001
APSU Policy 1:021 – Rev.: September 26, 1994
APSU Policy 1:021 – Issued: August 1, 1986

Subject Areas:

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

Approved

President: signature on file

Austin Peay State
University

Fees, Charges, Refund and Fee Adjustments

POLICIES

Issued: ~~March 30, 2017~~ (Date Board approves policy)

Responsible Official: Vice President for Finance and Administration

Responsible Office: ~~Bursar's Office~~ Student Account Services

Policy Statement

It is the policy of Austin Peay State that fees be approved by the APSU Board of Trustees. ~~University that all assessed fees be paid in advance by a student before he/she is considered enrolled for an academic term.~~

Purpose

The purpose of this policy is the establishment of a University policy regarding ~~the payment of student fees and enrollment of students. R~~ review and approval of fees and charges, refunds, and fee adjustments.

Contents

Definitions

~~-Disposable earning~~

Procedures

~~-Student Fees and Enrollment~~

~~-Dishonored Payments~~

~~-Gramm Leach Bliley Act Contract Clause~~ -Establishment and

Approval of Fees and Charges

~~-Fees, Charges, Refunds, and Fee Adjustments~~ -Fee waivers,

Special Groups and Unusual Circumstances

-Publishing Approved Fees and Charges

-Appeals Process

~~-Maintenance~~ -Mandatory Fees

~~-Out-of-State Tuition~~

-Recruitment Focus Area Plan (250-R)

~~-Recruitment Focus Area Plan~~

~~-eRate~~

~~-Debt Service Fees~~

~~-Student Fees~~

- ~~-Technology Access Fees~~
- Specialized Academic Fees
- Miscellaneous Course Fees
- Incidental Fees and Charges
- Deposits
- ~~-Room and Board~~
- ~~Student Residence Hall and Apartments~~
- Other Fee and Charge Considerations
- Refunds and Fee Adjustments
- ~~-Deferred Payment Plan~~
- ~~-Eligibility~~
- ~~-Payment Terms~~
- ~~-Service Charges and Fines~~

Definitions

Disposable earnings	The part of the earnings of an individual remaining after the deduction from those earnings of any amounts required by law to be withheld.
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Procedures

Student Fees and Enrollment	<p>All assessed fees by the University are due and payable at the time of registration.</p> <p>The University may implement deferred installment as requested by the student.</p> <p>An applicant for admission to the University will be considered enrolled and counted as a student when:</p> <ul style="list-style-type: none">all assessed fees have been paid in cash; orall assessed fees have been paid by a personal check or credit card; orthe initial minimum payment due under any deferred installment plans has been paid; oran acceptable commitment from an agency or organization approved by the University has been received by the University. <p>An applicant will not be considered for admission as a student until all past due debts and obligations to the University incurred in prior academic terms, of whatever nature, have been paid.</p> <p>The University has the discretion to allow enrollment when the outstanding obligation is \$200 or less.</p> <p>The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved</p>
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~~has satisfied all debts or obligations or the debts or obligations meet the criteria established in T.C.A. § 49-9-108.~~

~~All outstanding debts and obligations must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed.~~

~~An applicant shall possess an acceptable commitment when an application(s) for financial aid has been timely submitted with the reasonable probability of receiving such.~~

~~All state financial aid granted to a student shall be applied to pay maintenance fees or tuition, student dormitory or residence hall rental, board, and other assessed fees before any excess may be distributed to the student.~~

~~Agencies or organizations which may be approved by the University for purposes of making acceptable commitments for applicants shall be limited to agencies of the federal or state governments authorized to provide financial aid, established financial institutions within the state, established in-state and out-of-state corporations which employ the applicant, foreign embassies and foreign corporations, and other organizations within the state which have previously demonstrated the ability to pay the commitment.~~

~~An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant. No commitments from individuals will be accepted on behalf of applicants.~~

~~When an applicant tenders payment of fees by means of a personal check or credit card, the applicant may be considered and counted as a student. If the payment is subsequently dishonored by the financial institution, and the payment is not redeemed in cash, the University has the option to not consider that student as enrolled for the term.~~

~~At the discretion of the University, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored payment is redeemed.~~

~~Pursuant to T.C.A. § 49-9-108, diplomas, transcripts, certificates of credit, and grade reports cannot be withheld for debts that are both less than \$25 and more than 10 years in age.~~

~~The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.~~

~~While the University has discretion in how these situations will be handled, all students must be treated the same at the University.~~

~~The University has the discretion to allow enrollment in the following semester when the outstanding obligation is \$200 or less.~~

~~The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations or such meet the criteria established in T.C.A. § 49-9-108.~~

~~All outstanding debts must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed.~~

~~The University is authorized, subject to approval by the Board, to establish charges for late registration and/or payments which are returned dishonored, and such charges shall become assessed fees for purposes of admission.~~

~~In accordance with this policy, the president has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances. All such actions should be properly documented for auditing purposes.~~

~~Dishonored Payments~~

~~A. Enrollment Fees. Pursuant to this policy, if any student tenders payment of fees by a check or credit card that is subsequently dishonored by the financial institution, and the payment is not redeemed in cash within the time period specified below, the University has the option to not consider that student enrolled at the University.~~

- ~~1. At the discretion of the University, the student may be considered enrolled and will be assessed the applicable returned check fee, the late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored check is redeemed.~~
- ~~2. The University has the discretion to allow enrollment when the outstanding obligation is \$200 or less.~~
- ~~3. The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.~~
- ~~4. While the University has discretion in how these situations will be handled, all students must be treated the same.~~

- ~~5.—A student paying enrollment fees with a check that is dishonored must redeem the check within five (5) calendar days from receipt of the notice.~~
 - ~~a.—Notice should be sent by the University to the student no more than three (3) working days from receipt of notice of a bad check from the bank.~~
 - ~~b.—Notice by certified mail is optional.~~
 - ~~c.—The University will have five (5) working days after the expiration of the five (5) calendar days to pursue any additional collection efforts deemed necessary.~~
 - ~~d.—Immediately after the five (5) working days, the student will be de-enrolled if the check has not been redeemed in full if that option is selected by the University.~~
 - ~~e.—Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.~~

~~B.—Non-Student or Non-Employee. Any person other than a student or employee who tenders a check for payment for goods or services which is subsequently dishonored shall be given the opportunity to redeem the check and pay the amount due in cash. The person shall be given notice of the dishonored check, sent certified mail, demanding payment within five (5) days.~~

~~C.—Collection of Dishonored Checks. A check presented for payment of any goods or services which is subsequently dishonored shall be treated as an account receivable under General Collection Procedures Section. Any transactions that have been processed should be reversed when possible and appropriate.~~

~~D.—Future Check Writing. Receipt of one or more bad checks from any person may result in that person becoming ineligible to make payments by check thereafter, or to have any check cashed by the University. A record of individuals who have written bad checks should be maintained.~~

**Gramm-Leach-Bliley Act
Contract Clause**

~~Include the standard language printed below in all future contracts with third party service providers that have access to the University's customers' non-public financial information.~~

- ~~1.—“Throughout the term of this Agreement, Service Provider shall implement and maintain ‘appropriate safeguards,’ as that term is used in § 314.4(d) of the FTC Safeguard Rule, 16 C.F.R. § 314, for all ‘customer information,’ as that term is~~

- defined in § 314.2(b) of the FTC Safeguard Rule, delivered to Service Provider by APSU pursuant to this Agreement.
- ~~2. The Service Provider shall implement an Information Security Program ('the Program') as required by the FTC Safeguard Rule.~~
 - ~~3. Service Provider shall promptly notify the University, in writing, of each instance of:~~
 - ~~a. Unauthorized access to or use of that nonpublic financial customer information that could result in substantial harm or inconvenience to a customer of the University; or~~
 - ~~b. Unauthorized disclosure, misuse, alteration, destruction or other compromise of that nonpublic financial customer information.~~
 - ~~4. Service Provider shall forever defend and hold the University harmless from all claims, liabilities, damages, or judgments involving a third party, including University's costs and attorney fees, which arise as a result of Service Provider's failure to meet any of its obligations under this provision.~~
 - ~~5. Service Provider shall further agree to reimburse the University for its direct damages (e.g., costs to reconstruct lost or altered information) resulting from any security breach, loss, or alteration of nonpublic financial customer information caused by the Service Provider or its subcontractors or agents.~~
 - ~~6. Service Provider grants the University the right to conduct on-site audits, as deemed necessary by the University, of the Service Provider's Program to ensure the integrity of the Service Provider's safeguarding of the University's customers' nonpublic financial information.~~
 - ~~7. APSU retains the right to unilaterally terminate the Agreement, without prior notice, if Service Provider has allowed a material breach of its Program in violation of its obligations under the GLBA, if Service Provider has lost or materially altered nonpublic financial customer information, or if the University reasonably determines that Service Provider's Program is inadequate.~~
 - ~~8. Within thirty (30) days of the termination or expiration of this Agreement, Service Provider shall, at the election of the University, either:~~
 - ~~a. Return to the University; or~~
 - ~~b. Destroy (and shall cause each of its agents to destroy) all records, electronic or otherwise, in its or its agent's possession that contain such nonpublic financial customer information and shall deliver to the University a written certification of the destruction."~~

Fees, Charges, Refunds, and Fee Adjustments
Establishment and Approval of Fees and Charges

A. Establishment of Fees and Charges

1. The Board of Trustees must establish or approve all University fees and charges unless specific exceptions are provided. The University Budget Office is charged with the responsibility of obtaining and coordinating data to be submitted to the Vice President for Finance and Administration in establishing those fees.

B. Approval of Fees and Charges

1. The Board of Trustees must approve specific fees as follows:
 - a. Mandatory -Fees (In-state tuition and program service fees)
 - b. Out-of-State- Tuition
 - c. ~~Course fees applied to specific majors~~Specialized academic course fees
 - d. Miscellaneous course fees
2. The pPresident or designee is authorized to approve fees and charges not reserved for specific approval by the Board of Trustees. ~~is responsible for the enforcement and collection of all fees and charges. Fees and charges which specifically do not require Board approval must receive formal approval by the president or designee.~~

~~B. Payment of Student Fees~~

- ~~1. As provided in this policy:~~
 - ~~a. An applicant for admission to the University will be considered and counted as a student when all assessed fees have been paid in cash, when the initial minimum payment due under the deferred installment plan has been paid, or when an acceptable commitment from an agency or organization approved by the University has been received by the University.~~
 - ~~b. An applicant shall possess an acceptable commitment when he/she has timely submitted an application(s) for financial aid with the reasonable probability of receiving such.~~
- ~~2. Pursuant to the above condition, institutions with a continuous registration process must require payment of all applicable fees or payment of the initial minimum payment due under the deferred installment plan prior to the regular registration period as defined by the University.~~

- ~~a. Students who do not prepay all fees or have an acceptable approved financial aid deferment will forfeit pre-registration privileges and must enroll under the normal registration process.~~
- ~~3. A prepayment plan to assist parents and students with planning and budgeting their academic year expenses is authorized.~~
 - ~~a. Under the plan, students may choose the expenses they wish to prepay including room, board, tuition, and fees.~~
 - ~~b. Expenses can be prepaid over a period of six months.~~

Publishing Approved Fees and Charges

- A. Student Account Services is charged with the responsibility of maintaining a master fee list of all approved fees and publishing this information.
- B. The University will follow a general format in publishing information on fees and charges.

Appeals Process

- A. Any student may appeal the assessment, application, calculation, collection, or interpretation of any University fee, charge, deposit, or refund.
- B. Procedures for appealing a fee adjustment are available through the Office of Enrollment Management and are posted on the office web site.

Mandatory Maintenance Fees

- A. Description of Fees
 - 1. Mandatory Fees include in-state tuition and program service fees.
 - 24. The ~~Maintenance~~ Mandatory Fee is ~~a Tuition is~~ charged to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's) for the University for which the student enrolls. Fees are established by the Board of Trustees.
 - 23. The same fee is applicable to courses for which the student is enrolled on an audit basis.
- B. Rates
 - 1. Rates are established by the Board and incorporated in a fee schedule that groups specific fees; by type of institution; and by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than 12 hours

and graduate students in greater than 10 hours unless stated otherwise elsewhere in this policy.

2. Because the University has multiple summer sessions, ~~maintenance~~-mandatory fees, including ~~and~~ tuition, ~~Tuition~~ may be assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
3. ~~Maintenance~~Mandatory fees may not be waived. However, specific exceptions are provided in the following instances:
 - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees. For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee and persons who have retired from state service with 30 or more years of service, regardless of age. For credit, a fee of \$70 per semester or \$60 per trimester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. (Note: This fee includes all mandatory fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees and parking fees.) This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.
 - b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law should be determined.
4. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at the University and whose mobilization lasts more than six months shall be charged upon re-enrollment at the tuition, ~~maintenance fees~~, student activity fees and required registration or matriculation ~~fees~~-rates that were in effect when such student was enrolled prior to mobilization. After re-enrollment, no increase in tuition, ~~maintenance fees~~, student activity fees

or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed. In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.

- a. To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll in the University within six months of release from active duty.
- b. A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.

Accounting Treatment

~~A revenue account for Maintenance Fees is used to record both the revenue assessed and refunds made. As provided in GASB Statements 34 and 35, summer school revenues and expenditures must be accrued at fiscal year end. Summer school activity will not be allocated to only one fiscal year.~~

~~In some cases full fees are not assessed to students. These occur when statutes establish separate rates for such groups as the disabled, elderly, and military dependents. The difference between normal fees and special fees is not assessed. Fees not assessed in these cases do not represent revenue. For administrative purposes the fees may be calculated and credited to revenue, then written off against a contra revenue account.~~

~~Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. Individual student fees will be assessed as usual and charged to the functional category Scholarships and Fellowships. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts revenue account.~~

~~In some cases a non-credit course provides an option to grant regular credit. If a separate (or additional) fee is collected because of the credit, that amount is reported as Maintenance Fee revenue.~~

~~Full-time employees of APSU may enroll in one course per term at any public postsecondary institution, with fees waived for the employee.~~

~~No tuition-paying student shall be denied enrollment in a course because of enrollment of an APSU employee.~~

~~Spouses and dependents of employees of APSU may be eligible for a student fee discount for undergraduate courses at State institutions and the University of Tennessee.~~

~~State institutions exchange funds for tuition fees of employees' spouses and dependents who participate in a State educational assistance program. Effective fall term 1990, the charging and exchanging of funds for maintenance fee discounts between State institutions and the University of Tennessee shall begin.~~

~~To the extent they are not reimbursed by the State, fee waivers for full-time State employees and fee discounts to children of certified public school teachers shall be accounted for as a scholarship.~~

Out-of-State Tuition

A. Description of Fee

1. This is an additional fee charged to students classified as non-residents who are enrolled for credit courses, including audit courses. This fee is in addition to the ~~maintenance fee~~; [mandatory fees](#).
2. Out-of-state tuition fee rates are established by the Board of Trustees and are incorporated in the annual fee schedule.
3. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students.
 - a. While the per-hour rate for graduate students will be higher, the rates will be set so that a full-time graduate student and a full-time undergraduate student will pay approximately the same amount for out-of-state tuition.
 - b. A full-time student is defined as an undergraduate enrolled in 12 hours or a graduate student enrolled in 10 hours.
4. Applicability of out-of-state tuition is determined pursuant to APSU Policy 1:014. ~~The business office~~[Student Account Services](#) will collect fees based upon student classification as determined by the

appropriate authority within the University.

Accounting Treatment

~~A revenue account for out-of-state tuition is used for recording both credits for fees and debits for refunds. Other accounting is the same for out-of-state tuition as that outlined under Maintenance Fees except that separate out-of-state accounts are used.~~

~~In the case of fees not collected from students under grants and contracts, the same expense account under Scholarships and Fellowships may be used.~~

Recruitment Focus Area Plan **Recruitment Focus Area Plan (250-R)**

1.A. Description of Fee

1. The 250-R rate is available to students who graduate from a high school located in a county within a 250 mile radius of APSU.
2. The out-of-state tuition rate charges to students eligible for 250-R will pay a reduced rate based on the state subsidy per full-time equivalent for the prior fiscal year. This rate will be capped at 12 hours for undergraduate and 10 hours for graduate students.
3. This plan does not impact students who otherwise qualify for the border county classification or other in-state residency qualifications.

- ~~2. The Recruitment Focus Area Plan has been made available to the University on an "opt-in" basis. Unless otherwise delegated, approval of a request to adopt the Plan would rest with the Board.~~
- ~~3. The Plan applies to admitted students (both undergraduate and graduate) who graduate from a high school located in a county within a 250-mile radius of the city in which the main campus of the University is located.~~
- ~~4. The out-of-state tuition rate charged to students eligible for the Plan rate will equal the University's state subsidy per full-time equivalent for the prior fiscal year. This rate would be capped at 12 hours for undergraduate students and 10 hours for graduate students.~~
- ~~5. The Recruitment Focus area rate does not impact students who otherwise qualify for border county classification or other in-state residency classification.~~
- ~~6. Participating institutions must adopt a process that permits reporting to the Board on the effect of the Plan.~~

~~B. Accounting Treatment~~

- ~~1. The maintenance fee and the out-of-state tuition should each be recorded as outlined in Maintenance Fees and Out-of-State Tuition Sections above.~~

eRate

A. Description of Fee

1. The eRate is available to students who enroll at APSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
2. The eRate is 150% of the University's approved undergraduate or graduate ~~maintenance fee~~ mandatory fees.
3. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than 12 undergraduate hours or 10 graduate hours.
4. To qualify for an eRate, students must:
 - a. Meet all University admission requirements and must be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution.
 - b. Out-of-state students in item 2 above refers to geographic location and does not include undocumented students living in Tennessee.
5. Students enrolled in any type courses other than online (on-ground, telecourse, hybrid, distance education, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges.
 - a. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the eRate.
6. The University enrolling eRate students as defined in this policy must provide a method to mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.

~~Accounting Treatment~~

~~The eRate is comprised of the maintenance fee and a 50% markup that represents the out-of-state tuition portion.~~

~~The maintenance fee and the out-of-state tuition should each be recorded as outlined in the Maintenance Fees and Out-of-State Tuition Sections above.~~

Debt Service Fees

- ~~A. The amount of debt service fees will be approved by the Board of Trustees. Separate rates are recommended based on~~

~~requirements of the University.~~

- ~~B. For simplicity of administration and communication, the University may combine debt service with maintenance fees in quoting fee rates, in fee billings and charges, and in making refunds.~~
- ~~C. Revenue from debt service fees will be recorded in the unrestricted current fund and then transferred to the retirement of indebtedness fund as either a mandatory transfer or a non-mandatory transfer. The portion of debt service fee revenue used for current year debt service will be reported as a mandatory transfer. Any additional debt service fee revenue will be transferred to the retirement of indebtedness fund as a non-mandatory transfer.~~
- ~~D. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Board of Trustees.~~

Student Fees

- ~~A. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum for student body approval or rejection. The fee will be administered in accordance with the provisions adopted by the University. These fees will be restricted current funds additions. These fees are refundable on the same basis as maintenance fees or as established by the University.~~
- ~~B. Student activity fees (other than student government activity fees) will be approved by the Board of Trustees. Such fees may be recommended by the University based on services to be provided which are related to the activity fee. These fees will be unrestricted current funds revenues. These fees are refundable on the same basis as maintenance fees or as established by the University.~~

Technology Access Fees

- ~~A. A fee shall be levied by the University for the purpose of providing student access to computing and similar technologies. It is refundable on the same basis as maintenance fees or as established by the University. The University shall establish designated revenue codes for~~

~~purposes of recording technology access fees. Organization codes will be used to identify technology access fee (TAF) expenditures.~~

~~B. Use~~

- ~~1. Technology Access Fees (TAF) are composed of two pools. Pool 1 represents the TAF prior to FY 1997-98 when it did not exceed \$30 annually. Pool 2 represents the difference between the current TAF rate and the pre-1997-98 TAF rate. Items 2 and 3 below shall apply to use of Pool 2 TAF funds.~~
- ~~2. The TAF should be used by APSU for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Use of Pool 2 TAF is limited to the following items:~~
 - ~~a. Computers and other technical laboratory supplies, equipment, and software and maintenance.~~
 - ~~b. Network costs (WWW internet, interactive video, etc.)~~
 - ~~c. "Smart" or multimedia classroom equipment and classroom modifications.~~
 - ~~d. Lab and course staffing—student assistance for lab and classroom uses; universities are limited to a 12% maximum (Pool 2 current-year TAF revenues) and student employees only; for student employees.~~
 - ~~e. Renewal and replacement reserves as necessary.~~
 - ~~f. New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.~~
 - ~~g. Faculty and staff development directly related to the introduction or application of new technology which impacts students. These guidelines should have the flexibility to place instructional technology in a faculty lab where course materials are being prepared. For example, TAF funds can be used to create faculty labs to include the purchase of computers and to conduct faculty training and course development. (Travel costs for faculty and staff are excluded; however, consultants may be hired as needed for training.)~~
 - ~~h. Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability. A ceiling is established of 50% of the total~~

- ~~project costs from which technology access fees can be used.~~
- ~~i. Expand technology resources in library, i.e., video piped anywhere on campus, interactive video room for distance education, network for web video courses.~~
- ~~j. Technology access revenue may only be spent for the campus where the funds are collected.~~
- ~~3. As part of the July budget process, the University shall prepare a detailed spending plan for the use of funds generated by the TAF. These spending plans shall be reviewed by the internal audit staff for compliance with TAF use guidelines and APSU policy.~~
- ~~4. The spending plan will be maintained by the University and will be updated throughout the year as needed. The President shall ensure that the spending plan is prepared. At the end of the fiscal year, a summary of the actual money generated and actual use of the money shall be prepared and maintained by the University.~~
- ~~5. Compliance with these guidelines will be audited by the internal audit staff and reported to the Board as determined by the internal auditor's annual risk-based planning process or other appropriate means.~~

Specialized Academic Fees

- A. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria 1. High Cost of Instruction as defined below. Additionally, the program should document meeting criteria 2.-7., as applicable.
 - 1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
 - 2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
 - 3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment

and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.

4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and not one duplicated in other State institutions and should be of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.
7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.

- B. The University must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.

Miscellaneous Course Fees

- A. All miscellaneous fees must be approved by the Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.

Incidental Fees and Charges

A. Incidental fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at the University both as to the amount and condition of assessment. Charges are subject to approval by the President.

~~Uniform Rates and Policies~~

~~The following fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at the University both as to the amount and condition of assessment. Charges are subject to approval by the Board of Trustees.~~

~~Application Fee:~~

~~Undergraduate—Not less than \$5.00 or more than \$25.00.~~

~~Graduate—Not less than \$25.00 or more than \$75.00.~~

~~Graduation Fee: This fee shall be assessed according to degree level as follows and shall include the cost of the diploma and rental of academic regalia:~~

~~Associate Degree—————\$25.00~~

~~Baccalaureate—————30.00~~

~~Master and Specialist—————35.00~~

~~Doctor and Juris Doctor—————45.00~~

~~The fee is refundable only if the University has incurred no costs on the student's behalf. Other items may be included in the fee, as determined by the University. Additional fees may be charged for optional graduation-related activities or services.~~

~~Late Exam Fee: None~~

~~Institutions~~

~~Returned Check Fee: \$30.00 per check—nonrefundable. The University will charge a returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the University, whether from students, faculty, staff, or other parties. The Board will review state statutes each spring to determine any changes.~~

~~Other Fees and Charges Subject to Board Approval~~

~~Institutions~~

~~The following fees may be assessed by the University. Specific rate recommendations will be developed separately by the University for approval by the Board of Trustees. In review of the recommendations, the Board will consider the consistency of fees for comparable services among institutions.~~

~~Motor Vehicle Registration—nonrefundable. A fee may be levied by the University per academic year, per fiscal year and/or per academic term for motor vehicle registration, and such fee shall be applicable to each student, faculty and staff member.~~

~~Post Office Box and/or Postal Service Fee—nonrefundable. This fee may be assessed for U.S. Postal services provided on campus to the student population.~~

~~Traffic Fines—nonrefundable. These fines will apply to all employees and students.~~

~~Applied Music Fees. This fee is charged for private music lessons or small group training sessions. It is refundable on the same basis as maintenance fees or as established by the University.~~

~~Late Registration Fee. A late registration fee up to \$100 will be charged during the entire period of late registration. The effective date of the fee will be determined by the University.~~

~~Facilities Fee. This fee will be used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, etc. The fee would not be used for routine maintenance or new construction, but would be used to make improvements to areas that have an impact on students. The intended projects will be disclosed during the normal budget cycles. The fee is refundable on the same basis as maintenance fees.~~

~~Transcript Fee. There will be no charge for transcripts; however, the University shall set a limit on a reasonable number of copies at any one time and may establish a nonrefundable charge for the cost of copying transcripts in excess of that number.~~

~~Fees and Charges to be Established and Administered by the University.~~

~~The following fees and charges may be established and administered by the University. No specific approval or notification to the Board of Trustees will be required unless subject to other Board or State requirements. The University will establish appropriate refund policies.~~

~~Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry and similar activities.~~

~~Rental of non-student housing and facilities.~~

~~Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.~~

~~Sales and services of educational activities such as clinical services, publications, etc.~~

~~Registration for conferences, institutes, and non-credit activities.~~

~~Fees for use of campus facilities for recreational purposes.~~

~~Parking permits and parking meters for use by guests and visitors.~~

~~Nonrefundable library fines, which will apply to students, faculty, staff, and other library users.~~

~~Thesis and dissertation fee—nonrefundable. The fee will be determined based upon cost to the University.~~

~~Child Care Fees—Kindergarten, Preschool, Early Childhood, Day Care, or similarly defined activities. The refund policy will be established by the University.~~
~~Special Exam Fee—nonrefundable. The fee will be determined based upon cost to the University.~~
~~Standardized Test Fees—nonrefundable. The fee will be determined based upon the cost for administering the tests.~~
~~Identification Card Replacement—nonrefundable. There will be no charge for the original identification card. A fee may be set by the University to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.~~
~~Change of Course or Section Fee—nonrefundable. If the change is caused by the University, there will be no charge for the change. If two or more forms are used at one time, they will be treated as one change/form. The University may waive the fee for schedule changes.~~

Deposits

~~Breakage deposits may be recommended by the University for Board approval for courses in which it can be shown that there is a reasonable chance of loss or damage to items issued to students. The amount of the deposit should be related to the materials issued and subject to a 100% refund.~~

- A. A deposit may be established by the University for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.
- B. Pursuant to APSU Policy on Student Residence Regulations and Agreements (No. 3:004), the University is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

~~Student Residence Hall and Apartments~~ Room and Board

- A. All regular and special rental rates for student ~~dormitories~~ residence halls and student apartments will be approved by the Board of Trustees ~~President~~ upon the recommendation of the University. All meal plan rates will be approved by the President. ~~A \$5.00 late payment may shall be assessed.~~ The University may recommend special rates for non-student

groups during summer periods, etc.

- B. Pursuant to APSU Policies on Student Resident Regulations and Agreements (No. 3:004) and this policy, rental for ~~student dormitory or~~ residence halls and student apartments ~~units~~ shall be payable in full in advance of the beginning of a term. However, the University offers an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. Specific provisions for the payment plan must comply with those cited in Policy No. 3:004. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in either the deferred installment plan or the optional monthly housing payment plan. The University has the option of allowing students to participate in both the deferred installment plan and the optional monthly housing payment plan.

Other Fee and Charge Considerations

The University may submit for Board of Trustees approval fees and charges not specifically covered by this policy when the establishment of a fee or charge is justified by the University.

1. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. [Reference APSU Policy on Access to and Use of Campus Property and Facilities (No. 1:019).]
2. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds and conditions must be clearly stated.
3. Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
4. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
5. Students enrolled for six or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

Refunds and Fee Adjustments

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.

B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.

C. ~~Maintenance Mandatory- Tuition~~ Mandatory Fees Refunds and Adjustments procedures will be posted appropriately on the website.

~~Refunds are 100% for courses canceled by the University.~~

~~Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional maintenance fees, unless the dropping and adding involves TN eCampus courses. The change of course fee would be applicable.~~

~~The fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75% on the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. When the first day of the academic term falls on a Saturday, the 100% refund period is extended through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% or the 25% fee adjustment period will result in a fee adjustment of assessed maintenance fees based on the total credit hours of the final student enrollment.~~

~~For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.~~

~~All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.~~

~~A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.~~

~~A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.~~

~~A 100% refund will be provided to students who are compelled by the University to withdraw when it is determined that through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.~~

~~When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75%/25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.~~

~~The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/withdrawals will result in fee adjustments. A \$100 administrative fee will be charged for all withdrawals.~~

~~Out-of-State Tuition Refunds and Fee Adjustments~~

~~The fee adjustment provision for out-of-state tuition is the same as that for maintenance fees. The 75% fee adjustment period and the 25% fee adjustment period will follow the same dates as the fee adjustment periods for maintenance fees. When 100% of maintenance fees are refunded, 100% of out-of-state tuition also is refunded. Calculation procedures are the same as those specified for maintenance fees.~~

~~Debt Service Fee Refunds~~

~~Debt service fees will be subject to the same refund policy as maintenance fees.~~

Student Residence Hall/Apartment Rent and Deposit Refunds

~~Refund of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall:~~

~~Because of personal medical reasons confirmed in writing by a licensed physician, or~~

~~At the request of the University for other than disciplinary reasons. Full refund will be made in the case of the death of the student. Withdrawals for other reasons will be subject to the same 75%/25% amounts and time periods as maintenance fees. No refund will be made other than under the above conditions.~~

~~Residence hall reservations and breakage deposits will be refunded in full if:~~

~~The University is notified by a specific date which it establishes, but which may not be later than fourteen (14) calendar days prior to the first official day of registration,~~

~~The student is prevented from entering the University because of medical reasons confirmed in writing by a licensed physician, or~~

~~Residence hall space is not available. Full refund also will be made in the case of the death of the student.~~

Meal Plan Refunds

~~The University with meal plans should develop appropriate refund procedures.~~

Deferred Payment Plan

~~The University is authorized to offer a deferred installment plan. The deferred installment plan is available for regular academic terms, but not for summer or other short terms.~~

Eligibility

~~A. All students in good financial standing and with no outstanding account balances from previous terms are eligible to participate in the deferred installment program.~~

~~B. Students who have failed to make timely payments in previous terms may be denied the right to participate in the deferred installment program in additional enrollment periods.~~

~~C. The University may set minimum balances due for students to be eligible for deferred installment plan.~~

Payment Terms

~~All awarded financial aid awarded, including student loans, must be applied toward payment of total fee balances before the deferred installment plan may be utilized. Two options are available for the remaining balance after financial aid and discounts are applied. The University elects to offer the following payment plans.~~

~~An initial down payment of 25% of the balance of tuition less any financial, scholarships, and/or third party assistance awards have been credited to your account plus the \$50 enrollment fee (non-refundable). The due dates for the additional three installments are:~~

~~Fall—October 1, November 1 and December 1~~

~~Spring—March 1, April 1, and May 1~~

Service Charges and Fines

~~The University charges a service fee of \$50 to help defray administrative costs associated with the deferment program.~~

~~An additional late payment charge not to exceed \$25 will be assessed on each installment which is not paid on or before the due date and each 30 day period past the 2nd installment up to a maximum of \$100.~~

~~Withdrawals from classes will not alter any remaining balance due except to the extent that any refund may be applied.~~

Revision Dates

APSU Policy 1:021 – Rev.:

APSU Policy 1:021 (previously 4:011) – Rev.: March 30, 2017

APSU Policy 1:021 – Rev.: September 14, 2015

APSU Policy 1:021 – Rev.: May 23, 2011

APSU Policy 1:021 – Rev.: February 8, 2006

APSU Policy 1:021 – Rev.: June 28, 2001

APSU Policy 1:021 – Rev.: September 26, 1994

APSU Policy 1:021 – Issued: August 1, 1986

Subject Areas:

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

Approved

President: signature on file



Agenda Item: D.iii.3.

Date: September 15, 2017

Subject: Approval of Campus Property Acquisitions

Action Recommended: Approval by Roll Call Vote

Background Information:

The Business and Finance Committee is responsible for recommending the approval of the lease, purchase, and disposal of real estate to the full Board of Trustees. APSU acquires property that is within close proximity of campus and that is a part of the Campus Facility Master Plan.

Proposed Implementation Date: Fall 2017

Item Details:

APSU is seeking Board approval in acquiring property that is in close proximity of campus that can be used to expand the campus foot print.



Agenda Item: E.i.

Date: September 15, 2017

Subject: Affirming APSU's Mission Statement

Action Recommended: Approval by Voice Vote

Background Information:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standard 3.1.1 requires the institution's governing board to approve the institution's mission statement. The Tennessee Board of Regents approved Austin Peay State University's (APSU) Mission Statement in March 2011. Because APSU's Board of Trustees now governs APSU, it is necessary for the Board to affirm the mission statement of APSU.

Proposed Implementation Date: September 15, 2017

Item Details:

APSU's Mission Statement

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 the military community at Fort Campbell through complete academic programs;
- 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.



Agenda Item: E.ii.

Date: September 15, 2017

Subject: Adoption of Calendar for Board of Trustees Meetings

Action Recommended: Approval by Voice Vote

Background Information:

The Focus on College and University Success Act (FOCUS Act), requires the Austin Peay State University Board of Trustees to meet a minimum of four times per year. The following calendar is proposed for the 2018 year. Committees of the board will meet electronically or telephonically as necessary between board meetings and the day before scheduled board meetings as necessary.

Item Details:

Proposed 2018 meeting dates are as follows:

- Spring- March 8 and 9
- Summer Meeting- June 7 and 8
- Fall Meeting- September 13 and 14
- Winter Meeting- November 29 and 30



Information Item: B.

Date: September 15, 2017

Subject: Review of Contracts and Agreements

Action Recommended: Informational Item

Background Information:

The following constitutes a record of business transacted between the University and the State Building Commission since the previous meeting of the Board of Trustees under the authority of the Board Policy 1:024 (*Board of Trustees Delegation of Authority*), which grants the President authority to act for the Board regarding all matters concerning contracts and agreements between the University and an outside entity.

Item Details: See attached



Austin Peay State University
Contracts total value more than \$50,000 Approved from May 1, 2017 thru August 15, 2017

<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>
Clarksville Department of Electricity	Cable TV Services	Housing/Residence Life and Dining Services	\$ 126,523.56	7/1/2014	6/30/2019	Yes
Peak Sports MGMT LLC	Athletics marketing and sales to secure corporate sponsorships	Athletics	\$ 177,098.20	7/6/2017	6/30/2022	Yes
Country Inn and Suites	Overflow Housing for Fall 2017	Housing/Residence Life and Dining Services	\$ 75,840.00	8/23/2017	9/15/2017	Yes
Avalon Technologies	APSU Banner 9 Project	Information Technology	\$ 100,529.65	6/22/2017	12/1/2017	No
Jones Lang LaSalle Americas Inc	Custodial Services	Physical Plant	\$ 1,286,487.08	7/1/2017	6/30/2022	Yes
World Education	Online Education Services	Extended Education	\$ 150,000.00	6/12/2017	6/11/2022	Yes
City of Clarksville - Clarksville Transit System	Campus Trolley Service	Campus Police	\$ 183,842.00	7/1/2017	6/30/2022	No
Royall and Company	Direct Marketing and Enrollment Consulting Services	Enrollment Management	\$ 389,244.00	8/15/2015	8/14/2020	Yes
EBSCO	Library Databases	Library	\$ 109,937.00	7/1/2017	6/30/2022	No
Stamats Inc	Brand Consulting Services	Public Relations and Marketing	\$ 82,400.00	6/20/2017	6/19/2018	Yes
Chartwells Dining Services	Food Services	Housing/Residence Life and Dining Services	\$ (651,900.00)	7/1/2011	6/30/2021	Yes
Catos	Pest Control Services	Physical Plant	\$ 82,800.00	3/1/2016	2/28/2021	Yes
OmniUpdate Inc	Web Management System	Public Relations and Marketing	\$ 133,500.00	4/27/2016	4/26/2021	Yes
Coca-Cola Bottling Works of Tullahoma, Inc	Soft Drink Bottling Supplier	Auxiliary Services	\$ (100,000.00)	7/1/2017	6/30/2022	Yes
Barnes and Noble College Booksellers, LLC	Bookstore Management Services	Auxiliary Services	\$ (500,000.00)	7/1/2017	6/30/2027	Yes

*The red amounts reflect revenue contracts.



Austin Peay State University
Summary of State Building Commissions Actions
May 11, 2017 thru August 10, 2017

<u>Date</u>	<u>SBC Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
May 22, 2017	166/003-02-2017	Kimbrough Steam Line Replacement	\$ 250,000.00	Designer Selection - HNA Engineering, PLLC designer
July 13, 2017	166/003-04-2017	Central Chiller Plant Repairs	\$ 1,800,000.00	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
July 13, 2017	166/003-05-2017	Roof Replacements	\$ 1,800,000.00	Approved project, budget, scope, funding, and source of funding, and proceeding with the process to select a designer.
July 13, 2017	166/003-06-2016	Drane Street Steam & Condensate Line Replacement	\$ 325,000.00	Replace and reroute approximately 120 linear feet of supply and return steam and condensate return lines.
August 10, 2017	166/003-06-2017	Farm Residence	\$ 340,000.00	Approval of a project, budget, scope, funding, and source(s) of funding, and proceeding with the process to select a designer



Information Item: C.

Date: September 15, 2017

Subject: Update on Facilities Master Plan

Action Recommended: Informational Item

Background Information:

This is a progress briefing on the 2013 Campus Master Plan Update scheduled to be complete by December 2017.

Proposed Implementation Date:

The Facilities Master Plan is expected to be approved at the winter Board of Trustees meeting.

Item Details:

The previous master plan was completed by Dober Lidsky Mathey. APSU has engaged their services again in order to reflect new campus priorities. Art Lidsky will give an update on the progress of the Facilities Master Plan.



Information Item: D.

Date: September 15, 2017

Subject: Upcoming SACSCOC Substantive Change Committee Visit – Governance Change

Action Recommended: Information only

Background Information:

APSU's on-site visit with a SACSCOC Substantive Change Committee has been confirmed for October 3-5, 2017. The role of the committee is to verify APSU's compliance with SACSCOC standards as it relates to the governance change. The committee includes a four-person team plus the assigned SACSCOC Vice President. APSUBT Members are asked to participate in the on-site visit; however, participation via video chat is acceptable for members who do not reside in the area. Prior to the visit, the committee reviews APSU's report and identifies issues and topics for further exploration during on-site visit. During a typical visit, committee members examine data and conduct interviews in order to ascertain whether the institution continues to be in compliance with the *Principles of Accreditation*. The committee develops a consensus on its findings and completes a draft report. Finally, the committee presents an oral summary in an exit report to the chief executive officer and invited institutional officials on the last day of the visit.

Proposed Implementation Date: October 2017

Item Details:

SACSCOC Substantive Change Committee Roster

- Dr. William M. McDonald, Dean of Students, The University of Georgia
- Dr. Beth R. Jones, Associate Vice President, Finance and Administration, Georgia State University
- Dr. Kevin B. Smith, Senior Associate Provost, Lamar University
- Dr. Rebecca O. Turner, Provost & Vice President, Academic and Student Affairs, Jacksonville State University
- Dr. Michael T. Hoefer, Vice President, SACSCOC

Meetings with APSUBT Members

Tentatively scheduled for Wednesday, October 4, 2017; this has not yet been confirmed with SACSCOC.

- Luncheon: noon-1:30PM
- Meeting with Drs. McDonald and Hoefer: 1:30PM-2:30PM

In preparation for the visit, APSU submitted a comprehensive report to SACSCOC on August 14, 2017 documenting compliance with a specific subset of *Principles*, as described below.

The SACSCOC *Principles of Accreditation* most applicable to governing board operations are shown below. Relevant questions for consideration from the SACSCOC Resource Manual follow each Principle.

Core Requirement 2.2: Governing Board: The institution has a governing board of at least five members that is the legal body with specific authority over the institution. The board is an active policy-making body for the institution and is ultimately responsible for ensuring that the financial resources of the institution are adequate to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from it. Both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, or personal or familial financial interest in the institution.

- How are governing board members and the presiding officer elected or appointed?
- What is the structure of the governing board and its committees?
- What evidence is there that the governing board controls the institution?
- What evidence is there that board members as a governing body actively focus on policy issues of the institution, CEO performance review, and overall mission?
- How often do the governing board members meet and is their agenda appropriate for their responsibilities?
- What evidence exists that the governing board ensures adequate financial resources?
- What evidence exists that the governing board is not controlled by a minority of members?
- What evidence exists that the governing board is free of contractual, employment, or personal or financial interests?
- Are the affiliations disclosed so that reviewers can determine conflict of interest?

Comprehensive Standard 3.2.1: CEO Evaluation/Selection: The governing board of the institution is responsible for the selection and the periodic evaluation of the chief executive officer.

- How is the chief executive officer selected and/or appointed and by what body or legal authority?

- What are the board's criteria for determining an effective performance of the chief executive officer?
- How is the chief executive officer evaluated and what is the schedule?

Comprehensive Standard 3.2.2.1: Governing Board Control over Institutional Mission: The legal authority and operating control of the institution are clearly defined for the following areas within the institution's governance structure: the institution's mission.

- Are adequate definitions of legal authority and operating responsibility clearly stated in the rules and regulations, policy Manuals and/or bylaws of the institution's governing board?
- What entity (or entities) regularly examines the mission of the institution?

Comprehensive Standard 3.2.2.2: Governing Board Control over Fiscal Stability: The legal authority and operating control of the institution are clearly defined for the following areas within the institution's governance structure: the fiscal stability of the institution.

- Are adequate definitions of legal authority and operating responsibility clearly stated in the rules and regulations, policy Manuals and/or bylaws of the institution's governing board?
- What entity or entities regularly examine the financial stability of the institution and issue opinions regarding their findings?

Comprehensive Standard 3.2.2.3: Governing Board Control over Institutional Policy: The legal authority and operating control of the institution are clearly defined for the following areas within the institution's governance structure: institutional policy.

- Are adequate definitions of legal authority and operating responsibility clearly stated in the rules and regulations, policy Manuals and/or bylaws of the institution's governing board?
- What entity or entities regularly examine institutional policy?

Comprehensive Standard 3.2.3: Conflict of Interest: The governing board has a policy addressing conflict of interest for its members.

- What is the conflict of interest policy for governing board members?
- How are governing board members informed of its existence?
- How does the conflict of interest policy apply to individuals on the governing board as well as to the collective actions taken by the governing board as a corporate entity?
- How does the policy protect the integrity of the institution?

Comprehensive Standard 3.2.4: External Influence: The governing board is free from undue influence from political, religious, or other external bodies and protects the institution from such influence.

- To what extent and by what means are governing board members educated regarding these responsibilities?
- What safeguards protect the institution?
- How does the institution show that its governing board members are free from undue influences?

Comprehensive Standard 3.2.5: Board Dismissal: The governing board has a policy whereby members can be dismissed only for appropriate reasons and by a fair process.

- What is the policy that governs the removal of a governing board member from office?
- Who elects/appoints governing board members? Who can remove board members from office and by what process?
- How does the policy specifically address reasons for dismissal?
- How does the policy provide for a fair process for dismissal?

Comprehensive Standard 3.2.6: Board/Administration Distinction: There is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy.

- What evidence exists that the organizational structure reflects a distinction in lines of authority?
- What evidence exists that other documents, such as board Manuals, minutes, and administrative procedures Manuals, illustrate the distinction in practice?
- What evidence exists demonstrating that administrators/faculty administer policy?
- What is the institution's written policy on the roles and responsibilities of the governing board, administration, and faculty?
- How are written policies communicated to constituents?