

COPIED FROM THE *FACULTY HANDBOOK*

2.12 WORKLOAD

2.12.1 ACADEMIC

A full-time teaching position is recognized as a full-time job. While it is not possible or desirable to establish the same load or credit hour production for each faculty member, a full-time faculty member is normally expected to teach twelve (12) credit hours in courses having regular enrollments each term and participate in other professional activities including the following: student advising, research, professional development, and University and public service activities. Teaching responsibilities should normally comprise about 80 percent of a faculty member's workload, and the other activities about 20 percent.

Deans and department chairs are responsible for structuring schedules to take into account differences in responsibility which impact upon the overall teaching load. These include:

1. an unusually large section of a single course that would warrant splitting the section into two sections by normal standards;
2. laboratory supervision and planning requiring an excessive number of contact hours equivalent to an additional course;
3. graduate courses in which the nature of instruction requires significantly greater research than an undergraduate course carrying the same credits. The equivalency of nine credit hours of graduate courses to twelve hours of undergraduate courses would be an acceptable guideline;
4. reduction in teaching load for department chairs -- a 50 percent workload reassignment from teaching responsibilities to administrative responsibilities may be considered a reasonable guideline;
5. assignment of non-lecture courses such as student teaching, field supervision, thesis, independent study, and private music instruction equivalent to the workload of conventional courses consistent with the normal twelve credit hour teaching load according to procedures established for individual programs;
6. special assignments including President of the Faculty Senate, chairs of unusually demanding committees, major research projects which are expected to result in publication, coordination of accreditation or program review, and faculty development/retraining equivalent to teaching a course justify a reassignment from normal teaching responsibilities;
7. other documented reasons for differences in responsibility which have been approved in advance by the Vice Chancellor for Academic Affairs.

2.12.1.1 Faculty Released Time

A faculty member may secure administrative approval to be released from some scheduled duties to provide time for research, public service, or related professional activities. Prior to the beginning of each academic year, the department chair and respective dean review anticipated faculty workloads to determine commitments for teaching, research, and public service activities. Release time may be arranged following negotiation between all concerned parties, provided that satisfactory arrangements are also made to assure that all assigned teaching duties are performed to the satisfaction of the faculty members of the department concerned.

2.12.1.2 Administrative Committee and Other Assignments

While it is recognized that administrative committee assignments and other special work assignments are normally expected in the regular workload of full-time faculty; deans, directors, chairs and other administrative officers should consider the teaching, research and professional duties expected of faculty before delegating additional responsibilities. Every effort should be made to assign other responsibilities equally among the faculty, with due consideration given to nature of appointment, workload in teaching and advising, and other commitments (i.e. Faculty Senate).

2.12.2 SUMMER TERM

The University offers a wide range of courses during the two summer sessions. Each session lasts approximately five weeks. Faculty members may be employed to teach in the summer session. Each department should have guidelines for the allotment of summer school teaching.

Faculty members on academic-year appointment receive extra remuneration for summer school teaching at the rate of 3.125 percent of the previous year's annual salary per credit hour of course work taught. The maximum number of credit hours for which remuneration may be received is six per session (18.75 percent of previous year's base salary). A person teaching for both sessions is limited to nine credit hours (28.125 percent of the previous year's base salary). Courses taught through Continuing Education have a different pay scale but are included in the maximum load calculations, if taught during the regular summer semester. Exceptions will be granted only with the approval of the appropriate chair, dean, and the Vice Chancellor for Academic Affairs. (Revised July 1994)

2.12.3 OUTSIDE EMPLOYMENT/CONSULTING

Opportunities exist for many faculty members to render valuable outside professional services for which they may be remunerated. Such outside services strengthen the professional competence of the faculty member as a teacher and scholar, enhance the public service of the University, and open to students opportunities for professional experience and employment.

The wide range in types of consulting prevents the establishment of simple, comprehensive regulations. The following guidelines are designed to allow flexibility and adaptability to accommodate a wide range of service needs.

The guidelines primarily concern long-term, continuous, or continual arrangements between a faculty member and client. Short-term, non-recurring activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals are not covered by these guidelines; but they should be brought to the attention of the department chair/dean.

The remuneration for outside professional services is regulated by these guidelines only if payment is made through the University from grants and contracts. Such fee schedules are not relevant to individual contracts between the faculty member and a client.

Ordinarily, private business of members of the faculty and staff does not fall within regulation by the University, provided such business entails no loss of time or efficiency in the performance of University duties. The guidelines of this section do not apply to income generating activities covered by a specific professional activity allowance agreement or to faculty and professional staff of the Institute of Agriculture. Agriculture faculty and professional staff should check with their dean concerning applicable policies.

Guidelines

1. If consulting is done during periods of regular employment, prior permission of the immediate supervisor must be obtained. It is primarily the responsibility of the immediate supervisor to review faculty requests to engage in consulting activities and to maintain a record of approvals granted.

2. The consulting work should be related to the faculty member's normal University duties and should contribute to the effectiveness of his/her regular academic work.

3. Faculty members on academic-year appointments may engage in outside professionally related consulting provided the total amount of time expended does not exceed an aggregate of one day per calendar week for periods of regular employment.

Faculty members on twelve-month appointments are covered by the same general University policies pertaining to holidays, vacation, and sick leave as those which apply to administrative or professional personnel of the University. Such faculty members may engage in outside consulting provided the total amount of time expended does not exceed an aggregate of one day per calendar week for periods of regular employment and that such work is performed entirely outside of normal working hours or at such time as the faculty member is in an official leave status.

The University is entitled to the full professional energies of all full-time administrative and professional employees and does not expect such employees to accept regular outside employment unless same has been covered by specific agreement with administrative superiors. In many cases, successful accomplishment of job requirements requires considerable time in excess of normal office hours, and there are no provisions for extra compensation for such excess time when related to the employee's regular field or scope of employment.

Extra service payments may be warranted when, within the University, a demand for the specialized services of a 12-month academic employee arises in an area unrelated to the employee's scope of employment, if these services can be performed entirely outside of normal working hours or the employee is on annual leave. The employee and the employee's supervisor must certify in writing prior to the time services are to be rendered that such services will be performed entirely outside normal working hours.

4. If faculty on academic-year appointments are engaged on the University payroll during the summer months (e.g., summer school teaching, work on grants and contracts), the limit of one calendar day per week for each week of full-time University employment as described under point four pertains. The one-day-per-week average is not applicable to those portions of the summer in which a faculty member is not employed through the University in teaching or research grants or contracts.

5. University employees may not contract with agencies of state government to provide services. However, such services may be rendered provided there is a contract drawn between UT and the state agency.

When the state agency is a Board of Regents institution, exceptions are as follow:

a. When non-teaching services do not exceed 15 hours in any one week and the honorarium does not exceed \$1,500 in any one semester, a contract is not required. However, the employee is obligated to inform his/her superior of such services and compensation and to render such service only with the consent of his/her superior.

b. Contracts are not required for services involving teaching or instruction that does not exceed one course per semester. However, written approval must be secured from his/her superior.

2.12.4 CONFLICT OF INTEREST POLICIES

1. General Policy

Objectivity and integrity are essential qualities for employees of any organization, and particularly for those who are engaged in the service of a comprehensive public university. If a public university is to carry out its missions in the areas of instruction, research, and public service with unquestioned credibility, its employees must maintain the highest levels of integrity and objectivity as they perform their duties. The purpose of this policy is to ensure that the faculty and staff of The University of Tennessee maintain these qualities in situations that may involve conflicts of interest. Therefore, faculty and staff of The University of Tennessee are to avoid at all times any actual or apparent conflicts of interest between their duties and responsibilities as employees and their interests outside the scope of their University employment.

Generally, a conflict of interest exists whenever:

a. An employee's outside interests interfere with or compromise his or her judgment and objectivity with respect to his or her duties and responsibilities to the University; or

b. An employee makes or influences University decisions or uses University resources in a manner that results in:

Personal financial gain or financial gain for his or her immediate family members, which are defined as the employee's spouse and any minor children residing with the employee; or

An unfair advantage to a third party outside the University.

Note: For the purpose of this policy, the interest of a spouse or minor child with whom the employee commingles assets is considered the employee's interest.

2. Examples of Prohibited Conflicts of Interest

According to the definition stated above, the following situations are examples of prohibited conflicts of interest:

a. Holding an office or a management position in a private venture and (1) the venture is either in competition with the University, or (2) the employee uses his or her University position to obtain favored treatment for or to provide unfair advantage to that venture.

b. Holding a financial interest in excess of 5 percent of the total capital of a private venture and (1) the venture is in competition with the University, or (2) the employee uses his or her University position to obtain favored treatment for or to provide an unfair advantage to that venture.

c. Holding a financial interest (either the employee or a member of his/her immediate

family) in a private venture and procuring or influencing the procurement of goods or services from that venture for the University.

d. Soliciting or accepting gifts, gratuities, benefits, or favors of monetary value from a person or an organization (1) in return for influencing an employee in the discharge of his or her University duties, or (2) while being in a position to obtain favored treatment for or provide an unfair advantage to that person or organization.

e. Selling anything (excluding copyrighted literary property such as books, stage plays, etc.) to the University while an employee or within six months after termination of active employment with the University.

f. Providing contracted personal services to the University while an employee or within six months after termination of active employment with the University for which payments are made other than through payroll.

g. Using confidential or official University information in any manner that results in personal financial gain or that provides financial gain or an unfair advantage to the third party.

3. State Laws and Regulations

In addition to the general policies described above, State laws and regulations also prohibit the following:

a. Accepting rebates, gifts, or other things of value. Tennessee Code Annotated section 12-3-106 prohibits employees who are responsible for initiating requisitions from directly or indirectly accepting or receiving any rebate, gift, money, or other thing of value from any person, firm, or corporation to whom a contract for the purchase of materials, supplies, or equipment may be awarded. This statute also prohibits accepting or receiving any promise, obligation, or contract for future rewards or compensation from a contractor.

b. Having a personal interest in any contract in which the University is or may be interested. Tennessee Code Annotated section 12-4-101 prohibits employees who are in a position to select a contractor, to oversee work under a contract, or in any manner to superintend a contract in which the University is or may be interested from being directly interested in the contract. An employee is directly interested if the contract is with:

The employee,

A business in which the employee is the sole proprietor,

A business in which the employee is a partner, or

A business in which the employee has a controlling interest, i.e., owns or controls the largest number of outstanding shares owned by any single individual or corporation.

Violation of this statute carries a civil penalty requiring forfeiture of all pay and compensation received under the contract, dismissal from employment, and ineligibility for the same or a similar position for ten years.

Exceptions:

Any interest that does not fall within the definition of a direct interest is an indirect interest and is allowed if it is publicly acknowledged at the time of contracting.

If the employee, proprietorship, partnership, or corporation is the sole supplier of required goods or services in the county, the employee's interest is allowed if it is publicly acknowledged at the time of contracting.

c. Selling goods to the University or any other State agency. Tennessee Code Annotated section 124-103 prohibits all University employees from bidding on, selling, or offering to sell any merchandise, equipment, material, or similar commodity to the University or any other State agency. This applies to sales by:

The employee, A business in which the employee is the sole proprietor, A business in which the employee is a partner, or A business in which the employee has a controlling interest (see 2. above). This prohibition continues for six months after employment with the University terminates.

Violation of this statute carries both civil and criminal penalties:

Civil. The employee must refund to the University or the State all amounts paid for the goods, plus 8 percent interest.

Criminal. Violation of section 12-4-103 is a Class E felony.

Exceptions:

Sales by a business in which an employee owns less than a controlling interest are allowed if the employee's interest is publicly acknowledged at the time of the sale.

Sale of copyrighted literary property such as books, stage plays, etc., to the University by an employee.

If the employee, proprietorship, partnership, or corporation is the sole supplier of required goods in the county, the sale is allowed if the employee's interest is publicly acknowledged at the time of the sale.

d. Providing contracted personal, professional, or consultant services to the University or any other State agency. Tennessee Code Annotated section 12-4-109 requires that all personal, professional, and consultant services to the University and other State agencies be procured as prescribed by the State Department of Finance and Administration. Under those regulations, all employees are prohibited from contracting with the University or another State agency to provide personal, professional, or consultant services. This applies to contracts with:

The employee,

A business in which the employee is the sole proprietor,

A business in which the employee is a partner, or A business in which the employee has a controlling interest (see 2. above).

This prohibition continues for six months after employment with the University terminates.

e. Nepotism. Tennessee Code Annotated section 31-103 prohibits employees who are relatives from working within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of the other. "Relative" means a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, or any other family member who resides in the same household.

4. Reporting Requirements All University employees (except term and student) are required to take the initiative in reporting any outside interests in which they are involved where there is an actual, potential, or apparent conflict of interest with their duties and responsibilities as employees of The University of Tennessee. Employees are responsible for reporting, in writing, all situations involving activities or relationships with another employer that pose an actual, potential, or apparent conflict of interest. Each campus and unit of the University is responsible for developing procedures for reviewing the information disclosed by employees to determine if conflicts of interest exist. In addition, campuses and units will work with employees to eliminate actual or apparent conflicts and to prevent potential conflicts from occurring. Employees will follow the procedures below when reporting outside interests:

a. When initially employed, all new employees will be given a copy of this policy, which will be discussed with them during their orientation.

b. When initially employed, all new employees (except term and student) are required to complete a disclosure form (see Fiscal Policy, Conflict of Interest, Appendix A).

c. Senior administrative personnel as designated by the President or Executive Vice President are required to file a disclosure form with the General Counsel's Office by July 30 each year (see Fiscal Policy, Conflict of Interest, Appendix B).

d. All employees, other than senior administrative personnel, are required to submit a new disclosure form according to campus/unit procedures only when they have interests and/or activities to disclose.

e. Once an employee discloses the existence of a potential conflict of interest, he or she must file a disclosure form each year as long as potential conflict of interest exists.

Outside Interests to be Reported and Approved

Although not prohibited, certain outside interests may appear to be conflicts and therefore must be reported on the disclosure form and approved. The following situations are examples of such outside interests:

1. Engaging in a dual employee relationship with University superiors or subordinates in a private venture.

2. Engaging in University research sponsored by an outside organization in which the researcher has ownership (excluding publicly traded stocks or bonds of a corporation).

2.12.5 OFFICE HOURS

Each full-time faculty member is expected to be available to students on a regular basis for consultation and advisory services. Office hours should be scheduled and posted.

2.12.6 FACULTY INVOLVEMENT IN STUDENT AFFAIRS

Some faculty members may elect to serve as sponsors and advisors of groups engaged in various extracurricular activities. Such service is regarded as an important part of an individual faculty member's contribution to the institution. All sponsors and advisors of student organizations and activities should be familiar with policies regarding such organizations and activities and in cases of uncertainty should not hesitate to consult the Office of the Vice Chancellor for Student Affairs, or other officials or committees concerned with extracurricular activities.

2.12.7 ACADEMIC ADVISING

The University of Tennessee at Martin shall provide academic advisement to all regularly enrolled students. The objectives of the University advisement program are:

1. to provide students with information on policies, procedures, and programs of the University;
2. to assist students in exploring educational and career opportunities;
3. to assist students in establishing life goals;
4. to assist students with the development of an educational plan of study and the selection of courses;
5. to make students aware of the range of services and educational opportunities pertinent to their educational objectives at this University.

The Vice Chancellor for Academic Affairs is responsible for the academic advisement program of The University of Tennessee at Martin, which is based upon a system of policies, procedures, publications, personnel, and services that are adopted on a University-wide basis. The deans of the individual colleges are accountable to the Vice Chancellor for Academic Affairs for the effectiveness of the advisement programs within each college. Deans are responsible for implementing the academic advising system which is determined as being most effective in meeting the advising needs of the students within each college.

Academic deans are responsible for the maintenance of advising files for all students enrolled in each college and for insuring that advisors have accurate information for each new advisee assigned. Information containing the following will be in the folder: ACT and/or SAT student profile reports, campus placement scores, TOEFL scores (if appropriate), admission confirmation and transfer evaluation forms, academic planning worksheet, academic progress information, record of referrals to other student services, and academic advising agreement. Academic deans should be responsible to see that files are promptly forwarded to the appropriate office or advisor when students change colleges, majors, or advisors.

In support of the academic advising program the University shall:

1. provide advisors with current and accurate information related to student educational preparation and progress;
2. provide advisors with an *Advising Handbook* containing annually updated information related to policies, procedures, programs, and services;
3. provide advisors with appropriate training in academic advising;
4. periodically evaluate the effectiveness of the advisement program and individual advisors using an evaluation instrument approved by the Faculty Senate and coordinated by the Office of Academic Affairs;
5. consider academic advising in tenure, promotion, and merit decisions;
6. inform students of the advising and counseling services at UT Martin and stress the importance of academic advising.