



**Tennessee Higher  
Education Commission**

# **POLICY MANUAL**

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# **TENNESSEE HIGHER EDUCATION COMMISSION**

## **POLICY MANUAL**

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## OVERVIEW

The Tennessee Higher Education Commission aims to build a strong higher education landscape that provides opportunities for all individuals to pursue high-quality education and high-value credentials. In pursuit of this mission, the Tennessee Higher Education Commission is committed to expanding educational access and success for all students by cultivating seamless alignment between all Tennessee institutions, honoring state and student investments in education, and driving Tennessee students, institutions, and communities toward a thriving future. Our vision is to cultivate a cohesive higher education enterprise which fosters innovative solutions to ensure student success, build strong communities, and improve the lives of Tennesseans.

The Commission was created in the fall of 1967 by the Tennessee General Assembly to achieve coordination and foster unity in higher education in this state. The Commission is composed of nine voting members appointed from the general public, each serving six-year terms and representing the three Grand Divisions of the state equally; three constitutional officers (Comptroller of the Treasury, State Treasurer, and Secretary of State) who are ex-officio voting members; one voting student member; and the Executive Director of the State Board of Education, as an ex-officio, non-voting member.

The Commission provides leadership in public policy development for higher education in Tennessee, from ensuring fair and equitable funding of the various public institutions, to managing growth in a way that ensures the efficiency of state appropriations. A number of policies first implemented by the Commission have been emulated at a statewide level across the country.

Among the Commission's statutory responsibilities are strategic planning for Tennessee postsecondary education; reviewing and approving new academic programs; setting binding tuition ranges for public institutions; developing formulae and recommending the operating and capital budgets for public higher education; providing data and information to the public, institutions, legislature, and state government; and providing authorization for private postsecondary institutions operating within the state. The Commission is also Tennessee's State Approving Agency for the U.S. Department of Veterans Affairs to ensure that any postsecondary institution desiring to offer veterans benefits to its students meets the department's standards. The underlying principles of the Commission in the fulfillment of the responsibilities and development of policies are integrity, collaboration, innovation, and excellence.

## **ACADEMIC POLICIES**

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**Section Title:** Academic Policies

**Policy Title:** New Academic Programs: Approval Process

**Policy Number:** A 1.0

**1.0.1A Purpose.** Pursuant to Tennessee Code Annotated § 49-7-202(q)(2)(A), the Tennessee Higher Education Commission has the statutory responsibility to review and approve new academic programs for public institutions of higher education in the State of Tennessee. These responsibilities shall be exercised so as to:

- promote academic quality;
- maximize cost effectiveness and efficiency to ensure the benefits to the state outweigh the costs and that existing programs are adequately supported;
- fulfill student demand, employer need, societal, and economic requirements;
- avoid unnecessary duplication and ensure that proposed academic programs cannot be delivered more efficiently through collaboration or alternative arrangements; and
- encourage cooperation among all institutions, both public and private.

These expectations for program quality and viability are underscored by Tennessee Code Annotated § 49-7-202(d)(4)(A)-(C). This statute directs public higher education to:

- address the state's economic development, workforce development and research needs;
- ensure increased degree production within the state's capacity to support higher education; and
- use institutional mission differentiation to realize statewide efficiencies through institutional collaboration and minimized redundancy in degree offerings, instructional locations, and competitive research.

**1.0.2A New Academic Programs Subject to Approval.** Programs subject to approval, per this policy, are associate degree programs, baccalaureate degree programs, master's degree programs, and doctoral degree programs.

**1.0.3A New Academic Program Approval Delegation.** Programs meeting the following criteria may be delegated for approval from the Tennessee Higher Education Commission Executive Director:

- The program must be a high-priority field as defined by THEC staff;
- The program must fill an immediate or projected unmet labor market need locally, regionally, and/or statewide;
- Median starting salaries for graduates must be at or above minimum living wage expectations for the institution's region; and
- For universities, the program's curriculum must contain less than 50 percent new content.

At any point in the approval process, the Executive Director has the authority to refer action regarding a proposed program to the Commission. A proposed program will also be referred to the Commission at the request of any Commission member.

**1.0.4A Joint Degree Academic Programs.** For purposes of this policy, a joint degree academic program is whereby two (2) or more institutions grant a single academic award for completion of an academic program.

For new joint programs that involve the development of a new academic program, a Memorandum of Understanding that clearly outlines program responsibilities and fiscal arrangements among participating institutions must be developed and approved concurrently with the program proposal at each institution.

If any partner institution does not currently offer the academic program for the joint degree, the joint degree program must undergo the new academic program approval process as outlined in this policy.

If two (2) or more institutions create a joint degree program with academic programs that have already been approved at each institution, then the new joint degree program does not need to undergo the new academic program process and would be subject to the Academic Policy A 1.1 – Academic Program Modifications.

**1.0.5A Criteria for Review.** THEC staff consider the following criteria in order to maximize state resources in evaluating academic programs:

- Alignment with the state master plan for higher education and institutional mission – An institution must provide evidence that the proposed academic program aligns with the state's master plan for higher education and institutional mission, with a focus on leveraging differentiation to realize statewide efficiency of degree offerings, instructional locations, and competitive research.
- Feasibility – An institution must provide documentation that demonstrates the need for the new academic program including student interest, local and regional demand, industry support, and workforce need.
- Institutional capacity to deliver the proposed academic program – Supporting documentation must be included that confirms an institution can deliver the proposed program within existing and projected resources.
- Program costs/revenues – An institution must provide documentation of all new anticipated costs and revenues.

**1.0.5B No Unnecessary Duplication.** The THEC Academic Program Inventory provides the initial indication of apparent duplication or undue proliferation of programs in the

state. When other similarly titled existing programs may serve the same potential student population, an institution seeking to develop potentially duplicative programs should consult THEC with evidence to demonstrate that a newly proposed academic program is:

- in accord with the institution's distinct mission as approved by the Commission;
- sufficiently different from all related existing programs in the geographical region in quality and/or rigor, costs of degree completion, student success and completion rates, etc.; and
- more cost effective or otherwise in the best interests of the State to initiate a new academic program rather than meet the demand through other arrangements (e.g., collaborative means with other institutions, distance education technologies, and consortia).

**1.0.6A Steps to Establish a New Academic Program.** The process in developing a new academic program is multi-staged and includes the following essential steps:

- Letter of Notification (LON)
- Public Comment
- New Academic Program Proposal (NAPP)
- External Review
- Institutional Governing Board Approval
- Commission Action or Delegated Action

**1.0.6B Letter of Notification (LON).** The LON must address the criteria for review as outlined previously in Sections 1.0.5A and 1.0.5B. The LON should provide clear, supporting documentation that the proposed academic program contributes to meeting the priorities and goals of the institution's academic or master plan; why the institution needs the academic program; and why the state needs graduates from that particular academic program. The submission of the LON must also include a letter from the President or Chancellor signifying support for development of the proposed academic program.

**1.0.6C Public Comment.** The LON will be posted on the THEC website for a fifteen (15)-calendar day period for comment by interested parties. Evaluation of the LON will be conducted by THEC staff and will include consideration of any public comments. The fifteen (15)-calendar day public comment period may be extended to a maximum of thirty (30)-calendar days at the discretion of THEC staff.

THEC staff have the authority to request additional information for the proposed program including, but not limited to, an external, independent feasibility study.

Furthermore, the THEC Executive Director has the authority to refer action on the LON to the Commission for action if deemed appropriate and/or at the request of any member of the Commission.

- 1.0.6D Letter of Notification (LON) Expiration.** All LONs are valid for two (2) years from submission. If the program has not been approved for implementation within two (2) years from the date of submission, the LON is no longer valid. An institution can request an extension in writing to the THEC Executive Director if extenuating circumstances have delayed the proposed academic program.
- 1.0.6E New Academic Program Proposal (NAPP).** The NAPP is to be submitted in entirety to THEC in accordance with requirements outlined in the NAPP checklist on the THEC website and may be submitted at the same time as the LON.
- 1.0.6F1 External Review.** External reviewers will be required to serve as expert evaluators for all proposed new academic programs. For doctoral programs, two (2) external reviewers will be required to evaluate the proposed academic program.

THEC will select reviewers from the proposed institutional external reviewer list. Individuals used in the development stage as external consultants may not serve as external reviewers. External reviewers should be selected in alignment with criteria outlined by THEC.

In the event no external reviewers proposed by the institution are available or acceptable, THEC staff reserve the right to approve an exception or propose alternative external reviewers and may opt, when appropriate, to authorize a paper review of the proposed academic program rather than a visit to the campus by the external reviewer.

The institution or system office will be notified of the selected reviewers, the review modality, dates of availability of THEC staff, and provide a list of questions for the external reviewer to address during the course of the review. Institutions may add additional questions to the THEC review questions. The external reviewer must provide a written report in response to the questions concurrently to the institution/system office and THEC staff within thirty (30)-calendar days of the conclusion of the site visit.

The institution will be responsible for inviting the external reviewer, all scheduling, expenses and contracting with the external reviewer. THEC will provide a summary of the required agenda sessions for the site visit.

- 1.0.6F2 Post-External Review.** After receipt of the external reviewer's report, an institution must propose to THEC solutions in keeping with best practices for all issues identified by the reviewer.
- 1.0.6G Institutional Governing Board Approval.** Prior to inclusion on the Commission agenda, an institution must have received institutional governing board approval in alignment with institutional/system policies regarding new program approval. Approval from the institutional governing board can be attained at any time in the development of the proposed program but documentation of approval must be provided prior to Commission consideration.

**1.0.6H Notification of Inclusion on Commission Agenda or Delegated Action.** Once all requirements of the multi-stage process have been satisfied, THEC staff will notify the institution/system they will be included on the next Commission agenda or that the program has been routed to the Executive Director for delegated action.

**1.0.6I Commission Action.** Proposed academic programs supported by THEC staff and approved by the institutional governing board will be presented to the Commission for action at the earliest possible scheduled meeting.

Commission action on a given academic program may take one of four actions:

- approval
- disapproval
- conditional approval
- deferral

Conditional approval may be granted in special cases. This type of approval is reserved for academic programs for which the need is temporary. Conditional approvals will identify a date that the academic program must be terminated.

**1.0.6J Delegated Action.** Once all requirements of the multi-stage process have been satisfied, THEC staff will notify the institution/system when the program proposal and supporting materials have been provided to the Executive Director for delegated approval consideration.

Executive Director action on a given academic program may take one of four actions:

- approval
- disapproval
- conditional approval
- deferral

Conditional approval may be granted in special cases. This type of approval is reserved for academic programs for which the need is temporary. Conditional approvals will identify a date that the academic program must be terminated.

**1.0.7A Early Advertising for New Academic Programs.** New academic programs may be advertised by any public institution following THEC staff notification of inclusion on Commission agenda or delegated action.

All statements and representations for advertising must be clear, factually accurate, and current. In the case of programs that are awaiting THEC approval, the institution's communication with both external and internal constituencies must clearly and consistently represent the program(s) as "pending approval by THEC." Students may not be admitted to any program prior to final approval by the Commission or the Executive Director.

**1.0.8A Institutional Accreditation Action.** If a new program requires institutional accreditor approval, the institution must notify the THEC Chief Academic Officer in writing within ninety (90) days of receipt of the approval or denial from the respective institutional accreditor.

If approval for the new academic program is denied by the institutional accreditor, the institution must notify the THEC Chief Academic Officer that it will appeal the decision or withdraw the program within ninety (90) days from the denial.

**1.0.9A Approval of New Tennessee Board of Regents (TBR) Community College Programs.** New TBR community college associate degree programs are subject to the criteria for review and accountability set forth in Sections 1.0.5A and 1.0.5B of this policy. These guidelines must be the basis for TBR staff review and governing board approval.

After final approval by TBR of a new associate degree program, TBR must submit a written request for the program to be included on the next Commission agenda or reviewed for delegated approval consideration if all criteria in Section 1.0.3A are met. The request must include documentation of governing board approval and all new academic program approval materials. Prior to inclusion on the Commission agenda or consideration for delegated approval, THEC staff will review new program approval materials to ensure completeness and alignment with Sections 1.0.5A and 1.0.5B of this policy.

While new certificates and replicated associate degree programs at TBR community colleges are not subject to this policy, they are subject to academic program inventory notification as outlined in THEC Policy A1.5 and post-approval monitoring requirements as outlined in Section 1.0.10A.

Academic program replication is defined as the addition of an associate degree program at a TBR community college that has already been approved and is active at one (1) or more TBR community colleges.

**1.0.10A Post-Approval Monitoring.** Post-approval monitoring is a process by which academic programs are evaluated and is initiated when a new program receives approval by the Commission, the Executive Director, or is reported through TBR academic program inventory notification.

Performance of academic programs, based on goals established in program approval documentation, will be evaluated by THEC. The monitoring period will be three (3) years for pre-baccalaureate programs, five (5) years for baccalaureate and master's programs, and seven (7) years for doctoral programs. While the program is in post-approval monitoring, any changes that would affect the academic program inventory related to the approved program will need to be submitted in writing to THEC staff for consideration.

THEC staff may choose to extend the monitoring period if additional time is needed for the program to demonstrate success on program benchmarks. Annually, the Commission will review post-approval monitoring reports on academic programs that are currently being monitored, including information on those programs not meeting program benchmarks. Additionally, pursuant to Tennessee Code Annotated §49-7-202(q)(1)(B), the Commission may recommend to the President/Chancellor that a program be terminated if it is deemed unnecessarily duplicative. Copies of such recommendations will be forwarded to the Education Committees of the General Assembly.

Upon completion of post-approval monitoring, academic programs will be evaluated via Quality Assurance Funding, which is a statewide supplemental funding incentive to encourage continuous improvement of academic programs.

**Sources:** THEC Meetings: April 22, 1988; January 29, 1997; November 14, 2002; January 27, 2011; July 28, 2011; January 29, 2015; January 26, 2017; January 25, 2019; July 28, 2022; and January 27, 2023; January 25, 2024; and November 12, 2025.

**Section Title:** Academic Policies  
**Policy Title:** Academic Program Modifications  
**Policy Number:** A 1.1

**1.1.1A Program Modifications Subject to Approval.** The Tennessee Higher Education Commission (THEC) Executive Director will have approval authority for modifications to currently approved academic programs as reflected in THEC's Academic Program Inventory (API). Should the Executive Director determine a proposed Academic Program Modification would be more appropriately evaluated as a new academic program, the proposal will be considered under Academic Policy A1.0 – New Academic Programs: Approval Process.

**1.1.2A Modifications to Currently Approved Programs.** Modifications requiring approval from THEC are limited to the following changes and may require an external review if deemed necessary by THEC staff:

- Adding an academic program degree designation to an existing program (e.g., adding a B.A. to an existing B.S.).
- Changing an academic program degree designation (e.g., B.A. to B.F.A; M.A. to M.F.A.; Ed.D. to Ph.D.).
- Changing the six-digit Classification of Instructional Program (CIP) code for an approved academic program.
- Establishing a free-standing academic program from an existing concentration that has met THEC minimum productivity standards and demonstrated steady enrollment and graduation numbers for a period of the last three (3) years. This program modification may be considered only if the establishment of the concentration as a free-standing academic program does not compromise the remaining academic program and requires limited new resources.
- Consolidating two (2) or more existing academic programs into a single academic program.
- Creating a joint degree program consisting of academic programs that are already approved at each participating institution.

**1.1.3A Criteria for Review of Proposed Program Modifications.** The Academic Program Modification (APM) checklists located on the THEC website specify the criteria for each type of academic program modification. However, the stringency of individual criteria will depend on the specific academic program, and, in particular circumstances, other criteria may be added based on THEC staff evaluation.

- 1.1.4A      Duplication as a Result of Proposed Modification of Currently Approved Programs.** Institutions must examine the potential impact of any academic program modification on current academic programs offered within their institution and existing academic programs offered in public and private institutions across Tennessee to ensure the program modification would not be unnecessarily duplicative.
- 1.1.5A      Quality Assurance Funding.** Newly approved academic program modifications will be subject to Quality Assurance Funding, which is a statewide supplemental funding incentive to encourage continuous improvement of academic programs.
- 1.1.6A      Program Modifications to Currently Approved Programs at Tennessee Community Colleges.** Modifications of academic programs offered at the community colleges are not required to seek approval from THEC for program modifications but must be reported monthly by the Tennessee Board of Regents (TBR) to THEC staff.

**Sources:** THEC Meetings: April 22, 1988; April 19, 1996; January 29, 1997; November 14, 2002; April 26, 2007; January 27, 2011; January 29, 2015; January 26, 2017; July 28, 2022; and November 12, 2025

**Section Title:** Academic Policies

**Policy Title:** Extensions of Existing Programs

**Policy Number:** A1.2

- 1.2.10      **Extensions Subject to Approval.** An extension subject to approval is a full degree program or full certificate program (as described in 1.2.10A below) that will be extended to an off-campus Tennessee location that is at least 30 miles distant from the parent campus and where all courses needed for the program will be available.
- 1.2.10A     **Program Threshold.** If the program to be extended would not require Commission approval as a new program (e.g., an undergraduate certificate program of less than 24 hours), Commission approval is not required for the extension.
- 1.2.10B     **Notice.** Prior to governing board consideration of an extension that the governing board staff sees as below the threshold in 1.2.10A above, notice should be given the Commission staff. In the event the Commission staff interprets the extension as requiring Commission approval, prompt arrangements will be made to discuss the extension with the institution and its governing board staff for a determination of applicable policy.
- 1.2.20      **Criteria for Review.** The criteria set out in Provisions 1.2.20A - 1.2.20P will generally be used in reviewing new extension proposals. However, the stringency of individual criteria may depend on the specific extension and, in particular circumstances, other criteria may be added. References in these provisions to certain institutional policies, such as overall admissions standards, does not mean that such policies need to be approved by the Commission.
- 1.2.20A     **Mission.** Extension goals should adhere to the role and scope of the institution as set forth in its approved mission statement as part of the current State master plan adopted by the Commission.
- 1.2.20B     **Curriculum.** The curriculum for the extension should be the same as that for the program on the main campus.
- 1.2.20C     **Academic Standards.** The admission, retention, and graduation standards for the extension should be the same as those for the program offered on the parent campus.

- 1.2.20D **Faculty.** Faculty for the extension should, if at all possible, be regular institutional faculty. Whenever regular faculty will not be used for the extension, those who are used should be hired by the established institutional processes for hiring part-time or adjunct faculty.
- 1.2.20E **Library Resources.** The library resources for the extension that are available on-site or in reasonably close proximity should be at least comparable to those for the program on the parent campus.
- 1.2.20F **Administration and Student Support.** The extension should have continuing administration and student support on-site through the presence of full-time and part-time administrators, adequate clerical staff, and professional counselors to assist in career planning and job placement.
- 1.2.20G **Special Resources.** When programs are extended that require special resources, such as laboratories or particular computing capabilities, these resources should be available on-site at the level at least comparable to the level provided for the program on the parent campus.
- 1.2.20H **Facilities.** Facilities for the extended program should meet the standards of the Southern Association of Colleges and Schools and applicable professional accrediting bodies. Whenever possible extended programs should be housed in facilities donated without cost to the institution or in rented facilities, as opposed to facilities that must be purchased by the institution.
- 1.2.20I **Student Demand.** Provision 1.1.20I applies to the extension but with less documentation required.
- 1.2.20J **Employer Need.** Provision 1.1.20I applies to the extension but with less documentation required.
- 1.2.20K **No Unnecessary Duplication.** The institution should demonstrate that other similar programs offered by public or private institutions are not sufficiently available to the student population to be served. In particular, sufficient notice must be given to appropriate public institutions within 30 miles of the site for the extension to permit them opportunity to offer the program.
- 1.2.20L **Cooperating Institutions.** Provision 1.1.20K applies to the extension.
- 1.2.20M **Diversity.** Provision 1.1.20L applies to the extension.

1.2.20N      **Lower Division Programs.** Universities should not extend lower division programs, except where the extension site is closer to the university than to a 2-year campus or where every 2-year campus that is closer is also unable or unwilling to offer the program.

1.2.20O      **Telecommunications.** (Reserved)

1.2.20P      **Cost/Benefit.** The benefit to the State should outweigh the cost.

**Approved:**      April 22, 1988

**Revised:**      January 29, 1997

**Revised:**      November 14, 2002

**Section Title:** Academic Policies  
**Policy Title:** New Academic Units  
**Policy Number:** A 1.3

- 1.3.1 A** **Purpose.** Pursuant to Tenn. Code Ann. § 49-7-202(q)(2)(A), the Tennessee Higher Education Commission (THEC) has the statutory responsibility to review and approve new academic departments or divisions at public universities and community colleges. Pursuant to Section VII of the Rules of Procedure, the Executive Director shall be empowered to act for the Commission in the interim when the Commission is not in session.
- 1.3.2 A** **Definition of Academic Units.** Academic units include, but are not limited to, colleges, departments, institutes, schools, and other divisions that house at least one academic program including degrees, certificates, and minors.
- 1.3.3 A** **Approval Process for New Academic Units** - Following proper institutional approval, a public community college or university seeking to establish a new academic unit shall submit a written request to THEC's Executive Director. The request shall be in alignment with Section 1.3.4A and include all required materials as outlined in the New Academic Units Checklist available on the THEC website.
- 1.3.4 A** **Criteria for Review.** Proposals for new academic units will be evaluated on the following criteria:
- Feasibility of the new academic unit
  - Alignment with the Tennessee State Master Plan for Higher Education and institutional mission
  - Required investment for new and/or renovated facilities
  - Overall costs associated with the new academic unit
- 1.3.5 A** **Modifications to Existing Academic Units.** Any changes, with the exception of a name change, to existing academic units must be submitted to THEC for review and approval.
- 1.3.5B** **Name Changes of Academic Units.** For purposes of maintaining accurate records, institutions renaming an existing academic unit shall submit written notification to THEC prior to the name change taking effect.

**Sources:** THEC Meetings: April 22, 1988; January 29, 2015; January 26, 2017; and January 27, 2023.

**Section Title:** Academic Policies  
**Policy Title:** Off-Campus Instruction  
**Policy Number:** A 1.4

- 1.4.1 Scope and Purpose.** Pursuant to T.C.A. §49-7-202(q)(3), the Tennessee Higher Education Commission (THEC) is to review and approve or disapprove all proposals for off-campus locations at all public institutions including universities, community colleges, and colleges of applied technology.

The Commission delegates the authority for review and approval of off-campus locations to the Executive Director. The Executive Director maintains the discretion to refer an off-campus location to the Commission for approval. Students may not enroll in any new off-campus location, nor may any off-campus location be advertised by any public institution prior to THEC approval.

**1.4.2 Locations Subject to Approval.**

**Affiliate Campus:** An affiliate campus is a location affiliated with a college of applied technology and is operated under the supervision of a full-time, on-site, local administrator who reports to the chief administrative officer at the main campus.

**Extension Campus:** An extension campus is a location affiliated with a college of applied technology within a fifty-mile radius of the main campus. Direct supervision and control are provided from the main campus, and the staff is limited primarily to instructors and support staff.

**Instructional Service Center:** An instructional service center is a location affiliated with a college of applied technology that serves employers and the public for the delivery of programs or portions of programs to meet a workforce need. An instructional service center must be a joint venture between the institution and an employer or another educational agency and must be located within the geographic service area designated by the governing board of the institution. Appropriate student services must be available on-site, and the full range of services must be made accessible to participating students at the main campus.

**Off-Campus Center:** An off-campus center is a location affiliated with a public community college, or university that is geographically apart from the main campus where students can enroll and complete at least one academic program. There must be a continuing administrative presence, evidenced by at least one full- time or part-time administrator housed on-site.

**Off-Campus Site:** An off-campus site is a physical space affiliated with a university, community college, or college of applied technology that is used to offer credit enrollment geographically apart from the main campus. Some examples of typical offerings at off-campus sites include dual enrollment or dual credit offerings; workforce

development opportunities; and short-term, specific instructional needs.

- 1.4.3 No Unnecessary Duplication.** THEC will not approve the establishment of an off-campus location if the proposed delivery of instructional services could reasonably occur through existing institutions or other off-campus locations. It is expected that institutions and/or systems will resolve any conflicts between the institutions impacted by the proposed off-campus location submission prior to submission of the off-campus location request to THEC.

An institution contemplating the creation of an off-campus location must review the THEC off-campus inventory to avoid duplication. The institution must communicate its proposal to the impacted institution(s) in writing prior to the submission of the proposal to THEC. Impacted institutions will have 10 business days to review and provide feedback to the requesting institution. Requesting institutions shall document any communications and agreements with impacted institutions in the off-campus request to THEC. Impacted institutions should also submit any unresolved objections to the proposed off-campus location to the THEC Executive Director.

- 1.4.4 Exclusions to the Off-Campus Instruction Policy.** The following offerings and/or locations are excluded from this off-campus location policy:

- Clinical training sites with no didactic instruction
- Continuing education coursework
- Non-credit coursework, including non-degree apprenticeship
- Online offerings, unless the student is required to be at the location (synchronously or asynchronously) to receive instruction
- Study abroad coursework
- Student teaching locations and degree apprenticeship locations with no instruction on-site

- 1.4.5 Criteria for Review for Affiliate Campuses, Extension Campuses, Instructional Service Centers, Off-Campus Centers, and Off-Campus Sites**

- **Justification of Need** – The proposal must include an explanation of the need for the new off-campus location that justifies institutional allocation/reallocation of state resources.
- **Enrollment** – The proposal must include anticipated enrollment in the location's initial year for short-term approvals and over the following four (4) academic years for long-term approvals.
- **Faculty and Staff** – The proposal must include anticipated faculty and staff support required to operate the new off-campus location.
- **Operational Costs and Revenues** – Proposal must include supporting documentation detailing program costs and revenues associated with the proposed location. Projected costs include but are not limited to items such as leasing agreements, square footage and renovated space, equipment, utilities, instructional resources, faculty salaries, and all other items deemed necessary by the Commission. Revenues include but are not limited to items such as tuition

and fees, state appropriations, and sales and services.

- **Facilities** – Facilities planned or in place for the off-campus location should be appropriate for the enrollment and character of programs offered.
- **Administration** – For off-campus locations that require an administrative presence, an explanation of the plans for administration of the off-campus location must be provided and should be appropriate for the enrollment and character of the academic programming offered.

**1.4.6 Off-Campus Locations Outside of Tennessee.** If the new location will create or expand a physical presence out of state, the higher education institution shall, through its governing board, file with the commission a notice of intent to initiate out-of-state instructional activity prior to the development of the proposal.

**1.4.7 Letter of Notification for a Facilities Acquisition.** A Letter of Notification (LON) informing THEC of a proposal to establish a new off-campus location is required prior to any facilities acquisition, including lease execution and/or presentation to the State Building Commission or State Architect.

The LON must include signatures and approvals from the President of the institution and a system representative (where applicable). The establishment of off-campus locations must be consistent with and reference the most recently approved campus master plan and institutional mission profile approved by THEC. Upon review and approval by the Executive Director, the institution and system can move forward with the proposed off-campus location request.

**1.4.8 Changes to Off-Campus Locations.** Institutions must notify THEC of any changes to the off-campus location inventory prior to the implementation of a change. Changes include:

- Adding or terminating academic programs at an off-campus location
- Changing the type of off-campus location for an approved off-campus location (e.g., from an off-campus site to an off-campus center)
- Inactivating, reactivating, phasing-out, and closing of off-campus locations
- Changing the name and/or address of an active off-campus location

**Sources:** THEC Meetings: April 22, 1988; November 14, 2002; July 26, 2007; July 27, 2017, January 28, 2022, May 15, 2025, and November 12, 2025.

**Section Title:** Academic Policies  
**Policy Title:** Academic Actions Notification  
**Policy Number:** A1.5

- 1.5.1A Purpose.** This policy establishes a process for identifying academic actions that must be submitted by public institutions to maintain the accuracy of the state's Academic Program Inventory (API). In alignment with the statutory responsibility of the Tennessee Higher Education Commission (THEC) to review and approve new academic programs, THEC staff maintain the API. The API includes a listing of all academic programs by degree designations, associated concentrations, credit hours, off-campus locations, delivery modes, access to Academic Common Market, and other fields. To maintain the accuracy of the API, institutions must notify THEC of academic program actions as specified in this policy.
- 1.5.2A Academic Actions Subject to Notification.** This policy applies to academic actions at all public universities, community colleges, and colleges of applied technology for authorized academic programs regardless of program level. After initial academic program approval, subsequent revisions must be reported to, and reviewed by, THEC staff for inclusion in the API. Academic program actions eligible for reporting after campus approval processes are met include:
- Establishment of a certificate program.
  - Name change of an existing academic program. Name changes must retain the current National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code and be aligned with the corresponding definition.
  - Name change of an existing concentration within an academic program.
  - Establishment of a new concentration within an existing academic program.
  - Change (increase or decrease) in the number of hours of an existing academic program.
  - Addition, removal, or change to the delivery mode for an existing academic program.
  - Inactivation of an existing academic program or concentration. If the inactivated academic program or concentration is not reactivated within a period of three (3) years, the academic program or concentration will automatically be terminated and removed from the API.
  - Reactivation of an academic program or concentration that was placed on inactivation within the past three (3) years. The date of inactivation and the date of the proposed reactivation must be provided.
  - Termination of an academic program or concentration. A teach-out plan should accompany the notification of termination. As the immediate interests of currently enrolled students and faculty are impacted by the termination of an academic program or concentration, timely communication of this decision to students and faculty is important.

**1.5.3A Notification Process.** All public universities and the Tennessee Board of Regents will be responsible for notifying THEC staff of all approved academic program actions as outlined in section 1.5.2A at least thirty (30) days before the implementation date.

Notifications will be submitted via THEC's notification reporting protocol as provided on THEC's website and will require verification from the Chief Academic Officer that each action has been approved through appropriate institutional and/or governing board processes.

**Source:** THEC Meeting: January 26, 2017, July 28, 2022, and November 12, 2025.

**Section Title:** Academic Policies

**Policy Title:** Focused Baccalaureate Degrees: Approval Process

**Policy Number:** A1.6

**1.6.1 Purpose.** Pursuant to Tenn. Code Ann. § 49-7-202(q)(2)(A), the Tennessee Higher Education Commission (THEC) has the statutory responsibility to review and approve new academic programs for public institutions of higher education in the State of Tennessee.

**1.6.2 Definition of Focused Baccalaureate Degrees.** Focused Baccalaureate Degrees vary in length between 90-119 semester credit hours (SCH) and are typically between 90-100 SCH; must fulfill an in-demand workforce need; and will prepare students for direct entry into the workforce and/or a workforce-aligned graduate degree program. It is recommended that Focused Baccalaureate Degrees contain embedded, stackable credentials, where appropriate. Focused Baccalaureate Degrees must have the degree designation "Focused Baccalaureate Degree (FBD)".

**1.6.3 Request for Consideration.** In order for a program to be considered a Focused Baccalaureate Degree, the Locally Governed Institution or University of Tennessee System must submit a request to THEC for review and approval prior to the submission of a Letter of Notification or Academic Program Modification. The request should address the following:

- (a) Demonstrate alignment with an in-demand workforce need in Tennessee.
- (b) Provide evidence of clear industry involvement in the development and sustainability of the proposed program.
- (c) Describe integration of work-based learning, experiential learning, or professional development opportunities, such as apprenticeships, co-ops, fellowships, field work, internships, service learning, attainment of professional milestones, and credential acquisition.
- (d) Address transfer and residency considerations.
- (e) Provide an overview of possible alignment to graduate programs.
- (f) Identify embedded, stackable credentials, if applicable.
- (g) If the program leads to licensure, address how the proposed program will fulfill licensure requirements.
- (h) If the program is programmatically accredited, provide evidence that the accreditor will support a baccalaureate degree less than 120 semester credit hours.

**1.6.4 Approval Process for Focused Baccalaureate Degrees.** Focused Baccalaureate Degrees will follow THEC Academic Policy A1.0 – New Academic Programs: Approval Process or THEC Academic Policy A1.1 – Academic Program Modifications.

**Source:** THEC Meeting: July 23, 2026

**Section Title:** Academic Policies

**Policy Title:** Quality Initiatives

**Policy Number:** A2.0

2.0.10 **Scope and Purpose.** The scope and purpose of policies in this subsection are derived from the 1967 Legislative Act creating the Commission, the Comprehensive Education Reform Act of 1984, the Commission's own determination to establish a comprehensive policy framework for the continued improvement of public institutions of higher education, and, particularly, their faculty, students, programs and libraries and other facilities. In keeping with these mandates, the Commission has undertaken certain responsibilities for the following quality initiatives funded at Tennessee public postsecondary institutions.

Performance Funding for formula-funded degree institutions  
Centers of Excellence for universities  
Centers of Emphasis for 2-year institutions  
Chairs of Excellence for universities  
Ned McWherter Scholars Awards  
Instructional and Research Equipment  
Vocational Improvement Equipment

In discharging these responsibilities, the Commission will endeavor to focus the activities of higher education in the state.

2.0.20 **Funding.** The Commission will recommend funding for each of the quality initiatives according to the following formats.

2.0.20A **Performance Funding.** The Commission staff will review institutional reports for each fiscal year as part of the annual budget process and the Performance Funding supplement will be based on that review.

2.0.20B **Centers of Excellence.** The Commission staff will review funding requests as part of the annual budget process, and the Commission's recommendation for each Center will be based on that review and recommendations to the Commission by the governing boards. A rigorous external review of Centers will be undertaken periodically, and this review will also influence funding recommendations.

- 2.0.20C **Centers of Emphasis.** The Commission staff will review funding requests as part of the annual budget process, and the Commission's recommendation for each Center will be based on that review and recommendations to the Commission by the State Board of Regents.
- 2.0.20D **Chairs of Excellence.** As part of the annual budget process, the Commission will recommend a total amount of new endowed funds to be designated for Chairs. Whenever a governing board recommends a Chair for a specific institution, the Commission will comment on the suitability of the Chair and transmit its comments to the General Assembly.
- 2.0.20E **Ned McWherter Scholars Awards.** As part of the annual budget process, the Commission will recommend a total amount of new endowed funds to be designated for awards to students at public and private Tennessee institutions of higher education. The Commission will periodically review data on the colleges chosen by Tennessee's brightest high school graduates.
- 2.0.20F **Instructional and Research Equipment.** As part of the annual budget process, the Commission will recommend annual funds for this program at universities and two-year institutions.
- 2.0.20G **Vocational Improvement Equipment.** As part of the annual budget process, the Commission will recommend annual funds for this program at technology centers.

**Approved:** April 22, 1988

**Section Title:** Academic Policies

**Policy Title:** Performance Funding

**Policy Number:** A2.1

2.1.10 **Criteria for Review.** The criteria for review of annual institutional reports will be established in guidelines to be revised at five-year intervals. These guidelines will be developed by the Commission staff through extensive consultation with the campuses and the governing board staffs and will be approved by the Commission. The guidelines will recognize both improvement and absolute level of performance.

2.1.20 **Scoring.** The Commission staff will assign a total score and relevant subscores to each institutional report. These evaluations will be shared with the institutions and governing board staffs, who will be given opportunity to question any subscore where they believe there is a substantial error.

**Approved:** April 22, 1988

**Section Title:** Academic Policies

**Policy Title:** Centers of Excellence

**Policy Number:** A2.2

2.2.10 **Categories of Centers.** There are three categories of Centers: Accomplished Centers, other existing Centers, and new Centers. The classification of Centers will be determined by the Commission upon the recommendations of the governing boards and the advice of the Commission Staff.

2.2.10A **Eligibility.** An existing Center is eligible for designation as an Accomplished Center if it has been in operation at least three full years and if it received the best possible evaluation in its most recent external review, as determined by the Commission Staff.

2.2.10B **Selection.** An eligible Center will be designated as an Accomplished Center by the Commission upon the recommendation of the appropriate governing board and the advice of the Commission staff. The criteria for selection are:

- (1) Evidence of substantial accomplishment, including marked improvement in comparative standing,
- (2) A plan for the next 5 years based on the approved mission of the Center and focusing primarily on research,
- (3) Confirmation that any substantial obstacles for long-term success have been removed, and
- (4) Periodic reviews, including five-year intensive reviews, of the accomplished centers.

2.2.20 **Funding.** The Commission will adhere to the following principles in recommending funding for the three categories of Centers:

2.2.20A **Funding Increases.** The Commission will recommend that the aggregate funding for Accomplished Centers for continuing expenses be amounts that are reasonable and can be justified. Accomplished Centers will have first call on funds made available from an aggregate reduction in funding for other Centers.

2.2.20B **Funding Decreases.** The continuing expenses for Accomplished Centers will not be recommended for decrease unless total Centers funding is reduced in

aggregate and, simultaneously, every non-Accomplished Center is either eliminated or substantially reduced in funding through elimination of all activities not deemed to be excellent.

2.2.20C **New Centers.** There may be occasional competitions for a limited number of new Centers, under guidelines that will be developed by the Commission staff in consultation with the governing board staffs and that will be approved by the Commission. New Centers will not be funded unless they have the clear potential to become Accomplished Centers. The initiation of new Centers will not coincide with reductions in continuing expense for Accomplished Centers.

**Approved:** April 22, 1988

**Section Title:** Academic Policies

**Policy Title:** Chairs of Excellence

**Policy Number:** A2.3

2.3.10 **Appropriate Expenses.** Endowment income shall be used to fund the salary and benefit package of the Chairholder. After salary and benefits of the Chairholder are paid, the remaining endowment income shall accumulate in the Trust Fund or be spent to support the Chairholder's teaching and research activities.

2.3.20 **Chairholders.** A chairholder shall be a full-time employee of the institution. Revolving appointments, (full-time temporary appointments) are also appropriate where the Chairholder is of extraordinary prominence and a permanent full-time appointment is not feasible.

2.3.30 **Chair Endowment Funding Levels.** A minimum endowment of \$1.0 million shall be established as a base level requirement for all approved Chairs of Excellence. Institutions and governing boards shall maintain the flexibility to establish endowments above this minimal level.

2.3.40 **Approval Process.** In submitting a Chair of Excellence for review, the appropriate governing board shall:

- (1) Estimate the annual funding required, by source, to support operation of the Chair;
- (2) Comment on how establishment of the Chair will assist the Institution in achieving that institution's mission;
- (3) Comment on the impact the establishment of the Chair will have on other institutional programs; and
- (4) Describe the general qualifications of individuals that the institution intends to recruit to fill the Chair. After the Chair is filled, the appropriate governing board shall submit a report to the Commission and the joint Legislative Oversight Committee on Education which shall include the appointee's general background, experience, and qualifications.

The Commission, in cooperation with the governing boards, shall submit an annual report to the Joint Legislative Oversight Committee on Education. The report shall include the general status of the Chairs of Excellence

program, the impact that the Chairs of Excellence program has on higher education institutions and programs, and recommendations to enhance the effectiveness of the Chairs of Excellence program.

2.3.50      **Budgetary Review.** Institutions, through their governing boards, shall submit budgetary data on Chairs of Excellence using the guidelines prepared by the Commission staff as a part of the annually July 1 operating budget review process.

2.3.60      **Effects of Inflation on Endowment Income.** The Commission and the governing boards shall monitor the effects of inflation on the endowment program and work with the State Treasurer's office to minimize inflationary effects on endowment income.

2.3.70      **Long-range Goals for the Chairs of Excellence Program.** A statewide five-year plan for Chairs of Excellence shall be developed which include proposed Chairs of Excellence by institution and discipline as well as statewide goals.

**Approved:**      May 5, 1989

**Section Title:** Academic Policies

**Policy Title:** Contracts with Private Higher Education Institutions

**Policy Number:** A3.0

3.0.10 **Purpose.** Contract programs with private colleges and universities generally will address special educational needs in the state. These needs may be “special” relative to the location in the state of the need, or to the unique or specialized program required to meet the need. These special needs must be more economically met by the state through the contract program than through initiating, expanding, or extending comparable programs in public institutions.

3.0.20 **Eligibility.** The Commission may negotiate for academic programs with private colleges and universities that are accredited by the institutional accrediting agency recognized by the Council on Postsecondary Accreditation (COPA) if accreditation is available.

3.0.20A Only academic programs of a secular nature may be contracted.\*

3.0.20B State funds allotted to a private institution for a contract program must be used by the institution for the purpose designated in the contract and may provide for the education of Tennessee residents only.

3.0.20C Contracts with private institutions may be negotiated for more than one year with the stipulation that continuation each year is dependent on the availability of state funds.

3.0.20D State funds will be allocated to the private institution for a designated number of either student spaces or student credit hours on a term or academic year basis in accordance with review criteria.

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\* This requirement is in keeping with the Federal Court’s “primary effect” test which requires (1) that no state aid go to institutions “so pervasively sectarian” that secular activities cannot be separated from sectarian activities and (2) that if secular activities can be separated out, they alone may be funded.

**Approved:** April 22, 1988

**Section Title:** Academic Policies

**Policy Title:** Contract Programs

**Policy Number:** A3.1

3.1.10 **Review Criteria.** The standards given here are representative of the elements considered by the Commission in the specific appraisal of contract programs. This list is not exhaustive. Review of specific contract programs may call for adjustment in the application of these criteria.

3.1.10A **Mission.** A contract program should be consistent with the mission of the institution as approved by the board of trustees. Further, the contract program should have the approval of the institution's governing board before it is acted upon by the Commission.

3.1.10B **Demand.** There should be well-documented justification for the program in terms of student interest and appropriate employment market demands in Tennessee.

3.1.10C **Curriculum.** The curriculum of the proposed contract program should show a commitment to careful planning via clear statements of the following:

- (1) The degree, major, and sub-majors (options, concentrations, emphasis) to be contracted, as they are to appear on student records and catalog announcements;
- (2) The goals and objectives of the contract program, precise enough to facilitate program evaluation;
- (3) The compatibility of courses with contract program goals and accreditation standards where evaluated;
- (4) The procedures, measures/indicators, standards to be used for on-going institutional evaluation of the contract program;
- (5) The identification of persons and/or advisory groups qualified to provide an independent review of the contract proposal; and
- (6) The professional accreditation status of the program - if accreditation is available.

3.1.10D **Academic Standards.** The admission, retention, and graduation standards should be clearly stated, be compatible with existing institutional policy, and be designed to encourage high quality.

- 3.1.10E **Faculty.** Current and/or anticipated faculty resources should insure a program of high quality. The number and qualification of faculty should at least meet existing institutional standards and be consistent with external standards where appropriate.
- 3.1.10F **Library Resources.** Current and/or anticipated library resources should be adequate to support a high quality program and should meet recognized standards for study at a particular level or in a particular field where such standards are available.
- 3.1.10G **Administration/Organization.** The organizational placement and the administrative responsibility for the program should be clearly defined and designed to promote success of the program.
- 3.1.10H **Support Resources.** All other support resources - existing and/or anticipated - should be adequate to support a high quality program. This would include clear statements of the availability of clerical personnel, equipment, and arrangements for clinical or other affiliations necessary for the program.
- 3.1.10I **Facilities.** Existing and/or anticipated facilities should be adequate to support a high quality program.
- 3.1.10J **Program Costs.** The costs to the state of a contract program should be carefully estimated. The Commission will evaluate whether the cost associated with the program appears to be justified by the educational benefits to students and the state and whether the contract proposal appears to be the most cost effective way to provide the services.
- 3.1.20 **Review Procedures.** Formal request by a private institution for a contract will be initiated by the Commission staff upon submission by the private institution of a contract program proposal.
- 3.1.20A Early and informal contact with Commission staff in the planning of a contract program is encouraged. This involvement may facilitate such activities as:
- (1) Assessment of program need and demand;
  - (2) Identifying criteria that may be seen as particularly important for a given program review;
  - (3) Exploring the need for consultants, the timing of their entry into the planning process, and their role;

- (4) Negotiating changes in the proposal format where that is seen as desirable; and
- (5) Comparing contract program costs with comparable program costs in the public institutions.

- 3.1.20B A contract program proposal should be submitted to the Commission staff for review no later than July 1 of the fiscal year prior to the fiscal year for which funding will be requested.
- 3.1.20C When the review process has been completed, the proposal will be presented to the Commission, where it will be approved disapproved, or deferred with a statement of specific conditions necessary for further consideration of the proposal.
- 3.1.30 **Accountability.** The Commission is responsible for monitoring the institution's use of appropriated funds and for certifying the residency of student applicants.
- 3.1.30A Contract programs are subject to audit according to procedures established by the Comptroller of the State of Tennessee.
- 3.1.30B Enrollment information for contract programs will be submitted to the Commission in a form and on a schedule comparable to that of public institutions.

**Approved:** April 22, 1988

**Section Title:** Academic Policies

**Policy Title:** Southern Regional Education Board

**Policy Number:** A4.0

4.0.10 **General Policy.** Under the aegis of the Southern Regional Education Board (SREB), the Higher Education Commission contracts with institutions for the admission of Tennesseans at a reduced tuition rate into specifically designated programs. With the establishment of the SREB Academic Common Market, Tennesseans gain access to more programs and have the opportunity for waiver of out-of-state fees by the enrolling institutions. This Common Market approach presents the possibility of greater long-term benefits for the citizens of those states which are participants in the Southern Regional Education Board compact.

**Approve:** April 22, 1988

**Section Title:** Academic Policies

**Policy Title:** Academic Common Market

**Policy Number:** A4.1

4.1.10 **Academic Common Market.** The Tennessee Higher Education Commission is committed to meeting the needs of Tennessee residents for postsecondary education; however, it is impractical for an institution or the state to develop programs in every field of knowledge. Existing programs in other states often have the capacity to serve additional students. For these reasons, the State of Tennessee is a participant in the SREB Academic Common Market. The Academic Common Market assists in eliminating unnecessary duplication, provides for out-of-state tuition remission and increases availability and access to programs necessary to meet the educational needs of citizens of the SREB region.

4.1.20 **Responsibilities of the staff of the Commission with regard to the Academic Common Market.**

4.1.20A The Commission will transmit to SREB annually a list of programs and institutions in the state which the institutions, their governing boards, and the Commission recommend for inclusion in the Market.

4.1.20B The Commission will identify from the inventory of programs offered through the Market by institutions in other states those programs not offered in Tennessee and, thus, those programs which are available to residents of Tennessee.

4.1.20C The Commission will certify residents of Tennessee for participation in the Market.

4.1.20D The Commission will supply data to the SREB on the operation of the Market, e.g., the number of students from other states in the Market programs offered by Tennessee institutions.

4.1.20E The Commission will describe the Market in appropriate state publications.

**Approved:** April 22, 1988

**Section Title:** Academic Policies

**Policy Title:** Regional Contract Program

**Policy Number:** A4.2.

4.2.10 **Criteria for the establishment of SREB regional contract programs.**

4.2.10A There must be discernible need/demand for graduates beyond the production rate which is possible, or financially feasible, from existing Tennessee programs in public and private institutions.

4.2.10B Contracts will be developed only with institutions and academic programs which are accredited by the appropriate regional accrediting agency and specialized academic accrediting body, where appropriate.

4.2.10C Contracts will be developed only for programs which are not eligible for inclusion in the SREB Academic Common Market.

4.2.20 **Procedures for Contract Program Administration.**

4.2.20 A The Commission will negotiate the contracts between the Commission and the SREB and between the SREB and the institution; these contracts will identify the student quota, the contract fees per student, and the agency for administration of student certification and payment of invoices.

4.2.21 **Evaluation.**

4.2.21A The Commission is responsible for certification of students within the residency rules established by the Commission.

4.2.21B The Commission will prepare the annual appropriations request for contract education for inclusion in the Governor's budget request to the General Assembly.

4.2.21C The Commission will evaluate periodically the contract programs and these programs are subject to audit according to the procedures established by the Comptroller of the State of Tennessee.

**Approved:** April 22, 1988

**Section Title:** Academic Policies

**Policy Title:** Dual Admissions

**Policy Number:** A5.0

5.0.10 **Scope and Purpose.** In accordance with Tennessee Code Annotated § 49-7-202 as amended by Public Chapter 3, Acts of 2010 (1<sup>st</sup> Extraordinary Session) it is the policy of the Tennessee Higher Education Commission that the two systems will introduce system dual admission policies under which any person who satisfies the admissions requirements of any two-year institutions governed by the board of regents and any four-year institution governed by the board of regents or the University of Tennessee board of trustees may be admitted to both such institutions. Admission to the four-year institution does not guarantee admission into a particular program.

To facilitate the process, the two systems are encouraged to utilize the Dual Admissions Partnership Agreement template (Attachment A).

**Approved:** July 26, 2012

## **FINANCIAL POLICIES**

- F1.0 Financial and Statistical Reporting**
- F2.0 Tuition and Fees**
- F3.0 Operating Appropriations**
- F4.0 Capital Projects**
  - F4.1 Master Plans**
  - F4.2 Lease Space Funding and License Agreements**
  - F4.3 (Reserved)**
  - F4.4 (Reserved)**
  - F4.5 Outcomes-Based Funding Formula**
- F5.0 Self-Supporting Academic Entities**

**Section Title:** Financial Policies

**Policy Title:** Financial and Statistical Reporting

**Policy Number:** F1.0

1.0.10 **Scope and Purpose.** The Commission shall establish and enforce uniform standards of accounting, financial, and statistical reporting for all public institutions of higher education and adhere to statutory and administrative reporting requirements.

1.0.20 **Publication of Standards.** The Tennessee Higher Education Commission has promulgated, in conjunction with the Comptroller of the Treasury and Commissioner of Finance and Administration, accounting and financial reporting standards for state community colleges, universities, and colleges of applied technology. These standards are contained in the publication, *Financial Reporting for Tennessee Public Colleges and Universities*.

The Tennessee Higher Education Commission has developed, in conjunction with governing boards and institutions, standards for the enrollment, completion, and ad hoc data collections. These standards are contained in the Data Dictionary, which will be reviewed and updated as necessary and posted on the THEC website.

1.0.30A **Procedures.** The Commission shall adhere to all reporting requirements under Tennessee statute, including an annual report to the Governor and General Assembly that shall address the topics of access, efficiency, productivity, and quality.

1.0.30B The Commission shall work with governing boards and institutions to ensure that the annual audit of financial records for each public institution of higher education in the state is able to be conducted by the Comptroller of the Treasury.

1.0.30C The Commission shall establish a staff-led data governance steering committee to standardize agency procedures and practices relative to data acquisition, management, usage, reporting, and sharing.

1.0.30D The Commission shall, with the guidance of the data governance steering committee, inspect data collected and stored in the THEC Student Information System to ensure the data collected meet the needs of the Commission, the Tennessee Higher Education Master Plan, and the requirements of the State.

- 1.0.30E The Commission shall review the July 1 proposed and October 31 revised budgets of all public higher education programs and transmit the budgets and any comments to the Commissioner of Finance and Administration.
- 1.0.30F The Commission shall collect other statistical information as necessary to carry out its statutory responsibilities. To the extent possible, such information shall be collected in standard formats and at regular intervals in order to minimize the workload of institutions and governing boards. Such information shall include, but not be limited to, instructional costs, students, academic programs, graduates, and facilities.
- 1.0.30G The Commission shall maintain a database for information, assessment, and accountability purposes to facilitate the statewide public policy agenda. Per T.C.A. § 49-8-203(i), institutions shall provide such data elements the Commission deems necessary to carry out this task. The Commission may report any information it considers necessary in accordance with applicable statutes, procedures, and internal policies.
- 1.0.30H The public institutions of higher education shall work with the Commission to ensure that statistical information reported through enrollment, completion, and ad hoc data collections in the THEC Student Information System are accurate and reliable.
- 1.0.30I The Commission shall work with all public institutions of higher education to post a link to the Commission's website, where consumers may view tuition and fees, graduation rates, and other information on programs in the state.
- 1.0.30J The Commission shall submit the revised higher education funding formula for the following fiscal year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.
- 1.0.30K The Commission shall report any projected tuition increases for the next academic year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.
- 1.1.30L The Commission shall publish a financial disclosure statement for student activity fees, which shall account for the student activity fees at public universities and community colleges, including:
- 1) The number of undergraduate and graduate students enrolled;
  - 2) The source of any student activity fees according to the number of students enrolled as undergraduate or graduate students;
  - 3) The expenditure of the student activity fees; and
  - 4) Funds not expended during the disclosure period.

1.0.30M      The Commission shall receive, approve, and submit to the Governor requests for appropriations to support the programs of the Tennessee Student Assistance Corporation.

**Approved:**    April 22, 1988

**Revised:**    May 11, 2017

May 20, 2021

November 16, 2023

**Applicable Statute**

T.C.A. § 3-14-202, legislative budget analysis

T.C.A. § 49-7-112, supply and demand report

T.C.A. § 49-4-207, Tennessee student assistance corporation

T.C.A. § 49-7-202, legislative budget analysis, comptroller, uniform standards, articulation, and transfer report

T.C.A. § 49-7-210, annual report

T.C.A. § 49-7-211, student activity fees

T.C.A. § 49-7-2019, posting of information

T.C.A. § 49-8-203, data

**Section Title:** Financial Policies

**Policy Title:** Tuition and Fees

**Policy Number:** F2.0

2.0.10 **Scope and Purpose.** Since the passage of its enabling legislation, the Commission has engaged with state leaders, institutions, and consumers to advance access and affordability in the higher education sector. The Focus On College and University Success (FOCUS) Act of 2016 augmented the Commission's responsibility and authority in the financing of higher education in Tennessee, including granting the Commission binding authority on tuition and fee policy.

2.0.20 **Authority.** As the coordinating body for higher education in Tennessee, the Commission is empowered by statute to develop a comprehensive strategic financial plan, focusing on student tuition and other charges; operate an outcomes-based funding formula, which considers the impact of tuition and other charges assessed by each institution; promulgate and adopt rules concerning residency, fee waivers, and tuition discounts; manage the state's financial aid portfolio; and develop and approve tuition policies binding upon all state institutions of higher education.

2.0.30A **Procedures.** The Commission shall review the tuition and institutional fee rates for all state institutions of higher education on an annual basis.

2.0.30B Following the review described in 2.0.30A, the Commission shall annually approve a maximum allowable tuition and fee increase policy binding upon all public institutions of higher education.

2.0.30C Notwithstanding 2.0.30B, the Commission may approve separate maximum allowable tuition and fee increase policies for one (1) or more public institutions of higher education that differ from the tuition and fee policy approved pursuant to 2.0.30B if the Commission determines that a separate tuition and fee policy for an institution is necessary based on the circumstances or needs of the respective institution.

Following the Commission's approval of an annual tuition and fee policy, any institution may submit a statement of financial necessity to the executive director substantiating the financial need for the institution's separate tuition and fee policy.

2.0.30D The Commission shall have no authority to set a tuition and fee policy applicable to non-resident or graduate students.

- 2.0.30E The Commission's tuition policy shall include two (2) approved maximum increases of allowable percentage adjustment, including:
- One (1) maximum increase for any proposed modification to the current tuition rates; and One (1) maximum increase for any proposed modification to the combined total amount of tuition and all mandatory fees assessed.
- An institution may adopt tuition and fee adjustments, but shall not exceed the maximum increase approved by the Commission in the applicable tuition and fee policy.
- Commission staff shall assess compliance. Should an institution seek to restructure its tuition model to accommodate on-time completion, it may request, with governing board approval, a one-time Commission assessment for compliance that recognizes the new tuition model structure.
- Nothing in this subsection prohibits institutions from reducing the total tuition and fees charged to students.
- 2.0.30F Commission staff shall annually produce a comparison of fees with the Southern Regional Education Board, peer institutions, and other states for presentation to the Commission and appropriate executive and legislative officials.
- 2.0.30G The Commission shall determine the number of non-resident students who meet requirements for admission to a Tennessee community college that may be charged in-state tuition rates, provided that those non-resident students charged in-state rates:
- 1) Do not exceed three percent (3%) of the institution's full-time equivalent (FTE) enrollment; and
  - 2) Have a bona fide place of residence in a county adjacent to the Tennessee state line that is also within a thirty-mile (30) radius of the city in which the institution is located.
- The Commission shall make necessary adjustments to this number every three (3) years.
- 2.0.30H The Commission shall develop and adopt rules and regulations concerning the implementation and operation of tuition and fee discount, waiver, and credit programs, as applicable by statute.

**Approved:** April 22, 1988  
**Revised:** November 12, 2025

**Applicable Statute**

T.C.A. § 8-50-114, tuition waiver for public employees

T.C.A. § 8-50-115, tuition reduction for children of state employees

T.C.A. § 49-7-116, tuition-free courses for full-time university and college employees

T.C.A. § 49-7-119, tuition discount for children of public school teachers

T.C.A. § 49-7-202, strategic financial plan, tuition and fees, funding formula

T.C.A. § 49-7-211, financial disclosure of student activity fees

T.C.A. § 49-7-2303, tuition credits or refunds during military service

T.C.A. § 49-8-102, residency classification for tuition and fees

**Section Title:** Financial Policies

**Policy Title:** Operating Appropriations

**Policy Number:** F3.0

- 3.0.10 **Scope and Purpose.** The Commission’s enabling legislation requires the Commission to develop policies and formulae for the fair and equitable distribution of public funds among the state’s institutions of higher education and to make operating appropriation recommendations to the Governor and General Assembly.
- 3.0.20 **Authority.** The Commission is empowered to develop a comprehensive strategic financial plan for higher education and to develop funding recommendations.
- 3.0.30A **Procedures.** The Commission shall develop, review, approve, and transmit operating appropriation recommendations on an annual basis consistent with the practices and timelines developed in consultation with the Department of Finance and Administration.
- 3.0.30B When developing operating appropriation recommendations, Commission staff shall utilize, but not be limited to, the outcomes-based funding formula model.
- 3.0.30C The Commission shall not recommend operating appropriation levels for individual colleges of applied technology (TCATs) or assert authority over the transfer of funds between TCATs or community colleges deemed necessary by the Board of Regents.
- 3.0.30D When considering recommendations, the Commission may be guided by, but not limited to, the statewide priorities established in the Master Plan and an overall goal to provide a level of operating support such that each institution may fulfill its role and mission with distinction. Funding recommendations may provide recognition of differences in institutional role and mission and may promote access, quality, and increased performance in efficiency and effectiveness.
- 3.0.30E In recognition of limited resources, the Commission may annually establish funding priorities which address the relative importance of all major funding areas, both operational and physical. Such areas may include, but not be limited to, basic operating funds, capital maintenance, qualitative initiatives, equipment, capital outlay, and special programs.

3.0.30F        The Commission shall review, approve, and transmit requests for appropriations to support programs of the Tennessee Student Assistance Corporation.

**Approved:**    April 22, 1988

**Revised:**     May 11, 2017

**Applicable Statute**

T.C.A. § 49-4-207, Tennessee student assistance corporation appropriations

T.C.A. § 49-7-202, state appropriations

T.C.A. § 49-7-1002, higher education funding requests

**Section Title:** Financial Policies

**Policy Title:** Capital Projects

**Policy Number:** F4.0

4.0.10 **Scope and Purpose.** As the coordinating body for higher education in Tennessee, the Commission engages with institutions and governing boards on capital investment and real estate transactions through its role to develop and approve recommendations for capital outlay and maintenance funding.

4.0.20 **Authority.** The Commission is empowered to identify, and make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

4.0.30A **Procedures.** The Commission shall annually identify capital investment needs meeting the necessary requisites for funding consideration by the Governor and the General Assembly as part of the annual appropriations act.

4.0.30B The Commission shall consider capital and infrastructure issues, as well as higher education efficiency, performance, and return on investment, as part of its comprehensive strategic financial plan for higher education.

4.0.30C The Commission reserves the right to not list or approve projects for capital outlay or maintenance funding that are not identified in an institution's current and approved facility master plan.

4.0.30D The Commission authorizes the Executive Director to make adjustments to the capital outlay and capital maintenance recommendations as necessary on behalf of the Commission.

4.0.40A **Capital Outlay.** In accordance with funding request guidelines annually disseminated by Commission staff, the Commission shall receive a prioritized list of capital outlay projects from each governing board.

4.0.40B Commission staff shall make a recommendation to the Commission consisting of one list of projects, classified in the following categories:

- (A) Workforce development needs and goals;
- (B) Institutional research needs and goals;
- (C) Institutional priorities for consideration due to time sensitivity or

other extenuating circumstances; or  
(D) Facility renovation or optimization needs.

When reviewing projects, Commission staff may employ the assistance of external reviewers and may consider, but shall not be limited to:

- 1) State goals;
- 2) Campus master and strategic plans;
- 3) THEC Space Guidelines and facility assessments;
- 4) Program plans; and
- 5) External funding.

- 4.0.40C The Commission shall review and approve a recommendation for the funding of capital outlay projects. The Commission's actions and a categorized list of capital projects shall be transmitted to the Department of Finance and Administration for review and consideration in the annual appropriation request.
- 4.0.50A **Capital Maintenance.** In accordance with funding request guidelines annually disseminated by Commission staff, the Commission shall receive a prioritized list of capital maintenance projects from each governing board.
- 4.0.50B Commission staff shall make project recommendations to the Commission in accordance with a capital maintenance formula. The formula may include, but not be limited to, the age, gross Education & General (E&G) square footage, usage, and conditions of institutions' facilities.
- 4.0.50C The Commission shall review and approve a recommendation for the funding of capital maintenance projects. The Commission's actions shall be transmitted to the Department of Finance and Administration for review and consideration in the annual appropriation request.
- 4.0.60A **Disclosed Projects.** Institutions may choose to construct, demolish, maintain, renovate, or otherwise engage with capital projects funded in part by the Tennessee State School Bond Authority (TSSBA) or sources other than state appropriations.
- 4.0.60B The Commission authorizes the Executive Director to receive, compile, and report a list of disclosed capital projects from School Bonds and other Sources that are listed in the Capital Outlay and Facilities Program in the Appropriations Act. These projects shall be disclosed in accordance with T.C.A § 4-15-102(e).

**Approved:** April 22, 1988

**Revised:** January 27, 1989

July 26, 1996

July 25, 1997

April 18, 2002

April 17, 2003

November 17, 2005

November 20, 2008

May 11, 2017

August 17, 2023

May 15, 2025

**Applicable Statute**

T.C.A. § 4-15-102, state building commission

T.C.A. § 4-15-107, state building commission

T.C.A. § 49-7-132, state building commission

T.C.A. § 49-7-202, capital investment needs

T.C.A. § 49-7-1002, higher education funding requests

T.C.A. § 49-8-203, capital and real estate transactions

T.C.A. § 49-7-202(o), higher education

**Section Title:** Financial Policies

**Policy Title:** Master Plans

**Policy Number:** F4.1

4.1.10 **Scope and Purpose.** The purpose of a campus master plan is to articulate the multi-year facility needs of an institution or group of institutions to accomplish the vision, goals, objectives, and direction established within an approved academic or strategic plan and mission statement for the institution(s). The campus master plan provides guidance for future development of the physical campus necessary to provide quality instructional and service facilities.

4.1.20 **Authority.** The Commission is empowered to make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of campus master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

4.1.30A **Procedures.** A campus master plan, once approved in compliance with the policies and procedures of a respective governing board, must be submitted to the Commission for review and approval prior to submission to the State Building Commission. A new campus master plan confirms and updates, as appropriate, all aspects of the prior master plan and includes additional information as may be warranted by the higher education institution's strategic plan. A new campus master plan must be completed for each institution at least once every ten (10) years.

4.1.30B Once approved in compliance with the policies and procedures of a governing board, all subsequent amendments to existing campus master plans must be submitted to the Commission for review and approval.

The Commission authorizes the Executive Director to review and approve amendments to campus master plans previously approved by the Commission.

A **Master Plan Amendment** is consistent with the objectives of the original master plan and involves revisions of limited scope, which may include, but shall not be limited to:

- 1) Property acquisitions;
- 2) Plans for traffic, parking, or vehicular or pedestrian circulation;
- 3) Refinement of a building program or site;
- 4) Space needs studies;

- 5) Studies of regional demographics or workforce development; or
- 6) Operation of auxiliary enterprises, including, but not limited to, athletics, recreation, housing, and food services.

4.1.30C Commission staff may solicit information from each institution to assess whether or not—in the judgment of the Executive Director—substantive changes have occurred to the campus environment, that warrant revisions to a campus master plan before the next regularly scheduled master plan review.

4.1.30D All capital project requests and transactions shall be reviewed by Commission staff for conformity with the campus master plan. The Commission reserves the right to not rank or approve capital projects for facilities that are not identified in an institution's current and approved master plan.

4.1.40A **Master Plans.** When evaluating and approving new and amended campus master plans, the Commission and Executive Director may consider, but are not limited to, the following:

- 1) Academic mission;
- 2) Strategic plan
- 3) Enrollment;
- 4) Student services;
- 5) Capital projects;
- 6) Parking;
- 7) Space needs, as defined by the Commission's Space Allocation Guidelines, and space utilization;
- 8) Building conditions
- 9) Land acquisition and disposal; and
- 10) Site, environmental, and infrastructure issues.

4.1.40B The development, execution, timeliness, and scope of campus master plans shall be performed in accordance with Master Plan Guidelines. The Guidelines shall be developed, maintained, and updated by Commission staff.

**Approved:** January 26, 1990

**Revised:** November 14, 2002

May 11, 2017

January 26, 2018

August 17, 2023

### **Applicable Statute**

T.C.A. § 49-7-202, capital investment needs

T.C.A. § 49-7-1002, higher education funding requests  
T.C.A. § 49-8-203, capital and real estate transactions

**Current Applicable Policies** THEC

Space Allocation Guidelines THEC

Master Plan Guidelines

**Section Title:** Financial Policies

**Policy Title:** Lease Space Funding and License Agreements

**Policy Number:** F4.2

4.2.10 **Scope and Purpose.** As the coordinating body for higher education in Tennessee, the Commission engages with institutions and governing boards on capital investment and real estate transactions, including the lease or licensing of space for academic and service programs.

4.2.20 **Authority.** The Commission is empowered to make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

4.2.30A **Procedures.** The Commission may review, analyze, and recommend action on all leases, rent, and licenses for all public, state institutions of higher education in accordance with current State Building Commission (SBC) policy and applicable statutes. The Commission authorizes the Executive Director to take such actions as deemed appropriate.

**Approved:** April 22, 1988

**Revised:** May 11, 2017

August 17, 2023

### **Applicable Statute**

T.C.A. § 4-15-102, state building commission powers

T.C.A. § 12-2-112, surplus state lands

T.C.A. § 12-2-114, leases by state agencies and institutions of higher education

T.C.A. § 12-2-115, leases involving states approval

T.C.A. § 49-7-132, state building commission approval of expenditures

T.C.A. § 49-7-202, capital investment needs

T.C.A. § 49-7-1002, higher education funding requests

T.C.A. § 49-8-203, capital and real estate transactions

### **Current Applicable Policies**

State Building Commission Policy, Item 7, Procurement of Leases Where the State is the Lessee

State Building Commission Policy, Item 8, General Acquisition and Disposal of Real Property

**Section Title:** Financial Policies

**Policy Title:** (Reserved)

**Policy Number:** F4.3

|                       |                    |
|-----------------------|--------------------|
| <b>Section Title:</b> | Financial Policies |
| <b>Policy Title:</b>  | (Reserved)         |
| <b>Policy Number:</b> | F4.4               |

**Section Title:** Financial Policies

**Policy Title:** Outcomes-Based Funding Formula

**Policy Number:** F4.5

- 4.5.10 **Scope and Purpose.** The Commission is tasked and empowered to oversee and ensure the fair and equitable distribution of public funds among state institutions of higher education by the development, maintenance, and use of an outcomes-based funding formula.
- 4.5.20 **Authority.** The Commission's enabling legislation grants the Commission authority to develop and execute an outcomes-based funding formula to distribute public funds to all state institutions of higher education.
- 4.5.30A **Procedures.** The Commission shall develop and utilize an outcomes-based funding formula model to ensure the fair and equitable distribution and use of public funds among state institutions of higher education.
- 4.5.30B The Commission shall submit the revised higher education funding formula for the following fiscal year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.
- 4.5.30C The Commission shall operate the funding formula and its funding recommendations in accordance with applicable state and federal statutes.
- 4.5.30D The Commission staff shall maintain and update annually informational and educational resources pertaining to the outcomes-based funding formula model, its components, and its use on the Commission's website.
- 4.5.40 **The Model.** The funding formula model shall further the goals of the statewide Master Plan by emphasizing outcomes across a range of variables that shall be weighted to reinforce each institution's mission and provide incentives for productivity improvements consistent with the Master Plan, including:
- 1) End-of-term enrollment for each term, student retention, timely progress toward degree completion, and degree production; and
  - 2) Student transfer activity, research, and student success, as well as compliance with the transfer and articulation policies required in this section.

The funding formula model shall consider the impact of tuition, maintenance fees, and other charges assessed by each institution in determining the fair and equitable distribution of public funds.

The Commission shall develop funding recommendations that reflect the outcomes-based funding formula model as well as the priorities of the Master Plan.

4.5.50 **Formula Review Committee.** The Commission shall establish a review committee to aid in development or revision of the funding formula, as prescribed and constituted by T.C.A. § 49-7-202(g)(1).

The committee shall review the funding formula components, as well as identify needed revisions, additions, or deletions to the formula. The committee shall also ensure that the funding formula is linked to the goals and objectives of the Master Plan.

The committee shall meet at least annually.

Before any amendment or revision to the outcomes-based funding formula model shall become effective, the amendment or revision shall be presented to the Education and Finance, Ways and Means Committees of the Senate and the Education Administration and Planning and Finance, Ways and Means Committees of the House of Representatives for review and recommendation.

**Revised:** August 12, 1994  
May 11, 2017

#### **Applicable Statute**

T.C.A. § 3-14-202, legislative budget analysis

T.C.A. § 8-50-114, tuition and fee waiver as related to budget and funding formula

T.C.A. § 49-7-116, tuition-free courses as related to budgets and funding formula

T.C.A. § 49-7-202, outcomes-based funding formula

T.C.A. § 49-7-1002, state funding requests for public higher education

**Section Title:** Financial Policies

**Policy Title:** Self-Supporting Academic Entities

**Policy Number:** F5.0

- 5.0.10 **Scope and Purpose.** This policy outlines the authority, scope, and requirements for establishing and maintaining a self-supporting academic entity at a public institution of higher education.
- 5.0.20 **Authority.** As the coordinating body for higher education in Tennessee, the Commission is empowered by statute to develop a comprehensive strategic financial plan; review, approve, and monitor academic programs; promulgate and adopt rules; and develop policies binding upon all state institutions of higher education within the Commission's appropriate statutory authority.
- 5.0.30A **Procedures.** Entities proposed to be self-supporting require academic and financial review and approval from the entity's respective governing board(s) and the Tennessee Higher Education Commission.
- 5.0.30B Governing board and Commission policies concerning review and approval of academic programs, operating budgets, and other matters apply to entities approved as self-supporting.
- 5.0.30C An institution must annually review the status of the self-supporting academic entity in meeting its approved purpose for the first five (5) years of operation and forward the review to the governing board and to the Commission as part of the annual budget process.
- 5.0.30D Institutions proposing the development of self-supporting academic entities should employ appropriate safeguards to ensure that the entity does not impact state support of any existing higher education institution or entity.
- 5.0.30E When proposing the establishment of a self-supporting academic entity, institutions must identify comparable private and public programs and assess the market potential for the proposed entity relative to its competitors.
- 5.0.30F A self-supporting academic entity may have a unique allotment code issued by the State Department of Finance and Administration.
- 5.0.30G An institution's internal auditor will review the self-supporting academic entity as part of the institution's regular audit plan. It is recommended that

the annual State audit report include audits of self-supporting academic entities.

- 5.0.30H Institutions shall develop a formal memorandum of understanding with the governing board(s) and the Commission, stating the relationship of a proposed self-supporting academic entity to the parent institution(s). The memorandum of understanding shall document provisions for compensation to the parent institution for all services it provides to a self-supporting academic entity and specify contingency plans in the event the entity cannot sustain a revenue stream adequate to pay its expenses.
- 5.0.40 **Academic.** Institutions will report enrollments and degrees awarded through a self-supporting academic program. Any outcomes generated through the participation in the self-supporting academic program(s) will not be considered for funding purposes.
- 5.0.50A **Financial.** Entities proposed to be self-supporting must identify the source and amount of funds by source which are planned to meet the entity's expenses.
- 5.0.50B The Commission requires a self-supporting academic entity to generate sufficient tuition and fee and other non-state revenues to fund all direct and indirect costs of the entity, including personnel and overhead costs. Institutions may not use state funds to meet direct or indirect operating costs associated with a self-supporting academic entity.
- 5.0.50C Institutions may not use state funds for capital outlay, capital maintenance, or other physical plant renovations or improvements for a self-supporting academic entity. Capital improvements for a self-supporting academic entity are subject to established policies and procedures of the State Building Commission and the Tennessee State School Bond Authority (TSSBA), as well as any other administrative or regulatory bodies as applicable.
- 5.0.50D Institutions shall follow established processes to set tuition and fee levels and ensure adequacy of non-state revenue to sustain a self-supporting academic entity.
- 5.0.50E The Commission will not include tuition and fee level guidance to the governing board(s) of a self-supporting academic entity. The Commission may recommend that the governing board set tuition and fees at a level sufficient to meet the expenses of this entity when combined with other non-state revenue sources.

- 5.0.50F As part of the annual budget process, institutions will report to the governing board and the Commission all updates to strategies to realize revenue projected in the proposal to establish the self-supporting academic entity.
- 5.0.50G All tuition and fee revenues associated with the self-supporting academic entity shall be retained by the institution(s) and accounted for separate and apart from the unrestricted general fund of the parent institution(s).
- 5.0.50H Institutions will establish a reserve fund for excess revenue specific to a self-supporting academic entity. Excess revenues derived from a self-supporting academic entity may be applied only to that entity.

**Approved:** July 14, 2005  
**Revised:** May 11, 2017

**Applicable Statute**

T.C.A. § 49-7-202, strategic financial plan, state appropriations, capital investments  
T.C.A. § 49-7-1002, higher education funding requests  
T.C.A. § 49-8-203, capital and real estate transactions

## **HUMAN RESOURCES POLICIES**

### **HR1.0    Outside Employment**

**Section Title:** Human Resources

**Policy Title:** Outside Employment

**Policy Number:** HR1.0

- 1.0.01 **PURPOSE:** This policy addresses the outside employment activities of Tennessee Higher Education Commission (THEC) employees to ensure that outside employment does not conflict with their employment duties at THEC.
- 1.0.02 **APPLICATION:** This policy applies to all employees serving in a direct or indirect full-time, part-time, direct contract, subcontract, volunteer, or intern employment of THEC.
- 1.0.03 **DEFINITIONS:** Outside employment is defined as the engagement in any line of business or the performance of any type of work or service for any person or entity other than that required by the employee's official position with THEC. This is limited to outside employment performed for the purpose of obtaining wages, salary, fee, gift, or other compensation. Such outside employment also includes active participation in a business, including being an owner, part-owner, partner, corporate officer, or serving in a policy-making position for such business.
- 1.0.04 **POLICY:** As a condition of employment, all full time THEC employees shall abide by this policy. Any violation of this policy will result in corrective action, up to and including termination, at the discretion of the Executive Director.
- 1.0.4 A Full-time employment with THEC demands an individual's full- time commitment, professional expertise, and attention to assigned responsibilities. Holding an appointment to a full-time position with THEC constitutes acknowledgement of these requirements, and that the position shall be the employee's primary occupation. It is further understood that fulfillment of official duties for THEC may require working beyond the regular work day or work week, and in such situations the work of the Commission shall take priority over any outside employment opportunity.
- 1.0.4 B Employees shall not engage in any outside employment that may affect the employee's ability to fulfill his or her official duties with THEC. Additionally, full time employment with THEC shall, at a minimum, require adherence to the State of Tennessee's standard work schedule and attendance consistent with the employee's job duties, with allowances for sick and annual leave. An employee's regular work schedule will generally consist of an uninterrupted 7.5 hour work

day plus a lunch break.

- 1.0.4 C As a guide to determine the appropriateness of outside employment, consideration shall be given as to whether the outside employment will:
- (1) Result in a conflict of interest, or an apparent conflict of interest, with the employee's official duties and responsibilities or with regular THEC operations;
  - (2) Interfere with the employee's efficient performance of official duties, work schedule, and responsibilities at THEC;
  - (3) Bring discredit to THEC or cause unfavorable or justifiable criticism of THEC;
  - (4) Be performed entirely outside of THEC offices, and with priority placed on normal working assignments and responsibilities;
  - (5) Require only a reasonable time commitment from the employee; and,
  - (6) Be undertaken with an inappropriate claim that the individual is officially representing THEC in connection with the employment.
- 1.0.4 D Outside employment should not conflict with an employee's regular work schedule, and employees are required to work a standard, uninterrupted 7.5 hour work day. THEC acknowledges there may be rare, isolated instances when outside employment conflicts with regular work schedules. Any outside employment commitment that conflicts with regular working hours must be formally approved in advance, in writing, by the Executive Director. Such approval shall include a written plan as to how the employee will work 37.5 hours in any week in which the outside employment conflicts with the regular work schedule, with additional assurance that the employee's work product and responsibilities will not be compromised. A copy of the approved plan shall be placed in the official personnel file of the employee. After the required approvals have been issued, if the employee is unable to fulfill the required 37.5 work hours in any week due to outside employment activities, annual leave must be utilized for the shortfall, documentation of which must be provided to the Executive Director.
- 1.0.5A **PROCEDURE:** THEC employees with outside employment obligations that are limited to hours beyond the standard work day, on weekends and/or state holidays, will not be required to notify or seek approval for such employment as long as the outside employment does not conflict with this policy.

- 1.0.5B THEC employees with outside employment obligations that involve higher education, consulting, or as a business owner, part-owner, partner, corporate officer, or in a policy making position, and their involvement is limited to hours beyond the standard work day, on weekends and/or state holidays, shall disclose the outside employment obligation in writing to their immediate supervisor, and a copy shall be filed with the Executive Director and placed in the employee's official personnel file.
- 1.0.5C Commission employees wishing to engage in outside employment with other agencies, departments, or institutions of state government, shall first obtain the approval of the Executive Director and will be subject to prior approval of the President, Director, or appropriate representative of the other agency, department, or institution. Such services to another state agency or institution of higher education shall be paid by the contracting agency to THEC in accordance with a dual services agreement.
- 1.0.6. It shall be the duty of the employee to provide notice and/or seek approval in writing on a timely basis as required by this policy.

**Approved:** July 27, 2006  
**Revised:** January 26, 2017; May 11, 2023

## **LEGAL & REGULATORY POLICIES**

- LR1.0     Workplace Harassment**
- LR2.0     Statewide Access and Diversity of Higher Education**
- LR3.0     (Reserved)**
- LR4.0     (Reserved)**
- LR5.0     Code of Ethics for Commission Members**
- LR5.1     Conflict of Interest Disclosure Policy for Commission Members**
- LR5.2     Conflict of Interest Disclosure Policy for Commission Staff**
- LR5.3     Code of Conduct Commission Staff**
- LR6.0     (Reserved)**
- LR7.0     Protection of Personally Identifiable Information**

**Section Title:** Legal and Regulatory Policies

**Policy Title:** Workplace Harassment<sup>1</sup>

**Policy Number:** LR1.0

- 1.1.10A The Commission is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal harassment in the workplace. It is the Commission's policy to provide an environment free of harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by state and/or federal law.
- 1.1.10B Employees or applicants for employment who believe they have been harassed on any of these bases should lodge a complaint using the procedures set forth in this policy.
- 1.1.20A. **Workplace Harassment.** Any unwelcome verbal, written, or physical conduct that either degrades or shows hostility or aversion towards a person because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, or disability that:
- (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
  - (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or
  - (3) affects an employee's employment opportunities or compensation.
- 1.1.20B To aid employees in identifying prohibited behavior, the following specific examples of workplace harassment are provided. These examples are not exhaustive; they illustrate, however, the types of conduct that violate this policy:
- (1) Unwelcome touching of a personal nature, which can encompass leaning over, cornering, hugging, or pinching; sexual innuendos,

<sup>1</sup> While the Commission is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the Commission and its employees, applicants for employment, or parties who do business with the Commission. This policy supersedes all policies that conflict with the terms of this policy.

teasing and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and sexist put-downs;

- (2) Slurs and jokes about a class of persons, such as persons who are disabled or a racial group;
- (3) Distributing via e-mail epithets, slurs, jokes or remarks that are derogatory or demeaning to a class of persons or a particular person or that promote stereotypes of a class of person;
- (4) Display of explicit or offensive calendars, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person;
- (5) Derogatory remarks about a person's national origin, race, language, accent.

1.1.20C      **Hostile environment.** Hostile environment harassment occurs when a victim is subjected to unwelcome and severe or pervasive comments based on race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by law. A hostile work environment may also be created by innuendoes, touching, or other conduct that creates an intimidating or offensive workplace.

1.1.20D      **Sexual Harassment.** Any unwelcome sexual advance, request for sexual favors, or verbal, written, or physical conduct of a sexual nature by a manager, supervisor, co-worker, or non-employee (third party). There are two types of illegal sexual harassment. *Quid pro quo* harassment occurs when a manager or a supervisor gives or withholds a work-related benefit in exchange for sexual favors from the victim. Certain actions may also create a hostile work environment. (See the definition for "hostile work environment" above.)

1.1.20E      **Retaliation.** Retaliation is overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

1.1.20F      **Third Parties.** Third parties are individuals who are not Commission employees but who have business interactions with Commission employees. Such individuals include, but are not limited to, customers, such as applicants for Commission employment or services, vendors, contractors, or volunteers.

1.1.30A      **Prohibited Conduct.** The Commission strictly forbids and will not tolerate harassment of any employee, applicant for employment, or third party on the basis of an individual's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, or disability. The fact that an alleged offender

meant no harm or was teasing will not excuse conduct that violates this policy.

- 1.1.30B The Commission strictly forbids and will not tolerate any form of retaliation directed against an employee, applicant for employment, or third party who either complains about harassment or who participates in any investigation concerning harassment.
- 1.1.40A **Reporting Harassment Incidents.** Any employee, applicant for employment, or third party must report incidents of workplace harassment as soon as possible after the event occurs.
- 1.1.40B Employees and applicants for employment may file a complaint with their department's personnel director, the department head, their supervisor(s), or any individual designated by the department to receive such reports. Under no circumstances is the individual alleging workplace harassment required to file a complaint with the alleged harasser. If an employee or applicant believes he/she cannot file a complaint within his/her agency, that person should contact the Legal and Regulatory Division at 615-741-3605.
- 1.1.40C Individuals who wish to file a complaint are encouraged to submit the complaint in writing and to include a description of the incident(s) as well as the date(s), time(s), place(s) and any witnesses.
- 1.1.40D If a complaint involves an executive director, assistant commissioner, deputy commissioner, or the commissioner, an employee or applicant for employment may file the complaint directly with the Department of Personnel, EO/AA Division.
- 1.1.50A **Reporting Retaliation Incidents.** Any employee, applicant for employment, or third party must report incidents of retaliation as soon as possible after the event occurs.
- 1.1.50B Any employee, applicant for employment, or third party who makes complaints of workplace harassment or provides information related to such complaints will be protected against retaliation. If retaliation occurs, the employee, applicant for employment, or third party should report the retaliation in the same manner as he/she would report a workplace harassment complaint.
- 1.1.60A **Investigation and Resolution of Complaints.** The department will conduct a thorough and neutral investigation of all reported complaints of workplace harassment or retaliation as soon as practicable. Generally, an investigation

will include an interview with the complainant to determine if the conduct in issue violates this policy. If the department determines that the conduct falls within the terms of this policy, the department will interview the alleged offender and any other witnesses who have direct knowledge of the circumstances of the allegations.

- 1.1.60B The department retains the sole discretion to determine whether a violation of this policy has occurred and to determine what level, if any, of disciplinary action is warranted.
- 1.1.60C If a complaint involves an executive director, assistant commissioner, deputy commissioner, or the commissioner, the Department of Personnel, EO/AA Division will investigate the complaint on behalf of the department and report the results to the appropriate agency or authority.
- 1.1.70 **CONFIDENTIALITY.** To the extent permitted by law, the confidentiality of each party involved in a workplace harassment investigation, complaint or charge will be observed, provided it does not interfere with the department's ability to investigate the allegations or to take corrective action.
- 1.1.80 **DIRECTIVE TO SUPERVISORY PERSONNEL.** Supervisory personnel who receive a complaint alleging workplace harassment or learn by any means of conduct that may violate this policy must immediately report any such event to the department's personnel director or EEO/AA officer.
- 1.1.90A **VIOLATIONS.** Any employee who engages in conduct that violates this policy or who encourages such conduct by others will be subject to corrective action. Such corrective action includes, but is not limited to, mandatory participation in counseling, training, disciplinary action, up to and including termination, and/or changes in job duties or location.
- 1.1.90B Supervisory personnel who allow workplace harassment or retaliation to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action includes, but is not limited to, mandatory participation in counseling, training, disciplinary action, up to and including termination, and/or changes in job duties or location.

**Approved:** November 17, 2005

## INTAKE/REFERRAL FORM

### STATEMENT CONCERNING CONFIDENTIALITY

Pursuant to Tennessee Code Annotated § 10-7-502(a), "all state ...records...shall at all times, during business hours, be open for personal inspection by any citizen of Tennessee, and those in charge of such records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law," Accordingly, the State cannot and does not guarantee the confidentiality of this document or any notes, files, reports, or other documents, whether created by the State or received from the complainant, accused, or witnesses.

NAME OF COMPLAINANT OR PERSON REPORTING EVENT:

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TELEPHONE NUMBERS OF COMPLAINANT OR PERSON REPORTING EVENT:

WORK: \_\_\_\_\_

HOME: \_\_\_\_\_

IS YOUR HOME TELEPHONE NUMBER UNLISTED? YES \_\_\_\_\_ NO \_\_\_\_\_

MOBILE: \_\_\_\_\_

NAME OF AGENCY AND DIVISION INVOLVED: \_\_\_\_\_

NAME OF PERSON(S) WHO ALLEGEDLY DISCRIMINATED AGAINST YOU OR  
HARASSED YOU?

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RELATIONSHIP OF ALLEGED ACCUSER TO YOU (I.E. DIRECT SUPERVISOR, CO-WORKER):

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DATE OF EARLIEST OCCURRENCE OF EVENTS? \_\_\_\_\_

DATE OF LATEST OCCURRENCE OF EVENTS? \_\_\_\_\_

HOW WERE YOU DISCRIMINATED AGAINST (E.G. DISCIPLINARY ACTION, PROMOTION, DEMOTION, HOSTILE ENVIRONMENT)?

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EXPLAIN AS CLEARLY AS POSSIBLE WHAT HAPPENED, INCLUDING WHO DID WHAT, WHERE IT HAPPENED, WHO WAS INVOLVED, ETC. PLEASE ATTACH ADDITIONAL PAGES, IF NECESSARY.

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EXPLAIN WHY YOU BELIEVE THESE EVENTS OCCURRED:

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DESCRIBE HOW OTHERS WERE TREATED DIFFERENTLY THAN YOU:

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WERE THERE OTHER EMPLOYEES WHO WERE TREATED BETTER IN SIMILAR CIRCUMSTANCES? PLEASE CHECK ONE: YES\_\_\_\_ NO\_\_\_\_

IF YOU ANSWERED YES TO THE PREVIOUS QUESTION, PLEASE PROVIDE THE NAMES OF THE EMPLOYEES WHO WERE TREATED BETTER AND DESCRIBE HOW THEY WERE TREATED BETTER:

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PLEASE LIST BELOW ANY PERSONS (WITNESSES, FELLOW EMPLOYEES, SUPERVISORS, OTHERS) WHO MAY HAVE ADDITIONAL INFORMATION TO SUPPORT OR CLARIFY THIS COMPLAINT. EXPLAIN WHAT INFORMATION EACH CAN PROVIDE.

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WHAT EXPLANATION DO YOU THINK THE AGENCY OR ACCUSED WILL GIVE AS TO WHY YOU WERE TREATED IN THIS MANNER?

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PLEASE IDENTIFY ANY OTHER INFORMATION INCLUDING DOCUMENTARY EVIDENCE SUCH AS DIARIES, JOURNALS, RECORDINGS, EMAILS, VOICEMAILS, CORRESPONDENCE, ETC.) THAT YOU THINK IS RELEVANT TO THIS MATTER.

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WHAT DO YOU WANT TO HAPPEN AS A RESULT OF THIS COMPLAINT?

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IF YOU HAVE TOLD ANYONE ELSE ABOUT THIS MATTER, PLEASE LIST THE NAME(S) AND RELATIONSHIP(S) CO-WORKER, FAMILY MEMBER, ETC.)

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SIGNATURE OF COMPLAINANT:

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DATE: \_\_\_\_\_

IF COMPLETED BY SUPERVISOR OR AGENT OF STATE AS A RESULT OF  
INTERVIEWING A COMPLAINANT, PLEASE PROVIDE THE FOLLOWING INFORMATION:

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

AGENCY AND/OR DIVISION: \_\_\_\_\_

WORK TELEPHONE NUMBER: \_\_\_\_\_

DATE COMPLAINT RECEIVED: \_\_\_\_\_

DATE FORM COMPLETED: \_\_\_\_\_

REASON FOR DELAY, IF ANY, BETWEEN THE DATE THE COMPLAINT WAS RECEIVED  
AND THE DATE THE FORM WAS COMPLETED:

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NAME AND TITLE OF PERSON TO WHOM THE FORM WAS FORWARDED FOR  
ACTION:

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DATE ON WHICH THE FORM WAS FORWARDED:

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## INVESTIGATION MEMORANDUM FORMAT

1. Complainant's name, job title, agency, location
2. Initiation of investigation:
  - a. Persons involved in conducting investigation
  - b. Date complaint received by agency
  - c. Person in agency who initially received complaint
  - d. Date investigation began and, if applicable, reason for any delay
3. Description of complaint
  - a. General nature of events giving rise to complaint, including dates of alleged events
  - b. Person(s) accused of inappropriate behavior and organizational relationship to complainant
4. Statements and evidence gathered in the investigation
  - a. Complainant
    - i. Specific allegation(s). If more than one allegation, list each separately
    - ii. Additional witnesses named by complainant
    - iii. Resolution desired by complainant
  - b. Person accused of inappropriate behavior. If more than one, list each separately
    - i. Specific response(s) to allegation(s). If more than one, list each separately
    - ii. Additional witnesses named by accused
  - c. Witnesses interviewed
    - i. Name and job title. If more than one, list each separately
    - ii. Evidence about specific allegations (noting firsthand knowledge v. secondhand knowledge)
    - iii. Additional witnesses, if any
5. Summary of evidence
  - a. Corroboration of specific allegations
  - b. Non-corroboration of specific allegations
  - c. Other pertinent information
6. Conclusions concerning violation of policy. INCLUDE ONLY AT THE DIRECTION OF THE AGENCY.
7. Appendices
  - a. List of potential witnesses not interviewed and reason
  - b. List of attachments (documentary evidence)

**Section Title:** Legal and Regulatory Policies

**Policy Title:** Statewide Access and Diversity of Higher Education

**Policy Number:** LR2.0

2.0.10 The Tennessee Higher Education Commission reaffirms its commitment to equal opportunity for all Tennesseans to pursue postsecondary educational interests.

2.0.10A The Commission recognizes that open access for all who wish to pursue interests in higher education and diversity among students, faculty, and staff are fundamental principles that must be safeguarded. Funding and programmatic matters will be viewed in light of those guiding principles.

**Approved:** April 22, 1988

**Revised:** January 13, 1995

**Revised:** November 20, 2008

**Section Title:** Legal and Regulatory Policies

**Policy Title:** (Reserved)

**Policy Number:** LR3.0

**Section Title:** Legal and Regulatory Policies

**Policy Title:** (Reserved)

**Policy Number:** LR4.0

**Section Title:** Legal and Regulatory Policies

**Policy Title:** Code of Ethics for Commission Members

**Policy Number:** LR5.0

- 5.0.10 1. The Tennessee Higher Education Commission is charged by statute to achieve coordination and unity in public higher education in Tennessee. To ensure the effectiveness of the Commission, its members must adhere to the strictest of ethical standards. The purpose of this policy is to outline those general principles.
- 5.0.11 1. Commission members must carefully prepare for, regularly attend, and actively participate in board meetings and special assignments.
2. The business of the Commission shall be conducted only in public meetings and properly publicized in accordance with Title 8, Chapter 44, Part 1 on Tennessee Code Annotated, as it is amended from time to time.
3. Commission members must accept and abide by the legal and fiscal responsibilities of the Commission as specified by statute, state rules and regulations and the Commission's policies.
4. Commission members are expected to perform their duties faithfully and efficiently and never to give rise to suspicion of improper conflict of interest. Additionally, Commission members should not use the position as Commission member for personal benefit or gain and shall promptly and honestly file all conflict of interest statements as required by state law and/or Commission policy.
5. Commission members shall not accept any favor or gratuity from any firm, person, or corporation which is engaged in, or attempting to engage in, business transactions with the Commission or any institution that is coordinated or regulated by the Commission which might affect or be suspected of affecting a Commission member's judgment in the impartial performance of his/her duties.
6. Commission members shall not grant or make available to any person any consideration, treatment, information or favor beyond that which is general practice to grant or make available to the public at large.

7. Commission members shall base all decisions on all available facts in each situation and vote his/her honest conviction in every case, not to be swayed by partisan bias of any kind and abide by and support the final decision of the Commission.
8. Commission members shall have no legal authority outside the meetings of the Commission and shall conduct all relationships with governing boards, public and private institutions, media and other interested entities and persons on the basis of that fact. Commission members shall avoid acting as a spokesperson for the entire Commission unless specifically authorized to do so.

**Approved:** July 13, 2003

**Section Title:** Legal and Regulatory Policies

**Policy Title:** Conflict of Interest Disclosure Policy for Commission Members

**Policy Number:** LR5.1

5.1.10

- (1) It shall be inappropriate for a Commission member to have a direct interest in any contract the Commission has entered into for goods or services as a result of a bid process or any other business transaction with the Commission.
- (2) A Commission member shall disclose any of the following interests:
  - (a) Any indirect interest in any contract or other business transaction with the Commission;
  - (b) Any interest in any contract or other business transaction with any higher education institution which is coordinated by, contracted by, contracted with, or authorized by the Commission; and
  - (c) Any indirect interest created by a relative who has (to the extent the Commission member is aware) any contract or business transaction with the Commission or with any higher education institution which is coordinated by, contracted by, contracted with, or authorized by the Commission.
- (3) "Direct interest" means any contract to provide goods or services to the Commission as a result of a bid process or any other business transaction with a:
  - (a) the Commission member;
  - (b) a relative of the Commission member; or
  - (c) a business in which the Commission member or the Commission member's relative is:
    - i. the sole proprietor;
    - ii. a partner; or
    - iii. the person having the controlling ownership or control of the largest numbers of outstanding shares owned by any single individual or corporation.
- (4) "Indirect interest" means any contract in which the Commission member is interested but not directly so, but includes contracts where the Commission member is directly interested but is the sole supplier of goods or services.

- (5) "Relative" includes spouse, parents, siblings, or children.
- (6) In the event a member of the Commission has an indirect interest in a matter to be voted upon, a Commission member may abstain for cause by announcing such to the Chair of the Commission. Any Commission member who abstains from voting for cause on any issue coming to a vote before the Commission shall not be counted for the purpose of determining a majority vote. This provision shall not be construed to prohibit any Commission member from voting on the higher education funding recommendation, or amendments thereto, unless the vote is on a specific amendment to the funding recommendation in which such person has a direct interest.
- (7) The basic underlying principle in conflict of interest is that Commission members should disclose any activity, investment, or interest that might reflect unfavorably upon the Commission, using the disclosure form. Because of the sensitive nature of the Commission's relationship with all of the postsecondary institutions, as well as the General Assembly, it is important that members resolve questions of conflict of interest by disclosure. Any activity which might constitute, or be perceived to constitute, a prohibited conflict should be fully reported. Full disclosure of any situation in doubt should be made.
- (8) The conflict of interest form must be filed within thirty (30) days after the Commission's regular Spring meeting, but in no case shall it be filed later than June 1. In the case of a member appointed to the Commission after the Spring meeting, the newly appointed member shall file a conflict of interest statement no later than thirty (30) days after the first Commission meeting following his/her appointment.
- (9) A Commission member shall amend his/her disclosure because of termination or acquisition of interests of which disclosure is required.

**Approved:** January 31, 1992

**Revised:** April 15, 2004

**TENNESSEE HIGHER EDUCATION COMMISSION  
DISCLOSURE STATEMENT FOR INDIRECT INTERESTS OF  
COMMISSION MEMBERS**

I, the undersigned member of the Tennessee Higher Education Commission, in order to assure that any appearance of conflict of interest is avoided, and in order to assure that any indirect interests are publicly acknowledged, hereby make the following statements and assurances:

1. I am related to the following employees of the Tennessee Higher Education Commission or any official of any corporation, partnership, sole proprietorship, association, institution of higher education or other entities which do business with, are licensed by, or are otherwise involved with the Tennessee Higher Education Commission:

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2. I am employed or professionally affiliated with the following corporation, partnerships, sole proprietorships, associations, institutions of higher education or any other entities which are licensed by the Tennessee Higher Education Commission:

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3. I have an ownership interest in or serve on the Board of the following corporations, partnerships, sole proprietorships, associations, institutions of higher education or other entities which, to my knowledge, do business with postsecondary institutions coordinated or licensed by the Tennessee Higher Education Commission:

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4. In my household and among my dependents, to my knowledge, the following individuals have an ownership interest as stated in Number 3 above:

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5. I am currently the recipient of the following grants administered by the Tennessee Higher Education Commission:

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6. I hereby certify that if, during my tenure this year on the Tennessee Higher Education Commission, I become directly or indirectly interested as an owner, employee or affiliated as described in Number 1-5 above, or if there is any change in the information provided in this statement, I shall immediately disclose such information to the Tennessee Higher Education Commission. The accuracy of this statement will be reviewed within thirty (30) days after the Commission's regular Spring meeting, but no later than June 1.

By my signature below, I affirm that all of the above statements are true to the best of my knowledge and belief.

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(Signature)

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(Date)

**Section Title:** Legal and Regulatory

**Policy Title:** Conflict of Interest Disclosure Policy for Commission Staff

**Policy Number:** LR5.2

5.2.1 **PURPOSE:** This policy addresses the conflict of interest disclosure policy for Tennessee Higher Education Commission (THEC) employees.

5.2.2 **APPLICATION:** This policy applies to all employees serving in a direct or indirect full-time, part-time, direct contract, subcontract, volunteer, or intern employment of THEC.

5.2.3 **DEFINITIONS:** "Direct interest" means any contract to provide goods or services to THEC as a result of a bid process or any other business transaction with a:

- (a) THEC staff person;
- (b) a relative of a THEC staff person;
- (c) a business in which a THEC staff person is:
  - (i) the sole proprietor;
  - (ii) a partner; or
  - (iii) the person having the controlling ownership or control of the largest numbers of outstanding shares owned by any single individual or corporation.

"Indirect interest" means any contract in which THEC staff person is interested but not directly so, but includes contracts where the THEC staff person is directly interested but is the sole supplier of goods or services.

"Relative" includes spouse, parents, siblings, or children.

"Disclosure form" means the form maintained and collected annually by Human Resources at THEC for THEC staff persons to disclose any direct or indirect interests per this policy.

5.2.4 **POLICY:** It shall be inappropriate for a THEC staff person to have a direct interest in any contract THEC has entered into for goods or services as a result of a bid process or any other business transaction with THEC. Additionally, it shall be inappropriate for THEC staff to be indirectly interested in any such contract or business transaction unless the THEC staff member publicly acknowledges his/her interest.

THEC staff shall disclose any of the following interests:

- (a) Any indirect interest in any contract or other business transaction with

THEC;

- (b) Any interest in any contract or other business transaction with any higher education institution which is coordinated by, contracted by, contracted with, or authorized by THEC; and
- (c) Any indirect interest created by a relative who has (to the extent THEC staff is aware) any contract or business transaction with THEC or with any higher education institution which is coordinated by, contracted by, contracted with, or authorized by THEC.

5.2.5 **PROCEDURE:** In the event a THEC staff person identifies any conflict covered by this policy, he/she shall immediately notify the Executive Director. The Executive Director may determine that such THEC staff person should not work on material related to such interests. Such interests shall be disclosed to THEC regardless of whether the THEC staff person is relieved of working on the matters in question.

The basic underlying principle in conflict of interest is that THEC staff should disclose any activity, investment, or interest that might reflect unfavorably upon THEC, using the disclosure form. Because of the sensitive nature of THEC's relationship with all of the postsecondary institutions, as well as the General Assembly, it is important that staff persons resolve questions of conflict of interest by disclosure. Any activity which might constitute, or be perceived to constitute, a prohibited conflict should be fully reported. Full disclosure of any situation in doubt should be made.

The conflict of interest form must be filed within thirty (30) days after the Commission's regular spring meeting, but in no case shall it be filed later than June 1. In the case of a staff person appointed to THEC staff after the spring meeting, the newly appointed staff person shall file a conflict of interest statement no later than thirty (30) days after the first Commission meeting following his/her appointment.

THEC staff shall amend their respective disclosure because of termination or acquisition of interests of which disclosure is required.

**Approved:** January 31, 1992

**Revised:** April 15, 2004; July 27, 2006; May 11, 2023

**Section Title:** Legal and Regulatory Policies

**Policy Title:** Code of Conduct Commission Staff

**Policy Number:** LR5.3

- 5.3.1 **PURPOSE:** This policy addresses the code of conduct applicable to all Tennessee Higher Education Commission (THEC) employees.
- 5.3.2 **APPLICATION:** This policy applies to all employees serving in a direct or indirect full-time, part-time, direct contract, subcontract, volunteer, or intern employment of THEC.
- 5.3.3 **POLICY:** All THEC employees must, at all times, comply with all applicable laws and regulations. THEC will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. THEC does not permit any activity that fails to stand the closest possible public scrutiny. All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing THEC's operations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of the General Counsel for Legal and Regulatory Affairs.
- 5.3.4 **GENERAL EMPLOYEE CONDUCT:** THEC expects its employees to conduct themselves in a businesslike and professional manner in carrying out the business of THEC. Employees will be expected to adhere to all THEC policies, especially those addressing conduct and office procedures and expectations. These shall specifically include, but not be limited to, policies regarding conflict of interest, outside employment and workplace harassment.
- 5.3.5 **RELATIONSHIPS WITH CLIENTS AND SUPPLIERS:** Employees should avoid investing in or acquiring a financial interest for their own accounts in any business that has a contractual relationship with THEC, or that provides goods or services, or both to THEC, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of THEC.
- 5.3.6 **GIFTS, ENTERTAINMENT, AND FAVORS:** Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person with whom or with which THEC has, or is

likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with THEC might be inclined to, or be perceived to, place them under obligation.

5.3.7 **KICKBACKS AND SECRETS:** Regarding THEC's business activities, employees may not receive payment or compensation of any kind, except as authorized under THEC's remuneration policies. In particular, THEC strictly prohibits the acceptance of kickbacks and secrets from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

5.3.8 **COMMISSION FUNDS AND OTHER ASSETS:** Employees who have access to THEC funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in THEC's instructional manuals or other explanatory materials, or both.

THEC imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their superior, the Associate Executive Director for Legal and Regulatory Affairs, and the Executive Director so that THEC can promptly investigate further.

When an employee's position requires spending THEC funds or incurring any reimbursable personal expenses, that individual must use good judgment on THEC's behalf to ensure that good value is received for all expenditures.

THEC funds, assets and equipment are for THEC purposes only and not for personal benefit.

5.3.9 **COMMISSION RECORDS AND COMMUNICATIONS:** Accurate and reliable records of many kinds are necessary to meet THEC's legal and financial obligations and to manage the affairs of THEC. THEC's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements;
- False advertising, deceptive marketing practices, or other misleading representations; and
- Dealing with outside people and commissions.

Employees must take care to separate their personal roles from their THEC positions when communicating on matters not involving THEC business.

Employees must not use THEC identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve THEC business, employees must not presume to speak for THEC on any topic, unless they are certain that the views they express are those of THEC, and it is THEC's desire that such views be publicly disseminated.

When dealing with anyone outside THEC, including public officials, employees must take care not to compromise the integrity or damage the reputation of either THEC, or any outside individual, business, or government body.

5.3.10     **PROMPT COMMUNICATIONS:** In all matters relevant to customers, suppliers, government authorities, the public, and others in THEC, all employees must make every effort to achieve complete, accurate, and timely communications—responding promptly and courteously to all proper requests for information and to all complaints.

5.3.11     **PRIVACY AND CONFIDENTIALITY:** When handling financial and personal information about customers or others with whom THEC has dealings, staff should observe the following principles:

1. Collect, use, and retain only the personal information necessary for THEC's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

**Approved:** July 27, 2006

**Revised:** May 11, 2023

**Section Title:** Legal and Regulatory Policies

**Policy Title:** (Reserved)

**Policy Number:** LR6.0

**Section Title:** Legal and Regulatory Policies

**Policy Title:** Protection of Personally Identifiable Information

**Policy Number:** LR7.0

7.1.10A **Purpose:** This policy has three purposes:

- (1) To ensure Commission compliance with all State and Federal laws related to the protection of personally identifiable information;
- (2) To ensure all agency processes related to the handling of personally identifiable information employ measures appropriate for the security of personally identifiable information; and,
- (3) To achieve and maintain a heightened awareness among agency staff related to the handling, storage, utilization, and dissemination of personally identifiable information.

7.1.20A **Definitions.**

*Confidential Information.* Data or information deemed highly private or personal, the disclosure of which could potentially lead to identity theft or other malfeasance if mishandled or inadvertently distributed. This includes data or information deemed confidential by law, FERPA, regulation, or Commission policy. Confidential information includes, but is not limited to, the following:

- (1) Social security numbers;
- (2) Credit card numbers;
- (3) Driver's license or other government-issued identification numbers;
- (4) Bank account information;
- (5) Protected health information; and,
- (6) Student education records, including grades, transcripts, or financial records.

*Disclosure.* An individual discloses information when he or she permits access to or the release, transfer, or other communication of confidential, personally identifiable, or sensitive information by any means, including oral, written, or electronic, to any party, including the party who provided or created the record.

*Personally Identifiable Information.* Data is personally identifiable if it includes confidential or sensitive information and enables identification of a specific person or makes personal information about them known.

*Sensitive Information.* Some information related to the Commission's business and academic activities, although not requiring the same level of legal protection or scrutiny as confidential information, is still classified by the Commission to be "sensitive information." Examples of these types of information may include, but are not limited to:

- (1) Birth dates;
- (2) Home addresses;
- (3) Emergency contact information;
- (4) Employee/Student ID numbers;
- (5) Employee disciplinary records;
- (6) Legal documents; and,
- (7) Financial records.

7.1.30A      **Scope.** This policy applies to all Commission members and staff. It is designed to protect confidential, personally identifiable, and sensitive information about students, teachers, Commission employees, and other individuals and entities considered stakeholders or Commission partners in higher education in the state and applies regardless of how the information is stored or transmitted (e.g., paper, electronic, other media).

7.140A      **Procedures.** Use and release of confidential, personally identifiable, and sensitive information shall be consistent with all applicable laws and regulations, as well as Commission policy.

7.1.40B      Information deemed confidential or sensitive shall be collected, stored, transmitted, and disposed of using the guidelines below. All Commission staff are responsible for ensuring that confidential and sensitive information is:

- (1) Collected only as necessary in conjunction with the lawful performance of Commission duties;
- (2) Restricted in its distribution and accessibility as is consistent with Commission policy;
- (3) Properly secured by the use of such safeguards as secured file storage and rooms, encryption, and other technology tools; and,
- (4) Disposed of through secure means such as shredding, overwriting hard drives, or other means of physical destruction as appropriate.

- 7.1.40C Staff shall adhere to Commission policy concerning the receipt, processing, and dissemination of personally identifiable information. Staff shall follow the Information Security Protocol outlined by the Commission Information Systems Director and Personally Identifiable Information Coordinator (“PII Coordinator”) when printing, faxing, storing, emailing, mailing, or handling any personally identifiable information.
- 7.1.40D Confidential and sensitive information shall be disclosed externally to individuals or entities outside of the Commission only when such disclosure is:
- (1) Necessary to fulfill the duties and responsibilities of the Commission;
  - (2) Consistent with Federal, State, and local laws and regulations;
  - (3) Compliant with this policy and the agency Information Security Protocol;
  - (4) Provided using adequate protections, including written confidentiality and data sharing agreements, where appropriate; and,
  - (5) When applicable, provided upon written permission or request from the affected individual, such as a student request for the release of transcripts.
- Each division shall maintain a log or database of any external disclosure of PII. Staff shall confer with the Office of General Counsel for guidance as to whether an external disclosure of confidential, personally identifiable, or sensitive information complies with these requirements.
- 7.1.40E Confidential, personally identifiable, and sensitive information shall be disseminated internally between divisions and staff only when necessary to fulfill the duties and responsibilities of the Commission. If shared internally, staff shall be informed of the confidential or sensitive nature of the information and the need to safeguard it. Staff shall confer with the Office of General Counsel when a question arises as to whether the internal disclosure of confidential, personally identifiable, or sensitive information complies with this policy.
- 7.1.40F When directed by statute or required to fulfill the duties of the Commission, staff may be required to report data that was once personally identifiable to the general population through research briefs and reports. Staff should adhere to national data reporting standards and ensure that no data presented in aggregate may be systematically reduced to personally identifiable form. Staff shall adhere to the appropriate procedures for de-identification and reporting outlined in the agency Information Security

Protocol. Questions regarding the protection of data should be referred to the appropriate Commission division head and to the Office of General Counsel.

- 7.1.40G Commission staff shall not save confidential, personally identifiable, or sensitive information to their local desktop or laptop hard drive, except when necessary for temporary data processing or analysis and only after consultation with the PII Coordinator. If confidential, personally identifiable, or sensitive information must be saved to a user's desktop or laptop, the information should remain saved only for the period of time absolutely necessary for completion of processing and analyses and shall be immediately and permanently deleted thereafter.
- 7.1.40H Commission staff shall ensure that laptops, desktops, mobile devices or other machines provided by the State are password- locked and fully secured when not in use or under the immediate possession or control by the responsible individual. Staff shall not leave machines with access to personally identifiable information unattended. If a breach is suspected or a machine reported as missing or stolen, staff shall immediately inform the Executive Director, Information Systems Director, General Counsel, and the PII Coordinator, as well as their immediate supervisor.
- 7.1.40I The Commission shall establish and annually update a Data Breach Countermeasure Protocol and Crisis Plan to outline responsible parties, actions, and notification procedures in the event that personally identifiable, confidential, or sensitive information is disseminated or inadvertently distributed in an inappropriate or unintended manner. This protocol shall be reviewed annually by the PII Coordinator, in conjunction with the Executive Director, Office of General Counsel, Information Systems Director, and division leadership.
- 7.1.50A **Responsible Offices.** Commission leadership shall designate a Commission Information Systems Director to monitor handling of sensitive and confidential information, as well as develop tools, services, and guidance related to the security of the Commission's information technology assets. Questions related to these services, as well as questions related to the theft or potential theft of confidential, personally identifiable, or sensitive information, should be directed to this individual. The Information Systems Director shall ensure that all employees remain compliant with State and Commission procedures regarding information security, including the maintenance of employee acceptable use policies, information systems onboarding procedures, employee account termination, and yearly user

access audits. The Information Systems Director is responsible for developing and maintaining the Information Security Protocol for the Commission and initiating an annual review of the data breach countermeasure protocol and crisis plan.

7.1.50B The Executive Director shall designate a PII Coordinator who shall work with the Information Systems Director, the General Counsel, and each division head to maintain the Information Security Protocol for the Commission and conduct the following procedures annually:

- (1) Audit Commission staff rights and access privileges;
- (2) Update the Personal/Confidential Data Questionnaire;
- (3) Maintain on- and off-boarding procedures for employees regarding the protection of personally identifiable information; and,
- (4) Develop and implement ongoing employee trainings on the protection of personally identifiable information and acceptable handling of personally identifiable information.

7.1.50C The Office of General Counsel shall provide legal guidance for all questions related to the treatment of confidential, personally identifiable, or sensitive information and shall be consulted as needed for direction and advice.

**References:**

T.C.A. § 10-7-504(a)(4)(A) confidentiality of student records  
T.C.A. § 10-7-504(a)(29)(A) disclosure of personally identifying information  
T.C.A. § 10-7-504(b) destruction of records containing confidential information  
T.C.A. § 10-7-504(f) confidentiality of certain state employee information  
T.C.A. § 10-7-504(m) records related to the security of any government building  
20 USCA § 1232g Family Educational Rights and Privacy Act

**Approved:** January 26, 2017

**RULES OF PROCEDURE  
OF THE  
TENNESSEE HIGHER EDUCATION COMMISSION**

To carry out the purposes set forth in the Act which created it (being Chapter 179 of the Public Laws of Tennessee of 1967, hereinafter call the "Act"), the Tennessee Higher Education Commission hereby adopts the following Rules of Procedure:

**I  
NAME**

The name of the Commission shall be the Tennessee Higher Education Commission (hereinafter called "the Commission").

**II  
SCOPE OF AUTHORITY**

It shall be the duty of the Commission on a continuing basis to study the use of public funds for higher education in Tennessee and to analyze programs and needs in the field of higher education. The Commission shall establish and ensure that all institutions of higher education in this state cooperatively provide for an integrated system of postsecondary education. The Commission shall guard against inappropriate and unnecessary conflict and duplication by promoting transferability of credits and easy access of information among institutions. The Commission shall, in addition, undertake such specific duties as may be directed by resolution of the General Assembly or as may be requested by the Governor.

The Commission's studies and recommendations shall encompass the programs and the authorities of the public universities, the community colleges, and the state's colleges of applied technology. The Commission shall also consider Tennessee's private institutions of higher education in its continuous studies of the immediate and future needs of the state in the area of higher education. These studies shall consider the place of the private institutions in relation to the public institutions.

**III  
PURPOSES**

The specific purposes and duties of the Commission shall be as outlined in the Act and its amendments.

**IV  
MEMBERS**

The Commission shall consist of fourteen (14) members. The Governor shall appoint six (6) voting members, the Speaker of the Senate shall appoint one (1) voting member, the Speaker of the House of Representatives shall appoint one (1) voting member, and the speakers shall jointly appoint one (1) voting member.

In addition, the Governor shall appoint one (1) voting student member each year, from a list of three (3) nominees selected and submitted by the Commission no later than April 15. The student member shall serve for a term of one (1) year, commencing on July 1 and concluding on June 30.

The Comptroller of the Treasury, the Secretary of State, and the State Treasurer shall serve as ex officio, voting members of the Commission. The Executive Director of the State Board of Education shall serve as an ex officio, nonvoting member of the Commission.

Except for ex officio members and student members, membership shall be for a six-year term. Members shall be eligible for reappointment.

As the appointing authorities appoint voting members, other than the student members, they shall appoint them so that the three (3) grand divisions of the state are represented equally. When the nine (9) voting members, other than the student member, have been appointed so that the three (3) grand divisions are represented equally, the appointing authorities, in filling vacancies, shall subsequently appoint a person from the grand division in which the member who previously filled the position resided. The appointing authorities shall strive to appoint members to the Commission in a manner that is representative of the diversity of the citizens of the state.

Any vacancy on the Commission shall be filled by appointment of the authority who originally made the appointment. Vacancies, except for expiration of term, shall be filled for the unexpired term only. The place of any Commission member shall be vacated at such time as the member may cease to reside in the grand division in which he or she resided at the time of the appointment. Except for ex officio members and student members, no Commission member shall be an elected or appointed official or employee of the State of Tennessee, nor a trustee or employee of a public institution of higher education in Tennessee while a Commission member. Members shall receive no compensation for their services.

## **V OFFICERS**

The Commission officers shall consist of a chair, two vice-chairs, and a secretary, each elected by the Commission members from among their own number. The office of secretary may be combined with that of vice-chair. Officers shall be elected in even years; the term of office of all officers shall be two years or until their successors are elected; and their duties shall be those ordinarily performed by such officers. Officers may not serve more than one consecutive term in the same role but will be eligible to serve in a given role again following a term of absence.

The chair shall be selected from the current vice-chairs unless both vice-chairs decline the role of chair. The chair shall alternate between legislatively appointed Commission

members and gubernatorially appointed Commission members unless all members from a respective appointment group decline the role of chair.

## **VI**

### **STANDING COMMITTEES**

The Commission shall have four standing committees consisting of the Executive Committee; the Audit Committee; the Access, Academics, and Student Success Committee; and the Finance and Operations Committee.

The Executive Committee of the Commission shall consist of its officers. The Executive Committee shall have such powers as given through action of the Commission. In addition to the powers that have or may be granted to the Executive Committee through the action of the Commission, it is hereby specifically charged with the responsibility to review personnel matters; to review the policies, rules and regulations of the Commission; and to review and monitor the goals and objectives in the Commission's strategic plan (master plan).

The Audit Committee of the Commission shall consist of five voting members, selected in accordance with the Audit Committee Charter. These members shall serve a term of three years. The Audit Committee shall assist the Commission in fulfilling its oversight responsibilities in preventing fraudulent financial reporting and the misappropriation of assets. The Audit Committee shall have authority to conduct or authorize investigations into any matter within its scope of responsibility. The Audit Committee shall maintain a charter outlining its authority, membership requirements, and responsibilities.

The Access, Academics, and Student Success Committee shall consist of one non-voting member and four to six voting members, nominated by the Chair and confirmed by the Commission. The non-voting member shall be the Executive Director of the State Board of Education. These members shall serve a term of one year. The Access, Academics, and Student Success Committee shall review, provide feedback, and advance work related to student experience, including affordability, outcomes funding formula design, academic programming, and credential completion. The Access, Academics, and Student Success Committee shall provide recommendations to the full Commission on agenda items under their purview.

The Finance and Operations Committee shall consist of five to seven voting members, nominated by the Chair and confirmed by the Commission. These members shall serve a term of one year. The Finance and Operations Committee shall review, provide feedback, and advance work related to funding and budgets, including development of internal budget requests, appropriations, binding tuition ranges, capital funding, and any other funding. The Finance and Operations Committee shall provide recommendations to the full Commission on agenda items under their purview.

## **VII**

### **EXECUTIVE DIRECTOR AND STAFF**

The Commission is empowered to employ an Executive Director, define the duties, and, within budgetary limitations, fix the compensation. The Executive Director shall serve at the pleasure of the Commission and must have such educational preparation and experience as will qualify the Executive Director, in the Commission's judgment, to understand and evaluate the problems and needs of the state's institutions of higher education and to direct the studies of the Commission. The Executive Director shall be empowered to act for the Commission in the interims when the Commission is not in session. Within budgetary limitations and subject to the approval of the Commissioner of Human Resources, the Executive Director is empowered to employ such other professional and staff employees as may be appropriate for the efficient discharge of the Commission's duties.

## **VIII**

### **MEETINGS**

The Commission shall hold regular meetings at least four times each year. It shall also meet at the call of the chairman, or the secretary, if said secretary receives the request in writing of at least three members of the Commission to call such meeting, on at least three days' written notice setting forth the time, place, and purpose of the meeting. An agenda for each regular meeting of the Commission will be prepared by the Executive Director with the approval of the chair setting forth, in outline, each matter of business to be conducted at the meeting. Such agenda shall be delivered to the members at least ten days before each meeting. Matters not on the agenda can be considered at the meeting only by vote of six members. Any meeting at which a quorum is not present may be adjourned from time to time until a quorum is present. Debates and proceedings before the Commission will be conducted in accordance with the current edition of Robert's Rules of Order when not in conflict with these Rules of Procedure or other statutory requirements. Members shall be entitled to reimbursement for expenses incurred in attending meetings of the Commission of its committees, in conformity with regulations governing travel expenses of state officials.

## **IX**

### **MINUTES**

Minutes shall be kept of all meetings of the Commission by or under the direction of the Executive Director, who will deliver copies of the minutes of each meeting to all members promptly after such meeting is held, and shall be read (unless such reading is waived on motion) and approved at the next succeeding meeting as the first order of business.

## **X**

### **QUORUM**

A quorum of the Commission shall consist of seven members. All action shall be by vote of a majority of the members present and voting at a meeting at which a quorum is present. No proxies or mail or other absentee voting shall be permitted.

## **XI ADVISORY COMMITTEES**

In addition to the Standing Committees authorized in Section VI of these Rules, Advisory Committees of the Commission may be appointed by the chair from among its members with the concurrence of the Commission members. Such committees shall make recommendations, but shall have no power to act on behalf of the Commission.

## **XII AMENDMENTS**

These rules of procedure may be amended by motion made at any meeting of the Commission at which a quorum is present. An amended rule of procedure shall be effective at the next succeeding meeting at which a quorum is present not less than two days thereafter; provided, however, that when a proposal to amend these rules of procedure is submitted in writing to all members at least ten days before a regular meeting and such proposal is duly adopted by the Commission at that meeting, the amended rules of procedure shall be effective at that regular meeting.

**Approved:** September 11, 1969

**Revised:** August 28, 1978  
September 4, 1981  
January 8, 1987  
February 15, 1995  
May 19, 1995  
July 25, 1997  
November 17, 2005  
July 27, 2017  
July 26, 2018  
January 25, 2019  
August 15, 2024  
November 7, 2024  
August 7, 2025