



# GRADUATE TEACHING ASSISTANT HANDBOOK

2024 – 2025

Department of Health and  
Human Performance

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## Department Contact Information

Title	Name	Phone	Location	E-Mail
Interim Department Chair	Dr. Bethany Wrye	615-898-5266	MC 113	bethany.wrye@mtsu.edu
Graduate Director	Dr. Don Belcher	615-898-2904	MC 115	don.belcher@mtsu.edu
Executive Aide	Mrs. Julie George	615-898-5543	MC 112	julie.george@mtsu.edu
HHP Graduate Coordinator	Mrs. Wendy Gamble	615-898-2147	MC 120	wendy.gamble@mtsu.edu
Coordinator in HHP	Jennifer Hyde	615-898-2886	MC 111	jennifer.hyde@mtsu.edu
Inventory Supervisor	Mr. Kurt Faulkner	615-898-2918	MC G103 – Equip. Room	kurt.faulkner@mtsu.edu

## Who do you contact with questions or issues?

As a Graduate Teaching Assistant, you are in a unique position. First, you are a graduate student and secondly, you are an employee for the Department of Health and Human Performance. As a student, you may need academic assistance and, as a GTA, you may need work-related assistance. Below is information to help you differentiate who to go to for questions. **Please do not bypass anyone.** This includes both M.S. and Ph.D. GTAs.

**As a graduate student**, the first person you should contact concerning your degree plan or course of study is your **Academic Advisor**. If your issues are not resolved after you meet with your advisor, contact the **Area Program Coordinator**. A list of current Area Program Coordinators is listed at the bottom of this page. If your issues are still not resolved, please see **HHP Graduate Coordinator**. If the HHP Graduate Coordinator is not able to assist you, she will direct you to the **HHP Graduate Program Director**. From this point, if you still are not satisfied with the outcome, please make an appointment to see Dr. Bethany Wrye, **Interim Department Chair**.

**As a GTA**, all information concerning employee-related responsibilities (e.g., student issues, grading questions, assistance with reports, work schedule, absence request, etc.,) should first go to your **Program Area Coordinator**. If program area coordinator is not able to assist, you should next meet with Dr. Don Belcher, **HHP Graduate Program Director**. After meeting with Dr. Belcher, and you do not have a resolution to your issue, please meet with Dr. Bethany Wrye, **Interim Department Chair**.

As a student or as a GTA, after meeting with the Department Chair, you should contact Dr. Amy Harris – Associate Dean of the College of Graduate Studies.

### Graduate Area Program Directors:

Exercise Science – Dr. John Coons

Public Health – Dr. Kahler Stone

Physical Education – Dr. Don Belcher

Leisure, Sport, and Tourism Management – Dr. Rudy Dunlap

# Helpful Numbers

<b>Title</b>	<b>Phone</b>	<b>Location</b>	<b>E-Mail</b>
Business Office	615-898-2111	Student Services and Admissions Bldg., Cashier Window	bursar@mtsu.edu
Campus Recreation	615-898-2104 615-898-5569 – Front Desk	Campus Recreation Center	camprec@mtsu.edu
Career Development Center	615-898-2500	KUC 328	career@mtsu.edu
Counseling Services	615-898-2670	KUC 326-S	
Health Services	615-898-2988	Campus Recreation Center	mthealth@mtsu.edu
Human Resource Services	615-898-2929	ING 204	
Information Technology Help Desk	615-898-5345	KUC 320	help@mtsu.edu
Library	615-898-2817	James E. Walker Library	
MT One Stop Fees/Tuition Financial Aid Registration	615-898-2111	Student Services and Admissions Bldg., 2 <sup>nd</sup> Floor	mtonestop@mtsu.edu
Office of Research Compliance (IRB approval)	615-898-2400	ING 010A	compliance@mtsu.edu
Office of Student Conduct	615-898-2750	KUC 208	studentconduct@mtsu.edu
Parking Services	615-898-2850	1403 E. Main St.	parking@mtsu.edu
Police – University	615-898-2424	1412 E. Main St.	
SSC Service Solutions (Blood borne Pathogens)	615-904-8195	AMG & MC	



Welcome to Middle Tennessee State University! We are pleased to have you as a member of the Department of Health and Human Performance as a graduate teaching assistant (GTA). The coming year should be an exciting one as you gain teaching experience while pursuing a degree. The administration, faculty, and staff are most interested in your success and desire to make this year a very positive experience. Do not hesitate to ask questions.

This handbook, which contains information concerning departmental policies and procedures, has been prepared for your use. We welcome any suggestions you may have that will improve the handbook and make it more valuable for future graduate teaching assistants.

Dr. Don Belcher  
Graduate Director

Dr. Bethany Wrye  
Interim Department Chair



# GENERAL GUIDELINES FOR GRADUATE TEACHING ASSISTANTS

## Orientation

HHP department training/orientation takes place on D2L and needs to be completed before classes start during the fall and spring semesters. All GTAs are required to complete preservice and in serve training.

## Fees

Your assistantship will pay for the debt service fee and the technology fee. You will owe a balance for some student-related fees not covered by the assistantship. **You must pay your balance due and confirm you will attend by the fee payment deadline, or your class schedule will be deleted.** Students whose classes are purged may be assessed a \$100 late fee when they re-register, depending on the date of re-registration. If credit for your assistantship does not show on your registration bill, contact Mrs. Wendy Gamble – HHP Graduate Coordinator – [wendy.gamble@mtsu.edu](mailto:wendy.gamble@mtsu.edu).

## Health and Medical Services

All students can receive medical care at the Student Health Services (615-898-2988) located at the Campus Recreation Center. If you have a **Workers' Comp injury, do not go to Student Health Services** on campus – follow the workers' comp procedures below.

## Workers' Compensation

**You must contact your area program coordinator to report the injury as soon as you possibly can. If it is a life-threatening injury or you are in severe pain, please go to the nearest emergency room. Do not go to a walk-in clinic, MTSU Student Health Services, or your primary care physician before you call the 800 number listed in the link below. If you have additional questions after reading the information from the link below, please contact the MTSU HRS office at 615-898-2929.**

<https://mtsu.edu/hrs/benefits/wcomp.php>



## **Academic Load**

You must be enrolled in six (6) semester hours of graduate credit toward your degree with one possible exception: doctoral students in the final semester of their program of study sometimes need less than six (6) semester hours of enrollment.

**MS students** are on 9-month assignments and must take at least 6 graduate hours of coursework applicable to the degree and work 20 hours a week for the department during the Fall and Spring semesters or 10 hours per week if you are on a half time assistantship.

**PhD students** and **MS Students** who are on **12-month assignments** and must take at least 6 semester hours of graduate coursework and work 20 hours a week for the department during the fall, spring, and summer semesters or 10 hours per week if you are on a half time assistantship. (One to three hours may be taken during the summer semester, but financial responsibilities are associated with the choice of taking fewer than six credit hours. You must contact Mrs. Wendy Gamble – HHP Graduate Coordinator if you need an exception to take less than 6 credit hours.

## **GTA Workload**

Graduate teaching assistants are required to work 20 hours per week or 10 hours per week for half-time assistantships. Timesheets are due at the end of each month and should be submitted to the Shared Teams Folder for Public Health GTAs and to D2L for all others.

## **Failure to Provide Satisfactory Work Performance**

Graduate Teaching Assistantships may be terminated at any time due to failure to provide satisfactory work performance. It is your responsibility to read through and abide by all policies and procedures of the university and department. GTAs whose contracts are terminated because they have not complied with the terms of the contract are subject to a pro-rated charge-back of tuition.

Any employee may also be terminated without having been subjected to prior disciplinary action when circumstances warrant. Some behaviors that may warrant immediate termination include, but are not limited to:

- a. The illegal use, manufacture, possession, distribution, or dispensing of controlled substances or alcohol.
- b. Theft or dishonesty.
- c. Fighting on University property.
- d. Disorderly conduct.
- e. Possession of weapons on university property in violation of Policy 705 Weapons on Campus.
- f. Fraud or falsification of university records, including timesheets or other payroll documents.

- g. Willful violation of safety rules.
- h. Willful destruction of university property.
- i. Gross insubordination or willful disregard of instructions.
- j. Any work-related conduct which would subject the employee to criminal conviction.
- k. Any act or omission which may seriously disrupt or disturb the normal operation of the University.
- l. Reporting for duty under the influence of intoxicants.

### **Office Assignments and Keys**

Office space is available in the Alumni Memorial Gym (AMG) and Murphy Center (MC). Each of you will be issued a key to your office. If your teaching assignment requires the issuance of other keys, they will be issued as needed. Keys are obtained from Julie George. **NOTE: Keys MUST be returned to Mrs. George at the end of your contract.**

### **Office Hours**

GTAs are required to hold a minimum of five (5) office hours per week on campus. It is recommended office hours are offered based on student needs. During the first week of classes, inform students of your office hours and attach a copy to your office door.

### **Email and Mail Boxes**

**You should check your MTSU and D2L e-mail daily during the work week (business hours), respond to students, faculty and staff, and check your on campus mail box.** Notices of meetings, policy changes, changes in room assignments, may be transmitted via email, or campus mail.

### **Secretarial Help**

**Minimal** secretarial help is available to you. The secretary or student worker will assist you with copying of examinations. Small copy jobs (meaning 10 pages or less) can be done on the centralized machines. All other material needs to be scanned and sent as an email attachment to students or posted in D2L; to minimize copies. Printing of tests should be done in the front office of Murphy Center. **Your print requests must be e-mailed to [hhpdept.mtsu.edu](mailto:hhpdept.mtsu.edu) at least 24 hours in advance of when you need to pick up the exam.**

### **Printing Procedures**

Please contact Mrs. Jennifer Hyde with all printing questions.

### **Syllabi**

All course syllabi **MUST** be e-mailed to [Julie.george@mtsu.edu](mailto:Julie.george@mtsu.edu) within the first two weeks of the semester.

### **Supplies**

Supplies needed for your teaching assignments may be obtained from Jennifer Hyde (MC 111).

### **Building and Facilities**

If you have a class scheduled on ground; in an on-ground format, you **MUST** meet during your scheduled days and times, and at the scheduled location.

### **Equipment Room**

The equipment room is open from 8:00 a.m. to 4:30 p.m. The equipment room is where various sports and activity equipment is housed to be used for classes. It is located on the lower level of Murphy Center. Reservations for equipment for activity classes and other courses can be made by either speaking with Mr. Kurt Faulkner (615-898-2918) or one of the student workers. Reservations for equipment must be made 48 hours in advance.

### **Forms**

Necessary forms needed dur as a student should be available on the [departmental website](#) or the [College of Graduate Studies website](#). If you are unable to locate what you need, see Mrs. Wendy Gamble in MC 120 or email her at [wendy.gamble@mtsu.edu](mailto:wendy.gamble@mtsu.edu)

### **Travel Policy**

**Per University and the College of Graduate Studies - All University-related travel must be pre-approved.** Please see Jennifer Hyde for any University-related travel out of state at least thirty (30) days prior to travel. This is for ALL university out of state travel, even if you are not receiving funding. An absence form signed by the Area Program Coordinator must be presented to Jennifer before she will assist with your travel authorization form.

### **Work Orders**

If there are any problems with the equipment in any classroom or office, please e-mail Julie George at [Julie.george@mtsu.edu](mailto:Julie.george@mtsu.edu) immediately with a full description of the problem and the equipment's MTSU tag number.

# INSTRUCTIONAL GUIDELINES

## FOR GRADUATE TEACHING ASSISTANTS

As a GTA, your primary responsibility is teaching the courses you have been assigned or assisting faculty with courses within your area. In order that your experience during the coming academic year may be as rewarding and as pleasurable as possible, please read and abide by the following policies and procedures. We hope the following sections will answer most of the questions you may have. Please do not hesitate to ask for clarity or for information on unanswered questions.

### Absence from Work

Graduate teaching assistants are required to meet with their classes at the scheduled times and days. If you must be absent at any time during your service contract dates, you **MUST** fill out a Request for Absence Form using the procedures below:

1. Submit request for absence form to your area program coordinator.
2. If you are missing a class you are assigned to teach for any reason, **a qualified instructor must cover your class.** This person must be an employee within our department to avoid liability.
3. Submit the form to your coordinator for approval thirty (30) days prior to any out of state university related travel.
4. In case of an emergency or sickness, contact a colleague to cover your class(es) and call or text your area program coordinator. Contact any faculty members you are assisting with and email all students if you will be missing office hours. Complete the Absence Form and submit it to the shared Teams folder. **(You should have two colleagues lined up as emergency contacts for class coverage.)** If you cannot reach them, please contact your area coordinator to let them know so they can arrange for someone to cover your course.

### Proper Teaching Attire

You represent the Department of Health and Human Performance and MTSU. As a professional, when teaching activity courses, you should wear clothing that is representative of an instructor (e.g., polo shirt, athletic shorts, or pants). Short shorts, jeans, tank tops, etc., are not appropriate. When teaching a lecture class, dress professionally as an instructor, not as a student. (Business Casual).

### Syllabi and Course Content

Graduate teaching assistants are responsible for teaching the content of the course(s) assigned to them and ensuring the content is consistent with the information provided on the syllabus.

1. Copies of the course syllabus will be provided to you. If you are teaching an upper division course in a specific area, please see the **Area Program Coordinator**. Only your personal information and due dates should be updated on the syllabus. Please check with the area program coordinator before making any other changes.

2. A course syllabus **MUST** be available to each student online (D2L) no later than the first day of class. **Online classes must be uploaded and ready to go no later than one week prior to classes starting.**
3. All grading criteria must be listed on the syllabus.
4. Absence policies must be stated **clearly** on course syllabus.
5. Each instructor shall inform the students of the methods used in the evaluation of the class, evaluation and assessment procedures, attendance requirements, etc.

### **Activity Courses**

1. The department will furnish all equipment needed for activity courses. The instructor is responsible for checking out and returning equipment needed to teach their class. Equipment must be returned to the equipment room in the same condition as when it was checked out. If students check out individual equipment (golf clubs, tennis racquets, etc.), they must return the equipment to the equipment room at the end of the class period.
2. During the initial class meeting, the instructor should escort the class to the equipment room and locker rooms. Students should be informed that lockers are on a first come first served basis. Students must provide their own lock and remove locks and personal items at the end of each semester. Locks will be cut, and contents removed at the end of each semester.

## Attendance Reporting and Academic Alert

Attendance reporting is used to comply with federal financial aid requirements. Reporting students who register for class and then never attend or stop attending allows Financial Aid employees to make the appropriate adjustments to a student's financial aid awards.

1. You must keep attendance records from day one in each course. You must have a copy of the course roster from Pipeline beginning day one. Do not remove anyone from your class list until after attendance reporting. You must report if a student attended or did not attend your class beginning on the first day. You must record attendance daily and check course rosters on a regular basis.
2. Academic Alerts are required **two times during the semester**. This is different from Attendance Reporting. The first Academic Alert reporting requires a mid-term grade to be submitted for all students. The second report is for students who are being monitored.
3. If you are listed as the primary instructor in Pipeline, you are responsible for submitting these reports.
4. If you are listed as a secondary instructor in Pipeline, please see the primary instructor listed with you to submit these reports no later than two days prior to the report due dates.

## Grades

1. Mid-term and final grades must be posted through Pipeline by the primary instructor. Grades from D2L do not automatically convert to Pipeline. If you are listed as a secondary instructor, you must meet with the primary instructor during grade reporting dates.
2. A **mid-term grade must be entered** for all students. This will be a letter grade representing the student's current standing in your course. If you have a student who has a D or an F, please be sure to check the box for "Advisor Follow-up".
3. If you are the primary instructor sign into Pipeline and follow the directions to record and submit grades. If you have any problems with submitting grades, please contact your Area Program Coordinator.

<b>NOTE: The grades must be recorded in Pipeline. Grades must be submitted on time – no excuses.</b>
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4. University policy prohibits the posting of grades on office doors, hallways, etc. Students can view their mid-term and final grades via Pipeline.
5. If a student is eligible to receive an incomplete ("I"), record the precise requirements the student must meet in order to remove the incomplete. **A copy of the requirements must be returned to your area program coordinator at the end of the semester.**
6. If you make an error in evaluating a student and need to change the grade, a Change of Grade form must be submitted and can be found under the faculty tab in Pipeline.
7. If you enter an F or I, you must complete the Last Day of Attendance Dynamic (LDA) Form when grades are submitted. You must submit documentation showing LDA. The form can be found under Required Reporting/Grading in Pipeline.

## **Drop / Add Forms**

Check with your area program coordinator before allowing a student to Add your course. Some courses have a waitlist and students who are on the waitlist get priority.

## **Records Management and Retention**

The University follows the records retention schedules set forth by the State of Tennessee Records Management Division, as approved by the State's Public Records Commission. Details of this policy can be found under [Policy 129 – Records Retention and Disposal of Records](#).

As a graduate teaching assistant, most student records you have will be documented in D2L, but there may be some documents you have possession of that need to be kept for a specified period of time per university regulations. Any of the documents listed below **MUST** be retained (if not returned to the student). Documents must be separated by course (where applicable), labeled with the course name, number, and semester, and delivered to Jennifer Hyde MC 111 at the end of the semester.

Student Education Records:

- Academic records (including Narrative evaluations, competency assessments, and/or skills assessments)
- Change of grade records
- Class lists (original grade sheets or cards)
- Statistical data (enrollment, grades, race/ethnicity, degree)
- Examination papers and answer sheets, including scantrons, lab assignments.

This policy applies to original documents only. If you have an original document that is not specifically listed above, you should still turn that into Jennifer Hyde.

# Contract and Policy for Graduate Assistants

Full-time graduate assistants must work a minimum of six (6) contact hours per week in classroom or laboratory instruction in which the GTA assigns the grade; or eight (8) contact hours per week in laboratory supervision in which the professor assigns the grade; or ten (10) contact hours per week in teaching at the campus school. A student must be enrolled for a minimum of six (6) semester hours of course work each semester.

A student must be enrolled in a graduate degree program, which means all graduate admissions procedures have been approved unconditionally by the department and the graduate school, and, once taking courses, has maintained a **3.00 cumulative grade point average for master's and 3.25 cumulative GPA for doctoral students**. Failure to maintain good standing terminates the contract. This agreement may be terminated by the university without advance notice. The workload assignment for a teaching assistant must be in the department of his or her major.

Graduate assistants receiving **academic year appointments** will be paid in eight (8) installments **beginning September 30 and ending April 30**, with the last installment being made after all obligations to the University have been discharged. Graduate assistants receiving academic year appointments will begin work on the day after the fall University Convocation and end on the day of spring graduation. Graduate assistants receiving a spring semester appointment will begin work the Monday prior to the beginning of classes and end on the day of graduation. **Fiscal year appointments will begin on September 1 and end on August 31** of the following year. Tuition coverage will be limited to the semester in which the graduate assistant holds a contract with the Graduate College. All graduate assistants must comply with **MTSU Policy 225 – Appointment of Graduate Assistants**.



# Discrimination and Harassment Policy

Harassment and discrimination in all its forms are prohibited at Middle Tennessee State University as outlined under Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; Executive Order 11246, as amended; the Vietnam Era Veteran's Readjustment Act of 1974, as amended; Title IX of the Civil Rights Act of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans With Disabilities Act of 1990, as amended; and other related federal and state laws.

These laws and MTSU policy prohibit harassment and discrimination in all educational programs or activities that receive or benefit from federal financial assistance, e.g., in recruiting and admissions, financial aid, athletics, textbooks and curriculum, housing facilities, career counseling, insurance and health care, single-sex groups and programs, extracurricular activities, and employment.

**MTSU Policy 26** prohibits discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights laws that apply to MTSU.

<https://www.mtsu.edu/policies/p026>

**MTSU Policy 27** prohibits discrimination or harassment on the basis of sex, sexual orientation, and gender identity/expression, which includes sexual harassment and sexual misconduct (dating violence, domestic violence, sexual assault, and stalking). <https://www.mtsu.edu/policies/p027/>

These policies and the procedures for resolution can be found online

<https://www.mtsu.edu/policies/governance-and-compliance/index.php> Copies may also be obtained from departmental offices on campus.

Additional information can be obtained from: Christy Sigler  
Assistant to the President, Institutional Equity and Compliance  
116 Cope Administration Building  
1301 East Main Street  
Murfreesboro, TN 37132  
(615) 898-2185  
[christy.sigler@mtsu.edu](mailto:christy.sigler@mtsu.edu)

# Ethics and Code of Conduct Policy

## I. Purpose

Middle Tennessee State University (MTSU or University) has a fiduciary responsibility to fulfill its overall mission in compliance with applicable policies, laws, regulations, rules, contracts, grants, and donor restrictions. As the University pursues its mission, it is committed to conducting its business in an ethical and law-abiding fashion; it will maintain a business culture that builds and promotes compliance consciousness.

The University is also committed to the core values of honesty, integrity, respect for diversity, engagement in the community, and commitment to non-violence. As part of the University's core values, employees are expected to promote the best interests of students; treat others with respect and civility; conduct University business with the highest level of ethical standards and integrity; utilize University resources in a manner that avoids waste, fraud, and abuse; and maintain a culturally rich and diverse environment in which to work and learn. This policy sets forth standards of conduct to support these core values and, in so doing, to protect the reputation, credibility, financial well-being, and legal obligations of the University.

## II. Scope

This policy applies to all employees of the University whether employed full-time, part-time, or temporary, and includes student workers where appropriate.

## III. Policy

All employees of the University are expected to maintain the highest standards of honesty and integrity in the performance of their employment duties. Accordingly, the following are general standards of conduct related to an employee's duty to the University.

A. Employees must comply with <https://www.mtsu.edu/policies/p012/>. Employees must refrain from using their position at the University, or any privileges obtained through employment at the University, in a manner that would unduly influence or result in a personal advantage to the employee or to the employee's immediate family members. Employees shall not have any personal interest, financial or otherwise, or directly or indirectly engage in a business transaction or professional activity that conflicts with the proper performance and responsibilities of their duties in the course of university employment, or that provides the appearance of such conflict. As provided for in Policy 12 Conflict of Interest <https://www.mtsu.edu/policies/p012/>, employees must disclose information on the nature and extent of any financial interests in entities that do business with the University.

B. Employees must comply with Policy 71 Preventing and Reporting Fraud, Waste, and Abuse, and should become familiar with the reporting process. <https://www.mtsu.edu/policies/p071/>

C. Employees must comply with Policy 814 Outside Employment, Extra Compensation, and Dual Services Agreements as concerns employment outside of, and in addition to, the employee's responsibilities at the University. <https://www.mtsu.edu/policies/p814/>

D. Employees shall not accept any compensation for their service as university employees from any source other than the University, except as may be otherwise provided in other policies such as Policy 814 Outside Employment, Extra Compensation, and Dual Services Agreements.

<https://www.mtsu.edu/policies/p814/>

E. An employee shall not disclose the confidential information of the University obtained during the course of his/her employment, except as required by law, statute, a valid subpoena, or request by a government entity for educational or investigatory purposes. An employee shall not use such information for his/her personal gain or benefit. Such confidential information includes, but is not limited to, student educational records under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99); pharmacy records, treatment records, medical records, and other protected health information; University business and financial records; and University patents, licenses, inventions, research, or other University intellectual property.

F. An employee shall not engage in conduct or actions that could provide the appearance or impression that improper influence over him/her could favorably affect the outcome of any University contract, award, rank, position, grant, or University-owned asset.

G. Employees must comply with Policy 816 Nepotism <https://www.mtsu.edu/policies/p816/>. An employee may not be in a direct supervisory line with his/her relative, nor may the employee participate in the process of review, recommendation, and/or decision making in any manner concerning hiring, opportunity, promotion, salary, retention, or termination of a relative.

H. Professional Values. Employees should demonstrate the following behaviors in carrying out fiscal and other professional transactions:

1. According respect to self and others;
2. Exhibiting commitment to both the University and organizational unit;
3. Accepting responsibility; and
4. Striving to enhance one's own capabilities, and provide the highest quality of performance and counsel.

I. Employees shall, in the performance of their duties, be accountable for:

1. Knowing, supporting, and implementing the University's and functional area's operational plans;
2. Exercising prudence and integrity in the management of resources in their custody and in all fiscal transactions in which they participate;
3. Acting in a competent manner and in compliance with applicable policies, laws, regulations, and rules, contracts, grants, and donor restrictions;
4. Not knowingly being a party to, or condoning, fiscal misconduct;
5. Reporting fiscal misconduct as required by university policy;
6. Not knowingly signing, subscribing to, or permitting the issuance of any financial statement or report that contains any material misstatement or that omits any material fact;
7. Knowing and fulfilling the fiscal responsibilities set forth in university policy;
8. Preparing or presenting financial information as required by university policies; and
9. Protecting privileged or confidential information to which they have access by virtue of their position.

#### J. Healthy Workplace

1. Employees shall not, in the performance of their duties:
  - a. Commit abusive conduct against another employee, subordinate, administrator, Board Trustee, or any person doing business with, or in relation to, the University.
  - b. Assist another employee in committing abusive conduct in the workplace.
  - c. Exhibit and/or commit workplace bullying against another employee.
  - d. Retaliate against any employee who reports incidences of abusive conduct in the workplace, and/or commits such acts of retaliation as defined in Section VII of MTSU Policy 710 Violence on Campus. <https://www.mtsu.edu/policies/p710/>
2. “Abusive conduct” shall have the same meaning as defined within the Healthy Workplace Act, T.C.A. § 50-1-502, as “any acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, such as:
  - a. Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
  - b. Verbal, non-verbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
  - c. The sabotage or undermining of an employee’s work performance in the workplace.
3. “Abusive conduct” does not include:
  - a. A single act, unless such conduct is determined to be severe and egregious.
  - b. Disciplinary procedures in accordance with MTSU policies and procedures.
  - c. Routine coaching and counseling, including feedback about and/or correction of work performance.
  - d. Reasonable work assignments, including shift, post, and overtime assignments.
  - e. Individual differences in styles of personal expression.
  - f. Passionate, loud expression with no intent to harm others.
  - g. Differences of opinion on work-related concerns or matters.
  - h. The non-abusive exercise of managerial prerogative.
  - i. Other, similar non-abusive behavior.
  - j. Expressive activity protected by federal or state law.
4. Complaints regarding abusive conduct should be submitted to the Assistant Vice President for Human Resources, or his/her designee, and investigated pursuant to university policies and practices. Employees who violate this policy by engaging in abusive conduct will be subject to discipline, up to and including termination.

K. Ethics Training. Employees shall complete online Ethics training on an annual basis in furtherance of MTSU’s community values, mission, and compliance program.

#### L. Appropriate Use of University Resources

University resources are an important part of the successful delivery of both academic and support services to MTSU’s students and community constituents. All employees of the University are entrusted with the responsibility of preserving University resources, using those resources in a prudent manner for their designated purposes, and are entrusted with fiscal responsibility for their functional area of responsibility. Accordingly, University resources should only be used in furtherance of the University’s mission and operations. Inappropriate use of university resources includes, but is not limited to:

1. Faculty or staff utilizing students or other University employees to advance the faculty or staff member's personal, monetary, or political interests.
2. Granting external entities access to university services, information, technology, or resources for personal gain.
3. Inappropriate use or misuse of computer or information technology resources in violation of MTSU Policy 910 Information Technology Resources. <https://www.mtsu.edu/policies/p910/>

#### M. Fiscal Code of Conduct

1. All Banner Finance users, HRBanner users, procurement card (P-Card) users, and other specified employees shall demonstrate their awareness of, and compliance with, the University's Fiscal Code of Ethics through the acknowledgement process that follows.
2. Acknowledgment Process. The applicable Fiscal Code of Ethics statement must be signed, as monitored by the responsible party identified in parentheses:
  - a. By employees upon signing their letter of offer for employment with the University (the respective department or college);
  - b. By individuals requesting access to the University's Finance System/MTSource as Finance System Users, prior to receiving such access (the appropriate University Finance System Access Security Coordinator);
  - c. By individuals requesting access to the University's HRBanner and by HRBanner users prior to receiving such access (the appropriate University HRBanner Access Security Coordinator);
  - d. By individuals asking for authority as a P-Card user, prior to receiving such authority (Procurement Services);
  - e. By all the principal investigators, project directors, and everyone associated with a grant, as may be required by the terms of the grant or relevant laws, regulations, or policies; and
  - f. By other employees as required by his/her Vice President.
3. If an individual fails to sign the statement as required, the respective Finance System, HRBanner, or P-Card access will not be provided. If the individual already has access, then the access will be withdrawn. The failure to sign will be reported to the relevant supervisor for appropriate action. Employees who fail to sign as required will be deemed to have failed to meet a condition of their appointment/employment.

## IV. Enforcement

The Ethics Advisor for MTSU is the Assistant Vice President for Compliance and Enterprise Risk Management. All allegations of ethics violations should be forwarded to the Office of Compliance and Enterprise Risk Management at [carem@mtsu.edu](mailto:carem@mtsu.edu) for initial review and investigation.

Recommendations from the Office of Compliance and Enterprise Risk Management made after any ethics investigation may be reported to the Assistant Vice President for Human Resource Services; the Office of Audit and Consulting Services; and/or the Office of the University Counsel for an additional determination concerning disciplinary action.

Revisions: June 5, 2017 (original); April 3, 2019. Last Reviewed: March 2022.

References: Policies 12 Conflict of Interest; 71 Preventing and Reporting Fraud, Waste, and Abuse; 710 Violence on Campus; 814 Outside Employment, Extra Compensation, and Dual Services Agreements; 816 Nepotism; 910 Information Technology Resources; Family Educational Rights and Privacy Act; Healthy Workplace Act, T.C.A. § 50-1-502 et. seq.

# Safety Guidelines for Graduate Teaching Assistants

AEDs are in the MC Equipment Room, MC Front Office,  
and Exercise Science Lab

## **Accident/Injury Reporting**

Please contact your area program coordinator for any accidents or injuries. If an accident occurs to a student while in class, the accident/injury report should be completed as soon as possible following the incident. Please have the student and any other witnesses sign the form. The instructor signs and then brings the form to the HHP Graduate Coordinator.

In case of an emergency, the first aid kit and the bloodborne pathogen clean-up kit are in the equipment room with Mr. Faulkner on the lower level of Murphy Center.

**In Case of Emergency**  
**First Call – MTSU Police at 615-898-2424 or 9-1-1**

## **Protocol for Injuries Requiring Immediate Medical Attention (Emergency)**

If a student sustains a serious injury/illness (i.e., loss of consciousness, stops breathing, has severe bleeding, concussion, possible fracture, or dislocation) in your class, immediately seek appropriate medical care through the following steps:

1. Call 9-1-1 or MTSU Campus Police (615-898-2424), from the nearest phone. MTSU Police will contact EMS, Fire and Murfreesboro Police and direct them to your location. Campus phones connect to MTSU Police when 9-1-1 is dialed. If using a cell phone, you will need to call 615-898-2424 or 9-1-1.
2. You should provide MTSU Police with the following information:
  - a. Your name
  - b. Your location
  - c. Nature of injury (level of consciousness, possible fracture, dislocation, etc.)
  - d. Other pertinent information
3. Calm the student and comfort him/her until EMS arrives. **DO NOT ALLOW THE STUDENT TO MOVE OR BE MOVED.**

4. Report the incident to your area program coordinator immediately and complete an accident/injury report as soon as possible.

**Protocol for Injuries NOT Requiring Immediate Medical Attention (Non-Emergency)**

If a student sustains an injury/illness (i.e., possible sprain, contusion, nausea) in your class and does not require emergency services, the following steps should be followed:

1. Instruct the student to seek health care at the MTSU Student Health Services.
2. Offer assistance in transportation or have peers assist in transporting the student. (Do not transport in your personal vehicle – golf carts are available for checkout in HHP Office.)
3. Report the incident to your area program coordinator and complete an accident/injury report as soon as possible.
4. Contact the student to check on their status.



# Inclement Weather Policy

## **Lightning Policy**

When thunder is heard or lightning is seen, all outdoor classes are to be immediately stopped and moved to an indoor facility.

## **Rain and Snow**

No classes will be held outdoors if it is raining or snowing. Plan for alternative indoor space to conduct class. Videos, rules, history, strategies, and/or reviews can be alternatives. **DO NOT CANCEL YOUR CLASS DUE TO INCLEMENT WEATHER.** The President of the University is the only person who can cancel classes due to inclement weather. The university will post closings on the website ([www.mtsu.edu](http://www.mtsu.edu)).

## **Tornado and Threatening Winds**

In case of a tornado, you and your class should seek shelter in the Murphy Center interior corridors, or stairwells away from glass (doors) and outer walls. **DO NOT SEEK SHELTER IN GYMNASIUMS.** Do not pull fire alarms. If you are in AMG, see shelter on the bottom level of the buildings interior corridors.

Remind students that MTSU has updated their weather reporting system. If a weather warning is broadcast, it means that a storm is imminent to the campus area and not just Rutherford County.