



EAST TENNESSEE STATE
UNIVERSITY

Faculty and Academic Administrators as Students Policy

Policy Name: Full-time Faculty and Academic Administrator as Student Policy

Policy Purpose

This policy specifies the conditions under which Full-time Faculty and Academic Administrators may participate in academic coursework or study and describes the requirements for approvals and associated disclosures.

Applicability

This policy is applicable to ETSU Full-time Faculty and Academic Administrators.

Responsible Official, Office, and Interpretation

The Provost and Senior Vice President for Academic Affairs is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Provost. The Provost, in conjunction with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Academic Administrator

Individuals employed at ETSU in an academic leadership role who are not in faculty positions.

Business Day

Every Monday through Friday during regular business hours, and periods of time on any Saturday, Sunday, or evening when a Full-time Faculty is scheduled to work, but does not include any university holiday or day that the Full-time Faculty takes an approved leave day.

Educational Activities

Academic coursework or study that an employee engages in at ETSU, or another institution of higher education, related to the pursuit of a degree, certificate, or credential.

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Employment Responsibilities

All activities, duties, and responsibilities performed by a Faculty or Academic Administrator in the course of their employment or other relationship with ETSU, as reflected in their Faculty Activity Plan, offer letter, job description or per request by their supervisor, including but not limited to scholarship, research, research consultations, teaching, professional practice, administration, contracting, or procurement responsibilities, or professional public service activities.

Full-time Faculty

All Full-time Faculty defined in the **Faculty Definitions Policy**.

Student

For the purpose of this policy, Students are defined as Full-time Faculty or Academic Administrator admitted or enrolled, on either a part-time or full-time basis, in one or more courses at an institution of higher education, including ETSU, regardless of the format of the course.

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East Tennessee State University (ETSU) recognizes the value that results when individuals enroll in an institution of higher education as a Student. Faculty and Academic Administrators who participate in educational activities in addition to their full-time Employment Responsibilities are expected to fulfill the requirements of their roles while enrolled as students.

1. Advance Approval.

Full-time Faculty or Academic Administrators who seek to enroll as a Student at ETSU, or any other institution of higher education, must seek prior approval from their department chair and/or supervisor if they enroll as a Student at ETSU or any other institution of higher education when they are on contract with ETSU. Full-time Faculty or Academic Administrators who request educational assistance or tuition reimbursement must complete the Request for Educational Assistance form located in the [ETSU Employee Educational Benefits portal](#) to receive Educational Benefits. Full-time Faculty or Academic Administrators not seeking Educational Assistance or Reimbursement must complete the [Request to Enroll as a Student in an Institution of Higher Education form](#). If Faculty or Academic Administrators are enrolled as a Student during the Business Day, a request form must disclose all coursework in which Faculty or Academic Administrators are enrolled during the documented semester, listing the mode of course(s) and course schedule, regardless of whether or not that course is paid for as part of the education assistance benefit provided by ETSU.

For any period during which the Full-time Faculty or Academic Administrator is not on contract (e.g., during the summer for an Academic Year faculty), on educational leave, or on non-instructional leave, an individual does not need to submit a [Request to Enroll as a Student in an Institution of Higher Education form](#) or complete the request for ETSU Employee Educational Benefits unless they seek Educational Benefits while they are not on contract.

2. Related Leave Policies.

Enrollment in courses at another institution of higher education while on [Annual Leave](#), [Non-Instructional Leave](#), or [Educational Leave](#) is governed by the respective ETSU policies for those types of leave. Employees requesting an adjusted work schedule to participate in Professional Educational Activities must comply with the [Flex Time Policy](#). Supervisors are not required to approve or accommodate such scheduling changes.

Policy Effective Date: N/A • **Policy Revised:** N/A
Procedures Effective Date: N/A • **Procedures Revised:** N/A

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3. Employment Expectation.

Any activity during a Business Day where a Full-time Faculty or Academic Administrator is considered a Student must not require extensive absence that causes the Full-time Faculty or Academic Administrator to become regularly unavailable for Employment Responsibilities. The Full-time Faculty or Academic Administrator, as a Student, should not have a [Conflict of Interest and Commitment Policy](#).

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Procedures

N/A

Applicable Forms and Websites

[PPP-13 Educational Benefits \(etsu.edu\)](#)

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.