

SECTION 1

The University Community

The Division of Student Life

The Division of Student Life is charged with improving the student life at the University of Tennessee. Its various departments encompass many different aspects of university life but all work toward one goal - providing students with an engaging and enlightening atmosphere of living and learning. The Division is committed to an uncompromising respect for diversity, strong partnerships with University programs and support of the University's academic mission.

The mission of the Division is to foster the intellectual, cultural, social and emotional development of students by providing a climate conducive to learning and personal growth, enabling them to become fully productive members of a global community.

Division of Student Life
413 Student Services Building
Phone: (865) 974-7449
studentlife@utk.edu

Vice Chancellor for Student Life: Dr. Frank Cuevas

The Dean of Students Office

The mission of the Office of the Dean of Students is to engage and support students throughout their learning experience by providing co-curricular programs and services.

Office of the Dean of Students
Student Union Suite 383
Phone: (865) 974-3179
dos@utk.edu

Associate Vice Chancellor for Student Life and Dean of Students: Dr. Shea Kidd Houze – shouze@utk.edu

Associate Dean of Students: Lamar Bryant – lbryan22@utk.edu



Big Orange Meal Share

Big Orange Meal Share is a short-term assistance program that allocates meals to students in need. Students can apply for Big Orange Meal Share by visiting this website - <https://dos.utk.edu/big-orange-meal-share/>



Big Orange Pantry

The Big Orange Pantry provides emergency food assistance for students, faculty, and staff attending or employed by the University of Tennessee, Knoxville. To fill out the application and complete an online order form, please visit this website -

<https://dos.utk.edu/big-orange-pantry/>

Big Orange Pantry
821 Volunteer Blvd
Greve Hall
Ground Floor, Room G006

The Office of Sorority and Fraternity Life

As the Office of Sorority and Fraternity Life, we aim to support the co-curricular experience of the University by assisting sororities and fraternities in developing individuals of reputable character who exemplify sisterhood/brotherhood, leadership, and service for the greater good.

We strive to support student success and amplify the Volunteer experience. Through values-driven and inclusive practices, we aim to create a sorority and fraternity legacy that challenges societal norms and fosters a collaborative community where students matter and belong.

Our Commitments:

In striving to be a premier sorority and fraternity community, we are committed, in alignment with the University of Tennessee, Knoxville goals and expectations, to upholding the following commitments:

Advocacy: By engaging other stakeholders, we will advocate for support, resources, and awareness.

Community-wide Education: By providing in-and-out of the classroom learning opportunities for personal and professional growth.

Diversity & Inclusion: By creating and cultivating an open environment where students feel included that celebrates diversity and inclusion.

Empowering Students: By utilizing a Facilitator Model approach, we will empower our students by supporting them in their fraternal experience; seeking a balance between the rights and responsibilities of the individual students, the organizations, and those of the University.

Health & Wellness: The health and safety of all of our students is paramount. By implementing prevention and harm reduction strategies, we will strive to foster a community of care.

Partnerships & Collaboration: By developing meaningful partnerships with students, campus and community based professionals and departments, headquarters staff, alumni, advisors, and other valued stakeholders.

Office of Sorority and Fraternity Life
193 Student Union
Knoxville, TN 37996
Phone: (865) 974-2236
GoGreek.utk.edu
greeklife@utk.edu

The Office of Sorority and Fraternity Life Staff:

John Keith	Director of Sorority and Fraternity Life
Jennifer Pierce Thomas	Associate Director of Sorority and Fraternity Life
Chris Hawkins	Assistant Director of Sorority and Fraternity Life
Hunter Carlheim	Coordinator of Sorority and Fraternity Life
Caroline Douglas	Graduate Assistant of Sorority and Fraternity Life
Mackenzie Harville	Graduate Assistant of Sorority and Fraternity Life
Maggie Krzeminski	Graduate Assistant of Sorority and Fraternity Life
Rebecca Reed	Graduate Assistant of Sorority and Fraternity Life

Sorority and Fraternity Councils and Chapters

Interfraternity Council

The Office of Sorority & Fraternity Life advises the activities of the Interfraternity Council and the IFC fraternities at the University. Additionally, the office provides assistance to these national fraternities in efforts of recruitment, membership, education, scholarship, housing, and chapter management.

The mission of the Interfraternity Council is to develop men who lead with integrity, encourage a high level of scholarship, support the development of each chapter that we represent, promote a sense of community and strive to set a standard of excellence for ourselves and others at the University of Tennessee.

Alpha Epsilon Pi
Alpha Gamma Rho
Alpha Tau Omega
Beta Theta Pi
Beta Upsilon Chi
Delta Kappa Epsilon
FarmHouse
Kappa Sigma
Phi Delta Theta
Phi Gamma Delta
Phi Kappa Psi
Phi Kappa Tau
Pi Kappa Alpha
Pi Kappa Phi
Sigma Alpha Epsilon
Sigma Chi
Sigma Nu
Sigma Phi Epsilon



Multicultural Greek Council

The Multicultural Greek Council (MGC) at UT is comprised of six multicultural sororities and fraternities. Organizations in the council represents South-Asian and Latinx based organizations.

The council is united by their aspirations to increase awareness of their respective cultures, to serve the UT community, and to maintain high academic standards. MGC also coordinates activities between the organizations through social, fundraising and community service events. Each organization has national philanthropies that promote literacy for children, school mentoring and tutoring, domestic violence awareness and many other organizations. MGC hosts many events in the fall and invites anyone who is interested to attend.

The primary purpose of the MGC is to unite its member organizations in order to share ideas and resources, promote mutual respect and equality, provide a support network for involved students, and collectively accomplish goals set forth by the council members.

Delta Phi Lambda Sorority, Inc.
Lambda Theta Phi Latin Fraternity, Inc.
Lambda Phi Epsilon Fraternity, Inc.
Lambda Theta Alpha Latin Sorority, Inc.
Sigma Beta Rho Fraternity, Inc.
Sigma Sigma Rho Sorority, Inc.



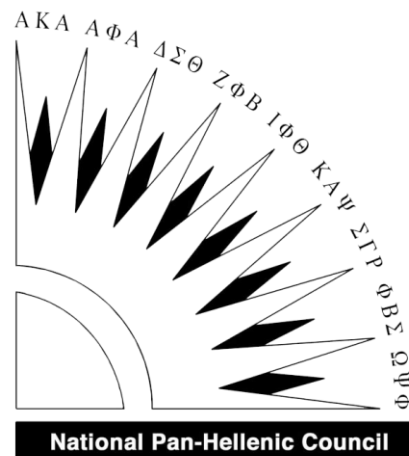
National Pan-Hellenic Council

The National Pan-Hellenic Council (NPHC) at UT is comprised of four historically black fraternities and three historically black sororities. These organizations live by the values of tradition, academic achievement, community service, leadership, and lifetime brotherhood/sisterhood. NPHC organizations are committed campus leaders that produce and engage in political, social, and cultural activities.

These organizations are active in numerous philanthropic and community service events such as Boys and Girls Club, Big Brothers Big Sisters, St. Jude Children's Research Hospital, food drives, coat drives and Habitat for Humanity. NPHC also hosts a plethora of events such as NPHC Community Service Week, Meet the Greeks, and other sponsored programs.

History: On May 10, 1930, on the campus of Howard University, in Washington DC, the National Pan-Hellenic Council was formed as a permanent organization with the following charter members: Omega Psi Phi and Kappa Alpha Psi Fraternities, and Alpha Kappa Alpha, Delta Sigma Theta and Zeta Phi Beta Sororities. In 1931, Alpha Phi Alpha and Phi Beta Sigma Fraternities joined the Council. Sigma Gamma Rho Sorority joined in 1937 and Iota Phi Theta Fraternity completed the list of member organizations in 1997.

Alpha Kappa Alpha Sorority, Inc.
Delta Sigma Theta Sorority, Inc.
Iota Phi Theta Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Sigma Gamma Rho Sorority, Inc.
Zeta Phi Beta Sorority, Inc.



Panhellenic Council

The Panhellenic Council operates within the Office of Sorority & Fraternity Life and is comprised of 13 women's sororities and a governing body called the Panhellenic Council. The Panhellenic Community is over 110 years old and rich with history!

The Panhellenic community lives out its core ideology: "promote the positive, develop women and create an environment of unity and fairness." Panhellenic Council strives to develop women through the relationships they make while at UT, the leadership skills they gain, the challenge of academics and the philanthropic/community service experiences they participate in.

Alpha Chi Omega
Alpha Delta Pi
Alpha Omicron Pi
Chi Omega
Delta Delta Delta
Delta Gamma
Delta Zeta
Kappa Delta
Kappa Kappa Gamma
Phi Mu
Pi Beta Phi
Sigma Kappa
Zeta Tau Alpha



House Director Requirement & FAQ

Date: February 9, 2015
To: Distribution List
From: Vincent Carilli, Ph.D.
Vice Chancellor for Student Life
Subject: Fraternity House Directors

As discussed at a meeting with representatives of the Fraternity House Corporations on November 11, 2014 at the Haslam Music Building, the University of Tennessee, Knoxville (UTK) has made the decision to move forward with the implementation of a plan to require all fraternities that have a house, either on- or off-campus, to provide a live-in house director, effective in August, 2015. This decision was made, in part, based upon the recommendations of two external bodies that examined the matter of fraternity supervision. This decision impacts all fraternity houses at the University. Moreover, it is imperative that all fraternity houses be in compliance with this directive by August 1, 2015.

In the Spring of 2013, the Greek Life Task Force recommended that the University mandate that each fraternity on University property employ a full time, live in House director. Specifically, the recommendation states:

The task force recommends that the University mandate the housing corporation boards (“Boards”), for the houses on University property, to employ full-time, live-in adult house directors (not undergraduate students or graduate students) and establish a management structure that provides for consistent lines of communication between Chapters, House Directors, and Boards to insure proper operation and maintenance of the houses.

Similarly, in the Spring of 2014, the Office of Sorority and Fraternity Life underwent a Program Review. In this process, the review team offered the following assessment:

The current conversation regarding supervision in Fraternity Park is an apparent struggle between the University and IFC community. To that end, it must be understood that all Greek letter organizations are members of a University community at the invitation/pleasure of the University. The current level of supervision (part-time house director, University security on specific nights) will not serve the University and IFC community well.

This level of security sends the message that both the University and IFC community to include advisors, house corporation members and alumni cannot and will not accept the responsibility of leadership to provide a safe atmosphere free from alcohol consumption in the house (which is against University policy) as well as implied hazing occurring in the fraternity houses. Although there is not a “one size fits all” model best practice by colleges and university either has a University personnel residing in fraternity houses or house directors employed by the housing corporations. The University should establish qualifications; fraternities and sororities are invited by the University to be a part of the University community. In summary, whereas the Program Review Team did not spend enough time to analyze the best fit for the UTK IFC fraternities, in-house adult leadership will certainly be more proactive model for a University striving to be educational. The UTPD security model sends a message of fear, anticipated risk incidents, and poor leadership on all levels.

Similarly, the University has precedent in using staff to supervise residence facilities. The Office of University Housing employs full time, live in professionals and graduate students to supervise its facilities. In addition, each of the Sorority Village houses also employs a House Director. Given the sentiment of the two committees noted above, as well as University precedent, in the Fall of 2014, the Chancellor’s Cabinet made the decision to implement the House Director plan. At the meeting on November 11th, this decision was communicated. It was further discussed that an implementation Committee would be created to discuss the specifics of the implementation. The committee was comprised of the following members:

Dr. Melissa Shivers, (Co-Chair) Assoc. Vice Chancellor for Student Life & Dean of Students
Ms. Lindi Smedberg, (Co-Chair) Director of Sorority & Fraternity Life
Mr. Adam Kowalski, Assistant Director of Sorority & Fraternity Life
Mr. John Kirkland, Chapter President, Sigma Alpha Epsilon
Mr. Jeremy Soble, Past President, Sigma Nu, current IFC Officer
Mr. Ian Rutledge, Kappa Alpha Order Member
Mr. Cameron Puckett, Phi Sigma Kappa House Corporation
Mr. Tommy Schmid, Sigma Chi House Corporation
Mr. Eric Schimmoeller, Phi Delta Theta House Corporation
Mr. James Kelly, Sigma Phi Epsilon House Director

The committee met several times to discuss the specific issues associated with the implementation of the directive. The attached documents, which include a draft position description and a list of Frequently Asked Questions (FAQs) provide information that will be useful for fraternity chapters and House Corporations.

Specific questions regarding the hiring and training of each chapter’s respective House Director should be directed to Ms. Lindi Smedberg, Director of Sorority & Fraternity Life.

The University of Tennessee, Knoxville
Division of Student Life

Fraternity House Director Position Description
Minimum Requirements

Position Responsibilities

- Fraternity House Directors are required to live in the fraternity house
- Attend fraternity house director training provided by the University of Tennessee at the start of the fall and spring terms
- Attend a monthly meeting of fraternity house directors sponsored by the University of Tennessee
- Be knowledgeable of House Corporation and University of Tennessee programs, resources, and standards of conduct as provided during training
- Serve as a point of contact for the House Corporation and the University of Tennessee
- Collaborate with the fraternity house corporation to ensure compliance with chapter policies
- Maintain visibility in the fraternity house through student interactions and engagement
- Report to the House Corporation any routine maintenance, damage, or other facility concerns
- Assist the House Corporation and the University of Tennessee to ensure routine house inspections and fire drills have been completed
- Respond to and manage emergencies as needed
- Keep on hand, an up to date occupancy list

Required Qualifications:

- Minimum educational qualifications of a bachelor's degree or equivalent professional experience. Must not be a current undergraduate student.
- If the individual was affiliated with a sorority or fraternity at the University of Tennessee, Knoxville, they must be removed (graduated) from the University for a minimum of two academic years before able to serve for their own organization. Newly graduated students may be approved for organizations other than their own.
- Must successfully complete a criminal background check.

Remuneration:

- Single occupancy housing in the fraternity house
- Designated parking space at house location

Office of Sorority & Fraternity Life FAQ Fraternity House Director

? **Who will the House Director report to?**

The house director will report to the Fraternity House Corporation. The House Corporation will have the full ability to screen, interview, hire, assess, and remove a fraternity house director. The House Corporation will determine the level of involvement in this process by the undergraduate members.

The Office of Sorority and Fraternity Life is ready and willing to assist in the interview process if asked, however it is not a requirement.

? **What if our fraternity terminology is different?**

The position description and this document are written to include the term “House Corporation”. If your organization uses another term or other governing alumni body, you are welcome to switch out House Corporation for your fraternity’s official language.

? **How was the position description created?**

Required elements of the position description including position responsibilities, required qualifications, and remuneration have been vetted and approved by the House Director Implementation Committee and the University of Tennessee administration.

? **How can we add to the required position description?**

House Corporations retain the right to add to the position description’s minimum stated requirements with any of the statements found below, or they may consider providing their own additions to their position description. The statements below are not required on the position description.

House Corporations are encouraged to add specific organization information to the position description. You might consider adding your chapter’s UTK history, a picture of your house, or any other information you deem appropriate.

Potential additions for position responsibilities

- Maintain a master key to the facility and assists with lock outs
- Provide individual mentorship to fraternity members
- Work with House Corporation to provide updates on the state of the house
- Work collaboratively with the undergraduate fraternity member elected House Manager in order to fulfill the duties of their position
- Represent the fraternity at various events
- Will maintain X number of office hours per week

- Assist in the coordination of house opening/ closing periods
- Hold the chapter accountable to ensuring the house and grounds are kept clean and safe
- Meet weekly with the chapter president (house manager), sit in on one chapter meeting per month
- Assist fraternity offices in providing an environment conducive to academic success
- Purchase food and supplies within budget restrictions given by the House Corporation
- Supervise the operations of the kitchen and dining room including any employees
- Cooperate with any investigations undertaken by the House Corporation, Fraternity Headquarters, University of Tennessee, and other authorities into the conduct and activities of the chapter and its members

Potential additions for required qualifications

- Knowledge of the collegiate fraternity experience
- Knowledge of developmental issues of college students
- Demonstrated sensitivity to multicultural issues
- Strong interpersonal skills, including oral, written, and listening communication capabilities

Potential additions for remuneration

- Stipend or scholarship
- Private telephone line
- X number of meals per week
- Cable TV in unit
- Internet Service
- Reimbursements monthly for expenses incurred in the performance of their duties
- X number of vacation days with prior of approval by the House Corporation



Who will approve our position description?

All position descriptions will be approved by the Dean of Students and the Director of Sorority and Fraternity Life prior to the recruitment process. The notice of approval or corrective feedback should be returned to the House Corporation within three (3) business days of submission.



How will the University of Tennessee support our recruitment of a House Director?

- Create a website on the gogreek.utk.edu site to recruit for House Directors that includes links to all position descriptions and House Corporation contact information
- Post approved position announcements on the UTK job announcement site, Hire-A-Vol

- Survey current Resident Assistants for any seniors who are not in a sorority or fraternity and are interested in continuing graduate study at the University for their interest in a Fraternity House Director position
- Work with the College Student Personnel Master's program to assist House Corporations in their recruitment
- Disseminate the position descriptions to various academic colleges and the Dean of the Graduate School



How can the House Corporation best recruit a House Director?

- Create the best possible job package within your means, understanding that the more attractive your role is, the more competitive your position will be with interested candidates
- Utilize alumni networks and connections through fraternity headquarters to advertise the position
- If desired, publish position announcement in local newspaper or on job search sites
- Schedule and conduct professional interviews with selected candidates



Who will be responsible for the background check?

The Fraternity House Corporation will sponsor a background check for the selected candidate and pass on proof of successful completion to the Office of Sorority and Fraternity Life prior to the House Director moving into the fraternity house.



How will the cost of parking be covered? (for on campus houses only)

Parking Services has agreed to place signage in lots that will reserve 1 space for each fraternity house director living at Fraternity Park and at the Kappa Alpha Order house. All other fraternity houses have privately owned parking lots.

If a house director is not a student or staff member, they are eligible for a complimentary permit which will allow them to park in the house director reserved space.

If the house director is a student or University staff member, they will need to pay for a student or staff parking permit. They will also receive an additional permit to park in the reserved fraternity house director space at no cost.



Could the House Director be at risk of Social Hosting?

If the House Director is aware that underage drinking is going on in the house, the House Director could be held to the Social Host law.

(B) It is an offense for any owner, occupant or other person having a lawful right to the exclusive use and enjoyment of property to knowingly allow a person to consume alcoholic beverages, wine or beer on the property; provided, that the owner, occupant or other person knows that, at the time of the offense, the person consuming is an underage adult;



How will we let the University know once we have hired a House Director?

Provide the Office of Sorority and Fraternity Life with the selected House Director's first and last name, email address and cell phone number by July 31st

?

How and when will the House Director be trained?

Training will be conducted during the week of August 10th – August 14th. Student classes begin on August 19th. A training schedule will be created by the Office of Sorority and Fraternity Life with assistance from University Housing.

?

What if the House Corporation is not able to hire a House Director?

The requirement of the House Director is mandated by Student Life as University policy and is upheld in the lease agreement with the University in section titled “Use of Facility” as stated below.

Fraternity and Chapter shall at all times abide by this Agreement, all University policies, procedures, rules, and regulations, and state, federal, and local laws, and regulations in use of the Building on conduct therein. Any violation(s) of this provision shall be grounds for the University to evict Fraternity from the facility or for the imposition of other such restrictions and/or sanctions against Fraternity as may be determined to be appropriate by University

?

What if the House Director we hire quits unexpectedly?

The House Corporation shall notify the Office of Sorority and Fraternity Life immediately. The House Corporation should begin a search for a new House Director. The House Corporation will appoint a temporary House Director to live-in until a permanent one can be hired.

SECTION 2

Facility Management

Facilities Services Inspections

Fire Extinguisher			
Inspection Cost	Contact Name	Contact Office	Notes
\$20.00/ month	Kim Harmon, 974-5084 for billing; Suzanne Rimmer conducts inspections	Environmental Health and Safety	To install or replace a #5 ABC extinguisher \$47.97 each; to recharge or refill #5 ABC is \$19.75

Elevator			
Estimated Cost	Contact Name	Contact Office	Notes
varies: \$272.12, \$827.19 or \$849.03	Terry Ledford, tledfor1@utk.edu	Facilities Services	Completed by UT Vendor monthly. Or, you can choose own vendor with Terry's approval

Health & Safety			
Estimated Cost	Contact Name	Contact Office	Notes
no cost for inspection	Suzanne Rimmer, smc@utk.edu	Environmental Health and Safety	

Fire Sprinkler			
Estimated Cost	Contact Name	Contact Office	Notes
\$150 or \$250	Brad Johnson at Morristown - 865-689-4480	Office of Sorority & Fraternity Life	Completed by Morristown Sprinkler every 6 months; Tenea Lowery is UTK contact

Fire Suppression System			
Estimated Cost	Contact Name	Contact Office	Notes
varies \$75 - \$300	Jack Belcher at Rapid Fire 865-453-0189	Office of Sorority & Fraternity Life	Completed by Rapid Fire every 6 months.

Fire Panel Monitoring System			
Estimated Cost	Contact Name	Contact Office	Notes
varies \$1,292 - \$2,500	Electric Shop at Facilities Services	Simplex or BST/Facilities Services	Completed by Simplex or BST annually; typically over summer months.

Domestic & Irrigation Backflow			
Estimated Cost	Contact Name	Contact Office	Notes
approx. \$200	Robby Huggins in the Plumbing Shop at Facilities Services	Facilities Services	This inspection is required by KUB

Boiler Inspection			
Estimated Cost	Contact Name	Contact Office	Notes
If house has a boiler \$75 - \$227.25		Facilities Services	

*If a member of Facilities Services attends the inspection with an outside representative the hourly rate for that staff member will also be billed.

Facilities Services Work Orders

The Facilities Services Department is responsible for the basic operation and continuous maintenance of the physical facilities of the Main and Agricultural campuses of The University of Tennessee.

On the campuses, responsibilities of Facilities Services include building operation and maintenance and grounds landscaping and maintenance.

Some of the major elements of the campus are:

- 217 buildings, containing almost 13,000,000 gross square feet of space;
- 556.4 acres;
- 5.1 miles of University-owned streets and 7.6 miles of City-owned streets within the campus boundaries;
- 33 miles of sidewalks and plazas;
- a University owned electrical distribution system which annually provides over 223 megawatt hours of power to University buildings;
- and a University-owned Central Steam Plant with one natural gas and three coal fired boilers and a distribution system which annually produces over one half billion pounds of steam for heating purposes.

Virtually any facility or grounds related service can be obtained through the Facilities Services Department. Charges for service will be applied to the monthly maintenance invoice billed to the sorority or fraternity directly.

Labor Rates – Facilities Services

<http://fs.utk.edu/laborrates.asp>

To complete a Maintenance Request please utilize ARCHIBUS and sign in using your Net ID and password. The Facilities Services One Call Number is available to customers 24-7 at 946-7777.

Maintenance Requests include repair and maintenance to building structures and their installed systems/utilities services, event setups, repairs to walks/roads, drainage issues, landscape care, elevator maintenance, custodial services, painting in common areas and general maintenance concerns.

Facilities Services

2233 Volunteer Blvd

(865) 976-7777

utfacilities@utk.edu

Air Conditioning Service: Emergency service for air conditioning equipment is available 24 hours a day. To report malfunctions with air conditioning equipment call the Work Order Office, 974-2347. After 4:00 p.m. on weekdays, report emergencies to 974-2158. After 12:00 a.m. Monday-Friday, on weekends, holidays, and days of administrative closing, report emergencies to 974-3114. To inquire about other matters related to air conditioning or special air conditioning services, contact Air Conditioning Services (207 Facilities Services Warehouse Building, 974-3478).

Carpentry Services: The Carpentry Services Division is responsible for providing structural maintenance and renovation services in all buildings on the Main and Agriculture campuses. The Division has three major areas of responsibility: 1) carpentry, 2) custom woodworking, and 3) finishing services.

Electrical problems, new installations, and wiring changes: The Facilities Services Department must make, approve, or supervise any changes to the electrical wiring within buildings. This includes installation of wiring for security systems and wiring for data/voice/video transmission. To obtain service, call the Work Order Office, 974-2347. New installations/changes and general problems with electrical service should be discussed with Electrical Services (132 Facilities Services Building, 974-2505).

Elevators: All elevators are maintained by an outside contractor under the supervision of the Facilities Services Department unless your organization has received approval to choose their own vendor from Terry Ledford in Facilities Services. In addition, the Facilities Services Department utilizes nationally-known elevator consultants to monitor service and suggest improvements. General problems with elevators should be reported to the Facilities Services Department, Preventive Maintenance Division for investigation (974-2453) during normal working hours. Interruption of elevator service or specific malfunctions should be reported immediately.

Emergencies: Any disaster, flood, major mechanical failure, bomb threat, fire, accident, or situation which presents an imminent danger to individuals within University facilities, on University grounds, or in the vicinity of the University or which has the potential for serious property damage is an emergency and should be reported immediately by telephone to the UT Police Department (911 or 4- 3111) and to the Executive Director (4-2178) of the Facilities Services. If the telephone is not working, the emergency should be reported from the closest telephone that is working or in person. After normal working hours, it is necessary to notify only the UT Police, who will contact appropriate Facilities Services personnel. Facilities Services will respond to all bona fide emergencies. Routine malfunctions of equipment and minor building problems should not be reported as emergencies.

Fire Safety: The Environmental Health and Safety Office (916 22nd Street, 974-5084) is responsible for developing and posting emergency evacuation plans, scheduling fire drills, and inspecting facilities for fire code violations. Purchase, placement, inspection, and replacement of fire extinguishers is also the responsibility of this office. Inquiries about these topics should be directed to the Environmental Health and Safety Office.

Fire Alarm Systems: The University maintains, as part of the UT Police Department, a central receiving station to which most fire alarm systems are connected. This receiving station is staffed 24 hours a day, 365 days a year. The Facilities Services Electrical Services Division is responsible for the installation and maintenance of fire alarm systems. Inquiries about the fire alarm systems should be directed to Electrical Services (132 Facilities Services Building, 974-2505).

Grounds Maintenance: The Grounds Maintenance Division provides mowing, raking, mulching, fertilizing, weeding, edging, litter pick-up, street and parking lot cleaning, and ice and snow removal. To indicate needed grounds service, call the Work Order Office at 974-2347. More general inquiries should be directed to the Grounds Maintenance Division (205 Facilities Services Warehouse Building, 974-3486).

Ice and Snow Removal: The Grounds Maintenance Division provides ice and snow removal services for the Main and Agricultural campuses. These services are provided on a priority basis, with safety of the greatest number of individuals being used to determine the order of service. To obtain service, call the Work Order Office at 974-2347. More general inquiries or special, continuing problems should be discussed with the Grounds Maintenance Division (205 Facilities Services Warehouse Building, 974-3486).

Keys: Issuance of keys, re-keying of buildings and general locksmith services are provided by the Lock and Key Services Division of the Facilities Services Department (974-4371). Requests for such service and inquiries about charges for such services should be directed to the Work Order Office at 974-2347. **To change locks in sorority and fraternity houses a staff member from the Office of Sorority and Fraternity Life must approve the request.**

Lock Policy: All locks on all doors, both exterior and interior, of University buildings must be furnished by Lock and Key Services and be on master keys available to building service and safety personnel. Occupant-installed locks or padlocks will be removed by the Facilities Services Department, with the cost for removal and installation of University locks billed to the department or entity to which the space is assigned. Problems with this policy should be discussed with the Executive Director of the Facilities Services (974-2178).

Maintenance Closet Locks: No building manager (or house director/ house corporation in our case) on campus is able to have key access to maintenance closets due to the technical nature of the contents of the closet. To request access to a maintenance closet, contact Lock and Key Services (974-4371).

Pest Control: The Sanitation Safety Division of the Facilities Services Department provides comprehensive pest control services. The Division is headed by a Supervisor licensed by the State of Tennessee as a commercial Pest Control Operator. Each of the technicians is also a Licensed Operator and Certified Applicator. Services provided include insect, rodent, termite, bird, odor, and biological control. If there are conditions or problems requiring special care or procedures, contact the Supervisor for Pest Control Services (205 Facilities Services Warehouse Building, 974-5107).

Plumbing Services: The Plumbing Services Division is responsible for the distribution systems for steam and domestic water. The University distributes its own utilities, which means that KUB brings a utility to a certain point on the campus from which the University distributes the utility throughout its properties. To obtain service, call the Work Order Office at 974-2347. Emergency service is available 24 hours a day.

Recycling: The Department of Facilities Services operates the campus recycling programs for white office paper, aluminum cans, mixed paper, newspapers, cardboard, scrap metal, plant waste, and the SGA sponsored centers. For more information on these programs, contact the Assistant Director for Operations (205 Facilities Services Warehouse Building, 974-5107) or email recycle@utk.edu

Roof Leaks: It is important to report roof leaks immediately. This should be done by calling the Facilities Services Work Order Department at 974-2347. If the leak is serious or endangering equipment, additionally notify Carpentry Services (103 Facilities Services Building, 974-6669).

Waste Disposal: The collection and disposal of non-hazardous solid wastes is provided by an outside contractor under a contract administered by the Grounds Maintenance Division. In the event of problems with the contractor's service or special needs, contact the Grounds Maintenance Division (206 Facilities Services Warehouse Building, 974-3486).

Fire Extinguishers and Fire Drills

Fire Extinguishers:

Each house has fire extinguishers on hand in case of emergency. If you would like instructions on how to best operate a fire extinguisher, please contact Suzanne Rimmer in Environmental Health and Safety for training. smc@utk.edu

Suzanne enters the facility monthly to conduct checks of fire extinguishers. She will email you in advance of her arrival. She will knock on the door, if no one is available to answer, at Fraternity Park, she may key/punch code into the facility. Some organizations at Sorority Village have agreed to give Suzanne Vol Card access to the facility, while others prefer she only enter when a House Director is available.

This monthly check of the fire extinguisher is required by the State Fire Marshall.

Fire Drill:

To remain in compliance with the requirement of the State Fire Marshall, two times a semester during the academic year, the Office of Sorority and Fraternity Life coordinates a fire drill. If there are residents living in a facility over the summer months, one fire drill will be conducted.

These fire drills occur between the hours of 8 AM – 5 PM Monday through Friday. The Office of Sorority and Fraternity Life sends out advance notification of the fire drill to the house director. As the nature of the fire drill is to practice fire safety and quick evacuation of the house, please do not inform the general chapter membership of the upcoming fire drill.

The Office of Sorority and Fraternity Life will complete a fire drill evaluation form and send a scanned copy of that form to the house corporation president and the house director upon completion of the drill.

If there is a necessary repair (example: strobe light needs replaced, or fire door will not shut) the house corporation will be notified that a repair is necessary. As the house director please be certain to follow up on the repair so that the house remains in compliance.

An annual report of fire drills completed and scores received are provided to Environmental Health & Safety for inclusion in the annual fire report.

Fire Drill Evaluation Form

Name of Building:

Person(s) Conducting the Drill:

Date of Drill:

Time of Drill:

*Note that partial credit may be awarded for any measure based on the level of performance

<i>Occupant Performance (60 points total)</i>	Score
Were members familiar with the location and use of a portable fire extinguisher? (10 points)	
Were hallways cleared of all trash and obstruction? (10 points)	
Were all doors shut as part of the drill? (10 points)	
Did occupants evacuate in a timely manner (less than 3 minutes)? (10 points)	
Did evacuees assemble in the front of the building across the street? (10 points)	
Did members stay outside the building until the drill was cancelled? (10 points)	
<i>Alarm System and Associated Equipment (40 points total)</i>	
Did the pull station operate properly? (10 points)	
Was the fire alarm panel locked? (10 points)	
Did the alarm report to the main panel and reset? (10 points)	
Did the alarm report to Central Alarm? (10 points)	
TOTAL SCORE:	

Comments and Notes:

Opportunities for Improvement:

Fire Panel and Fire Watch

Fire Panel:

The fire panel is located within the fraternity or sorority house. Each house operates either a Simplex or Building Systems Technology (BST) fire panel system. This panel is inspected annually, typically during the summer.

When an alarm is sounded this fire panel is helpful in that it can tell the fire department the location of the pull station or smoke detector. The fire panel can only be reset by the Fire Department or by Facilities Services. If your fire panel is sounding an alarm, but it has not activated the house fire alarm system, you may have a minor issue with the system. Please contact the Electric Shop immediately.

Fire Watch:

If your fraternity or sorority house does not have use of the fire panel monitoring system, you will be required to coordinate a fire watch for the facility.

Depending on staff availability, the University of Tennessee Police Department may be able to staff the Fire Watch at your facility for a charge.

Fire watch includes constant rounds of the fraternity or sorority facility to be on the lookout of any fire issue.

Landscaping, Waste Disposal, Recycling

Landscaping:

Facilities Services conducts general area landscaping including mowing for Fraternity Park and Sorority Village. On average, each area is mowed once per week. If you notice the grass needing to be mowed, please contact Jason Cottrell in Landscape Services. Cottrell@utk.edu

Each sorority and fraternity is responsible for the landscaping closest to their facility.

Waste Disposal

Waste disposal is coordinated by Landscape services as well. The next few pages contain detailed information on waste and recycling.

As a house director, please ensure that your members are properly removing the waste from their fraternity houses. Some tips to get you started:

- Do not allow waste to sit in trash cans inside houses too long. As the trash piles up the bags get heavier and harder to lift into the dumpsters.
- If there is a big house clean-up going on, be sure to remind the students as they take the trash out to put the bags of trash into the dumpsters.
- If there is a big house clean-up going on, be sure that initiated brothers or sisters are assisting in the process.
- If you find a dumpster is getting quite full, contact Landscape Services to have the dumpster emptied.
- Utilize the big (roll-off) dumpsters whenever possible.
- Assist your organization by offering to place the work order for large bulky item pick up.
- Ensure your organization is familiar with the location of the steam plant hill so that they can bring bulky items to that location during Homecoming.

Security cameras will be positioned to be able to also watch the dumpster areas. If waste continues to pile up near that dumpster, the Office of Sorority and Fraternity Life will contact UTPD and ask to review the video footage to find out which organization (if any) is responsible.

PROTOCOL FOR FRATERNITY PARK AND STUDENT HEALTH CENTER DUMPSTERS

On a consistent basis, garbage bags, furniture and other pieces of garbage have been piling up around the dumpsters. Furniture and other bulky items are not permitted in garbage dumpsters, as they cannot be emptied into a garbage truck.

Each fraternity must ensure people cleaning the houses are placing garbage bags IN the dumpsters. Supervisory members need to instruct/train new members and ensure they are following these guidelines.

Waste Connections will not pick up dumpsters filled with any of the following:

- Bamboo
- Furniture
- Brush
- Wood
- Appliances
- Chemicals
- Other bulky items

Bulky Item Pick-Up Instructions

All furniture or bulky trash items need to be placed in front of the large doors on the dumpster enclosures no earlier than 5PM on Tuesdays, and no later than 7AM on Wednesdays. If you need something specific picked up, or you miss the weekly pick up, you can place a work order with Facilities Services [online](#) or by calling 865-974-2347. These work orders do not cost, but you'll need someone to be there for pickup or designate what you are putting out and where. We need three days' notice for any given pick up.

(i.e. Beta Chi Theta needs a couch picked up on December 8th. It is a red couch with white strips. It will be left on the back porch, as no one will be present throughout the day.)

Move-in & Move-out

Two roll offs will continue to be placed one week prior to first day of classes in August and will remain for one month. An email will be sent out verifying that the roll off is no longer needed.

A roll off will be placed in frat park from the last day of classes until May 15 for move-out

Homecoming Floats

Two roll-off dumpsters will be placed in frat park the week of homecoming. The option of discarding your float on steam plant hill will still be available on Sunday following the game.

UT Recycling

Please recycle ALL aluminum cans and glass bottles. There are recycle receptacles inside the dumpster enclosures. All cardboard, aluminum, glass, paper & plastic can be recycled.

RECYCLING GUIDE

WHAT YOU CAN RECYCLE:

WHERE:



METAL

- + TIN CANS
- + STEEL FOOD CONTAINERS



PLASTIC

- + CLEAN PLASTIC (CUPS, BOTTLES, BAGS, PLATES) LABELED NO. 1-7.
- + NO STYROFOAM



ALUMINUM

- + ALUMINUM BEVERAGE CANS



CARDBOARD

- + CORRUGATED CARDBOARD (THE THICK WAVY KIND), SHIPPING AND PACKING BOXES



GLASS

- + GLASS BOTTLES & JARS

95-GALLON BINS
IN DUMPSTER
ENCLOSURES



For more information, contact UT Recycling
call 974-3480 or email Recycle@utk.edu

Parking

Student Parking:

Students wishing to park at Sorority Village or Fraternity Park must have a GS or GF parking permit respectively.

Commuter and non-commuter students are able to park in commuter lots behind Fraternity Park (Commuter only), the Agricultural Campus, or the Visitor Center. It is recommended that students utilize The T bus to get to Sorority Village whenever possible.

House Director Parking:

House Directors, who are also UT staff, faculty, or students, will need to purchase a parking permit. House Directors who are not otherwise associated with the University will receive a complimentary parking permit.

In addition, House Directors do have a designated parking space near their facility. House Directors wishing to use that space will need a second decal to place on their dashboard. This decal is always complimentary.

House Corporation/ Advisor Parking:

Each organization receives two complimentary parking permits for Sorority Village or Fraternity Park.

Vendor Parking:

If you have an outside vendor coming to campus to do work on the facility, that vendor will need to purchase a \$5 parking permit. They can do that by going to the Parking Services Office located at 2121 Stephenson Drive.

Rosters, Housing Contract and Meal Plan

Rosters:

It is important to keep a running roster of the names, phone numbers, and room numbers of the students living in your facility. This roster is helpful in case of emergency. Please request this list from your house corporation and/or organization president if you do not yet have it.

Housing Contract:

Each student living in a sorority or fraternity house is required to fill out a housing contract. That contract is on file with the University of Tennessee and is our notification to bill a student rent each semester. Contracts are also required for residents living in a facility over the summer even if a rent charge is not to be assessed.

If a house corporation is letting a student out of a contract for any reason, please notify the Office of Sorority and Fraternity Life immediately so that we can remove the billing charge on the student account.

A copy of the Sorority and Fraternity Life Housing Contract is available on the Office of Sorority and Fraternity Life website under Housing Forms. Housing contracts are due annually by May 15.

Meal Plan Verification Form:

Any organization wishing to use the University of Tennessee, Knoxville to bill for a sorority or fraternity meal plan will need to have each member complete the Meal Plan Verification Form.

A copy of the Sorority and Fraternity Life Meal Plan Verification Form is available on the Office of Sorority and Fraternity Life website under Housing Forms. Meal Plan Verification Forms are due annually by May 15.

Evictions and Pets

Evictions:

For a student failing to maintain enrolled status at the University of Tennessee and/or membership in good standing with their sorority or fraternity, that student will be evicted from the chapter facility.

Please contact the Office of Sorority and Fraternity Life to enact an eviction process. The sorority or fraternity house corporation and sorority and fraternity president will also be involved in this process. If the student is not a member in good standing, the Office of Sorority and Fraternity Life will create an eviction notice.

Upon receipt of the notice, the student will have 5 days to remove their belongings from the chapter facility and return their key. Every effort will be made on behalf of the University of Tennessee to assist the student in finding alternate residence if they are still a student at the University of Tennessee.

Pets:

For health reasons, students are not allowed to have pets reside at sorority and fraternity houses. This is part of the agreement the student has made with the University of Tennessee, Knoxville on their housing agreement.

The only exemption is for certified service animals that are required as an accommodation and approved by Student Disability Services – sds.utk.edu, 865-974-6087.

Continued violations of this policy may result in eviction of the student.

Winter Weather

Below is a list of tips for closing the house for Winter Break.

Verify that the following items have been completed:

- Routine maintenance on furnace/boiler (if necessary)
- Fire extinguisher inspection completed
- Fire drill completed
- Ensure any hoses are removed from exterior water spigots/faucets
- Lock and inspect all windows and repair any broken glass
- Inspect hot water heater and exposed water lines for slow leaks
- Ensure that exterior doors are closed and latched completely
- Clean exterior of facility, removing any yard debris or materials that could be used to start a fire as well as any items stored next to the chapter house
- Ensure furnace is on and thermostat is set at or above 60 degrees
- Ensure all non-essential appliances and electronics have been unplugged
- Inspect all rooms
- Remove all perishable food
- Thoroughly clean facility
- Secure the house and lock any valuables

Thank you to Delta Zeta Sorority for providing this resource.

SORORITY & FRATERNITY LIFE

Minimum Standards for Operational Fraternity/Sorority Facilities

Section A **Egress Safety**

1. Fire doors in good repair
2. Fire doors latch properly
3. Panic hardware or other latch activating mechanism in good order
4. Emergency lighting devices in good condition
5. Emergency exit signs in good condition
6. All exits and exit access passageways clear and free from blockage
7. Evacuation plans posted in good condition

Section B **Emergency Alarm System**

1. Annunciator panel appears in good condition and functioning properly (no fault readings)
2. Automatic detection devices (Smoke Detectors) appear to be in good condition and not tampered with or disabled (i.e. taped, covered, unplugged, etc.)
3. Manual pull stations appear to be in good condition and operable
4. All horns, signaling lights etc. appear in good condition and operable

Section C **Fire Control Equipment**

1. Fire department standpipe connections appear in good repair, caps and plugs are in place, no leakage present etc.
2. Hose and hose station in good condition
 - A. Not blocked or impeded
 - B. Couplings and nozzles in good repair
 - C. No mildew, rot or other damage to hose
 - D. Hose properly hung
 - E. Valve appears in good condition, no leakage etc.
 - F. Cabinet, cabinet door, lock etc. in good repair
 - G. Required signs in good repair
3. All portable extinguishers in good condition – extinguisher inspection check sheets

Section D **Sprinkler System**

1. All sprinkler heads appear in good repair and operable
2. No sprinkler heads plugged, blocked, covered with paint, or anything suspended from it, etc.
3. All piping appears in good condition, no broken hangers, piping not being used as support devices or to hang items on
4. Pump room clean and equipment accessible for repair etc.
5. Extra sprinkler heads and installation wrench available

SECTION 3

Student Support



The Student Health Center provides **non-emergent**, outpatient medical care for all currently enrolled, eligible students who have paid the Health Fee portion of the Student Programs and Services Fee. Health Center Clinics are divided into Primary Clinical Service areas and Specialty Service areas. You may see a full listing of our clinics, services, and important patient health and scheduling information at Clinics and Services.

Students who have paid the Health Fee portion of the Student Programs and Services Fee are eligible for services at the Health Center. To verify eligibility, students who have never been seen as a patient at the Student Health Center or those carrying < 9 credit hours should first speak with a Health Center Receptionist or call: (865) 974-3648.

Student Health Center

1800 Volunteer Blvd

(865) 974-3135

Health Center Hours: M- F from 8 AM – 4:30 PM, Wednesday, 9 AM – 4:30 PM

Pharmacy: M- F from 8:30 AM – 5 PM, Wednesday 9 AM – 5 PM

After Hours Care: UT Medical Center ER

1924 Alcoa Highway

(865) 305-9000

UT Counseling Center

The Counseling Center is the university's primary facility for personal counseling, psycho-therapy, and psychological outreach and consultation services. Our mission is to promote the psychological, educational, and social well-being of the student of the University of Tennessee and to help prepare them to be productive members of society.

Our staff members provide a variety of services for students, including:

- Walk-in sessions
- Crisis intervention
- Group, individual, and couples counseling
- Feel Better Fast workshops

Student Counseling Center

1800 Volunteer Blvd

(865) 974-2196

counselingcenter@utk.edu

M – F from 8 AM – 5 PM, Wednesday 9 AM – 5 PM

The Student Counseling Center staff is available to present lectures, workshops, and programs to your group, organization, or class on a wide variety of topics. Programs may take on a variety of forms.

Our staff members are highly trained, skilled and knowledgeable to address a wide variety of specific topics of interest to you. If you're interested in learning about issues related to personal growth, suicide prevention, academic performance enhancement, or mental health, we are likely to have at least one professional on our staff who has expertise in that area. However, we also enjoy designing and presenting other topics that can be tailored to the needs of your class or group.

Presentation/Workshop Topics:

Relationships

- Communication Skills
- Romantic Relationships
- Grief and Loss
- Assertiveness
- Sexuality
- Balancing Family and Career
- Sexual Abuse, Assault and Rape
- Dating
- Sexual Orientation and Gender Identity
- Group Decision Making and Leadership Skills
- Conflict Resolution
- Multicultural Awareness

- Friendships

Academics

- Time Management
- Test Anxiety and Performance Enhancement
- Study Skills
- Sexual Harassment
- Handling Academic Difficulty

General Well-being

- Relaxation Training
- Depression: Symptoms and Treatment
- Suicide: Causes, Signs and Prevention
- Eating Disorders
- Assessing Alcohol Use
- Adult Children of Alcoholics
- Stress Management

Personal Growth

- What is Counseling? When is it Helpful?
- Raising Self Esteem
- Shyness: Reasons and Remedies
- Senior Year Transitions
- Children of Divorced Parents
- Dealing with Anger
- Life and Career Planning
- Basic Attending Skills

Safety

- QPR for Suicide Prevention
- What To Do If You've Been Sexually Assaulted
- Reducing The Risk Of Being Sexually Assaulted
- Dating Violence Prevention
- Spring Break Safety
- Sleep and Driving
- Risky Student Behavior
- Traumatized Friends

NOTE: Because it takes time to develop a workshop or presentation, and because our staff members have schedules that tend to fill up quickly, we prefer at least two weeks notice of any event with which you want assistance. Also note that schedules of our staff members tend to fill up quickly toward the end of the semester. So, the best time to request an outreach service is early on in the semester.

Distressed Student Protocol 974 - HELP

The distressed student protocol was developed as a guide for faculty, staff, and students in helping distressed or distressing students.

- 974-HELP is a 24hr/7day a week referral line that students, faculty, staff, and parents can call if they have a concern about a student and/or are worried about the safety and well-being of a student.
- 974-HELP is housed in the Dean of Students Office.



What We Do:

Meet and/or talk with students who were identified through 974-HELP

Help students manage any struggles or difficulties that they may face while at the University of Tennessee that may interfere with their college experience:

- adjusting to college life
- academic struggles
- dealing with an unexpected event or family issue
- a personal crisis
- suicidal thoughts
- depression
- anxiety
- sexual assault
- relationship issues
- stalking
- alcohol/drug issues
- isolation (trouble feeling part of the campus community)
- hospitalizations (medical or emotional)

Assist students in getting connected to the appropriate resources/services that can meet their current needs and can enable them to succeed

Communicate with other campus offices to advocate for student's needs and the health and safety of the campus community

What You Can Do:

Call 865-974-HELP (4357)

- If you yourself are struggling
- If you are a student concerned about a fellow Vol
- If you are a faculty/staff member and are worried about a student and/or a student's behavior
- If you are a parent and are concerned about your son or daughter
- If you are a house director concerned about a student

The Office of Title IX Prohibited Conduct and Title IX

The University of Tennessee is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free from sexual harassment (including sexual assault, dating violence and domestic violence, and stalking) sexual exploitation, and retaliation. The Office of Title IX is in place to serve the entire university community with a comprehensive commitment to ensuring access to education through our Title IX model.



What is Title IX?

Title IX is a federal law that was enacted in 1972. Title IX states, “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

In August 2017, the university established the Office of Title IX to provide a comprehensive community approach to the institution’s Title IX responsibility. Under the direction of the Title IX Coordinator, Title IX team members, housed in critical areas across campus, work collaboratively to educate the campus community, prevent incidents, support those in need, and address Title IX-related concerns.

This work takes all of us. Through partnerships across campus, we are creating a system of consistent support in which every member of our community has a vital role to play. Our Title IX office is here to help you, so call 865-974-9600 for questions or support. Information on Title IX processes and other resources can be found at titleix.utk.edu.

If you have a student with immediate safety concerns, please encourage them to call 911.

Supporting a Student who has Experienced Prohibited Conduct

The following information on this page summarizes options you can share with a student if they have experienced sexual harassment (including sexual assault, dating violence and domestic violence, or stalking), sexual exploitation or retaliation. For detailed information on reporting options, confidential resources, medical care, Supportive Measures, or Complainant procedures, please review the [Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence and Stalking](#).

If a Sexual Assault has just occurred, you can support a student by encouraging them to get medical attention. If the student does not wish to seek services, it is helpful to remind them that being examined by a medical professional can help protect against sexually transmitted infections, pregnancy, and other concerns. You can also share that a proper medical examination can help assist in preserving evidence should they decide to pursue prosecution. You can also encourage the student to allow you to contact the Office of Title IX, Student Counseling Center, or Student Health Center on their behalf. You can review the You are Not Alone Sexual Assault Support Guide with the student:

http://titleix.utk.edu/wp-content/uploads/sites/34/2016/10/263908-YouAreNotAloneBklt_FINAL.pdf

Remember these tips, if a student reports prohibited conduct to you:

- Believe them. Survivors of prohibited conduct fear that they will not be believed. Your ability to say I believe you shows them that you are on their side.
- Thank them for trusting you. Let them know they are not alone.
- Listen, and let them decide what information they would like to share. It’s important not to push someone who has experienced prohibited conduct for details. Focus on being supportive and present for them as they share information with you.
- Let them know that experiencing prohibited conduct was not their fault.
- Provide support and help them to seek out resources.
- If they choose to report to the Office of Title IX, staff will be able to provide them with options for Supportive Measures and/or reporting the prohibited conduct to the Office of Student Conduct & Community Standards and/or the police.
- Respect the decisions they make about pursuing a university or criminal process.
- Respect that it is going to take time for them to heal, and encourage them to take steps that are positive for them in their recovery.
- Take care of yourself, and don’t be afraid to seek support for what you have experienced through the process of helping.

On and Off Campus Resources

(*denotes a confidential resource)

On Campus Medical Care*	Hours of Operation	Contact Information
UT Student Health Center* (for students only)	8:00 a.m. – 4:30 p.m., Mondays, Tuesdays, Thursdays, and Fridays, and from 9:00 a.m. – 4:30 p.m. on Wednesdays, except on University holidays, breaks, or closures	(865) 974-2196 1800 Volunteer Blvd Knoxville, TN 37996 studenthealth.utk.edu

Off Campus Medical Care	Services Provided	Contact Information
University of Tennessee Medical Center (or another local hospital)	24/7/265 - The University of Tennessee Medical Center is operated by University Health System, Inc., a separate legal entity	(865) 305-9000 1924 Alcoa Highway utmedicalcenter.org

	from the University of Tennessee. As a result, a report to the University of Tennessee Medical Center does not put The University of Tennessee on notice of Prohibited Conduct.	
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On Campus Confidential* Resources	Hours of Operation	Contact Information
Lisa Yamagata-Lynch, Ombudsperson* (for students and employees)	8:00 am – 5:00 pm Monday – Friday except on University holidays, breaks, or closures	(865) 974-6273 lisayl@utk.edu ombuds.utk.edu
UT Student Counseling Center* (for students only)	8:00 a.m. – 5:00 p.m. on Mondays, Tuesdays, Wednesdays, and Fridays, or during the hours of 9:00 a.m. – 5:00 p.m. on Thursdays, except on University holidays, breaks, or closures A student who needs counseling support when the Student Counseling Center is not open may call (865) 974-HELP (4357).	(865) 974-2196 1800 Volunteer Blvd. (second floor) Knoxville, TN 37996 counselingcenter.utk.edu Student Health Center, Second floor

Off Campus Confidential* Resource	Services Provided	Contact Information
Sexual Assault Center of East Tennessee	24/7/265 - The primary mission of SACET is to provide excellent and compassionate services for survivors of Sexual Assault and to empower communities through education and social change. SACET is a service of the Helen Ross McNabb Center. A Complainant does not have to report a Sexual Assault to the police to receive services from SACET. SACET has four program areas: Sexual Assault Nurse Examinations; Advocacy; Therapy; and Education and Outreach.	(865) 522-7273 (24-7 crisis hotline) 2455 Sutherland Avenue, Building B, Knoxville, TN mcnabbcenter.org/sacet

Off Campus Resources	Services Provided	Contact Information
Knoxville Family Justice Center (sexual)	The Knoxville Family Justice Center serves domestic violence	400 Harriet Tubman Street Knoxville, TN 37915

<p>assault and dating/domestic violence)</p>	<p>and sexual assault victims. This comprehensive support center provides a single location for victims to access advocacy and other services, including safety planning, danger assessment, orders of protection, prosecutors, detectives, civil legal assistance, counseling, support groups, access to shelter, clergy, and social service professionals.</p>	<p>(865) 521-6336 (24/7 crisis line) fjcknoxville.com</p>
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Contact:

Office of Title IX

1817 Melrose Ave.

865-974-9600

Email – titleix@utk.edu

Website – titleix.utk.edu



Center for Health Education and Wellness

The mission of the Center for Health Education and Wellness is to empower all Volunteers to thrive by cultivating personal and community well-being. We are dedicated to a community model that is embodied in the “VOLS HELP VOLS” commitment.

The Center for Health Education and Wellness offers small group programs and large-scale events in the following areas:

- Healthy relationships
- Consent
- Sexual health education
- Active bystander training
- Alcohol and other drug risk reduction
- Cold and flu prevention
- Nutrition
- Sleep
- Stress



To request a program, visit <https://wellness.utk.edu/request-a-program/> or email wellness@utk.edu.

VOLS 2 VOLS Peer Health Education Program

The Center for Health Education and Wellness oversees the [VOLS 2 VOLS](#) peer health educators. VOLS 2 VOLS are undergraduate students who are passionate about creating a healthier Volunteer community.

Peer Health Educators are nationally certified through a 3-credit, undergraduate Public Health Special Topics course to facilitate workshops and host outreach in the following focus areas:

- Healthy relationships and consent
- Sexual health promotion
- Alcohol and other drug education
- General wellness (e.g. nutrition, sleep, stress)

CONSENT IS PERSONAL. SPECIFIC. CLEAR. YOURS.

Consent. It's an ask and an answer—for anything, including sex.

Students who are interested in becoming a certified peer educator can visit <https://wellness.utk.edu/v2v/> or email wellness@utk.edu

Bias Protocol

What is Bias?

Bias Incident

An act of bigotry, harassment, intimidation, coercion, or damage to property by known or unknown perpetrators that occurs on UT's campus or within an area that impacts the UT community and that one could reasonably conclude is directed at a member or a group of the UT community because of that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors.



Bias/Hate Crime

Is defined as any criminal offense or attempted criminal offense that one could reasonably and prudently conclude is motivated, in whole or in part, by the alleged offender's bias against an individual's actual or perceived age, ancestry or ethnicity, color, creed, disability, gender, gender identity or expression, height, immigration or citizenship status, marital status, national origin, race, religion, religious practice, sexual orientation, socioeconomic status, or weight.

The University of Tennessee Police Department (UTPD) investigates all reports of alleged hate crimes. UTPD is also responsible for reporting incidents of hate crimes on campus.

How to Report an Incident

The University of Tennessee, Knoxville encourages all members of the campus community who believe they are victims of a bias motivated incident or crime, or who have witnessed an incident or crime, to follow the following protocol:

Student-Related Incidents

- A student who has experienced or witnessed a bias incident or hate crime should:
- Call 911 if s/he feels threatened or in immediate danger
- Report incidents to 865-974-3179 and/or submit a *Bias Incident Reporting Form* if the threat is not immediate here: <http://bias.utk.edu/>

- Contact the Office of Equity and Diversity (974-2498) for allegations of discrimination and/or harassment that occur within the classroom. Complaints may also be directed to the academic dean of the appropriate college.
- Contact a person of authority with whom s/he can speak honestly and openly, i.e., hall director, professor, etc. if s/he is not comfortable following the recommended procedures outlined above.

Faculty and Staff-Related Incidents

- A faculty or staff member who has experienced or witnessed a bias incident or hate crime should:
- Call 911 if s/he feels threatened or in immediate danger
- Initiate a complaint through the Department of Human Resources 865-974-5151; the Office of Equity and Diversity 865-874-2498; or the academic dean of the appropriate college if the threat is not immediate. The individual may also consult her/his immediate supervisor or another person in authority within the department. Complaints lodged in any of these offices will be referred for further investigation, and as appropriate to the University of Tennessee Police Department. We also encourage you to submit a *Bias Incident Reporting Form* if the threat is not immediate.

Visitor-Related Incidents

- A visitor to the University of Tennessee campus who has experienced or witnessed a bias incident or hate crime should:
- Call 911 if s/he feels threatened or in immediate danger
- Initiate a complaint through the University of Tennessee Police Department (UTPD), 974-3114 and/or submit a *Bias Incident Reporting Form* if the threat is not immediate.

UT Alert

The UT ALERT emergency messaging service is designed to enhance and improve communication and keep the campus community informed during an emergency.

The service will only be used for emergency contact purposes. It will not be used to distribute advertising or other unsolicited content. Subscribers do not pay a fee for the service other than regular fees associated with text messaging services.

The UT Alert service sends messages to any mobile device that can receive text messages, such as mobile phones, smartphones, text pagers, and tablets.

A UT Alert message will be sent when there is a situation on or near campus that can impact safety and disrupt regular campus operations.

Examples:

- An armed person has been reported on or near or campus and is still at large.
- Severe weather, such as a tornado warning, or the university closing due to severe winter weather.

No. UT Alert will not be used to deliver any kind of advertising content, and mobile numbers will never be given to any third party.

The service is designed to notify only members of our campus community.

Emergency messages are reposted to UT's Twitter account, which parents can sign up to follow. In a major emergency, information will be posted to the front page of utk.edu.

Principles of Civility and Community

The University of Tennessee, Knoxville affirms the value of each member of the university community and recommends that all UTK community members adhere to the following Principles of Civility and Community.

1) Inclusivity

We are welcoming to all and hostile to none. We foster an open community in which educational goals may be pursued.

2) Diversity

We respect the diverse backgrounds of all members of our community and welcome the opportunity for interpersonal and group interactions.

3) Dialogue

We value and encourage, and facilitate free exchange of diverse ideas and points-of-view along with free speech and expression. However, we discourage uncivil speech or expression that infringes upon the ability of others to express themselves.

4) Collegiality

We value an environment that facilitates collegial relationships, encourages mutual understanding among diverse individuals and leads to addressing issues and differences in an atmosphere of mutual respect and civility.

5) Respect

We believe that a person's views, ideas, and behavior best reflect the goals of the academic community when the dignity of each individual is respected and when members of the community are considerate of the feelings, circumstances, and individuality of others.

6) Knowledge

We encourage development of a civil community that values critical inquiry, debate, discovery, and innovation to better the world through teaching, research and service.

7) Integrity

We value academic honesty and integrity by all members of the academic community.

8) Learning

We believe that learning is an interpersonal growth experience that fosters appreciation for diversity.

9) Awareness

We believe it is important to recognize how others view and relate to the community and recognize that we are part of a larger community.

10) Response

We encourage all community members to speak out against incidents involving bigotry and other types of incivility so the university can fulfill its responsibility of responding in a fair, timely and consistent fashion.

Additional Student Support Offices

Center for Career Development

The Center for Career Development is your first stop for all things career-related. We provide career counseling, career exploration classes, interest and personality assessments and resources to help you choose a major and career.

If you seek employment, we can help you identify part-time jobs, internships and full-time positions through our HIRE-A-VOL system. If you haven't already, register with HIRE-A-VOL and gain access to job postings as well as updates about workshops, job fairs and employer visits.

Center for Career Development
Student Union Level 2
1015 Phillip Fulmer Way
(865) 974-5435

Jones Center for Leadership and Service

The mission of The Jones Center for Leadership & Service is to educate and engage all students to lead and serve the global community.

This is accomplished through a variety of programs and services open to any student interested in furthering his or her leadership skills or serving those in need. Programs and classes include Ignite, The Emerging Leaders Class, the Leadership & Service Ambassadors, the LeaderShape Institute, the Leadership & Service Learning Community, the Leadership Knoxville Scholars program, the Clifton M. Jones Student Leadership Conference & MLK Day of Service, and a variety of additional opportunities held throughout the year. Service opportunities include monthly and weekly trips as well as Alternative Fall and Spring Break trips that impact the areas of hunger and homelessness, literacy, the environment, global issues, women's issues, and healthcare just to name a few!

Email leadershipandservice@utk.edu to be added to the email distribution list.

Jones Center for Leadership and Service
193 Student Union
(865) 974-1039
leadserve@utk.edu

Multicultural Student Life

Multicultural Student Life, formerly Minority Student Affairs, has been an integral part of the University for over 25 years. Notable personalities in the arts, politics, activism and sciences have been brought to the campus for the enrichment of the students, staff and local community through the programs and events offered through the Office of Multicultural Student Life.

Multicultural Student Life stands as a testament of the University's commitment to diversity and appreciation of differences in its student, faculty, and staff populations.

Multicultural Student Life contributes to an inclusive learning environment by enhancing institutional efforts in retaining and graduating students prepared for a diverse global society. We promote the academic success, equality, and leadership development of students through programs and services that holistically address cultural, educational, and civic growth.

Office of Multicultural Student Life
1800 Melrose Avenue
(865) 974-6861
multicultural@utk.edu

The Pride Center

The Pride Center works to provide a safe and welcoming environment for UT's diverse lesbian, gay, Bisexual, transgender, queer, questioning, asexual, and intersex communities and their allies.

As a physical symbol of UT's commitment to diversity, OUTreach provides support, resources, and a community space for UT's LGBTQQIA and ally students, faculty, and staff, as well as anyone who seeks to learn about sexual orientation or gender identity. OUTreach achieves this by sponsoring programs and events that raise awareness, that increase visibility, and that engage in advocacy regarding LGBTQQIA issues.

Pride Center
Melrose Hall F-103
1616 Melrose Avnue
(865) 974-7803

Student Disability Services

The SDS assists students with documented disabilities by determining their eligibility for services and then working with students to determine reasonable accommodations and services which will, in turn, give the student equal access to the University.

The mission of SDS is to partner with the campus community in creating equitable access for eligible students while promoting disability-inclusive diversity.

SDS accomplishes this mission by coordinating reasonable accommodations for students with disabilities, such as:

- ADHD
- Autism Spectrum Disorder
- Blind / Low Vision
- Chronic Health
- Deaf / Hard of Hearing
- Learning Disabilities
- Mobility
- Psychological / Mental Health
- Traumatic or Acquired Brain Injury

Student Disability Services

100 Dunford Hall

(865) 974-6087

sds@utk.edu - email

sds.utk.edu - website

Student Success Center

The Student Success Center (SSC) staff is committed to helping UT students take charge of their success. Our staff promotes undergraduate student excellence and persistence to graduation through tutoring, supplemental instruction, academic coaching, and student support programs. The center and website are a resource and guide to the university's other excellent curricular and co-curricular resources. Our goal is to challenge students to create educational plans that position them to thrive at our university and beyond.

Student Success Center

324 Greve Hall

821 Volunteer Boulevard

(865) 974-6641

SECTION 4

Campus and Community Policies

SORORITY & FRATERNITY LIFE

Sorority and Fraternity Housing Policies

Last Updated May 2021

I. **Purpose**

In order to ensure a safe and healthy living environment for all residents of fraternity and sorority facilities, the following policies have been created. The policies outlined below are consistent with all University of Tennessee, Knoxville and [University Housing policies and regulations](#). Review of policies and timelines will occur each summer in collaboration with University administration.

II. **Eligibility for Residency in Sorority and Fraternity Housing**

Students applying for resident status within an identified sorority or fraternity facility must be a fully admitted undergraduate student at the University of Tennessee, Knoxville. Students admitted into the Bridge program and/or other University of Tennessee campus satellite programs are not considered eligible for residency status. Residents must be actively enrolled in classes and/or practicum or internship programs at the University of Tennessee, Knoxville. Students wishing to reside in a sorority or fraternity facility must be an active member considered in good-standing of the identified organization and local chapter. First year students are not eligible for resident status within any sorority or fraternity facility. Transfer students that are already identified as active members of a sorority or fraternity may be considered for residency status by contacting the [Office of Sorority and Fraternity Life](#).

Breach of this policy, housing contract, and/or violation of any University of Tennessee, Knoxville regulation may result in eviction upon five (5) days' notice except where the University determines that continued residence by the student would pose a danger to the life, limb, or health of themselves or other residents, in which case the student may be evicted immediately.

III. **Housing Contracts**

All facilities that are defined as on-campus, University property are required to have each resident complete a [University of Tennessee, Knoxville Fraternity Park/Sorority Village Housing Contract](#) available online through StarRez in addition to any individual organizational housing contracts. Contracts for the upcoming academic year must be completed in full and returned to the Office of Sorority and Fraternity Life by the last day of exams each spring semester. New contracts for the academic spring semester will be due by a date consistent with the Bursar's spring billing date. No edits to an existing contract will be permitted. If edits are necessary, completion of a new contract is required. No changes will be made to any signed University contract

without the permission of both the resident and the Housing Corporation Board.

IV. Meal Plans

Any fraternity or sorority wishing to offer food services to their residents in place of a University meal plan must seek prior approval of their meal plan from the Office of Sorority and Fraternity Life. All meal plans must meet a minimum of \$300 a semester in order to be considered an adequate replacement for the University Flex Plan. Organizations are not required to have a meal plan and/or may have a meal plan in addition to a University Meal Plan. Any member wishing to be charged for their organizational meal plan through the University must complete a Meal Plan Verification form or provide a signed copy of their organizational contract that states the following;

Contract must note the price to be charged and that the charges for the meal plan will be "billed through the University of Tennessee, Knoxville." Contract must include that the full fall semester meal plan is charged against the student's account in July/August and the spring semester meal plan is charged in December/January.

Any resident that does not submit a Meal Plan Verification form or copy of signed contract and has not signed up for a University Meal Plan will receive a \$300 charge for the University Flex Plan. Reimbursement for any unused Flex Plan amount can be made by the student at the end of each semester.

If a House Corporation Board wishes to assess meal plan charges to a student's account after the Flex Plan billing deadline, written permission from the student to assess an additional meal plan charge or to change the existing meal plan charge must be obtained.

V. Summer Residency

Organizations wishing to offer summer residency options may do so under the following conditions;

- Student must be enrolled and registered with the University of Tennessee, Knoxville for the adjoining Spring and Fall academic terms or be seeking graduation at the end of the identified Summer term;
- A University Summer Housing Contract must be completed and submitted to the Office of Sorority and Fraternity Life, even if housing corporation is not charging a summer rent;
- An identified House Director must be present within the facility during the summer months.
- All University regulations and expectations remain applicable to sorority and fraternity facilities and residents during the summer

months. Failure to comply may result in disciplinary action and/or eviction.

V. House Directors

All identified on-campus fraternity and sorority facilities are required to have a live-in House Director to oversee facility maintenance and ensure the general health and safety of its residents. House Directors must not be an undergraduate student and if a member of the same local chapter, must be removed from their undergraduate experience by a minimum of two (2) years. House Directors are to be hired and compensated through the local/national House Corporation Board. Assistance in recruiting eligible House Directors will be made available through the Office of Sorority and Fraternity Life. Each local/national Housing Corporation is responsible for the overall training and supervision of their employed House Director, however it is required that all House Directors meet the following University expectations;

- If newly employed by House Corporation Board, meet with the Office of Sorority and Fraternity Life for onboarding and completion of necessary administrative documents;
- Attend two (2) mandatory OSFL House Director trainings annually, one (1) each fall and spring semester;
- Participate in and comply with all required health and safety inspections;
- Respond to all University official communication within a timely manner;
- Submit any health and safety documents identified as necessary by the University;
- Comply with all policies and/or procedures as set forth by the University or as deemed appropriate by the Sorority Village Association/Fraternity House Corporation Board;
- Physically reside within the identified facility on a full-time basis.

House Director presence is required any time residents are living within the facility, including but not limited to; summer break, fall/spring breaks, and holiday breaks. It is up to the discretion of the local/national House Corporation Boards whether to allow the facility to remain open to residents during these times.

Failure of the House Director to comply with any official University and/or Corporation Board policy or procedure will result in documented communication with the local/national housing corporation and inter/national headquarters.

VI. House Director Vacancies

It is expected that House Directors are present in the facility on a daily basis. For short-term vacancies in the form of a vacation or approved time off, it is the expectation that the House Corporation Board and House Director will arrange for temporary oversight. In the event that an organization finds itself without a permanent House Director, the following process must occur;

- Notification of vacancy to the Office of Sorority and Fraternity Life within 24 hours;
- Immediate implementation of Interim Plan and plan information sent to the Office of Sorority and Fraternity Life;
- Identify permanent House Director within 30 days of vacancy.

The Office of Sorority and Fraternity Life recognizes that circumstances arise where there may be an unexpected vacancy. In these situations, an Interim Plan may be implemented while a new House Director is identified. Interim Plans can be unique to meet the needs of each individual organization, however the following options are deemed appropriate through the Office of Sorority and Fraternity Life;

- Daily walkthroughs by members of the Alumni Housing Board who also serves in an on-call role for emergencies and facility support;
- Arranging for daily walkthroughs to be done by another House Director who also serves in an on-call role for emergencies and facility support;
- Temporarily employing an alumni member or University graduate student or staff member to act in this capacity. Contact information for available graduate students or staff members is available through the Office of Sorority and Fraternity Life.

If an interim plan fails to be enacted in the event of a vacancy or a permanent House Director that meets the expectations is not identified within the specified timeframe, University of Tennessee Police Department will be asked to patrol the facility with the fees assessed to the organization.

VII. House Corporation Boards

Each fraternity or sorority that maintains residence in a facility must have an active alumni advisory board or national organization representative overseeing the facility operations. Decisions regarding a facility will only be conducted with an active member of a Housing Corporation Board, not with undergraduate chapter leadership.

In order to ensure accurate communication and compliance with University policies, it is required that each organization that oversees a facility be represented at meetings that are called together for the purpose of discussing facility matters. If attendance at stated meetings cannot be met, it is expected that a representative from the organization's House Corporation Board meet and/or speak individually with a staff member from Office of Sorority and Fraternity Life to ensure information is communicated.

VIII. Rent Rates

Individual rent rates are determined by the University in cooperation with the House Corporation. If an organization wishes to change their identified rates, the House Corporation Board must submit the identified purpose for the change along with the price they wish to charge to the Office of Sorority and Fraternity Life. Rent rates will be reviewed annually by the Office of Sorority and Fraternity Life in collaboration with the Assistant Vice Chancellor for Student Life and any necessary recommendations will be made to the local/national House Corporation Board.

It is recommended that House Corporation Boards create their rent rates and budgets to operate at less than 100% resident capacity to allow for unexpected vacancies, such as internship opportunities or transfers.

IX. Subleases

In the event of a chapter suspension or organizational vacancy with a lease holding organization, the Office of Sorority and Fraternity Life will work with the corporation president in the establishment of a sublease if an opportunity is available. Any group looking to engage in this process should reach out to the Office of Sorority and Fraternity Life for guidance on the process. All subleases must be reviewed by the University and signed in accordance with the University's contracts policy in order to be fully executed and applied. Subleases will not extend beyond one calendar year. University consideration will first be given to recognized fraternities and sororities who have a relationship with the Office of Sorority and Fraternity and receive education around health and safety issues in the sorority and fraternity community. Subleasing organizations are also expected to have a corporation to manage the facility separate from the leadership of the student organization.

X. Annual Timeline of Required Documents and Reports

The Office of Sorority and Fraternity Life will provide timely information and dates at bi-annual corporation meetings, and through office communications. Compliance with deadlines and documentation is expected in order to ensure accuracy with financial information as well as health and safety requirements. Concerns or questions about deadlines or documentation needed can be discussed on an individual basis.

The Office of Sorority and Fraternity Life will provide an End of Year Report to all organizations with a University Lease each fall. If there is a surplus, a check will be mailed to the corporation to the appropriate authority for the corporation. If money is owed, the organization will be asked to pay the balance within 30 days or develop a financial plan to repay the amount owed. Any group who fails to maintain their financial accountability with the University may jeopardize their lease.

XI. Use of Maintenance and Reserve Funds for Maintenance and Repairs

Organizations wishing to make purchases using funds held in a University Account must follow the process outlined below:

Purchases under \$10,000:

- Notification of intent to purchase with use of funds in a University account should be sent to the Office of Sorority and Fraternity Life. This office will verify that appropriate funds are available and will then respond with notification that the request is approved.
- Following approval, a representative of the sorority or fraternity (purchaser) will contact the selected vendor to place the order.
- The purchaser should request that the order be billed to: *Fraternity or Sorority Name and Address*. NOTE: Invoices that list the vendor as the purchaser cannot be processed.
- NOTE: The purchaser cannot obtain similar goods from the same vendor that total more than \$10,000. For example, a purchase of \$5,000 for wall hangings from the same vendor on three consecutive days totals \$15,000 which exceeds the \$10,000 limit and these invoices will not be paid.

2) Purchases of \$10,000 or more: Purchases greater than \$10,000 to be charged to a University account, must be bid through the University Purchasing Department. All costs relative to the purchase (i.e. item cost, shipping, set-up, etc.) must be included when determining if the purchase is \$10,000 or more. Contact the Office of Sorority and Fraternity Life to initiate a request for a bid process through Purchasing.

XII. Parking for Fraternity Park and Sorority Village

Any student who is an active member of a fraternity or sorority that wishes to park within Fraternity Park or Sorority Village must purchase the appropriate parking pass through [Parking Services](#). Available permits include options for cars, motorcycles, and bicycles. All forms of transportation must have a permit and be registered with Parking Services.

General Sorority (GS) passes are only made available to residents within Sorority Village. General Fraternity (GF) passes are made available to any fraternity member that is an active member of an organization that has a designation of being an on-campus fraternity facility, excluding Kappa Sigma. All other students must park according to their individual Parking Pass or utilize the university transit system.

Each fraternity with an on-campus facility will receive one Courtesy Permit for their House Director if the House Director is not affiliated with the University. If the House Director is affiliated with the University, they must first purchase a GF permit. After that permit has been purchased, they will receive a special permit to accompany it. This permit must be displayed within the vehicle in order to park in the designated house director space. Each fraternity with an on-campus facility will also receive two Courtesy Permits for any "GF" area. This will allow an individual to park in Fraternity Park, but not in the reserved spaces.

Each sorority with an on-campus facility will receive two Courtesy Permits for Reserved Spaces. It is up to the chapter to decide to whom the permits are issued. Each sorority will also receive two Courtesy Permits for any "GS" area for their house. This type of permit will allow an individual to park in the Sorority Village Area, but not in the reserved spaces.

If advisors, house corporations, or staff wish to purchase additional GF or GS passes, they must first contact the Office of Sorority and Fraternity Life who will then communicate approval for the pass to Parking Services.

XIII. Security

The safety of all of our residents is paramount, therefore security services are provided to both Fraternity Park and Sorority Village. The University of Tennessee Police Department will routinely conduct drive-throughs to ensure safety and compliance with university, local, state, and federal law. A Community Service Officer will be stationed within Sorority Village during the nighttime hours on a daily basis. Installation of cameras or monitoring systems shall be left up to the discretion and responsibility of the House Corporation Board.

Should an organization feel the need to hire additional security for any reason, it is required that groups work with the University of Tennessee Police Department to provide those services. Non-university security agencies are not permitted.

XIV. Prohibited Items

The following are considered prohibited items and are not allowed in University facilities. Violation will lead to disciplinary action which could include eviction with forfeiture of paid rent and deposit monies.

Alcohol: Alcoholic beverages are prohibited within fraternity and sorority housing. This regulation pertains to any person, regardless of age, student status, or position within or outside of the university setting. To avoid any possible misunderstanding, alcoholic beverage containers or other alcohol paraphernalia (such as beer bongs) are not allowed in fraternity or sorority housing.

Animals: Pets or animals of any kind are strictly prohibited on premises. Should a student wish to seek special accommodations in regards to their

residency, they are encouraged to contact Student Disability Services at 865-974-6087 or <https://sds.utk.edu>.

Drugs and Drug Paraphernalia: Using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs, if prohibited by federal, state or local law; using, manufacturing, possessing, distributing, or selling drug paraphernalia, if prohibited by federal, state or local law; using or possessing a prescription drug if the prescription was not issued to the student, or distributing or selling a prescription drug to a person to whom the prescription was not originally issued; is prohibited in university facilities. All whom are present in the room when the drug policy is violated will be subject to disciplinary action regardless of participation level.

Flammable Items: Items which require an open flame to operate or which produce heat are not allowed in residents' rooms. No materials, liquid or otherwise, of an explosive or combustible nature shall be kept on the premises. Examples of prohibited items include, but are not limited to, candles, propane, butane, kerosene, lighter fluid, fireworks/explosive devices, incense, lit cigarettes, open heating coils, halogen lamps, gasoline, and gasoline powered engines.

Smoking: The University of Tennessee, Knoxville is a smoke-free campus. Smoking is prohibited in and on all University Property. This prohibition includes smoking in private vehicles when parked or operated on University Property. "Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette (including an electronic cigarette or similar device), pipe, or other lighted tobacco product, in any manner or in any form. "University Property" means:

- All land, ground, buildings, structures, and any other physical property owned or operated by the University; and
- All motor vehicles owned, leased, or operated by the University.

XV. Fire Safety

Tampering with, vandalizing, or misuse of fire safety equipment is prohibited and constitutes reason for eviction from the housing facility and possible suspension or expulsion from the University. Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. At minimum, two (2) safety exit drills are conducted each fall and spring academic semester and one (1) per summer session in accordance with state law. Failure to evacuate a building during a safety exit drill is grounds for disciplinary action.

Fire Drills

Fire drills are scheduled in accordance with state law and with guidance from the Office of Environmental Health and Safety Office and Facility Services. Two drills will be scheduled in each long semester, and one over the summer break. The first drill of each long semester must be completed within the first ten days of the semester. OSFL will notify the house corporations, organization

presidents, and house directors of the upcoming fire drill. The notification will include a date range of when the drill may take place-typically a week. The exact fire drill date will not be specified to protect the integrity of the drill. Building inspections of the facility also will take place during the designated week, separate from the timed fire drill to ensure staff are able to adequately test equipment. Fire drills will take place during University business hours. If equipment that directly impacts the health or safety of residents or guests is found to be broken, malfunctioning, or missing during a fire drill, then OSFL will immediately place a work order to correct the issue. The organization will be billed by Facilities Services for all work completed. Examples of issues that qualify for immediate work orders include, but are not limited to: Exit sign and/or exit light malfunction, fire panels displaying "Trouble," and compromised exit and fire doors.

If equipment that does not directly impact the health or safety of residents is found to be broken, malfunctioning, or missing during a fire drill, then OSFL will notify the house corporation, house director, and organization president about the equipment issue. Some items may need to be addressed immediately while staff members are present. Organizations will be given a two-week deadline to fix any identified issues. OSFL reserves the right to re-inspect facilities to ensure repairs are completed. If the organization fails to fix identified issues by the deadline, then OSFL will complete work orders for Facilities Services to address the issue. The organization will be billed by Facility Services for all work completed.

Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of fire drill results with items needing repair or replacement, and notes.

If any other violation of Hilltopics or the *Student Code of Conduct* is found during a fire drill or actual emergency, then the resident and/or organization will be referred to the Office of Student Conduct & Community Standards for disciplinary action.

Fire Suppression System Tests:

Twice a year, organization facilities must have an inspection and certification of their fire suppression systems. Rapid Fire inspects the fire suppression system and turns in a report to the Fire Marshal. Residents and/or organizations who refuse to cooperate with University officials in conducting fire suppression system tests will be subject to consequences, including termination of the privilege of living in the facility and referral to the Office of Student Conduct and Community Standards for disciplinary action.

- OSFL will notify the house corporations, organization presidents, and house directors of test dates.

- A representative of OSFL will be available to address any issues that may arise during the test, but may not be on site at the time of the test.
- Access to the kitchen area will be required. The test will last approximately thirty minutes.
- During the summer test, the fire alarm will need to be set off. A staff representative from Facilities Services must attend the [inspection test](#) to set off the alarm.
- Organizations will be billed by Facilities Services for all work completed to remedy issues discovered by fire suppression system tests.
- OSFL will notify the house corporations, organization presidents, and house directors of the results of fire suppression system tests.

XVI. Building Inspections

At minimum of once every year, organization facilities must have a building inspection conducted by the Office of Environmental Health & Safety.

Inspections may occur more frequently as deemed necessary.

- Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of inspection dates.
- An Office of Sorority & Fraternity Life staff member will accompany the Environmental Health & Safety staff member during the inspection.
- The Office of Environmental Health & Safety will send inspection reports prioritizing the maintenance of issues identified during the inspection, and due dates for the completion of maintenance, to Sorority & Fraternity Life.
- Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of inspection results.
- Sorority & Fraternity Life will return to each facility to ensure that items indicated on inspections have been completed by the due date. If any issues have not been completed, and the organization has not communicated with Sorority & Fraternity Life about any necessary delay in repair, Sorority & Fraternity Life will place a work order with Facilities Services. The organization will be billed by Facilities Services for any work completed.

XVII. Security Cameras (added July 2020)

Facilities wishing to install security cameras on either the exterior or interior of the facility must do so in compliance with UTK Police Department's [Security Camera Policy](#).

After reviewing the [Campus Procedure](#) on the acceptable use of video surveillance equipment, you may submit a [Camera Request](#) to the UTK Police Department for approval from the Surveillance Oversight Committee.

XVIII. Facility Lock and Key Installation and Maintenance (added July 2020)
Facilities wishing to install a new lock or update an existing lock must comply with the [Lock Policy](#) which states that any lock, exterior or interior, on an on-campus building must be furnished by Lock and Key Services and a master key available to Building Services and Safety Personnel. This policy is inclusive of physical key locks and coded locks.

XIX. Unforeseen Crisis Situations (added July 2020)
In the event of a crisis situation such as a natural disaster, global pandemic, act of war or any other irresistible force, the University's decisions regarding housing and fraternity and sorority facilities will supersede those of the local and/or national housing corporations.

XX. Insurance Coverage
The State will insure the Building at its replacement cost for the term of the lease agreement with each individual organization. The individual organization may, at its sole option and expense, provide any additional property coverages it deems desirable through the purchase of commercial insurance. The organization shall provide a copy of any insurance policy purchased by the organization for this purpose to the University upon request. Each organization shall maintain general liability insurance throughout the term of the their individual lease agreement, and any renewal thereof, from an insurance company licensed to do business in Tennessee with limits equal to the State's liability under the Claims Commission Act. Additional insurance expectations and requirements will be outlined within the Lease Agreement.

XXI. Inspection and Search Policy
Entry by University authorities into occupied rooms in fraternity or sorority houses on University-controlled property will be divided into three (3) categories: inspection, search, and emergency. Inspection is defined as the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations. An emergency situation exists when the delay necessary to obtain a search authorization constitutes an apparent danger to person, property, or the building itself.

(a) Inspection: Scheduled inspections by on-campus authorities with the exception of daily janitorial operations shall be preceded, if possible, by twenty-four (24) hours' notice to the residents. During the inspection there will be no search of drawers, closets, or personal belongings.

(b) Search: On-campus authorities will not enter a room for purposes of search without permission from the resident(s) or

prior permission from the Dean of Students, the Vice Chancellor for Student Life, or a designee of Dean of Students or Vice Chancellor for Student Life, unless in compliance with federal or state law.

(c) Procedure for Search in Fraternity or Sorority Houses: For purposes of search, the fraternity or sorority house will be divided into open and closed areas. The closed areas will be the resident room section and chapter room. University authorities may enter the open areas for purpose of inspection or search without permission, but there will be no search of personal belongings or closed areas of the house. University authorities will not enter the closed areas without the written permission of the Dean of Students, the Vice Chancellor for Student Life, or their designees, or in compliance with federal or state laws.

(d) Resident Complaint: Should a resident believe that a University staff member has misused or abused his/her authority to inspect his/her room, the resident should file a complaint. He/she may prepare a written statement for review by the Vice Chancellor for Student Life or his/her designee. The complaint will then be investigated, appropriate action will be taken, and the student will be informed in writing of the results of the investigation.

XXII. Standards of Conduct and Violations

All students and organizations are responsible for complying with the University's [Standards of Conduct](#) which can be found within the Student Code of Conduct. Violations of the Standards of Conduct may result in disciplinary action. Dependent on severity or reoccurrence of violation(s), disciplinary action may include; written warning, referral to the Office of Student Conduct and Community Standards and the student conduct process, probation for on-campus residency states, and/or termination of housing contract and eviction.

Fire Drill & Building Inspection Policy

Fire Drills:

The University of Tennessee, Knoxville staff from Facilities Services and the Office of Sorority & Fraternity Life (OSFL) conducts fire drills for organization facilities owned by the University.

The fire drills are required for the residents to practice leaving the facility and to identify any equipment that may be broken, malfunctioning, or missing. National Fire Protection Association Codes 101 and 72 are the building fire codes enforced by the State Fire Marshall. Residents and/or organizations who refuse to cooperate with University officials in conducting fire drills (e.g., failing to leave the facility during a fire drill) or in actual emergencies will be subject to consequences, including termination of the privilege of living in the facility and referral to the Office of Student Conduct and Community Standards for disciplinary action.

1. Fire drills are scheduled in accordance with state law, and with guidance from the Office of Environmental Health & Safety and Facilities Services.
2. Two drills will be scheduled in each long semester, and one over the summer break. The first drill of each long semester must be completed within the first ten days of the semester.
3. OSFL will notify the house corporations, organization presidents, and house directors of the upcoming fire drill. The notification will include a date range of when the drill may take place-typically a week. The exact fire drill date will not be specified to protect the integrity of the drill. Building inspections of the facility also will take place during the designated week, separate from the timed fire drill to ensure staff are able to adequately test equipment. Fire drills will take place during University business hours.
4. If equipment that directly impacts the health or safety of residents or guests is found to be broken, malfunctioning, or missing during a fire drill, then OSFL will immediately place a work order to correct the issue. The organization will be billed by Facilities Services for all work completed. Examples of issues that qualify for immediate work orders include, but are not limited to: [E](#)exit sign and/or exit light malfunction, fire panels displaying “Trouble,” and compromised exit and fire doors.
5. If equipment that does not directly impact the health or safety of residents is found to be broken, malfunctioning, or missing during a fire drill, then OSFL will notify the house corporation, house director,

and organization president about the equipment issue. Some items may need to be addressed immediately while staff members are present. Organizations will be given a two-week deadline to fix any identified issues. OSFL reserves the right to re-inspect facilities to ensure repairs are completed. If the organization fails to fix identified issues by the deadline, then OSFL will complete work orders for Facilities Services to address the issue. The organization will be billed by Facility Services for all work completed.

6. Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of fire drill results with items needing repair or replacement, and notes.
7. If any other violation of Hilltopics or the *Student Code of Conduct* is found during a fire drill or actual emergency, then the resident and/or organization will be referred to the Office of Student Conduct & Community Standards for disciplinary action.
8. Each organization will be billed by Facilities Services for the costs of facilitating the fire drill. This bill will be calculated by the amount of time that a Facilities Services staff member(s) is present for the fire drills.

Fire Suppression System Tests:

Twice a year, organization facilities must have an inspection and certification of their fire suppression systems. Rapid Fire inspects the fire suppression system and turns in a report to the Fire Marshal. Residents and/or organizations who refuse to cooperate with University officials in conducting fire suppression system tests will be subject to consequences, including termination of the privilege of living in the facility and referral to the Office of Student Conduct and Community Standards for disciplinary action.

1. OSFL will notify the house corporations, organization presidents, and house directors of test dates.
2. A representative of OSFL will be available to address any issues that may arise during the test, but may not be on site at the time of the test.
3. Access to the kitchen area will be required. The test will last approximately thirty minutes.
4. During the summer test, the fire alarm will need to be set off. A staff representative from Facilities Services must attend the [inspection test](#) to set off the alarm.

5. Organizations will be billed by Facilities Services for all work completed to remedy issues discovered by fire suppression system tests.
6. OSFL will notify the house corporations, organization presidents, and house directors of the results of fire suppression system tests.

Building Inspections:

Once every year, organization facilities must have a building inspection conducted by the Office of Environmental Health & Safety.

1. Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of inspection dates.
2. An Office of Sorority & Fraternity Life staff member will accompany the Environmental Health & Safety staff member during the inspection.
3. The Office of Environmental Health & Safety will send inspection reports prioritizing the maintenance of issues identified during the inspection, and due dates for the completion of maintenance, to Sorority & Fraternity Life.
4. Sorority & Fraternity Life will notify house corporations, organization presidents, and house directors of inspection results.
5. Sorority & Fraternity Life will return to each facility to ensure that items indicated on inspections have been completed by the due date. If any issues have not been completed, and the organization has not communicated with Sorority & Fraternity Life about any necessary delay in repair, Sorority & Fraternity Life will place a work order with Facilities Services. The organization will be billed by Facilities Services for any work completed.

House Director Expectations

1. Must not be an undergraduate student and if a member of the same organization, must be removed from their undergraduate experience by a minimum of two (2) years.
2. Physically reside within the identified facility on a full-time basis.
3. Make appropriate arrangements for oversight when planning to be away from the facility overnight.
4. Attend two (2) mandatory House Director trainings annually/
5. Participate in and comply with all required health and safety inspections.
6. Respond to all University communication within a timely manner.
7. Submit any health and safety documents identified as necessary by the University.
8. Comply with all policies and/or procedures as set forth by the University or as deemed appropriate by the Sorority Village Association/Fraternity House Corporation Board.
9. Notify University in the event of an emergency, whether with a student or with the facility.
10. Do not engage in any illegal activities with undergraduate members.

Sorority & Fraternity Land Lease Agreement

Sororities and Fraternities on UTK campus and the University have reached agreement on details relating to the Financing, Construction, and Leasing of Fraternity House Facilities.

Most fraternity house leases were updated in 2009. Most sorority house leases began in 2011. The lease period is 50 years.

The lease agreement outlines the agreement in the following categories:

1. Lease Term
2. Lease Payments
3. Use of Facility
4. Insurance
5. Maintenance/Operation
6. Utilities
7. Lawful Use
8. Access to Premises
9. Assignment/Subletting
10. Taxes
11. Casualty Loss
12. Alterations/Additions
13. Fraternity's Equity Interest
14. Termination
15. Surrender of Premises
16. Non-Discrimination
17. Memorandum of Agreement
18. Records
19. Notices
20. Miscellaneous
21. Transitional Provision

Major takeaways:

1. Help to ensure your organization is paying its utilities on a monthly basis.
2. If an organization is sanctioned through the University of Tennessee, Knoxville or their HQ organization to be suspended and will no longer have use of the house, that organization is able to sublet the facility to a different (but similar) organization.
3. The organization has equity interest in the building as determined by an independent appraisal of the Building less the outstanding portion of the bond issue and any accrued charges.

If you have interest in reviewing the lease of your organization, please contact your House Corporation to request a copy.

House Openings and Closings

While our fraternity houses operate on a calendar that each organization creates individually, our sorority houses operate on a more formal calendar.

The Office of Sorority and Fraternity Life considers the administrative closings of the University of Tennessee and recommends open/ close dates to the sorority house corporations and sorority house directors. In consult with these groups, an open and close calendar is created.

The Office of Sorority and Fraternity Life works closely with partners on campus to ensure the student Vol Cards are deactivated for the sorority houses so that the facilities can be secure.

We suggest house directors in fraternity houses work with the fraternity house corporation and the fraternity president to create a calendar for the opening and closing of fraternity houses. When the houses are open to students, there must be a house director residing in the facility.

As stipulated in the student housing contract, if the house is going to be closed during the academic calendar (Fall Break, Thanksgiving Break, Spring Break) the students who reside there need to be offered other living arrangements during that time at no cost to the student.

House Directors are asked to collect the names of students who wish to stay in a University residence hall during this time and turn the names of those students in to the Office of Sorority and Fraternity Life at least 10 days in advance. If space is available to suit that student, the student will be notified of the date, time, and location to pick up the key to their room. The sorority or fraternity account will be automatically charged a per day rate for that student to stay in a University residence hall.

For sorority houses with Vol Card access, the house closing only deactivates the Vol Card of the students. If the house director or house corporation would like any other staffs (example: chef, cleaning staff) Vol Card deactivated, please contact the Office of Sorority and Fraternity Life to request that change.

The gate at Sorority Village is operational all year from midnight to 6:00 AM. Any Vol Card with access to a sorority house will activate the gate. By request from the Sorority Village Association, the gates can be closed for a longer period of time during the winter holiday.

Student Conduct and Community Standards

About

Student Conduct & Community Standards (SCCS) investigates and adjudicates alleged violations of the Student Code of Conduct (Code) by UTK students and student organizations. The student conduct process helps foster student responsibility and integrity by holding students and student organizations accountable for violations of the Code and by providing educational opportunities. SCCS values a student and student organization's right to a fair, equitable, and respectful conduct process. SCCS also acknowledges the responsibility each student and student organization has to be an accountable member of the UTK community. Ultimately, SCCS works collaboratively with student leaders, student organizations, Inter/National Headquarters, Advisors, and other key partners to encourage a higher level of decision making in our students and student organizations.

Student Code of Conduct

The Code details information about the institution's expectations and student/student organization's rights and responsibilities. It creates a standard by which students are expected to conduct themselves that is consistent with the educational goals of the University.

Some of the following standards of conduct may apply to student organizations:

(10) – Hazing. Any intentional or reckless act, on or off University-controlled property, by one (1) student, acting alone or with others, which is directed against any other student, which endangers the mental or physical health, safety, or welfare of that student, or which induces or coerces a student to endanger their mental or physical health, safety, or welfare. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

(18) Alcohol Related Conduct – University Property or University Activities. Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages on University-controlled property or in connection with a University-affiliated

activity unless expressly permitted by University policy.

(14) Fire Safety. Any act of arson; falsely reporting a fire, the presence of an explosive or incendiary device, or other emergency; setting off a false fire alarm; or tampering with, removing, or damaging fire alarms, fire extinguishers or any other safety or emergency equipment from its proper location except when removed in a situation in which there is a reasonable belief of the need for such equipment.

(21) Drugs and Drug Paraphernalia. Using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs, if prohibited by federal, state, or local law; using, manufacturing, possessing, distributing, or selling drug paraphernalia, if prohibited by federal, state, or local law; using or possessing a prescription drug if the prescription was not

issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.

(20) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages, if prohibited by federal, state, or local law.

19) Providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law.

The complete Code can be found here - <http://studentconduct.utk.edu/wp-content/uploads/sites/53/2017/08/381013-StudentCodeOfConductBook-vFINAL2accessible.pdf>

Student Conduct Incident Report Form

A student, parent, staff and/or community members who becomes aware of a possible violation of the Code can submit information directly to SCCS by utilizing this form: -

https://cm.maxient.com/reportingform.php?UnivofTennessee&layout_id=0

All incident reports are reviewed, investigated, and adjudicated thoroughly, fairly, and equitably. Often individuals are concerned about submitting a referral due to retaliation or being socially ostracized by peers. Although it can make it harder to investigate, any incident can be submitted anonymously to SCCS. If submitting a report anonymously, please include as much supplemental information as possible

Generally, the following steps are taken in a student organization investigation:

- Report Received
- Preliminary Investigation Occurs
- Written Notice Scheduling Educational Conference
- Educational Conference
- Inter/National Organization Notified by Administrative Liaison
- Additional Investigation Occurs if Needed
- Notice of Allegations & Sanctions shared with Inter/National Organization

Additional information regarding the conduct process for student organizations can be found here: <https://studentconduct.utk.edu/wp-content/uploads/sites/53/2018/07/Student-Org-Conduct-Process-flowchart-2018.pdf>

Contact Information:

Student Conduct and Community Standards
405 Student Services Building
865-974-3171

studentconduct@utk.edu - email
studentconduct.utk.edu – website

UTK Police and Community Service Officers

Safety is always a top priority at the University of Tennessee. At the heart of the university's efforts to promote safety is the UT Police Department (UTPD). With fifty-two fully commissioned officers, UTPD works around the clock, every day of the year to ensure safety on campus and in the immediate surrounding area.

Emergency: 911
UT Police (Emergency): (865) 974-3111
UT Police (Dispatch): (865) 974-3114
VolAware Hotline: (865) 974-HELP (4357)

The University of Tennessee Police Department has access to each sorority and fraternity house on campus and periodically makes routine walk-throughs of the facility.

At Sorority Village, there is a Community Service Officer in place from dusk until dawn. The CSO typically is stationed at the only entrance and exit to Sorority Village but does coordinate a walking and/or driving tour of the property throughout the night. The CSO operates as a deterrent to unwanted behavior and is the eyes and ears of the Police Department. If you wish to contact the CSO, please call the dispatch line above and the CSO will be contacted by UTPD to meet you.

The University of Tennessee Police Department offers a number of educational programs that are available to students at the University. If you find one of these programs could be helpful to the students residing at your facility, please contact the House Corporation and/or chapter president to recommend a program.

- Alcohol Awareness
- Community Response to Active Shooter
- Domestic Violence Prevention
- Operation Identification
- Personal Safety
- R.A.D. (Rape Aggression Defense)
- S.A.F.E (Self-defense, Awareness, & Familiarization Exchange)
- Sexual Assault Awareness
- Social Event Safety
- Spring Break Safety
- UTPD 101
- Workplace Violence Prevention

UT Police Department
1101 Cumberland Avenue
utpolice@utk.edu

Social Host Liability

What does state law say?

It is against the law for a host to knowingly allow an underage adult (defined as a person who is at least 18, but less than 21) to consume alcohol on property the host owns or controls. It is also illegal for a person to give or buy alcohol to any minor (persons under 18) for any purpose. A provision of this law states that hosts who allow minors to obtain alcohol or other unlawful substances can be charged with contributing to the delinquency of a minor.

Definitions within the law:

Underage adult is defined as a person who is at least 18, but less than 21.

Settings covered:

Property that the host owns, occupies, or has a lawful right to use.

Can adult do anything to rescind the violation?

The host may be able to rescind the violation if they can demonstrate that they upon a reasonable belief that that the underage adult was 21.

Can the adult be sued?

Finding of the General Assembly that it is the consumption of alcoholic beverage or beer rather than the furnishing that is the proximate cause of injuries inflicted upon another by an intoxicated person

Social hosting was interpreted as broadly as possible as follows:

When an individual over the legal age (18 or 21) serves, furnishes, or permits the possession or consumption of alcohol to a person underage (generally 20 years or younger) on property for which s/he has responsibility. All statutes, regulations and case law that were centered on social hosting of alcohol parties were included.

University of Tennessee Hazing Policy & State Law

University of Tennessee Hazing Policy:

Participation of students in hazing activities is prohibited. "Hazing" means any intentional or reckless act, on or off university property, by one student acting alone or with others, which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature.

Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

A student committing an act of "hazing" is subject to disciplinary action in accordance with the Standards of Conduct process and penalties found in the Hilltopics student handbook.

State of Tennessee Hazing Law:

Source: Tenn. Code Ann. § 49-7-123. Hazing prohibited.

(a) As used in this section, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and

(2) "Higher education institution" means a public or private college, community college or university.

(b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

To Report an Incident of Hazing

Contact the Office of Student Conduct and
Community Standards: (865) 974-3171
Studentconduct@utk.edu

For Emergency Cases contact the UT Police
Department (865) 974-3114

For more information about hazing, visit
<https://hazingprevention.utk.edu/>



Productive Membership Development

*Developed by Allison Swick-Duttine, Coordinator of Greek Affairs & Leadership
Development, Plattsburgh State University of New York : adapted for use at The
University of Tennessee*

1. Participate in a Ropes Course.
2. Teambuilding Activities (can be facilitated by student or campus professional--there are hundreds of these activities that you could use)
3. Participate in and/or plan a Community Service Project
4. Have a Resume Writing Workshop presented by Career Services
5. Attend Educational Speaker and discuss as a group
6. Leadership Book-of-the-Month/Semester Club
7. Invite Faculty Advisor to lunch with new members
8. Have a discussion about the relevance of the mission/creed today
9. Study Skills Workshop presented by the Student Success Center
10. Successful Alumni Speaker to talk about how organization provided skills to succeed
11. Arts and Crafts for a Cause
12. Participate in a recruitment or membership development workshop
13. Dinner and a movie

14. Shadow an officer and assist in planning of a program/event
15. Create a vision and goals for the organization
16. Plan a fundraiser
17. Plan and present a speaker on a health/wellness topic
18. Require active membership in at least one organization outside the group
19. Host a Family Weekend activity
20. Review parliamentary procedure and its purpose
21. Ask leadership experts to discuss issues such as motivation and group dynamics
22. Have new members take the Meyers-Briggs Personality Type Inventory and discuss
23. Ask a faculty member discuss ethical decision making
24. Ask a faculty member to facilitate a conversation on diversity
25. Ask campus health educator to do a presentation on eating disorders or depression, etc.
26. Ask university police to discuss the prevention of violence against men and women
27. Plan a philanthropy project for a local charity
28. Discuss risk management and liability with the university counsel
29. Brainstorm ways to recruit new members
30. Have an all-campus or all-fraternity/sorority community "Meet Our New Members" Picnic
31. Have new members play on an intramural team
32. Plant a new member class tree
33. Sponsor an academic challenge with free textbooks to the winner
34. Brainstorm ways to improve scholarship
35. Attend theatrical production or athletic event of the new members choosing
36. Ask the library to give a lecture on effective research methods
37. Attend a program or event another organization is sponsoring
38. Have a discussion about membership standards and expectations
39. Have a goal-setting retreat
40. Ask new members to attend regional leadership conferences

41. Attend the campus leadership conferences or workshops
42. Deconstruct past hazing activity to determine intent and brainstorm alternatives
43. Attend an Executive Board meeting
44. Have new members help Executive Board develop an icebreaker for each meeting
45. Develop a leadership "wish list" or time line of organization and campus activities
46. Karaoke
47. Develop a faculty advisor appreciation gesture
48. Ask the Mayor to discuss city issues and how the group can help.
49. Ask the Elections Commissioner to discuss politics in the city/county/nation
50. Require members to register to vote. Give an incentive to those who do
51. Require members below a 3.0 to attend a study skills program
52. Discuss the founding of the group and how the organization has evolved over time while maintaining the vision. If it hasn't, how can the group return to its' roots?
53. Have a professional discuss the "Millennial Generation" and how groups can better recruit based on this research
54. Invite a Campus Fitness Specialist or Dietician to discuss dietary fads pros and cons
55. Ask each member to list the offices/chairs they would be interested in. Have them list five things they would do differently about each
56. Compile results without names attached and have a constructive conversation
57. Ask a professor to do a workshop on etiquette
58. Have lunch together once a week in a dining hall with the entire organization
59. Invite faculty advisor to new member meetings
60. Question each activity and evaluate the program each semester with the help of the advisor

Campus Alcohol Policy

The University of Tennessee, Knoxville, in compliance with federal, state and local law, allows lawful, responsible consumption at University functions, as long as the use occurs at a campus activity and at a campus location where alcohol is allowed.

The University's policy on student possession and consumption of alcohol is contained in Hilltopics, the Student Handbook.

“University regulations prohibit all student organizations from serving or permitting the consumption, possession, or display of any alcoholic beverage or containers at any time, or by anyone on University premises. Student organization officers are responsible for refusing admission to their social gathering of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affair are responsible for its general decorum.

SECTION 5

Miscellaneous

Common Greek Terms

Active: a formal initiated member of a fraternity or sorority

Alumnae: a sorority member who has graduated from college

Alumnus: a fraternity member who has graduated from college

Badge(pin): the insignia that designates your Greek organization

Bid: a formal invitation to join a Greek organization

Big Brother/ Big Sister: An active member assigned to be the personal mentor for a new member.

Brother: a term used when referring to other members of a Fraternity

Call/Chant: A vocal sound (sometimes high-pitched) used by members of cultural based Greek organizations to acknowledge one another

Chapter: name for the local organization of a national fraternity/sorority

Chapter Advisor: An alumnus/alumnae or faculty/staff member who serves in an advisory role to provide guidance to the organization.

Colony: A newly formed affiliate of a national organization that has not yet received its charter. The members of a colony are referred to as "founders."

Community Service: Philanthropies provide opportunities for Greeks to participate in community and national service projects. Not all donations are monetary. Many hours of time have been donated as well. All of these experiences are very rewarding and result in a great sense of accomplishment.

Crossed: The actual date of initiation into a cultural Greek organization. The term is used to represent the symbolic "crossing of the burning sands"

Exchange: A theme party with a fraternity and a sorority. A formal exchange held at the end of Recruitment Week is called a PREFERENCE PARTY or simply PREF.

Fraternity: a Greek organization for men

Greek: a member of a fraternity or sorority

Hazing: Mental, physical abuse, or harassment of a member. Hazing is prohibited by university policy, State law, and the policies of national fraternities and sororities.

House Corporation: Alumni organization which owns and/or manages a chapter house.

Intake: The membership recruitment and induction process for the National Pan-Hellenic Council (historically African-American fraternities and sororities)

Inter-fraternity Council (IFC): the representative body governing fraternities

Initiation: the traditional ritual, which brings the new member into full membership

Leadership: Many leadership opportunities are available within the Greek community. Not only are officer positions available in each chapter, but also Greek affiliation opens doors to organizations all over campus.

Legacy: a prospective member who has a family member in the same fraternity or sorority

Line: The members of a cultural Greek organization new member class.

Mixer: The Greek community at Carnegie Mellon offers a well-rounded social life, and provides the opportunity for developing lifelong friendships. Many activities are organized not only to become closer to one's sisters and brothers, but to members of other chapters as well. Men and women get together for original theme parties, and informal or formal dances that provide many rewarding and fun memories.

National Panhellenic Conference (NPC): the representative body of national sororities

National Pan-Hellenic Council (NPHC): the representative body governing national historically black Greek organizations

Neophyte: A new member of a cultural Greek organization.

New Member/Associate: a member who has not been initiated (Some organizations use other terms such as PLEDGE, ASSOCIATE, CANDIDATE, OR LINE BROTHER/SISTER) - One who has been accepted as a probationary member of a sorority or fraternity but has not yet been initiated. Collectively, the New Members who join the same semester are called the NEW MEMBER CLASS OR PLEDGE CLASS.

New Member Education Process: The time period in which candidates for active membership (or new members) learn about the organization and participate in brotherhood/sisterhood activities.

Order of Omega: A national honor society recognizing fraternity and sorority members who excel in academic achievement, Greek leadership and campus involvement.

New Member Pin: a pin that designates a new member of a Greek organization

New Member Recruitment: the continual process of recruiting members for a Greek organization (usually IFC and NPC)

Philanthropy: the chapter's specific charitable organization(s) that they donate money and volunteer hours

Recruitment (sometimes called RUSH): The membership recruitment process. Potential New Members are sometimes referred to as RUSHEES.

Recruitment Counselor/Rho Sigma (Recruitment Sister): a disaffiliated member of an organization who assists potential members through the recruitment process (only in sororities).

Ritual: the traditional ceremonies of a chapter, which are usually secret

Potential: a term for men or women being recruited by a Greek organization

Scholarship: The Greek community at Carnegie Mellon strives for high scholarship. A minimum grade point average is required by sororities and fraternities in order to become an initiated member. Each chapter has a scholarship program to provide incentives, coordinate study hours, and to encourage members to achieve their highest academic goals.

Sister: a term used when referring to other members of a sorority

Sisterhood/Brotherhood: Intangible, yet the most cherished of assets among all Greek members, sisterhood and brotherhood are the foundations of sorority and fraternity life. Both are difficult to explain, but they can be basically characterized by their most common and identifiable element.

Sorority: a Greek organization for women

Strict Silence: not discussing recruitment with non-sorority members outside of the recruitment events

Stroll/Step Show: A line dance done by members of cultural Greek organizations (usually at a party or step show)

Greek Alphabet

GREEK ALPHABET

By Ben Crowder • bencrowder.net • Last modified 2 May 2012

Αα

ALPHA [a]
ἄλφα

Ββ

BETA [b]
βῆτα

Γγ

GAMMA [g]
γάμμα

Δδ

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χεῖ

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PSI [ps]
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Ωω

OMEGA [ɔː]
ὦ μέγα

The Order of Omega

The Kappa Epsilon chapter of Order of Omega is a leadership honor society for members of Fraternity & Sorority organizations.

Order of Omega recognizes juniors and seniors who have exemplified high standards in the areas of scholarship, leadership, involvement within their respective organization and within the Fraternity/Sorority, campus, and local community.

Members are selected from the top 3% of students at each institution. To date, over 500 chapters have been chartered throughout North America, each sharing the common goal of recognizing the many outstanding student leaders at their institution.

The organization typically recruits members in the fall semester.

Members receive honor cords to wear as designation of membership in the prestigious Honor Society during graduation.

2021-22 Standards of Fraternal Excellence

The **Standards of Fraternal Excellence (SOFE)** breaks down the expectations for each chapter within the Sorority and Fraternity Life community at the University of Tennessee, Knoxville. Below details the threshold of minimum expectations for all chapters while setting the path toward chapter excellence. Chapters have the ability to earn 100 points throughout their election year. In 2016, In conjunction with students, staff, faculty, and fraternal umbrella associations, the SOFE was created, and has since been updated to reflect the demands of sororities and fraternities on modern college campuses.

The University of Tennessee recognizes that sororities and fraternities are an integral part of the campus community. These organizations have a positive impact for members, nonmembers, alumni, and the local and national community. To achieve mutual success for the institution and the sorority and fraternity organizations, there must be trust and shared responsibility. This document outlines the commitments of the University, the Division of Student Life, the Office of Sorority and Fraternity Life (OSFL), sorority and fraternity organizations, national/international organizations, sorority and fraternity volunteers, and student members.

OSFL will provide training, aid, and resources for all fraternal organizations to meet the SOFE requirements. Sororities and Fraternities at the University of Tennessee are expected to reach the minimum expectations set forth in this document. Organizations not achieving minimum expectations will work in conjunction with OSFL to create plans for improvement and future success. Sororities and Fraternities recognized OSFL will be required to achieve these standards. Sororities and Fraternities will experience requirements above and beyond those of other registered student organizations. All sorority and fraternity organizations will be given ample support in order to maintain compliance with these standards. OSFL will coordinate check-ins to assist the organization president and advisors in determining their progress to becoming a chapter of excellence.

Additionally, OSFL will conduct an annual review of the standards each fall term. The Standards of Fraternal Excellence are subject to change as our organizations continually improve. All constituents will be made aware of any changes prior to the start of the next academic year. Organizations will need to turn in proper documentation for review on their achievement of these standards each year.

SOFE will have the following categories: education, administration, academics, civic engagement, and excellence. These categories will determine the chapter standings for the following year. Chapters will be graded based on their election cycle (calendar or academic year).

Chapter Standings	
Chapter of the Year	The organization(s) with the highest point totals across the community
Three-Star Chapter	Organizations with 90-100 points
Two-Star Chapter	Organizations with 80-89 points
One-Star Chapter	Organizations with 70-79 points
Unacceptable	Organizations with >70 points
Provisional	Newly established organizations within their expansion year

Chapters that fall under 70 points (Unacceptable standing) will work with OSFL to develop a performance improvement plan. All organizations that fall within this category will attend a meeting with OSFL, chapter leadership, chapter advisor(s), and inter/national headquarters representative(s). During this meeting, representatives will discuss the previous years' SOFE performance, the chapter's relevancy to the community, an improvement plan, goals for the next year's SOFE cycle, and an agreed upon coaching sessions for the upcoming year. **For Chapters that fall under 70 points three consecutive years**, a review committee, composed of the Director of OSFL, a representative from the Dean of Students Office, respective council president, representative from Student Conduct and Community Standards, alumni/a representative, and an additional staff member from the Division of Student Life, will review the organizations status on campus as a registered student organization.

Standards

Education *(total points possible: 32)*

- **Health & Safety Summit (4 points)**
 - How to earn points:
 - 4 points for having the minimum attendance at both the Fall and Spring Health & Safety Summits
 - 2 points for having minimum attendance at the Spring or Fall Health & Safety Summit
 - If mandatory attendance is not met for Spring or Fall, a chapter can earn 1 point for having partial attendance
 - 0 points are given if a chapter does not have representation at a Summit
 - Due Date: Health & Safety Summit(s)
 - How to Submit: Attendance
- **Greek Leadership Summit (4 points)**
 - How to earn points:
 - 4 points for having minimum attendance at the Greek Leadership Summit
 - If mandatory attendance is not met for the Summit, a chapter can earn 1, 2, or 3 points for having partial attendance
 - 0 points are given if a chapter does not have representation at the Summit
 - Due Date: Greek Leadership Summit(s)
 - How to Submit: Attendance
- **Bystander Intervention Workshop (4 Points)**
 - How to earn points:
 - 4 points for having minimum attendance at the Bystander Intervention Workshop
 - If mandatory attendance is not met for the Workshop, a chapter can earn 1, 2, or 3 points for having partial attendance
 - 0 points are given if a chapter does not have representation at the Summit
 - Due Date: Bystander Intervention Workshop
 - How to Submit: Attendance
- **Chapter Officer Workshops (3 points)**
 - How to earn points:
 - 3 points for having minimum attendance at Chapter Officer Workshops
 - If mandatory attendance is not met for the workshops, a chapter can earn 1 or 2 points for having partial attendance
 - 0 points are given if a chapter does not have representation at Chapter Officer Workshops
 - Due Date: Chapter Officer Workshops(s)
 - How to Submit: Attendance
- **Cross Council Exchange (3 points)**
 - How to earn points:
 - 3 points for having minimum attendance at Cross Council Exchange (CCE)
 - If mandatory attendance is not met for the CCE, a chapter can earn 1 or 2 points for having partial attendance
 - 0 points are given if a chapter does not have representation at CCE
 - Due Date: Cross Council Exchange
 - How to Submit: Attendance
- **New Member Health & Safety Orientation (4 points)**
 - How to earn points:
 - Points are awarded based on the percent of new members that complete the orientation:
 - 4 points: 80 – 100%
 - 3 points: 70 – 79.9%
 - 2 points: 60 – 69.9%

- 1 point: 50 – 59.9%
 - 0 points: 0 – 49.9%
 - Note: IFC and Panhellenic new members must complete the New Member Orientation Health & Safety Module through Canvas and MGC and NPHC new members will complete a meeting with the council advisor
- Due Date: September 30 & March 15
- How to Submit:
 - MGC & NPHC – meetings with council advisor
 - IFC & Panhellenic – completion of [Canvas module](#)
- **Chapter Programming:**
 - **Headquarters Program (1 point)**
 - 1 point will be given to a chapter participating in any program sponsored by their inter/national Headquarters
 - 0 points are given if a chapter does not attend a Headquarters Program
 - **Risk Management Program (1 point)**
 - 1 point will be given to a chapter that has more than 50% of its members complete a Risk Management Program
 - 0 points are given if a chapter does not complete a Risk Management Program
 - **Diversity, Equity, and Inclusion Program (1 point)**
 - 1 point will be given to a chapter that has more than 50% of its members complete a Diversity, Equity, and Inclusion (DEI) Program
 - 0 points are given if a chapter does not complete a DEI Program
 - **Program with a chapter from another council (1 point)**
 - 1 point will be given to a chapter participating in any program/event hosted by that chapter and another chapter from one of the other three councils within the community (i.e. Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Council)
 - 0 points are given if a chapter does not complete a program with a chapter from another council
 - **Program with another Registered Student Organization (RSO), department, or office (1 point)**
 - 1 point will be given to a chapter participating in any program/event hosted by that chapter and another Registered Student Organization (RSO) or department/office on campus
 - 0 points are given if a chapter does not complete a program with another RSO, department, or office
 - How to earn points:
 - Points are awarded based on the completion and proof of event completion
 - Chapters will submit proof of the event and attendance at the event
 - Note: organizations are allowed and encouraged to complete multiple programs with one event. For example, if organizations co-sponsor a risk management program with another organization from another council and the Center for Health Education and Wellness (CHEW), this would satisfy the 'Risk Management Program,' 'Program with another department,' and 'Program with a chapter from another council' events
 - Note: all events must be alcohol-free events
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)

Administration *(total points possible: 28)*

- **Roster Submission (2 points)**
 - How to earn points:
 - 2 points for on-time submission of Fall and Spring rosters
 - 1 point for late submissions (within 15 days)
 - 0 points for late submissions (after 15 days), or no roster submitted

- Due Date: per semester
- How to Submit: email to council advisor
- **New Member Education Plans (2 points)**
 - How to earn points:
 - 2 points for on-time submission of Fall and/or Spring New Member Education planning documents
 - 1 point for late submissions (within 15 days)
 - 0 points for late submissions (after 15 days), or missing New Member Education planning documents
 - Due Date: reference OSFL's New Member Education Policy
 - How to Submit: email to council advisor
- **Officer Updates (2 points)**
 - How to earn points:
 - 2 points for on-time submission of up-to-date officers after elections have been completed
 - 1 point for late submissions (within 15 days)
 - 0 points for late submissions (after 15 days), or no contact information provided for officers
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: [Officer Update Form](#)
- **Advisor Contact Update (2 points)**
 - How to earn points:
 - 2 points for on-time submission of annual advisor contact information
 - 1 point for late submissions (within 15 days)
 - 0 points for late submissions (after 15 days), or no update provided for advisors
 - Due Date: August 2
 - How to Submit: [Advisor Update Form](#)
- **Council Meeting Attendance (2 points)**
 - How to earn points:
 - 2 points for 100% representation at all council meetings
 - 1 point for 1-3 absences from council meetings
 - 0 points for 4+ absences from council meetings
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Council executive board will confirm attendance
- **Presidents Cabinet Meeting Attendance (2 points)**
 - How to earn points:
 - 2 points for 100% representation at all Presidents Cabinet Meetings
 - 1 point for 1-3 absences from Presidents Cabinet Meetings
 - 0 points for 4+ absences from Presidents Cabinet Meetings
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: OSFL will maintain attendance records
- **VoLink Registration (1 point)**
 - How to earn points:
 - 1 point for on-time completion of VoLink Registration
 - 0 points for late or no completion of VoLink Registration
 - Due Date: December 15 and April 1
 - How to Submit: complete re-registration through VoLink
- **OSFL Coaching Meetings (2 points)**
 - How to earn points:
 - 2 points for completion of 4 coaching meetings per year
 - 1 point for completion of 2-3 coaching meetings per year
 - 0 points for completion of 0-1 coaching meeting per year
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: OSFL Coach will track meetings

- **Financial Good Standing:**
 - How to earn points:
 - **Headquarters (1 point), University (1 point), Council (1 point)**
 - 1 point in each category for financial good standing with each entity
 - 0 points for financial bad standing with any of the 3 entities
 - Note: Financial Good Standing is defined as...
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: OSFL will collect financial status from each entity
- **Conduct & Judicial Standings (15 points)**
 - How to earn points:
 - Each chapter will start the year with 15 points. For each violation that a chapter collects over the year, points will be deducted.
 - -2 points for Council or Code violations
 - -5 points for alcohol violations
 - -10 points for hazing violations
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: OSFL, in partnership with the Office of Student Conduct and Community Standards and respective councils, will track conduct and judicial standings. Chapters will be notified of point deductions.

Academics (total points possible: 6)

- **Chapter GPA at or above 2.50 (2 points)**
 - How to earn points:
 - 2 points for fall and spring chapter average GPAs at or above 2.50
 - 1 point for fall or spring chapter average GPA at or above 2.50
 - 0 points for neither fall or spring chapter average GPA at or above 2.50
 - Due Date: End of each semester
 - How to Submit: OSFL will track GPA data for each chapter
- **New Member GPA at or above 2.50 (2 points)**
 - How to earn points:
 - 2 points for fall and spring new member average GPAs at or above 2.50
 - 1 point for fall or spring new member average GPA at or above 2.50
 - 0 points for neither fall or spring new member average GPA at or above 2.50
 - Note: if a chapter only has one new member class per year, the chapter will earn 2 or 0 points based on that new member class's GPA
 - Due Date: End of each semester (if applicable)
 - How to Submit: OSFL will track GPA data for each chapter
- **Chapter Academic/Scholarship Program (2 points)**
 - How to earn points:
 - Provide a written document that outlines a comprehensive scholarship program. Program should describe individual member academic requirements, incentives, programs, and academic goals. Inter/national scholarship programs used by organizations may serve as this documentation.
 - 2 points for on-time submission with all content provided
 - 1 point for late submission (within 15 days) and/or missing content
 - 0 points for not submitting the program
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)

Civic Engagement (total points possible: 4)

- **Average of 4 hours per member (2 points)**
 - How to earn points:
 - 2 points for averaging 4 hours of service per member
 - 0 points for averaging less than 4 hours per member

- Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
- How to Submit: hours need to be tracked through the Jones Center for Leadership and Service. An [hour tracker is hosted on their website](#).
- **Philanthropy Event (2 points)**
 - How to earn points:
 - 2 points for hosting a philanthropic event
 - 0 points for not hosting a philanthropic event
 - Note: Philanthropic events require a donation to be made to a nonprofit/charitable organization. Proof of donation is required to receive points.
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)

Excellence (total bonus points possible: 30)

- **Campus Involvement (5 points)**
 - How to earn points:
 - 5 points for 90-100% of the chapter involved in non-chapter activities
 - 4 points for 80-89.9% of the chapter involved in non-chapter activities
 - 3 points for 70-79.9% of the chapter involved in non-chapter activities
 - 2 points for 60-69.9% of the chapter involved in non-chapter activities
 - 1 point for 50-59.9% of the chapter involved in non-chapter activities
 - 0 points for >50% of the chapter involved in non-chapter activities
 - Note: Non-chapter activities are defined as activities affiliated at the University of Tennessee, Knoxville and/or organizations that are registered student organizations (RSOs) or athletic programs.
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)
- **Immersive Leadership & Service (3 points)**
 - How to earn points:
 - 3 points for at least 10% of the chapter participating in immersive service opportunities
 - 2 points for 7-9.9% of the chapter participating in immersive service opportunities
 - 1 point for 5-6.9% of the chapter participating in immersive service opportunities
 - 0 points for 0-4.9% of the chapter participating in immersive service opportunities
 - Note: The Jones Center for Leadership and Service offers service opportunities that are direct, immersive, and experiential such as MLK Day of Service, VOLserve, and VOLbreaks. Within OSFL, opportunities for members to experience immersive leadership and service would be participating in the Greek Leadership Class, Meeting in the Middle, or being a Gamma Chi or Recruitment Captain. Additional leadership and service would be approved on a case-by-case basis.
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Combination of OSFL Tracking and completing [SOFE Reporting Form](#)
- **Additional Service Hours Over 4 hours/member (3 points)**
 - How to earn points:
 - 3 points for averaging 10+ hours of service per member
 - 2 points for averaging 6.51-9.99 hours of service per member
 - 1 point for averaging 4.01-6.50 hours of service per member
 - 0 points for averaging 0-4.00 hours of service per member
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: How to Submit: hours need to be tracked through the Jones Center for Leadership and Service. An [hour tracker is hosted on their website](#).

- **Fall Chapter GPA at or above the AMA/AWA (2 points)**
 - How to earn points:
 - 2 points for fall chapter average GPA at or above the All-Men's Average (AMA) or All-Women's Average (AWA)
 - 0 points for fall chapter average GPA below the All-Men's Average (AMA) or All-Women's Average (AWA)
 - Due Date: End of each semester
 - How to Submit: OSFL will track GPA data for each chapter
- **Spring Chapter GPA at or above the AMA/AWA (2 points)**
 - How to earn points:
 - 2 points for spring chapter average GPA at or above the All-Men's Average (AMA) or All-Women's Average (AWA)
 - 0 points for spring chapter average GPA below the All-Men's Average (AMA) or All-Women's Average (AWA)
 - Due Date: End of each semester
 - How to Submit: OSFL will track GPA data for each chapter
- **Chapter Attendance & Additional Programming**
 - **Academic, Leadership, and/or Career (4 Points)**
 - 4 points for 80-100% of the chapter attending an Academic, Leadership, Career, or Health & Safety themed program
 - 3 points for 70-79.9% of the chapter attending the program
 - 2 points for 60-69.9% of the chapter attending the program
 - 1 point for 50-59.9% of the chapter attending the program
 - 0 points for >50% of the chapter attending the program
 - **University Sponsored DEI Program (4 points)**
 - 4 points for 80-100% of the chapter attending a University sponsored Diversity, Equity, and Inclusion program
 - 3 points for 70-79.9% of the chapter attending the program
 - 2 points for 60-69.9% of the chapter attending the program
 - 1 point for 50-59.9% of the chapter attending the program
 - 0 points for >50% of the chapter attending the program
 - **Health and Safety (4 points)**
 - 4 points for 80-100% of the chapter attending a Sexual Misconduct and/or Title IX program
 - 3 points for 70-79.9% of the chapter attending the program
 - 2 points for 60-69.9% of the chapter attending the program
 - 1 point for 50-59.9% of the chapter attending the program
 - 0 points for >50% of the chapter attending the program
 - Note: Health and safety programming would be programming surrounding the five main priorities of health and safety through OSFL: alcohol, drugs, hazing, mental health, and sexual misconduct.
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)
- **End of Year Meeting (3 points)**
 - How to earn points:
 - The end of year meeting will happen at the end of the election cycle for your chapter. The meeting will be held with the chapter's **council advisor, incoming president, outgoing president, and a chapter advisor**
 - 3 points for all 3 chapter representatives present
 - 2 points for 2/3 chapter representatives present
 - 1 point for 1/3 chapter representatives present
 - 0 points for no meeting
 - Due Date: Before the end of the semester that elections take place.

- How to Submit: Schedule a meeting with your chapter's advisor through email or their [scheduling link](#)

SECTION 6

Contact Lists

Fraternity House Director Contacts

Alpha Gamma Rho	Anne (Williams) Ricci	annealyse46@yahoo.com	865-456-6886
Alpha Tau Omega	Tim Jones	tim@timjones.lawyer	931-636-4481
Beta Theta Pi (subleasing Lambda Chi Alpha)	Falcon Belew	belew102@gmail.com	731-487-4135
Beta Upsilon Chi (subleasing Phi Sigma Kappa)	Brandie McConkey	bmconke@vols.utk.edu	423-807-0885
Delta Tau Delta	Ben Baumgardner	Benbaumgardner11@gmail.com	865-684-7786
Kappa Sigma	Luke Tucker	mym686@vols.utk.edu	248-756-1583
Phi Delta Theta	Gabe Head	ghead910@gmail.com	931-993-4302
Phi Gamma Delta (FIJI)	Daniel Powers	dp8.djp@gmail.com	865-773-6853
Phi Kappa Psi	Chad Ellis	569chad@gmail.com	423-539-1151
Phi Kappa Tau	Rodrigo Ramirez-Cuellar	rodirc@okstate.edu	417-661-0391
Pi Kappa Alpha (Pike)	Will Salisbury	William.k.salisbury@gmail.com	678-446-8580
Pi Kappa Phi			
Sigma Alpha Epsilon	Jacob Heinrich	Jheinri1@vols.utk.edu	615-691-2277

Sigma Chi	Brady Diaz-Barriga	bradyedb@gmail.com	615-260-5322
Sigma Nu	Miles McDowell	mmcdowe6@vols.utk.edu	240-469-8786
Sigma Phi Epsilon	John Banks	Jbanks19@vols.utk.edu	813-763-8049

Sorority House Director Contacts

Alpha Chi Omega	Lisa Carroll (S20)	lisabcarroll@aol.com	865-414-3467
Alpha Delta Pi	Kathy Sheppard	ksheppa1@gmail.com	817-771-1266
Alpha Kappa Alpha	Ola Blackmon-McBride	olablackmc@aol.com	865-405-7812
Alpha Omicron Pi	Kathy Kleykamp (S20)	kleykampkathy@gmail.com	606-571-8379
Chi Omega	Brenda Gerke	dgbrenda.4hope@gmail.com	352-362-6424
Delta Delta Delta	Nan ("Lisa") Elizabeth Russell ***	lrussell@trideltaeo.org	205-305-4279
Delta Gamma	Megan Fields (S20)	mfields1@utk.edu	865-384-5425
Delta Zeta	Jerriann Bentley	jebbentley85@gmail.com	256-282-3479
Kappa Delta	Ellen Johnston	ej.utkd@gmail.com	865-776-9296
Kappa Kappa Gamma	Brenda Beaty	bbcooks4u@gmail.com	865-696-2297
Phi Mu	Leslie Del Vecchio	lesliedelvechio@att.net	314-691-4737
Pi Beta Phi	Kathy Ellenburg (S20)	kathy.ellenburg@yahoo.com	865-300-1265
Sigma Kappa	Mary Pat Tyree (Sm20)	marypattyree@gmail.com	865-660-9434
Zeta Tau Alpha	Kathy Taylor	Taylorkathy421@gmail.com	843-408-2642

Helpful University Contacts

Facilities Services: (865) 976-7777

Amy Miller aemiller@utk.edu
Mike Tackett mtackett@utk.edu
Terry Ledford tledfor1@utk.edu
Jason Cottrell cottrell@utk.edu
Chris Blair chrisb@utk.edu

Monthly Maintenance Invoices
Electric Shop
Zone Maintenance, Elevators
Landscaping and Waste
Lock & Key Shop

Police Department: (865) 974-3114

Emergency: (865)974-3111

Officer Lindsey Miller lmille46@utk.edu
Deputy Chief Severs jsevers@utk.edu

SECTION 7

House Director Information

A Blast From The Past

From the 1964 Handbook for Sorority and Fraternity Housemothers

... the housemother must be at home over weekends during calling hours for men and women

... for afternoon functions such as teas, open houses, and receptions, a suit or afternoon dress is proper, worn with hat and gloves

... the housemother should prevent members from participating in gambling, drinking, and immoral conduct

...the housemother should assist members and pledges in an intelligent attitude toward studies and social functions

...the pledges should take care of cleaning and upkeep of the housemother's suite

...a housemother should be between the ages of 45 and 50 when hired, and she would be retired automatically at the age of 65

...when the housemother is hired, a certificate of health signed by a physician should be presented to the faculty advisor or president

...the housemother should play bridge sparingly

...the housemother should never show signs of low morale as this is very contagious

...encourage members of the opposite sex to visit the house (during permissible times) to watch television and listen to records – the is preferable to allowing them to spend time at the local “hangout” or “parking”

...the housemother is a chaperone and should never allow necking in the house with dates – the house should not be a place for lovemaking

...keep up with the current styles of clothing so that you can give advice to the young people

...don't be a wet blanket at a party – try to arrange for plenty of rest before the party in order that you remain in a gay mood until you are back inside of your own closed door

...don't complain about noise – even though most houses enforce quiet hours, there is bound to be noise and confusion at times. If you can't accept it and learn to live with it, you are in the wrong profession!

From the University of Florida House Director Manual, 2007-2008

Position Overview

From the Alpha Chi Omega House Director Guide

Position Overview

The house director plays a very important role in house operations and the general welfare of chapter members who live there. Because your position requires you to live among the collegians, you will be the most consistent adult role model the women come to know.

It is imperative that you lead by example, establish a good rapport and develop a mutual respect between you and the chapter members. House directors must demonstrate mature judgment as a property manager and consultant to the chapter.

A house director is sometimes described as a “resident advisor.” She is responsible for fostering and maintaining a living and learning environment which positively contributes to the health, happiness and personal development of chapter members.

The house director is an employee of the chapter, supervised by the housing advisor. With direction from a National Housing Corporation regional property manager or the local house corporation, the house director serves as the primary manager of the local chapter facility

Helpful Hints for House Directors:

1. Ask about the scholastic standing of the chapter, and encourage enforcement of quiet hours.
2. Be firm, friendly, and fair—never dictatorial and aggressive.
3. Show appreciation to the chapter members when they do something nice.
4. Stay away from chapter politics.
5. Understand the pressures of college, educational goals and career planning.
6. Learn every member’s name and use them often.
7. Have frequent conferences with chapter officers.
8. Have tolerance and understanding in times of tension.
9. Understand the chapter facility is their facility.
10. Work with the cook to have goodies for study breaks during final exams

Beloit College Mindset List

Students heading into their first year of college this year were generally born in 2003.

1. Like Pearl Harbor for their grandparents, and the Kennedy assassination for their parents, 9/11 is an historical event.
2. Thumb, jump, and USB flash drives have always pushed floppy disks further into history.
3. The primary use of a phone has always been to take pictures.
4. The nation's mantra has always been: "If you see something, say something."
5. The Tech Big Four—Apple, Facebook, Amazon and Google — are to them what the Big Three automakers were to their grandparents.
6. Their smart pens may write and record faster than they can think.
7. Nearly half of their generation is composed of people of color.
8. When they pulled themselves up off the floor for the first time, they may have been hanging onto the folks' brand-new Xbox.
9. There have always been indecisive quadrennial debates regarding the future of the Electoral College.
10. Oklahoma City has always had a national memorial at its center.
11. Self-contained, battery-powered artificial hearts have always been ticking away.
12. Because of Richard Reid's explosive footwear at 30,000 feet, passengers have always had to take off their shoes to slide through security on the ground.
13. They are as non-judgmental about sexual orientation as their parents were about smoking pot.
14. They have outlived iTunes.
15. Heinous, sexually-based offenses have always been investigated by the Special Victims Unit on Law and Order.
16. The Mars Odyssey has always been checking out the water supply for their future visits to Mars.
17. Snapchat has become their social media app of choice, thus relieving them of the dilemma of whether or not to friend Mom.
18. In an unprecedented move, European nations via NATO have always helped to defend the U.S. militarily.
19. They may well not have a younger sibling, as the birth rate in the U.S. has been dropping since they were in grammar school.
20. PayPal has always been an online option for purchasers.
21. They have witnessed two African-American Secretaries of State, the election of a black President, Disney's first black Princess, and the rise of the Black Lives Matter movement.
22. As they crawled on the floor, TV headlines began crawling at the bottom of the TV screen.
23. "Pink slime" has always been a food additive.
24. With flyovers, honor guards, and "God Bless America," sporting events have always been marked by emphatic patriotism.
25. Only two-thirds of this generation identify as exclusively heterosexual.
26. Segways have always been trying to revolutionize the way people move.
27. YouTube has become the video version of Wikipedia.

28. There has always been an International Criminal Court, and the U.S. has never been a signatory.
29. Newfoundland and Labrador has always been, officially, Newfoundland-and-Labrador.
30. There has always been an American Taliban.
31. By their sophomore year, their generation will constitute one-quarter of the U.S. population.
32. Apple iPods have always been nostalgic.
33. They have always been able to fly Jet Blue, but never Ted and Song.
34. Quarterback Troy Aikman has always called the plays live from the press booth.
35. It has always been illegal to use a hand-held cell phone while driving in New York State.
36. Except for when he celebrated Jeopardy's 35th anniversary, Alex Trebek has never had a moustache.
37. Face recognition technology has always been used at public events
38. Skilled DJs have transitioned into turntablists.
39. The Apple Power Mac Cube has always been in a museum.
40. The year they were born, the top NBA draft pick came directly out of high school for the first time.
41. They have always been concerned about catching the West Nile virus.
42. There has always been a DisneySea in Tokyo.
43. They have grown up with Big Data and ubiquitous algorithms that know what they want before they do.
44. Most of them will rent, not buy, their textbooks.
45. They have probably all been "gaslighted" or "ghosted."
46. There have always been "smartwatches."
47. Their grandparents' classic comics have evolved into graphic novels.
48. They have grown up with a Patriot Act that has dramatically increased state surveillance to prevent terrorism.
49. Defibrillators have always been so simple to use that they can be installed at home.
50. Pittsburgh's Steelers and Pirates have never played at Three Rivers Stadium.
51. Congress has always banned human cloning completely and threatened arrest for offenders.
52. At least one of the murderers of the four school girls in Birmingham, Ala. in 1963 has always been in prison.
53. Monica and Chandler have always been married on Friends.
54. Blackboards have never been dumb.
55. A Catholic Pope has always visited a mosque.
56. Cal Ripken, Jr., has always been retired.
57. The U.S. has always been withdrawn from the Anti-Ballistic Missile Treaty.
58. Euthanasia has always been legal in the Netherlands.
59. Teams have always been engaged in an Amazing Race around the world.
60. Coke and Pepsi have always been competing in the sports hydration science marketplace

TRECS Membership

Through a partnership with RecSports, the University of Tennessee is able to offer an opportunity to purchase memberships to utilize their facilities this coming year.

Sorority or Fraternity House Directors must have a valid UT VolCard in order to purchase a membership. The only possible options for membership are twelve month and six month. The rate is \$22/ month.

- A twelve month membership is available for you at \$264.00
- A six month membership is available at \$132.00

Please note that RecSports requires that your membership fee is paid in full at the beginning of the membership and is unable to facilitate month to month memberships at this time. If you choose to discontinue your membership, you forfeit the membership fee, a refund will not be available and the membership rights are not transferrable.

To purchase your membership please bring a check and your UT Vol Card to the TRECS Administrative Office (2nd Floor) during regular business hours.

If you would like to learn more about RecSports, membership, or what they have to offer, please head to <http://recsports.utk.edu/> or contact Ami McCarter, the Membership Coordinator at **865-974-0492**.