



Faculty Handbook

2025-2026

Meharry Medical College is an Equal Opportunity Employer and Affirmative Action (EOA/AA) institution and does not discriminate on the basis of sex, age, race creed, color, national origin, or handicapped conditions in its admissions, employment and education programs or activities, as required by Title IX of the Education Amendments of 1972 and the regulations adopted pursuant thereto in Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, not to discriminate in such a manner. The requirement not to discriminate in education programs and activities extends to employment therein and admission thereto. Inquiries concerning discrimination during applications to this college may be referred to the college's General Counsel, (615) 327-6798.

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I. Introduction

The Faculty Handbook provides information to current and incoming faculty regarding Meharry Medical College. It further represents a summation of specific information gleaned from the following policy documents of Meharry Medical College: (1) *Faculty Senate By-Laws*; (2) *Staff Handbook*; (3) *Appointments, Promotion and Tenure Documents*; (4) *Policy Statements and Institutional Directives*; and (5) *Faculty Evaluation Document*. It also provides pertinent information related to college policies. Additional information on each subject addressed herein may be reviewed in the respective college documents.

Institutional Mission

Meharry Medical College exists to serve as a global academic health sciences center advancing health equity through innovative research, transformative education, exceptional and compassionate health services, and policy-influencing thought leadership. True to its legacy, Meharry empowers diverse populations to improve the well-being of humankind.

Mission

Meharry Medical College is a global academic health sciences center advancing health equity through innovative research, transformative education, exceptional and compassionate health services, and policy-influencing thought leadership. True to its legacy, Meharry empowers diverse populations to improve the well-being of humankind.

Core Values

Meharry Medical College is a community of scholars and learners committed to excellence.

These are our core values:

- Accountability with transparency
- Equity with inclusion
- Respect with collegiality.
- Service with compassion.
- Integrity without exception

History of the Institution

The year was 1876. Reconstruction was in full swing and the health of America's poor was receiving little attention. In Nashville, post-Civil War conditions contributed significantly to the city's unenviable distinction of having the worst mortality rate in the country. Conditions among freed slaves were particularly dismal, accounting for disproportionate rates of death and disease in the Black population.

In October of that year, Meharry Medical College was founded. Established as the Meharry Medical Department of Central Tennessee College by the Freedmen's Aid Society of the Methodist Episcopal Church, Meharry's inception was part of the Society's continuing effort to educate freed slaves and to provide health care services for the poor and underserved. The first individual contributors to the school were the Meharry brothers, led by Samuel Meharry. The Methodist Church matched their initial gift, and the department was formally opened on October 13, 1876.

In 1915, the State of Tennessee granted Meharry a new charter, affording the College separate corporate existence. Since that time, it has remained independent, later receiving its accreditation from the Southern Association of Colleges and Schools.

Over the years, Meharry has expanded in depth and diversity. The College presently includes the Schools of Medicine (SOM), Dentistry (SOD), and Graduate Studies (SGS). In February 2021, the fourth school was established, the School of Applied Computational Sciences (SACS), and in 2023, the School of Global Health, the fifth School started operations. Today, Meharry Medical College is the largest private, comprehensive, historically Black institution exclusively dedicated to educating health care professionals and biomedical scientists in the United States. The College's diverse student body represents a cross section of the United States and several foreign countries.

As a major resource for educating health care professionals, Meharry Medical College has graduated nearly 15 percent of all African American physicians and dentists practicing in the United States. Since 1970, Meharry has awarded more than 15 percent of the biomedical science Ph.D. degrees earned by African Americans. Even today, the majority of Meharry's graduates practice in medically underserved rural and inner-city areas.

As Meharry continues among the leading institutions preparing health professionals impacting different communities and meeting the challenges of the 21st century, the College remains true to its heritage to serve the underserved of all origins, while maintaining an uncompromising standard of excellence.

Explanation of Seal, Motto, Color

The College Seal is the official symbol of the college. It is attached to documents by the Chief Executive Officer to certify actions of the Board of Trustees.

Other seals

With the approval of the institution's chief executive (President) or the President's delegate, other seals may be used to validate enrollment, transcripts, out of state professional certification, guest applications, and for awards issued by schools and departments.

The College Mark, College Name

The College Mark and name "Meharry Medical College" are identified symbols of the college.

List and Description of College Buildings

Harold D. West Basic Sciences and Research Center

The Harold D. West Basic Sciences and Research Center, which opened in December 1976, provides spacious teaching facilities for all students in the basic sciences. The building also houses the offices of the Dean for the School of Medicine and the Dean of the School of Graduate Studies and Research and the offices and laboratories of most basic science faculty.

The School of Dentistry Building

The School of Dentistry building contains administrative and faculty offices, classrooms, meeting rooms, student lounges, instructional laboratories, a Dental Simulation Center, the dental historical museum, and clinics. The building is also home to the Iris B. and Wendell Cox Auditorium. The 4,320-square-foot Delta Dental Simulation Lab is housed in the School of Dentistry. The simulation facility, a crucial part of Meharry's dental education program, uses manikins with computer simulators to provide a realistic training experience for students.

The S.S. Kresge Learning Resources Center

The S.S. Kresge Learning Resources Center (LRC) was built with funding from the Stanley S. Kresge Foundation. The building currently houses the medical library, four lecture halls, administrative offices and the Pamela C. Williams, M.D., Simulation and Clinical Skills Center. The LRC is a Green and LEED certified building.

Meharry Medical College Library and Archives

The library Meharry Medical College Library and Archives occupy three floors of the LRC. It serves as a central repository of information to support the college's mission of providing exemplary health care education and has been renovated since 2010. Technology was upgraded to provide Wi-Fi connectivity on all floors. In the group study rooms, students can now project their laptop screens on SMART Boards and plasma screens for group discussions and collaboration. The facility includes a computer lab, an electronic classroom, four group rooms, 31 study rooms, carrels for student and faculty use and the college's archival collection. The Office of Faculty Affairs is also housed within the library.

Office of Information Technology

The Office of Information Technology building serves as the hub for information technology and telecommunications. This structure contains the Office of Information Technology's Help Desk and a computer lab for computer and network systems training. Meharry's campus is fully wired and supports more than 1,500 computers and printers, the internet and an intranet that is used by faculty, staff, and students.

The Lloyd C. Elam Mental Health Center

The Lloyd C. Elam Mental Health Center primarily serves residents of Nashville-Davidson County, Tennessee. Its multidisciplinary staff provides mental health and associated services for children, adolescents, adults, and the elderly. Clinical services include outpatient and day care. Four direct care programs are offered: Children, Youth and Family Services; Adult Services; Geriatric Services and Alcohol and Substance Abuse Programs. Other aspects of the total program are: (1) Consultation and education as related to individuals and agencies; (2) Training, profession and para-professional, and (3) Research and evaluation. The latter is responsible for the evaluation of the center's operation, which includes effectiveness of programs, impact of programs on the community and the translation of pertinent research results into meaningful mental health services.

Anna Cherrie Epps, Ph.D., Center for Academic Success, and Achievement

The Anna Cherrie Epps, Ph.D., **Center for Academic Success and Achievement** (CASA) is a comprehensive academic support unit established to foster an environment that stimulates and nurtures excellence in learning and teaching in the five schools: Medicine, Dentistry, Graduate Studies and Research, Applied Computational Sciences, and Global Health. The upper level offers two spacious group study rooms, a classroom with a seating capacity of 35, and a conference room. The break room area is equipped with vending machines and a snack area.

The lower level offers a computer lab for computer-based learning, an instructional learning room for group instruction, and three independent study rooms. An Education Skills Specialist is on duty to work with students by assessing their academic profiles and developing a learning plan appropriate to each student's needs. The combined staff work together to ensure that a student's academic learning needs are met.

Henry A. Moses, Ph.D. Alumni Hall

The Henry A. Moses, Ph.D. Alumni Hall (formerly the New Alumni Hall) opened in the fall of 2012 and pays homage to Meharry's dedicated alumni. The building was named after one of Meharry's most beloved faculty members, Dr. Henry A. Moses, former executive director of the Meharry National Alumni Association, Inc. and professor emeritus of biochemistry, who taught the subject for 48 years. This 6,000-square-foot facility is used for seminars, receptions, meetings, and community gatherings.

Hulda Margaret Lyttle Hall

Lyttle Hall was constructed in 1934 and is one of the oldest buildings on Meharry's campus. On July 27, 1998, it was listed on the National Register of Historic Places. This building originally housed the Meharry Medical College School of Nursing, which closed in 1962. A major restoration and renovation project was completed in September 2013. The facility houses administrative offices including the Division of Institutional Advancement, the Office of General Counsel, the Office of Communications and Marketing, and the office of the provost.

The Cal Turner Family Center for Student Education

The Cal Turner Family Center for Student Education is named in honor of Cal Turner Jr., Nashville's business philanthropist and founder and former CEO of Dollar General. This 80,000 square foot epicenter contains a 500-seat auditorium, a ballroom, expansive study and classroom space, a food court and a visitor's center. It houses Student Affairs which includes the Office of the Registrar, the Office of Student Life, Student Financial Aid and Admissions and Recruitment. The Center also houses the Office of the Chaplain. It includes venues to enhance students' training and experience at Meharry and will serve as a hub for small conferences, social events, and educational seminars.

List of Institutional Programs and Accreditation

Meharry Medical College is comprised of the (1) School of Dentistry; (2) School of Graduate Studies; (3) School of Medicine, (4) School of Applied Computational Sciences, and (5) School of Global Health.

Accreditation

Meharry Medical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award master's and doctorate degrees. Meharry Medical College also offers credentials such as certificates at approved degree levels. Questions about the accreditation of Meharry Medical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404.679.4500, or by using information available on SACSCOC's website. Some of the degrees awarded by Meharry include: (1) Doctor of Dental Surgery (D.D.S.); (2) Doctor of Medicine (M.D.); (3) M.D./Ph.D.; (4) Doctor of Philosophy (Ph.D.); and (5) Master of Public Health (MPH); (6) Master of Science (MS); (7) Master in Health Sciences (MHS). Other Professional degrees offered at Meharry include: (8) Doctor of Health Administration (DHA); (9) Doctor of Education in Healthcare Leadership (Ed.D); (10) Master of Education in Healthcare Leadership (M.Ed.); (11) Physician Assistant (MPAS) Program.

The Liaison Committee of Medical Education of the American Medical Association and the American Association of Medical Colleges accredit the School of Medicine.

The School of Dentistry is accredited by the Commission on Dental Accreditation of the American Dental Association and adheres to the rules of the Commission. It is also a member of the American Association of Dental Schools. Further, it is registered by the Dental Examining Boards of each state in the United States.

The School of Graduate Studies offers Physician Assistant (MPAS) Sciences program as part of the Physician Assistant Sciences Department. The MPAS is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

The School of Global Health offers the Master of Public Health (M.P.H.) degree program in the Department of Public Health. The M.P.H. program is accredited by the Council on Education for Public Health (CEPH).

Board of Trustees

Meharry Medical College is governed by the by-laws and managed by a 20–45-member Board of Trustees. Members serve four-year renewable terms. The Faculty, New Alumni and Alumni Trustees serve two-year non-renewable terms.

The Board holds ultimate authority for major institutional decisions, including the appointment of the President, who is the Chief Executive Officer of the College, approval of faculty appointments and promotions, conferral of degrees, fiscal oversight, and institutional policy. The Board utilizes eight standing and special committees to advise and act on matters of governance, finance, academic affairs, and other key areas. Faculty Senate representatives may serve in observer or advisory roles on some committees.

The Board routinely meets three times yearly, usually in February, May, and October. However, special meetings are called as needed. The Faculty Senate chair customarily reports to the Board on behalf of the faculty.

Board of Trustees Officials

Dr. Nelson L. Adams, III, Chairman
North Miami Beach, FL

Mr. Milton H. Jones, Jr., Vice Chairman
Greeneville, SC

Dr. James E. K. Hildreth, Sr., President, and Chief Executive Officer
Nashville, TN

Dr. Laveil Allen

Dr. Brandon Barton, Jr.

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Dr. Eric A. Floyd

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Dr. Ethel Harris

Mr. Aubrey Harwell, Jr

Dr. Martin D. Jeffries

Dr. Audrey Murrell

Mr. Edgard G. Rios

Dr. Felix Vincent

Dr. Thomas A. Scott

Dr. Robert L. Williams, Jr.

Dr. Edith Smith Rayford

Ms. Carol H. Williams-Hood

Mr. James E. Williams

Dr. Kenneth Williams

Dr. Kevin Woods

Dr. Smita Misra
Faculty Observer

Ms. Cynthia Day

Ms. Ariana Martin
Student Observer

Dr. Chistian Boone
Young Alumni Observer

Emeritus

The Honorable Mary Pruitt,
Trustee Emeritus

Dr. Frank S. Royal, Sr., Chairman
Emeritus

II. Administration

Executive Leadership Council

James E.K. Hildreth, Ph.D., MD
President and Chief Executive Officer

Peter E. Millet, Ph.D., HSP
Executive Vice President

Jeannette E. South-Paul, MD
Executive Vice President and Provost

Cherae M. Farmer-Dixon, D.D.S., MSPH
Dean, School of Dentistry

Merry L. Lindsey, Ph.D.
Dean, School of Graduate Studies

Sonja M. Harris-Haywood, MD, MS
Dean, School of Medicine

Fortune Mhlanga, Ph.D.
Founding Dean, School of Applied Computational Sciences

Daniel E. Dawes, JD
Founding Dean, School of Global Health

Juan A. McGruder, Ph.D.
Senior Vice President, Institutional Advancement

Ivanetta Davis Samuels, JD
Senior Vice President, General Counsel and Corporate Secretary

Anil Shanker, Ph.D.
Senior Vice President for Research and Innovation

Sandra A. Williams, DBA, MPS
Vice President for Board Relations, Chief of Staff & Director, Title III Administration

Cynthia Clemons, MHA
Senior Vice President and Chief Financial Officer

Other College Officials

Rev. Robert Hall

Chaplain and Senior Advisor to the President,
Ombudsman

Alfredo G. Torres, Ph.D., MS

Vice President, Faculty Affairs and Development

Palace C. Reid, MBA

Associate Vice President, Financial Planning,
Budget and Analysis

Enola P. Walton

Executive Director, Donor Relations, and Prospect
Management

April Curry-Roberts, Ph.D., Ed.M.

Associate Dean of Admissions and Recruitment

Frank M. Harris Jr., D.V.M.

Associate Director of the Animal Care Facility

Maria Chapman, DPC, LPC, NCC

Director, Counseling and Well-Being Services

Tyese Dunn, M.A.

Associate Director of Operations/Compliance

Desiree Johnson, M.H.A.

Director, Regulatory Affairs

Maria del Pilar Aguinaga, Ph.D.

Director, Sickie Cell Center

Todd Gary, Ph.D.

Chair, Faculty Council

Anita Sykes-Smith, D.D.S.

Chair, Faculty Council, School of Dentistry

Tyrone M. Jimmison, Ed.M.

Senior Associate Vice President for Advancement

Allysceaeioun Britt, Ph.D., MPH

Associate Vice President, Faculty Affairs
and Development

Leslie Appiah, MD

Executive Director, Center for Women's
Health Research

Anil Shanker, Ph.D.

Senior Vice President for Research and Innovation

Ronette Adams-Taylor, JD

Associate General Counsel and Director of Corporate
Compliance & Risk Management

Lewis Ethridge

Director, Campus Facilities

Billy R. Ballard, MD, D.D.S.

Associate Dean, Continuing Medical Education
Chair, Faculty Senate

Chau-Kuang (C.K.) Chen, Ph.D.

Director, Institutional Research

Karen Winkfield, M.D., Ph.D.

Director, Meharry-Vanderbilt Alliance

Tiffany Griffin-Minor

Registrar, Student Services

Virginia Brennan, Ph.D.

Editor, Journal of Health Care for the Poor and
Underserved

Thomas L. Quarles

Chief and Director, Campus Security

Council of Deans

The Council is responsible for monitoring and maintaining the quality and standards of the educational programs in all schools through regular assessment and evaluation. The Council is also responsible for ensuring the College's compliance with accreditation standards. Additional responsibilities of the Council include: ensuring that all policies regarding admission, academic probation, dismissal, suspensions and re-admission of students are clearly defined and published and are aligned with stated purpose; ensuring that curricula offerings and requirements for graduation are consistent with College policies and are clearly and accurately described and published; assessing the process by which the curriculum is established, reviewed and evaluated; and ensuring that instructional methodology and techniques are in accord with the educational purpose of the College and evaluated regularly.

School of Medicine

Sonja M. Harris-Haywood, M.D., MS, Dean

School of Dentistry

Cherae Farmer-Dixon, D.D.S., MSPH, Dean

School of Graduate Studies

Merry L. Lindsey, Ph.D., Dean

School of Applied Computational Sciences

Fortune S. Mhlanga, Ph.D., Founding Dean

School of Global Health

Daniel E. Dawes, JD, Founding Dean

The individual School leadership structures are depicted in Appendix A.

III. Faculty Governance

The Faculty Senate

The Faculty Senate is the faculty governance body of the college, which serves as a liaison between faculty in the three schools and the President. Its structure and by-laws were approved by the Board of Trustees in January 1992. The purpose of the Faculty Senate is to provide a structure by which the Faculty, the President or the official designee (Provost), the Deans and Department Chairpersons shall work together to ensure a positive academic climate at Meharry Medical College. The Faculty Senate represents the faculty of the College and advocates for their well-being. The major goal of the Faculty Senate is to provide an avenue for faculty input to the administration on academic matters. Through its activities, the Faculty Senate upholds the mission of the College.

The Faculty Senate is composed of 21 voting members and 10 ex-officio members who may not vote. The 21 voting members are: the Chairperson, Vice Chairperson, Secretary-Treasurer and three members-at-large representing the dental, basic science and medical clinical faculties, the Chairpersons of the five School Faculty Councils, one academic faculty representative from each School Faculty Council and one administrative faculty representative from each School Faculty Council. The ex-officio members are the provost, each of the Deans, and representatives from the medical and dental student bodies.

There are five Faculty Senate standing committees, consisting of four committee members, which advise the Faculty Senate and/or the Provost: The Appointment, Promotions and Tenure Committee, Development Committee, the Grievance Committee, the Faculty Health and Welfare Committee and the Student Research Day Committee.

Each school has a faculty council which serves the same function in the school that the Senate serves in the institution. The councils are organized much like the Senate with elected members and officers.

The Faculty Council

Each School of Meharry Medical College has its own [Faculty Council](#). Please refer to the individual school for the school bylaws.

IV. Student Governance

The [Pre-Alumni Association](#) is the student government body at Meharry Medical College. The main objective of this body is to promote a spirit of cooperation between students, faculty, staff, and administration. This organization provides student leadership and offers an official communication mechanism for students' ideas and opinions concerning the college. The Pre-Alumni Association sponsors many student activities and community service projects on campus.

All students at Meharry Medical College are members of the Pre-Alumni Association. The organization is led by a President, Executive Vice-President, Administrative Vice-President, Secretary and Treasurer elected to office by the student body to become a part of the executive Committee of the organization. Three Members-at-Large, one from each school (Dental, Medical, Graduate), are elected by their respected school to complete the Executive Committee.

V. Academic Policies, Procedures and Programs

a. Faculty Orientation

All new faculty members must complete onboarding activities, including:

- A Human Resources session covering benefits and employment requirements.
- Departmental and school-wide orientation sessions as scheduled. Questions regarding teaching load, office or laboratory assignments, and committee responsibilities should be directed to the department chair.

b. Faculty Rights and Responsibilities

Faculty are expected to:

1. Know and follow the academic policies and procedures of their school.
2. Access current policies through departmental resources and the institutional intranet.
3. Demonstrate responsiveness to the College's mission of health-related professional training in all academic activities, including teaching, research, and student engagement.

c. Academic Freedom Guide to Promotion and Tenure

Policies and procedures for appointments, promotion and tenure are described in the [Policy on Guidelines for Academic Freedom, Appointments, Promotions and Tenure of Faculty](#) document, which was approved by the Board of Trustees in 2026. This document is available online and through departmental offices and online at the [Office of Faculty Affairs and Development](#).

d. Faculty Qualifications and Teaching Assignments

All instructors must meet credential requirements appropriate to their teaching assignments, including:

- Terminal degrees or equivalent qualifications.
- Licensure where applicable.

Documented alternative qualifications when appropriate. Credential files and teaching assignments are maintained by the Office of Faculty Affairs and verified each term, in compliance with SACSCOC and programmatic standards.

e. Statement of Faculty Responsibility for Curriculum

Faculty hold primary responsibility for the development, content, quality, and effectiveness of the curriculum. Acting through shared governance structures, faculty:

- Define learning objectives and competencies.
- Select instructional methods and assessment strategies.
- Ensure curricular coherence and rigor.
- Use outcomes data for continuous improvement.

These responsibilities align with SACSCOC Principles of Accreditation and applicable programmatic standards (e.g., LCME, CODA, ARC-PA). Administrative leadership provides resources and final institutional approvals.

f. Academic Governance and Program Approval

Faculty exercise primary authority over academic standards through the Faculty Senate, school councils, and curriculum committees. All credit-bearing programs and courses follow a structured approval process:

1. **Initiation and Development**
Faculty develop proposals including rationale, learning outcomes, curriculum design, and accreditation alignment.
2. **Departmental Review**
Department faculty and chair review for academic merit and feasibility.
3. **School-Level Review**
Curriculum committees evaluate content quality, sequencing, and resource needs.
4. **Institutional Faculty Governance**
Broader oversight by Faculty Senate or designated committees.
5. **Administrative Authorization**
Academic Affairs confirms resources and issues formal approval.
6. **External Accreditation Review**
New programs or substantive changes are submitted to accrediting bodies as required.
7. **Implementation and Assessment.** Approved programs undergo faculty-led assessment and periodic review for effectiveness.

g. Summary of Program and Course Approval Process

At Meharry Medical College, the approval of recent programs, substantial program revisions, and individual courses are intended to follow a structured, faculty-driven process:

1. Initiation and Development. Proposals are developed by faculty within the relevant department, division, or program, including rationale, learning outcomes, curriculum design, assessment plans, and alignment with accreditation and institutional priorities.
2. Departmental Review. The proposal is reviewed and endorsed by the department or program faculty and chair/director to ensure academic merit, feasibility, and alignment with program goals.

3. School/College-Level Review. Proposals advance to the appropriate school-level curriculum committee (or equivalent faculty body) for comprehensive academic review, including content quality, sequencing, assessment, and resource considerations.
4. Faculty Governance Approval. Following school-level endorsement, proposals requiring broader oversight are submitted to institution-wide faculty governance bodies (e.g., Faculty Senate or its designated academic committees) for review and approval.
5. Administrative Review and Authorization. Approved proposals are forwarded to the Office of Academic Affairs and Development and senior academic leadership for administrative review, resource confirmation, and formal authorization.
6. External and Accreditation Review (as applicable). New degree programs or substantive changes are submitted to relevant accrediting bodies and external authorities when required.
7. Implementation and Assessment. Upon final approval, programs/courses are implemented with ongoing faculty-led assessment and periodic review to ensure effectiveness and continuous improvement.

h. Institutional Effectiveness for Academic Programs and Student Services

All programs and student support units establish learning or performance outcomes, assess these outcomes annually, analyze results, and document actions for improvement. Results are reviewed at department, school, and institutional levels and inform planning, resource allocation, and curriculum revision. IE reports are maintained by the Office of Institutional Effectiveness and Accreditation.

i. Student Achievement and Public Disclosure

MMC monitors and publishes student achievement data, including graduation rates, licensure pass rates, and job placement. Benchmarks and thresholds are reviewed annually for continuous improvement. Public disclosure is available on the MMC website: [Student Achievement - Meharry Medical College](#).

j. Faculty Sabbatical

Meharry supports faculty growth through sabbatical leave, granted at the discretion of school deans for significant service.

k. Appropriate Dress

Faculty must maintain a professional appearance, reflecting the College's standards of neatness, cleanliness, and appropriate attire.

l. Commencement

Meharry Medical College commencement shall be held annually the third Saturday in May. The Office of the President establishes the date, time, and location for commencement with approval granted by the Meharry Medical College Board of Trustees. Trustees, faculty, and candidates for degrees attending the commencement exercises shall be robed in the appropriate academic attire. Faculty requiring academic attire should contact the [Registrar's Office](#) 10 to 12 weeks prior to the commencement date.

m. Convocation

Meharry Medical College Convocation shall be held annually the first Monday of October to commemorate the College's independent charter. The formal academic assembly symbolically marks the start of the academic year. The President or select speaker shall address the assembly. The deans shall introduce new faculty members and present faculty teaching awards. The deans shall also present student academic achievement awards. Meharry Medical College Board of Trustees, faculty, and guests marching in the processional shall be robed in the appropriate academic attire. Faculty requiring academic robes should contact the Registrar's Office 10 to 12 weeks prior to the Convocation date.

n. Distance Education and Regular & Substantive Interaction (RSI)

Online and hybrid courses must include documented, instructor-initiated interaction such as:

- Direct instruction.
- Assessment with feedback.
- Facilitation of learning and responses to student inquiries.

Student identity verification and academic integrity measures are required for all distance education courses.

o. Public Information: Academic Calendars, Grading, Cost of Attendance, and Refunds

Academic calendars, grading policies, cost of attendance, and refund policies are published on official MMC websites and updated annually. Departments must include course-specific grading details in syllabi consistent with institutional policy.

VI. Administration Policies

a. Purchasing and Reimbursements

There are two main forms:

- Purchase Requisition (PR)
- Request for Disbursement (RFD)

For additional information about the requirements for purchasing and securing service contracts, contact your department head or call the Office of Purchasing prior to initiating any purchase requests. The full policy must be accessed via [PolicyTech](#).

b. Travel Policy

Meharry Medical College has a formal Institutional Travel Policy that governs all official travel on behalf of the College. This policy applies to both faculty and staff traveling for college business, whether domestic or international.

All faculty traveling on official business for Meharry must complete a travel authorization form before departure. This includes travel to conferences, meetings, research collaborations, and international engagements.

Per Executive Order 94-01: Policy on Corporate Travel, travel authorization must be requested in advance by at least one week (Domestic travel), but preferably four or more weeks (International travel).

Institutional approval from the faculty member's department chair, school dean, and relevant administrative offices must be obtained before travel is booked or taken.

The full policy for faculty/staff must be accessed via [PolicyTech](#).

c. Equipment Policy

Meharry Medical College provides a variety of equipment for its faculty including desks, file cabinets, computers, etc., which are subject to inspection, along with any articles or materials found inside before, during or after working hours. College property should not be removed from the workplace, except with written permission of Department Head or chair. A copy of the written permission must be provided to the Security Office. Where keys are provided, they are also company property and may not be duplicated. All items of company property must be returned to the department at termination of employment at the College.

d. Information Technology Policies/Web Services

Computing resources are for instructional, research, and administrative use by students, faculty, and staff of Meharry Medical College. The same ethical standards that apply to all other College activities apply to use of computing resources. Use of computing resources is restricted to "authorized users." An "authorized user" is defined as an individual who has been assigned a login ID and password by the Information Technology staff. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are also responsible for reporting any activities which they believe are in violation of the College's Computer Usage policy. Each authorized user is held accountable for their actions as a condition of continued use of computing resources of the College.

Authorized computer usage is limited to activities that support the College's research, clinical, academic, and administrative purposes. Prohibition includes providing unauthorized users access to the College's network, unauthorized access to data, removal or destruction of college data, and any use not consistent with instructional, research, or administrative purposes.

e. Fund Raising Policy/Institutional Advancement

The Division of Institutional Advancement's mission is to develop activities and programs, and garner gifts from diverse constituents that encourage and foster support of the College and its priorities.

The Annual Fund - This division develops and implements fundraising appeals to alumni, faculty/staff, and friends. Funds are raised for unrestricted operating expenses, as well as for restricted purposes, i.e., endowed scholarships, special projects, etc.

Major and Planned Gifts - This division develops and implements fundraising appeals for major donations from individuals, as well as appeals and programs that promote estate planning and charitable gifts to the College, i.e., bequests, charitable trusts, etc.

Research, Corporate and Foundation Relations - This division research information and develops grant funding proposals. It also maintains all the College's records of corporate, foundation and individual donors.

Advancement Services - This department maintains gift records for all the donors to the College, issues receipts and provides gift reports for the division.

f. Professional Leave

Faculty members may be identified and selected by the Chairs of Departments and Divisions in both the Basic and Clinical Sciences, and they present to the Dean for consideration of Professional Development Leave. The purpose of this leave is for faculty to increase cognitive knowledge, pedagogical, clinical, and research skills in teaching and research that will improve, enhance, and promote professional development, while increasing the prominence and academic standing of the College in basic and clinical sciences.

g. Media Relations

The [Office of Communications and Marketing](#) create, promotes and maintains a positive image (internally and externally) for Meharry Medical College and all its units.

The office is responsible for most internal and external communications that are promotional and/or informational. Services include:

- Communications plan development
- Promotional materials and advertising
- Graphic design
- Web design and content development
- Media relations
- Publications
- Photography and videography

Communications Plan Development

The Office of Communications and Marketing can assist your unit with developing a comprehensive communications plan to promote your activities, programs, events, etc. Because each activity is unique, it is best to involve the office as soon as your planning is under way. The office also ensures that branding standards of the College are not compromised in any materials bearing the Meharry name or trademarks (logo, seals, etc.) and can advise you on the proper branding for your activity. Contact the office on **615-327-6146** to arrange these services.

Primary tactics used in communications are:

Media Relations

The Office of Communications and Marketing is the institution's official liaison with newspapers, magazines, radio and television stations, social media news outlets, and news bureaus. All contacts with the media must be coordinated through this office by calling **615-327-6146**.

Because Meharry is a private college, located on private property, all news media representatives must receive authorization from the Office of Communications and Marketing prior to visiting any facility on campus. This policy helps Meharry advance its mission in an effective manner and protects the rights and needs of students, residents, faculty, staff, patients, donors, alumni, and guests. While on campus, news media representatives must be accompanied by personnel from the Office of Communications and Marketing or their designee. This is to ensure compliance with laws, regulations and policies governing rights to privacy and to the protection of proprietary information. If news media representatives attend a campus meeting, an announcement to that effect must be made at the beginning of the meeting so that all attendees are aware that the media are present.

Any request involving Nashville General Hospital at Meharry must also have the authorization of the hospital's Director of Communications. Meharry's Director of Communications and Marketing will obtain this authorization.

The office can arrange and help you prepare for interviews with the media when your work is in the news. If you receive a call or visit from a reporter or any media representative, you should:

1. Determine what the request is.
2. Ask the reporter to call the Office of Communications and Marketing at 615-327-6146, contact the Director of Communications and Marketing via email at kmorris@mmc.edu or offer to have the media office contact the reporter (get his or her name and phone number).
3. Immediately notify the media office of the contact. The office will follow up with the reporter.

Promotional Materials and Advertising

The media office promotes the different activities and events occurring in your department or unit when adequate time is given. Because each event, program, activity, etc., is unique, a specific action plan should be developed for each one. For that reason, you should contact the Office of Communications and Marketing as soon as your planning is under way to guarantee that maximum promotion can be developed and executed.

Publications

The Office of Communications and Marketing prepares and publishes institutional publications. Publications, advertising, or other presentations that are circulated to off-campus audiences create important impressions of the College and its programs and services. The Office of Communications and Marketing provides professional publications, editing and design services, obtains cost-effective materials, services, and establishes a uniform image for

Meharry in such materials and their presentation. All publications prepared by campus units (newsletters, magazines, brochures, booklets, pamphlets, etc.) should be reviewed by the Office of Communications and Marketing, prior to production and printing. *Scholarly journals and papers are not included in this process.*

The Office of Communications and Marketing will ensure that: (1) materials are reviewed promptly (within five working days), (2) any assistance to be provided by the staff is scheduled at the earliest possible time, and (3) a clear indication of production and delivery dates is provided in advance.

Graphic Design

One of the goals of the Office of Communications and Marketing is to make the best possible graphic (visual) presentation of materials for the College. This includes layout and design of publications, displays, vehicle art and exhibits.

All requests for these services should be made to the Director of Communications and Marketing at 615-327-6146 or via email at kmorris@mmc.edu. Production time depends on the project.

Photography and Videography

The Office of Communications and Marketing will arrange for still photographic services for publications, displays, exhibits, coverage of events or other photographic needs. The office also arranges for all videography on campus (except for academics—see below). These services may be managed internally or may be contracted out to freelance photographers, videographers and production houses, and the cost is charged directly to the requested unit or department.

Photographic services provided by the Office of Communications and Marketing are separate from the services provided by the academic illustration and photography section of the Office of Media Services, which manages illustrations, photos, etc., used in academic/classroom projects. Contact the Department of Academic and Institutional Support Services for assistance in academic illustration and photography, as well as for audiovisual aids.

h. Library

The [Meharry Medical College Library](#) and Archives (MMCL&A) is located on the second, third and fourth floors of the S. S. Kresge Learning Resources Center. MMCL&A serves all academic programs in basic sciences study, medicine, dentistry, public health, global health, applied computational sciences, and research in the biomedical sciences. The MMCL&A also maintains an archive of historical records, artifacts, publications, and personal papers that chronicle the histories of Meharry Medical College, its former campus hospital (Hubbard Hospital), and the history of African American and minority health care.

Many of the library's resources serve multiple audiences and support several aspects of the college's mission because of the overlapping nature of the health professions taught at the college. Students, faculty, and staff members have access to electronic journals, books, databases, and point-of-care tools on the [Digital Library site](#), which can be logged into from

anywhere through any device. Access to resources is further provided through interlibrary loan and document delivery services for unsubscribed materials. Each librarian has membership of the college's curriculum committees. These committee appointments play a key role in the embedded librarian's ability to consult closely with faculty members, which helps to ensure library collections support existing courses and that provision of library materials is considered for supporting new courses or to meet future teaching and learning requirements.

In relation to student instruction opportunities, the MMCL&A has developed its own instructional sessions, whose central function involves the embedded librarian's frequent collaboration with course directors, faculty members, and clerkship coordinators. Having consulted course syllabi, the embedded librarian uses instructional design techniques to deliver meaningful instruction—preferably during class time—on finding and navigating specific resources that will reinforce intensive study and facilitate recall of the subject the student is learning at that time in class. Librarians routinely instruct students, residents, faculty, and staff—individually and in groups—on accessing and navigating Digital Library resources and the recently acquired and cataloged a Bloomberg Philanthropies Print Collection of subject-review books and discipline-specific flash cards; 2) board-exam review books, study guides and clinical handbooks, and 3) atlases, which support medical students, residents, and students in the college's MHS program who are preparing to take the MCAT for admission into medical school. Librarians also instruct students in complex literature searching on the library's licensed databases and resource platforms and in its online OneSearch feature on the Digital Library (which searches the library's digital resources all at one time). Librarians instruct students on how to duplicate health sciences librarians' techniques for specialty subject searching in medical citation indexes such as PubMed's Advanced Search Builder and in the National Library of Medicine's MeSH (Medical Subject Heading) database, along with intensive instruction on searching its other databases and platforms.

MMC evaluates the effectiveness of student support services, including library, advising, counseling, tutoring, and career services, using defined service outcomes, usage metrics, satisfaction surveys, and improvement actions. Annual results and actions are documented by service units and reviewed by the Office of Institutional Research.

The **Microcomputer Lab** is on the second floor of the library. It has IBM-compatible and Macintosh computers available for Meharry students and faculty. Computer-assisted instruction programs (CAI), including the National Board of Medical Examiners computer-based tests and patient cases are available. The Lab offers computer classes in word processing, spreadsheets, Internet, Windows, etc. The staff also helps lab users on an individual basis when possible. The lab is also the place to connect to the World Wide Web through Netscape and other browsers.

Media Services has media technicians to provide audiovisual technical support, such as slide projectors, overhead projectors, LCD projection panel, projection screens, etc. for classroom and lecture hall use. They can also duplicate, edit, and add titles and credits to videotapes that

follow copyright law guidelines. At least three days' notice is necessary before any scheduled event. Special accommodation must be made for use of equipment after 3:00 p.m.

Collection Development Policy: Each year the library requests suggestions from departments about additions and deletions to the journal subscriptions. The recommendations are considered in the final journal selection. Similarly, the library accepts faculty recommendations for book purchases.

Archives and Special Collections: This is the place to find information about the history of Meharry, including school publications, personal collections, oral histories, presidential papers, photographs, yearbooks, college bulletins, dissertations, and newspaper clippings. The archives contain some information on Black medical history in general, including dentistry, nursing, pharmacy, and hospitals.

i. Central Photocopying

The [Copy Center](#) is a contracted service of DEX Imaging that provides the Student, Administration, Faculty, and Staff, with convenient, timely reprographic services in an efficient and cost-effective manner and is located in the basement of the School of Dentistry. DEX Imaging provides a wide range of services for the college community to assist with volume reproduction. If you are requesting service on behalf of the college or one of its' recognized organizations, an account number is required so that services can be charged to the appropriate department or organization. If you request service as an individual, you will be required to make payment at the time service is provided. Hours of operation are 8am – 5pm (M-F) and the center can be contacted at extension x5962.

j. Bookstore

The [Meharry Spirit Store](#) is located in the Cal Turner Family Center for Student Education. The bookstore stocks supplies, Meharry items, magazines, and books. Textbooks required for courses can be ordered by the bookstore upon submission of an official request. Requests for these textbooks should be made at least one month in advance of need.

k. Alumni Relations

The role of the [Office of Alumni Engagement](#) is to strengthen the relationship between alumni and the College. This office is also responsible for maintaining current alumni records and information. The office develops and implements internal and external alumni events, such as Commencement/Reunion and activities for the National Medical and Dental Association conventions and assists with alumni charter development.

In addition, alumni receive the Alumni Magazine, which is published quarterly by the Meharry National Alumni Association, Inc., and highlights alumni chapter activities, alumni events, student organization activities, alumni achievements, and vital College information.

l. Campus Ministry

A small chapel is located in the Anna Cherrie Epps, Ph.D., Center for Academic Success, and Achievement (CASA). Faculty members are provided a list of ministers, rabbis, and priests who serve as special pastoral counselors from the Faculty Senate.

m. Government Relations

The department of [Institutional Advancement](#) cultivates and maintains relationships with local, state and national governmental legislatures, leaders and agencies. Institutional Advancement provides information about the College's programs and stays abreast of current governmental information regarding health and social policies.

Institutional Advancement's clearance policy for funding applications to corporations and philanthropic foundations requires that any grant funding request be approved by the department head and dean of the faculty member's school before Institutional Advancement assists with the development of the funding request. All financial gifts, from internal or external sources, must be sent to Institutional Advancement for appropriate and timely processing and acknowledgment. All formal communications to any corporation or foundation must be sent from the Division of Institutional Advancement.

Institutional Advancement will assist in the development of grant funding requests to private funding sources and will ensure that they are received by the potential funding sources within the established deadlines. The division notifies faculty members of impending progress and/or financial reports required by funding sources prior to any established deadlines and will review these reports prior to submittal.

Institutional Advancement encourages faculty members to support the College and its mission by making financial contributions. There are several payment options available, including electronic bank transfers, payroll deductions, etc.

n. Mail Center

Meharry's Mail Services processes and delivers inbound USPS, UPS, FedEx, and Amazon deliveries to college departments during regular College business days. Faculty members receive mail through their respective department mailboxes.

VII. Human Resources Policy Guidelines

a. Americans with Disabilities Act (ADA)

The College is also committed to providing equal opportunity and access for people with disabilities and does not exclude otherwise qualified individuals with disabilities from participating in employment opportunities, college programs, and activities. The College will make reasonable accommodations for individuals with physical and mental disabilities.

Should you have questions or concerns about Meharry's compliance with its Equal Employment Opportunity policy or with Equal Employment Opportunity law, please contact your supervisor, Human Resources, or the Compliance Hotline at **ext. x6102**. If you wish to report a criminal offense, contact Security at **ext. x6254**.

b. Equal Employment Opportunity

Meharry is committed to the principles of equal employment opportunity and affirmative action. We recognize that the College's present and future strength is based primarily on people, and therefore, the College promotes an environment where individuals are treated with fairness, dignity, and respect. In compliance with federal laws, Meharry Medical College does not discriminate based on race, sex, sexual orientation, preference or identity, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs, or activities.

Meharry operates in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state, and local governing bodies or agencies.

Notices about equal employment opportunities are posted in the [Human Resources Office](#).

c. Harassment Free Policy

Meharry is committed to providing a harassment-free environment. The College prohibits harassment of individuals based on race, color, national origin, age (40 and over), sex, sexual orientation, preference or identity, and other protected classes. Meharry is committed to diversity and inclusiveness, and any such harassment will be subject to disciplinary action up to and including possible termination of employment.

Meharry is committed to maintaining in all its locations and facilities an environment that is free of unlawful discrimination. All members of the Meharry community share a responsibility for sustaining such an environment by adhering to the Meharry standards of conduct. Harassment of any kind is a serious violation of those standards.

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by state and federal law. Meharry policy expressly forbids any form of unlawful harassment of, by or between employees, visitors, students, Residents, patients, clients volunteers and/or vendors.

Any staff employee who engages in any acts or behaviors defined below will violate Meharry policy. Such misconduct will subject the employee to corrective action up to and including termination.

Harassment is unwelcome verbal, written, physical or visual conduct, or electronic communication that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive work environment. Such conduct includes unwelcome behaviors and intimidating acts directed at a person or persons based on their race, sex, sexual orientation, preference or identity, ethnicity, or other protected status.

Hostile environment harassment occurs when a victim is subject to comments based on race, color, national origin, age (40 and over), sex, sexual orientation, preference or identity pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws. A hostile work environment may also be created by innuendoes, touching, electronic communication or other conduct.

d. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances or visual conduct, request for sexual favors, verbal, or physical conduct of a sexual nature by a manager, supervisor, co-worker or non-employee (Third Party), based on sex constitutes sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Third Parties are individuals who are not employees of Meharry but who have business interactions with Meharry employees. Such individuals include, but are not limited to, customers, vendors, contractors, or volunteers.

This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the opposite or same sex as the harasser.

Sexual harassment may be overt or subtle. Whatever form it takes – verbal, non-verbal, or physical – sexual harassment is insulting and demeaning to the recipient and will not be tolerated in the workplace nor outside of normal working hours. Furthermore, the prohibition against sexual harassment applies not only to the workplace during normal business hours but also to all work-related social functions, whether on college property or not, and to business-related travel.

It is imperative that you be aware of the avenues for reporting harassment that are available to you. If you feel you are being subjected to any type of prohibited harassment in the workplace by a co-worker, manager, supervisor or other individual (whether employed by the College or not), or if you believe your employment is being adversely affected by such conduct, you should report the alleged act immediately to your supervisor, Human Resources–humanresources@mmc.edu or the compliance hotline -1.888.695.1534

e. Drug-Free Workplace

Each faculty has a responsibility to our patients, students, and visitors to deliver services in a safe and conscientious manner. To ensure that this responsibility is met, faculty must be able to work free from the effects of alcohol and other performance impairing substances.

Meharry seeks to provide a drug-free workplace that promotes a safe work environment.

As a recipient of Federal Grants and Contracts and, in compliance with the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Meharry prohibits the unlawful manufacture, possession, use, dispensing or distribution of illicit drugs and alcohol by faculty and staff at college sponsored activities, including any activity with a federal grant.

Faculty who reports to work under the influence of alcohol or an illicit controlled substance are subject to performance improvement, counseling action or possible termination of employment and referral for prosecution for violation of policy.

Undiagnosed and untreated substance abuse problems including addictions, do not excuse any faculty's substandard job performance. Any faculty's refusal to seek treatment after a violation of the Drug Free Policy will not be tolerated and may be grounds for dismissal.

f. Identification Badges

Faculty members are provided with a picture ID from the [Office of Safety and Security](#) and must have the ID visible when entering and exiting all buildings on campus. Identification cards should be always worn during work on the campus. Individuals without such badges are subject to be questioned by security officers.

ID badges that are lost, stolen, or damaged can be replaced for a small fee. A lost ID form must be completed in the Office of Safety and Security and payment must be made before a replacement badge can be issued.

ID badges remain the property of Meharry and must be turned into the Office of Safety and Security when employment ends.

g. Smoking Regulations

To provide a safe and healthy environment for all Meharry Medical College personnel, students and visitors, smoking is prohibited in all College facilities.

h. Employment of Relatives

No person will be recommended for an appointment that is related by blood or marriage to a member of the Board of Trustees of Meharry Medical College; nor will any full-time, part-time, or temporary faculty be employed in or transferred to a position which establishes an immediate relationship between two individuals who are related by blood or marriage.

In the event of marriage between faculty members creating a relationship not in accord with the above, one of the persons affected must give up that position by the end of the fiscal year or within six months from the date the relationship was established, whichever is the greater period, but they may be employed elsewhere in the college subject to provisions of the Nepotism Rule.

i. Leave Policies

Faculty are governed under the following PTO Schedule effective July 1, 2021

PTO Days	PTO Hours
25	200

PTO time will be added in full on July 1st of each fiscal year. Up to five unused days of PTO leave are transferred to sick reserve with a maximum accumulation of 720 hours. New faculty

are eligible to utilize PTO, but PTO is prorated, based on the faculty's hire date, in relation to the beginning of the fiscal year.

Part time faculty (≤ 20 hours/pay period) are not eligible for PTO. Faculty who works 21-32 hours per week, PTO will be prorated based on their FTE.

Scheduled PTO

Faculty should schedule PTO leave days with approval from your department chair/supervisor. Unless otherwise arranged, you should notify your supervisor of your intent to take scheduled PTO leave with a two-week notice. PTO may be denied if the request will adversely affect the department or school.

Unscheduled PTO

Notify your department chair/supervisor of all non-scheduled PTO leave immediately in the way they have advised. If you are unable to report to work, you must notify your supervisor as soon as practicable.

If you have taken unscheduled PTO leave of more than three consecutive days your department chair/supervisor may require you to produce documentation explaining the need to be out any additional day(s).

Military Leave: As a permanent full-time faculty who enters the United States Armed Forces, and who require time off from work to fulfill military obligations will be treated in accordance with applicable requirements of state and federal.

Civil/Jury Duty: If you serve on a jury or as a subpoenaed witness in a civil or criminal trial in state or federal courts, you will be compensated by the College for all hours lost because of such service, if you offer valid proof of a summons or subpoena to appear as a witness. You shall receive the amount of your regular pay for all scheduled hours lost by you (because of such services), less than the amount you received from the court as a fee for your service. Whenever you are temporarily excused from such jury duty by the court on a scheduled workday, you must report to work unless otherwise directed by your supervisor. A receipt of a subpoena or notice to report for jury duty must be provided immediately to the employee's supervisor. The maximum supplemental pay for any given day that an employee shall be entitled to receive is equal to the amount they would have received for eight hours worked.

Bereavement: As a full-time faculty member, you may be granted up to three (3) days leave with pay upon the occasion of a death in your immediate family. The immediate family is defined as spouse, domestic partner, mother, father, sister, brother, or child. An equal number of days may be granted for grandparents, parent-in-law, brother-in-law, sister-in-law, stepparents, stepbrother and sister, step-grandparent, stepchild, and step-parents-in-laws, grandparent, or grandchild or legal guardians. One (1) day may be granted for the spouse of a brother, sister, daughter, or son. For other relatives, or an extension of time off, the chair may grant annual leave.

Parental Leave: It is Meharry's intent to comply with the Tennessee Maternity Leave Act. Accordingly, Meharry provides up to four months of maternity/parental leave for employees who have worked full-time at Meharry for at least twelve consecutive months. To qualify, you must provide your supervisor with at least three months' written notice of (i) the anticipated commencement date of your leave; (ii) the length of the maternity/parental leave; and (iii) your intent to return to full-time employment. Before returning to full-time employment, after parental leave, you must furnish Meharry with the date of the birth of the child and a release from your physician.

Employees will be required to take accumulated annual and/or sick leave as maternity/parental leave to the extent such accumulated leave is available. An employee who requires parental leave may also be eligible for Short-Term Disability benefits. Any additional time needed for maternity/parental leave beyond the available annual leave, sick leave, and Short-Term Disability benefits, up to the completion of such available leave and/or benefit, shall be without pay.

Family Medical Leave: In accordance with the Family and Medical Leave Act (FMLA), Meharry provides up to 12 weeks of unpaid, job-protected leave per consecutive 12 months for eligible employees to address specified family and medical needs. The 12-month period begins with the first day of the first FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. Employees who have been employed for at least 12 months and worked for at least 1,250 hours over the previous 12 months prior to the leave are eligible for FMLA leave. The 12-month period during which an eligible employee may accept 12-weeks of unpaid leave will be calculated using the eligible employee's service anniversary.

j. Keys

Meharry Medical College may provide keys to faculty. They are Meharry property and must not be duplicated. All keys must be returned to your chair if you transfer or leave the organization.

k. Telephones

The College telephone lines are for business use. Faculty members are responsible for limiting their personal calls to emergencies and necessary brief messages.

VIII. College General Counsel

The [Office of General Counsel](#) exists to further the needs and best interests of Meharry Medical College. To this end, the Office provides legal advice and counsel to the Board of Trustees and to all departments of the College, including to its administrators, faculty, staff, and student organizations. These responsibilities are fulfilled by the Office or by outside counsel retained by and held accountable to the Office.

IX. Scheduling College Facilities for Special Events

To schedule campus facilities for a special event, contact the [Office of the President](#) at 615-327-6904.

X. Environmental Management, Occupational Safety

The responsibilities of the [Environmental Health and Safety](#) Office are:

1. To evaluate, review and audit all buildings for compliance according to OSHA regulations.
2. To serve as a liaison between the College and the Tennessee Department of Labor and other state and federal regulatory agencies.
3. To support the campus in the implementation of various safety and health programs.
4. To provide the President of the College and the Board of Trustees of the Meharry Medical College current information on safety and health activities.
5. To develop and recommend College policies relating to safety and health matters.
6. To develop and maintain information on safety and health as an educational resource for the College.

XI. Community Relations and Special Events

Meharry aims to empower diverse populations to improve their well-being. Special Events are conducted by schools/departments throughout the institution.

Special Events

The Office of Public Relations and Marketing will provide publicity for any department planning a special event (conference, program, symposium, open house, reception, etc.). Advance notice should be provided for all events scheduled to be held on campus or any event related to the College held off campus.

Requests for public relations assistance should be made at the time the event is being planned, for maximum news coverage and other assistance. Final details and copies of programs should be furnished upon completing the plans so that we can disseminate the correct information.

Children's Dental Health Day

Children's Dental Health Day is an annual health promotional and educational exercise which corresponds with the ADA sponsored Children's Dental Health Month in February. It is designed to provide a day of dental health orientation for children in the broader Nashville community with an emphasis on dental prevention, health education, and motivation. The Day activities are sponsored by the School of Dentistry and are organized and presented under the direction of the Department of Pediatric Dentistry.

Adopt-A-Grandparent

This is a scheduled yearly activity (set to coincide with Older Americans Month) that is conducted in the School of Dentistry of Meharry Medical College. The aims of the program are to 1) provide

for social interaction between predoctoral dental students and older adults (aged 60 and over) in the community and 2) offer the opportunity for these older persons to undergo an assessment of oral health needs, and to receive treatment, if necessary.

Healthy Halloween

The Healthy Halloween celebration is an annual educational, health, promotional, recruitment and fun activity that is sponsored by the Meharry Medical College School of Dentistry. It is organized and presented by the department of pediatric dentistry. The party, initiated in 1983, takes place on Halloween night from 5:00 to 8:00 p.m. in the lobby of the dental school. Healthy Halloween is for the children of the community. The focus age groups are pre-school through eighth grade.

XII. College Police and Security

Faculty members are encouraged to always exercise vigilant care in protecting their personal well-being and possessions against crime. Criminal infractions that occur on the campus should be reported to the Department of Campus Safety and Security at 615-327-6254. You may also report crimes/criminal offenses to security officers in patrol vehicles or on foot. Additionally, you may report crimes/criminal offenses to “Campus Security Authorities” (Deans, Associate Deans, Assistant Deans, VP-College Relations, Director of Student Services, Manager of Student Housing Facilities, Director of Campus Safety and Security). It is Meharry Medical College’s policy to investigate every report. If technical expertise or additional investigative help is needed, the Metropolitan Nashville Police Department (MNPd), or the Tennessee Bureau of Investigations (TBI) may be called to assist.

Campus Parking

Faculty parking facilities are located in several areas throughout the Meharry complex. Parking is by permit only. You must apply to the Department of Safety and Security for a sticker. The fee charge and regulations governing parking are announced by the Department of Safety and Security.

XIII. College Closing

Meharry recognizes eleven paid holidays during the year. Designated holidays are:

New Year's Eve	Independence Day
New Year's Day	Labor Day
Martin Luther King, Jr., Day	Thanksgiving Holiday
Meharry Day (Good Friday)	Christmas Eve
Memorial Day	Christmas Day
Juneteenth Holiday	

Faculty members are immediately eligible for holidays as they occur. If you are in active paid status on both your scheduled workday before and your scheduled workday after a holiday, you are eligible to earn holiday time whether or not the holiday falls on a day you are scheduled to work. For example, if your work schedule is Tuesday-Saturday, you do not miss the holidays that fall on

Monday; you just take alternate paid time off that is suitable for you and to your department. As a part-time faculty you will receive pro-rata compensation under the same conditions.

Inclement Weather

It is the intent of Meharry Medical College to always be open and to continue services in case of snow, sleet, freezing rain, windstorms, etc. However, should conditions arise when it may be necessary to close the school or alter the mode of operations, the decision will be made by the President or his designee.

XIV. College Code of Ethics

The Meharry Medical College Code of Conduct Appendix D is an integral part of the Compliance Program. The Code of Conduct is an overview of college-wide requirements that emphasizes key standards for faculty and staff. It also supports the College's obligation to conduct its daily operations with the highest standards of ethics. This commitment to excellence extends to our students, patients, independent contractors, and third-party payers. The Code of Conduct states that each individual exercise honesty and integrity in every aspect of college involvement. Everyone will be personally responsible for adhering to the standards that are set forth in the Code of Conduct, applicable to his or her assigned duties and responsibilities. This includes refraining from operations or activities that violate the Code of Conduct and/or the Compliance Program. Adherence to the Code of Conduct is a condition for continued employment with the College.

XV. Appendices

Appendix A: Schools leadership structures

School of Medicine

The Dean of the School of Medicine serves as the chief academic and administrative officer of the school. The Dean is assisted by the Senior Associate Deans and Assistant Deans. The school is composed of basic science and clinical departments, each of which is led by a chairperson. A chairperson is directly responsible for the quality, integrity and fiscal stability of the training, research, and/or patient care programs in the department. Additionally, a chairperson is responsible for the quality of instruction at all remote training sites involving Meharry students.

School of Medicine Office of the Dean

Sonja M. Harris-Haywood, MD, MS	Dean
Roland E. Jones, D.B.A., M.P.A., MBA	Associate Dean, Business & Finance
Terri Robinson, Ph.D., MPH, CHES	Assistant Dean for Academic Affairs
Cynthia Ledford, M.D.	Associate Dean for Medical Education and Curriculum
Ebonie Woolcock, MD, MPH, FACOG.	Assistant Dean for Student Affairs
Stephania Miller-Hughes. Ph.D., MS, MSCI	Assistant Dean of Research
Billy R. Ballard, M.D., D.D.S.	Associate Dean Continuing Medical Education
Susanne Tropez-Sims, M.D., M.P.H.	Assistant Dean of Clinical Affiliations

Department Chairs

Basic Sciences

Biochemistry, Cancer Biology, Neuroscience and Pharmacology	Samuel Adunyah, Ph.D.
Microbiology, Immunology, and Physiology	Chandravanu Dash, Ph.D.
Professional and Medical Education	Sakina Eltom, D.V.M., Ph.D.

Clinical Sciences

Family Medicine	Jose E. Rodriguez, M.D.
Internal Medicine	Chike Nzerue, M.D., MBA, FASN
Obstetrics & Gynecology	Leslie Appiah, M.D.
Pathology, Anatomy and Cell Biology	Sanford Barsky, M.D.
Pediatric	Xylina Bean, M.D.
Psychiatry & Behavioral Sciences	Melissa Hall, M.D., FAPA
Surgery	Shaneeta Johnson, M.D., MBA, FACS, FICS, FASMBS

School of Dentistry

The Dean has overall responsibility for the School of Dentistry operations. The administrative structure includes (1) Basic Science Department Heads whose primary appointments are in the School of Medicine but also reports to the Dean of the School of Dentistry, (2) Clinical Science Department Chairpersons, and (3) Associate Deans and Assistant Deans whose primary appointments are in the School of Dentistry and report to the Dean. They have direct responsibility for the integrity of education, research income, and expenditures in their respective departments. The department chairpersons have added responsibility for patient care in their clinical discipline.

School of Dentistry Office of the Dean

Cherae Farmer-Dixon, D.D.S.	Dean
David Mott, DMD, MS	Associate Dean, Clinical Affairs
Deborah A. Cole, D.D., MBA	Associate Dean, Business and Finance
Julie A. Gray, D.D.S.	Associate Dean Community Based Collaboration
Machelle Thompson, RDH, MPH	Associate Dean of Compliance
James Tyus, D.D.S.	Vice Dean and Interim Associate Dean, Academic Affairs
Kerin Burdette, D.D.S.	Associate Dean, Student Affairs
Pandu Gangula, Ph.D.	Associate Dean Research
Anita Sykes Smith, D.D.S, MBA	Assistant Dean of Patient Services
Thomas Garrett, MA	Executive Associate

Department Chairs

Sandra Harris, D.D.S.	Chair, Orthodontics
Shana Warren-Byers D.D.S., M.Ed.	Interim Chair, Pediatric Dentistry
Ashley Harrison, D.D.S.	Interim Chair, Endodontics
James E. Cade, D.D.S.	Chair, Oral Diagnostics Sciences
Kimberley Perkins-Davis, D.D.S.	Chair, Oral & Maxillofacial Surgery & Director Oral and Maxillofacial Surgery Residency Program
David Mott, DMD, MS	Chair, Periodontics
Angela Graves, D.D.S..	Chair, Restorative Dentistry
David Miller, D.D.S.	Chair, Dental Public Health & Director of External Affairs

Program Directors

Henry Young, D.D.S., MS.	Director, General Practice Residency Program
Mirissa Price, D.D.S.	Director, Pediatric Dentistry Residency
Kelli Turner, D.D.S.	Director, Comprehensive Clinical Dentistry

School of Graduate Studies

The School of Graduate Studies (SOGS) is headed by the Dean. The school has four departments: Department of Applied Education, Department of Biomedical Sciences, Department of Integrative Genomics and Epidemiology, and Department of Physician Assistant Sciences. The Department of Applied Education prepares visionary leaders to transform healthcare education and workforce development through the newly proposed innovative Master of Education in Healthcare Leadership and Doctor of Education in Healthcare Leadership programs. The Department of Biomedical Sciences trains and educates students to be outstanding scientists for careers in academia, government, or the private sector. The department offers the Master of Health Sciences (MHS) and the Ph.D. in Biomedical Sciences programs. The Department of Integrative Genomics and Epidemiology drives transformative research that uncovers the complex interplay of genomic, cellular, behavioral, social, and environmental factors that contribute to cardiometabolic diseases and cancer. The Physician Assistant Sciences Department produces physician assistants who provide compassionate care and are equipped with the ability to practice cultural humility and demonstrate a commitment to community service and lifelong learning. Faculty in these departments report to a department chair who reports to the Dean.

School of Graduate Studies & Research Office of the Dean

Merry L. Lindsey, Ph.D.	Dean
Melanie J. Ragin	Senior Associate Dean
Amos Sakwe, Ph.D.	Assistant Dean for Academic Affairs
Nicolle Patterson, MS	Assistant Dean for Student Affairs
Lisa Johnson, MBA	Associate Dean, Director of Strategic Initiatives
Michelle Steele, Ed.D..	Chair, Department of Applied Education
Allyson Fleming, Ed.D.	Director, Applied Education Program
Pamela Martin, Ph.D.	Chair, Department of Biomedical Sciences
Pius Nde, Ph.D.	Director, Ph.D. Program
Tultul Nayyar, Ph.D., MSCI	Director, Masters in Health Sciences Program
Amadou Gaye, Ph.D.	Chair, Department of Integrative Genomics and Epidemiology
Michelle Drumgold, MSPH, MSPAS, PA-C.	Chair & Program Director, Physician Assistant Program

School of Applied Computation Sciences

The Dean heads the School of Applied Computational Sciences (SACS). The school is divided into four broad divisions: Academics, Clinical Data Enterprise, Research and Development, and Business Stewardship. The Academics division offers an MS degree (and Graduate Certificate) in Biomedical Data Science through the department of Biomedical Data Science, and an MS degree (and Graduate Certificate) in “general” Data Science through the department of Computer Science and Data Science. The Clinical Data Enterprise division provides data, computing, and technology infrastructure to enable collection and analysis of clinical data in support of the institutional clinical and research enterprises. The Research and Development (R&D) division facilitates (i) scholarship by Meharry principal investigators to develop hypothesis and use data science tools, and (ii) collaborative research with outside organizations including academic institutions, state and federal agencies, and healthcare related organizations in the areas of computational sciences. An integral component of the R&D division is the Center for Advanced Scientific Computing and Innovation which fosters a culture of innovation, learning, engagement, and personal growth for SACS students, faculty, and staff as they employ advanced computing capabilities to understand and solve complex problems. The Business Stewardship division provides analytical support to Meharry academic and non-academic units where analytics can inform use of resources to create better outcomes. The divisions, departments, and center are headed by associate deans and directors who report to the Dean and are responsible for the quality of education, training, research, and administrative management of their respective units.

School of Applied Computational Sciences Office of the Dean

Fortune Mhlanga, Ph.D.	Founding Dean
Alessandra Jones	Assoc Dean Bus/Fin SACS, AVP Bus/Fin EDA
Todd Gary, Ph.D.	Associate Dean, External Research and Development Partnerships
JeanLuc Nshimiyimana, Ph.D.	Assistant Dean of Admissions and Student Affairs
Sajid Hussain, Ph.D.	Chair, Department of Computer Science and Data Science
Aize Cao, Ph.D.	Chair, Department of Biomedical Data Science

School of Global Health

The Dean heads the School of Global Health (SGH). The School of Global Health is dedicated to advancing the well-being of the global community by educating and nurturing a diverse and inclusive cohort of enthusiastic global health leaders who can navigate political systems and societal structures to positively impact public health. It equips learners with the knowledge, skills, and resources needed to take decisive action in addressing the world's most pressing and complex health issues through innovation, collaboration, and social responsibility, empowering graduates to make a tangible and lasting impact on health and well-being worldwide. The SGH offers doctoral degrees in health administration (DHA), global health equity and in health law, policy, and management. Likewise, the SGH offers a Master of Public Health (MPH), Master of Science (MS) in Health Equity and an MS in health law, policy, and management. The departments are headed by Chairs who report to the Dean and are responsible for the quality of education, training, research, and administrative management of their respective units.

School of Global Health Office of the Dean

Daniel Dawes, JD	Founding Dean
Nelson Dunlap, JD	Vice Dean, School of Global Health; VP, Public Policy & External Affairs
Celeste Philip, M.D., MPH	Associate Dean, Applied Health Practice, Interim Chair, Department of Public Health
Fazal Khan, M.D., JD	Department Chair, Political Determinants of Health
Lynn Todman, Ph.D., MCP	Department Chair, Population Health
Ayanna Smith, MBA	Associate Dean, Business, Finance & Administration AVP, Operations & Budget
Alicia Holloway, Ed.D.	Associate Dean, Curriculum Development & Academic Affairs
Christian M. Amador, MBA, MSc	Assistant Vice President, Strategic Initiatives
Angelita Howard, Ed.D., MBA, MA	Vice President of Global and Online Education, Student Affairs and Engagement
Juan Carlos Gonzalez, MBA, PMP	Assistant Vice President, Strategic Planning
Mahia Valle, MBA	Director, Student Enrollment Management & Communications

Appendix B: Code of Conduct Policy

The Code of Conduct is designed to promote the professional development of students at MMC. However, it cannot include, nor force each potential infraction. Therefore, unprofessional behavior that falls outside of those within this code is still subject to discipline. These specific incidents will be considered in the context in which they occur. This code is designed to serve as guidelines for our students and includes activities and conduct during their time at MMC. While this code of conduct is not meant to govern behavior of a student's private life disconnected from their academics, it should be noted that health professionals are held to high standards of conduct within society. Therefore, this behavior has the potential to come before the Student Disciplinary Committee for investigation.

The Code of Professional Conduct applies to MMC students currently enrolled at the College. If an incident occurs while a student is on a Leave of Absence, the incident shall be taken into consideration when a student applies for a return from leave request. As a condition to return from Leave of Absence, students must submit to a background check, at their own expense.

Meharry's institutional approach to professional conduct applies **to faculty as well as students and staff**, with faculty explicitly included in responsibility for enforcement and application of professional standards:

- Faculty participate in implementation and enforcement of the Professional Code of Conduct and Honor Code — meaning they are expected to model and uphold the same high standards of ethical and professional behavior established for students and the institution.
- While the publicly available [student Code of Professional Conduct](#) is focused on student behavior, it explicitly states that faculty and staff share responsibility for enforcing it, signaling shared expectations of integrity, honesty, and professionalism across roles.