



## Appendices

## Building and Facilities

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### Buildings and Facilities

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**Adams Administration Building** (1988) – The Ralph Wyatt Adams Administration Building provides offices for the major administrative units of the university system.

**Adams Center** (1975) – The Dorothy K. Adams University Center houses the campus post office, the University Store, a food court, meeting rooms, offices, recreational areas, a theater and a fitness center.

**Alumni Hall** (1966) – Alumni Hall is an air-conditioned, 550 bed men’s residence hall financed partially through donations from faculty, alumni and friends of the university. One wing of this facility has been named to honor Dr. James O. Colley, Jr. and the other to honor Mr. Frank S. Anderson.

**Bibb Graves** (1929) – Bibb Graves Hall is a colonial style building that houses the Sorrell College of Business, the history department, classrooms and some administrative offices.

**Chancellor’s Home** (1962) – The chancellor’s home is a two-story home of colonial design located in a pine copse near the entrance to and overlooking the main campus.

**Clements Hall** (1963) – James Burnes Clements Hall is an air conditioned residence hall accommodating 212 students.

**Collegeview Building** (1973) – The Collegeview building houses the administrative offices for the College of Health and Human Services, faculty offices for the School of Nursing, and an exercise Physiology and Kinesiology lab.

**Cowart Hall** (1951) – Fletcher Jackson Cowart Hall is a women’s residence hall with suites in which every two rooms share a bath.

**Curtis Cottage** – This home was purchased as part of the Baptist Children’s Home property and is now university rental property.

**Davis Field House** (1971) – The Tine W. Davis Hall Field House contains offices, classrooms, dressing rooms and special areas for athletic activities.

**Dill Hall** (1959) – Joseph Macon Dill Hall is a 49 unit on-campus apartment complex.

**Eldridge Hall** (1951) – Edwin Ruthven Eldridge Hall is an addition to Shackelford Hall and houses an administrative office of the sports medicine program.

**Fraternity Houses** – There are six university fraternity houses on Pell Avenue.

**Forest Resources Complex and Arboretum** – The Forest Resources Complex has an office and rooms for meetings and classes. It is located in the Arboretum which covers 75 acres of forest land adjacent to the university’s main campus as well as 18 acres of sandhill habitat in the Pike County Pocosin. For more information, see the General Information Section.

**Gardner Hall** (1962) – Catherine Collins Gardner hall is an air-conditioned women’s residence hall designed to accommodate 122 students.

**Hamil Hall** (1963) – Lorraine Estelle Hamil Hall is an air conditioned women’s residence hall and includes the Mary E. Rich Health Center.

**Hawkins, Adams, Long Hall of Honor** (1997) – The Hawkins, Adams, Long Hall of Honor houses the National Band Association Hall of Fame of Distinguished Band Conductors, the Alabama Bandmasters Hall of Fame, the TSU Archives, offices, and a large conference/performance room.

**Hill Crest Houses I and II** – The Hill Crest House Wellness Centers, formerly group homes for the Baptist Children’s Home, were purchased by the university and are now used for student housing with residents committed to substance-free living.

**Honors Cottage** (1989) – Formerly the Rotary International Center, the Honors Cottage houses 20 students and serves as a focal point for meetings and activities with the Honors Alliance and faculty and staff in the honors program.

**Kingry Cottage** – The Kingry Cottage is utilized as a rental property by the university. It was previously a single family residence and part of the Baptist Children’s Home property.

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**Learning Center** – The Little Trojan Learning Center serves as a daycare facility for a limited number of parents who need this service, and as a training classroom for those students taking early child development in the College of Education.

**Long Hall** (1976) – John Maloy Long Hall is a modern music support facility that also houses the band rehearsal hall and several faculty studios.

**Malone Hall** (1962) – The Wallace D. Malone Jr. Center of Fine Arts contains offices, classrooms, specialized studio spaces and a digital design lab. Malone also houses the Malone Gallery of Art and is home to <<dti.tsu>> Center for Design, Technology and Industry.

**Math/Science Complex** (1998) – The Math/Science Complex is a modern, well-equipped building housing science and mathematics classrooms, laboratories and offices. It includes the former McCall Hall, Sorrell Wing, and the new Math/Science addition. It also includes offices for the Dean of the College of Arts and Sciences and faculty for the social sciences.

**McCartha Hall** (1950) – The Clarence L. McCartha Hall houses the counseling, teacher education, psychology, human services and Air Force ROTC departments and ComputerWorks.

**Wendell Mitchell Hall** – Wendell Mitchell Hall holds the offices and workshop areas for Inservice/Continuing Education programs, and is located in what was formerly the Carroll Auditorium Building of the Baptist Children's Home.

**Movie Gallery Veterans' Stadium** – The stadium has a seating capacity of 30,000 and is used for university and city athletic events.

**Natorium** (1977) – The McDowell Lee Natatorium contains an Olympic-size indoor swimming pool and related facilities, pool officials' offices, locker rooms and a sauna.

**O'Hara Cottage** – This building was a single family residence purchased by the university and is now rental property.

**Pace Hall/Rotary International Center** (1947) – The Matthew Downer Pace Hall, formerly a women's residence hall., was renovated in 1998 to house an expanded International Center, administrative offices, and student activity spaces.

**Physical Plant** (1984)– The Physical Plant building houses the maintenance and grounds departments, office space, and the central shipping and receiving warehouse.

**Pro Shop** (1977) – The Trojan Oaks Pro Shop is the clubhouse for the golf course. It houses offices for the tennis coach and the men's and women's golf coaches.

**Press Box** (1986) – The R. Douglas Hawkins Press Box is a five-story structure containing a concession area, meeting room, presidential suite, press area, filming and clock and coach areas.

**Recreational Gym** – This building was purchased as a part of the Baptist Children's Home property. It serves as a gym and a facility for classes.

**Shackelford Hall** (1930) – Edward M. Shackelford Hall is a coed residence hall accommodating 141 students. This facility consists of private as well as double rooms and houses some sorority chapter rooms.

**Smith Hall** (1961) – Charles Bunyan Smith Hall incorporates major performance space, and the Claudia Crosby Theater. The building also houses the English department and music department classrooms, rehearsal rooms and offices.

**Sorority Houses** – Five sorority houses are located on Elm Street in buildings purchased from the Baptist Children's Home. These buildings were formerly the Dunbar, Colley, Elrod, Andrews and Oliver Cottages.

**Sorrell Chapel** (1982) – The Sorrell Chapel was designed for weddings, non-denominational services, meetings, occasions, meditations and similar functions.

**Stewart Dining Hall** (1966) – The Frank Ross Stewart Hall is an air-conditioned dining facility.

**Time-Off Cottage** – This building was a single family residence purchased by the university and is now rental property.

**Trojan Arena/Sartain Hall** (1962) - Trojan Arena contains classrooms, offices and an indoor arena with a seating capacity of 4000.

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**University Apartments** (1969) – University Apartments include seven buildings with 48 one and two bedroom apartments which are electrically heated and cooled.

**Wallace Hall** (1970) – Lurleen Burns Wallace Hall houses the university library, the Distance Learning Center, and the School of Journalism. Radio, television and creative services also occupy the building.

**Wright Hall** (1939) – Edgar McBryde Wright Hall is the center for recreation, intramural sports, sport and fitness management, health and physical education. The building also houses the counseling, and writing centers, Kinesiology and Health Promotions Department, and Instructional Support Services administration.

Other peripheral buildings on the Troy campus which serve physical plant and other needs include: Greenhouse, Heating Plant/Boiler Building, Laundry, Masonry Shop, Upholstery Shop, Storage Building, Riddle Press Box/Concession Building, Canoe Storage, Cottage at 716 Elm Street, a building at 111 E. Academy St., and rental buildings on University Avenue.

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### INFORMATION TECHNOLOGY USAGE POLICY

The University's Information Technology System includes computing, information, technology, and network resources. Key components of this System are computer hardware and software of whatever design, Internet access, libraries, laboratories, telephone lines, microwave transmission capability, records, and other such equipment which faculty, staff, and students may be privileged (there is no implied right) to use for the purpose of education, research, service, and other academic and administrative functions. All users of this technology system are obligated to utilize the various resources responsibly, legally, and ethically for their intended purpose.

The University respects each individual's right to privacy in the electronic forum. Users of technology, including personal computers linked *via* University-owned telecommunications equipment to other systems, must also respect the privacy rights of others.

Users of technology must also abide by all applicable copyright laws and licensure agreements.

The University shall take disciplinary and/or legal action, as appropriate, against any individual who violates this policy. Violators will be billed for any illegal use of the computer system as well as for damages caused by misuse and will be temporarily or permanently suspended from technology facilities, and will be prosecuted for statutory violations.

Examples of violations include, but are not limited to the following activities.

- Unauthorized use of accounts
- Attempt to receive or receipt of another's electronic mail
- Impersonation of other individuals in communications
- Unauthorized access to or attempt to access, alter, browse, view, share, or distribute restricted or private data bases and electronic information
- Attempts to capture or crack passwords
- Attempts to break encryption protocols
- Alteration or destruction of passwords
- Intercepting data or programs owned by The University and other users
- Experiments to demonstrate computer vulnerabilities
- Attempts at or theft or destruction of any property or materials owned by The University or another individual
- To use invasive or infected software, e.g. worms, crackers, viruses, etc.
- Depriving others of the legitimate and authorized use of equipment, manuals, and supplies owned by The University

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- The abuse, misuse, or alteration of other purposes of any equipment or materials belonging to the information technology system
- The use of excessive quantities of supplies and materials (e.g., paper, ribbons, etc.)
- The use of computer systems and network resources for personal monetary gain
- Sending or receiving obscene, pornographic, harassing, nuisance, abusive, or threatening material
- The use of University facilities for commercial or political purposes

Troy State University expressly and explicitly disclaims any liability and/or responsibility for any violation of this policy.

### **RESEARCH INVOLVING HUMAN SUBJECTS**

The Troy State University Research Review Board was established to evaluate all research projects involving human subjects for compliance with guidelines and regulations established by the Department of Health and Human Services and the Food and Drug Administration of the United States Government. All research involving human subjects whether conducted by the faculty, staff, or students must be reviewed and approved by the Troy State University Research Review Board before human subjects may be involved. Neither the source of funds nor lack of funding for such research has any bearing on this requirement. Information may be obtained by contacting the office of the Dean of the Graduate School, Adams Administration Building.

### **TROY STATE UNIVERSITY POLICY ON SEXUAL HARASSMENT**

#### **I. Statement of Philosophy**

Troy State University is proud of its tradition of friendly and congenial relations between students and employees (faculty, staff, and administrators). The University is committed to maintaining an environment that nourishes respect for the dignity of each individual and that creates an atmosphere in which students and employees can interact productively. In keeping with these goals, sexual harassment by anyone (whether in the classroom, the office, at a University-sponsored function, or within any University environment ) will not be tolerated. Even though this policy deals specifically with sexual harassment, harassment with regard to race, color, and national origin is also illegal and will not be tolerated by Troy State University. Accusations will be promptly investigated and dealt with in accordance with the sexual harassment policy outlined below.

#### **II. Definition of Sexual Harassment**

For purposes of Troy State University's policy, sexual harassment is defined as any type of sexually oriented misconduct that is unwelcome or inappropriate. Sexual harassment within the academic arena consists of unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is explicitly or implicitly a term or condition of a student's or employee's academic success or employment; or
2. Submission to or rejection of such conduct is used as the implicit or explicit basis for employment or academic decisions affecting the student's or employee's educational and/or work experience; or

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3. Such conduct has the purpose or effect of unreasonably interfering with a student's or employee's employment or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to:

1. Demanding sexual favors in exchange for favorable evaluations, assignments, promotions, continued employment, grades, letters of recommendation or similar promises;
2. Subtle pressure for sexual activity;
3. Continued or repeated sexual jokes, kidding, teasing, epithets, flirtation, advances, or propositions;
4. Derogatory or demeaning comments about gender, whether sexual or not;
5. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual;
6. Verbal abuse of a sexual nature;
7. Graphic verbal commentary about an individual's body, clothing, sexual prowess, or sexual deficiencies;
8. Sexually degrading or vulgar words to describe an individual;
9. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures;
10. The display in the workplace or academic environment of sexually suggestive objects, pictures, posters or cartoons;
11. Introduction or utilization of inappropriate sexual material in an academic setting;
12. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
13. The display of sexually suggestive graffiti;
14. Asking questions about sexual conduct or sexual orientation or preferences;
15. Offensive, repeated requests for dates, even if made after work; and
16. Continued advances of a sexual nature which are rejected, even after the parties break off a consensual sexual relationship.

### **III. Individuals Covered Under the Policy**

Troy State University's comprehensive harassment policy covers all employees, students, applicants, and others conducting official business with the University.

### **IV. Procedures**

#### **A. Reporting a Complaint**

Troy State University encourages any person who believes he or she is a victim of harassment to try to resolve the problem informally with the person directly responsible for the harassment. This is not, however, a prerequisite for reporting or filing a complaint.

The University recognizes that a student or an employee may be reluctant and/or embarrassed to complain about harassment. As a consequence of this reluctance, and to allow for the greatest accessibility by a student or employee to a complaint process, the University provides the following reporting avenues:

1. The student or employee may report a complaint to any member of the University's Harassment Response Team, or to the appropriate supervisor, dean, director, or Vice President. Any student or employee who is uncertain about the appropriate person to whom the complaint should be addressed may direct the complaint to the Director of Human Resources, Adams Administration Room 116, who, in turn, will inform the complainant of the need to report the complaint to the Harassment Response Team. If the complainant so chooses, the University employee to whom the complaint was reported may accompany the complainant to the meeting with the Harassment Response Team member or the appropriate supervisor.

To report an incident which occurs after working hours, an individual should report the incident to University Police for immediate action as appropriate. University police will report the incident to the Director of Human Resources for any necessary corrective action. The Director of Human Resources will transmit a written report of the complaint to the Harassment Response Team for immediate investigation.

2. At University College locations, the procedure for reporting will follow the same guidelines as 1. above with coordination through the Site Director (unless the Site Director is the accused or the accuser), in which case, through the Regional Director.
3. At the Phenix City branch, the procedure for reporting will follow the same guidelines as 1. above.

The Harassment Response Team members shall consist of seven to eleven members which will include both males and females of various ages, classified personnel, professional staff, tenured and tenure-track faculty, and shall include one person from University College and one person from the Phenix City campus. The Chair of the Response Team will be appointed by the Chancellor.

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### **B. Confidentiality**

The University recognizes the privacy rights of both the complainant and the accused in a harassment situation. Any allegation of harassment that is brought before a member of the Harassment Response Team will be handled discretely. Reasonable effort will be made to respect the privacy of the parties involved; however, it will be necessary to investigate the complaint and to respond to any legal and/or administrative proceedings which may arise out of or relate to the complaint.

### **C. Filing a Complaint with the Harassment Response Team**

The University encourages any person who files a complaint to do so promptly. The University also understands the complainant's reluctance to file a complaint and assures the complainant that late reporting will not in and of itself preclude remedial action by the University. All cases must be reported to the Harassment Response Team within 90 days of the alleged harassment; however, for this purpose, the date the University acquires knowledge of an instance through any source whatever will commence this ninety-day period.

All complaints made to a member of the Harassment Response Team will be immediately put into writing, whether or not the complainant wishes to pursue the matter further. The written report of the complainant will be read, approved, and signed by the complainant. At this point, the complainant and/or the Harassment Response Team member will determine whether or not the complaint will be pursued further. Depending on this decision, one of two procedures will be followed:

1. If the complainant does not wish to continue with the complaint, the Harassment Response Team member will notify the accused that a complaint was filed. The accused will be provided a copy of the complaint. The accused will have the opportunity to respond to the allegations in writing. Both reports, the complainant's and the accused's, will be retained by the Office of Human Resources. At this point, an informal resolution will be sought.
2. If the complainant wishes to continue the complaint and seek sanctions against the accused, the investigative process begins. (See Section IV.E.)

**NOTE:** If a complainant fails to cooperate with the Harassment Response Team, that failure will be deemed to be a withdrawal of the complaint.

An individual who believes he or she is a victim of harassment is encouraged to keep a record of the objectionable conduct. However, the complainant should be aware that a record kept at the direction of the University may be considered privileged, to any extent possible.

The University will retain confidential documentation of all allegations and investigations for a period of one year in the Office of Human Resources.

### **D. Protection Against Retaliation**

Neither the University nor its employees or representatives will in any way retaliate against an employee or student who makes a report of harassment. Retaliation is a very

serious violation of the university's policy and should be reported immediately. Retaliation against any individual for reporting harassment will be treated with the same strict discipline as the harassment com

**E. Investigating a Complaint**

If a complainant wishes to pursue the complaint, (Section C.2.) the investigation will begin. The investigation will be done in a timely manner and will be handled by the Chair of the Harassment Response Team or the Chair's designee, with the assistance of at least one other Harassment Response Team member.

The University will notify the complainant and the accused, through the Harassment Response Team member, of the procedures that will be followed to allow for due process. Each party to the complaint will be notified that he or she may seek legal counsel at any time during the process.

In general the process will consist of the following procedures:

1. Interview complainant charging sexual harassment.
2. Have a complainant read, approve, and sign written report.
3. Notify accused of complaint and provide the accused a copy of the written complaint within 30 days of notification (additional time may be granted by the chair or appropriate administrative office in extenuating circumstances). Interview and obtain written report from accused.
4. Interview witnesses to harassment.

**F. Resolving the Complaint**

The University is committed to investigating and resolving any complaint of harassment brought to the attention of the University. The results of the investigation, having been completed by members of the Harassment Response team, will be forwarded to the appropriate body responsible for making the disciplinary decisions. (The Harassment Response Team only investigates and compiles information – the Team does not make recommendations for disciplinary action.)

Disciplinary procedures will vary as a result of the parties involved, i.e., the complainant and the accused. The parties involved may be a combination of students, faculty, staff, administrators, individuals under contract by the University, or persons external to the University.

<u>Accused</u>	<u>Appropriate Body</u>
Student	Student Affairs Committee
Faculty	Provost Dean of College or School One faculty member
Staff or Administrator	Director of Personnel Services Vice Chancellor One Classified Employee member from the Personnel Advisory Committee (if requested) One Professional Staff member from Personnel Advisory Committee (if requested) One faculty member (if requested)

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Others  
Associated      Vary depending on circumstances  
With the  
University

Any individual involved in a complaint, as either complainant, accused, or witness, will be replaced by an appropriate person chosen by the vice chancellor. In all cases, the individual accused will be allowed due process.

It is the responsibility of each body to determine whether the complaint has merit. Each body may decide that the complaint is without merit and recommend no disciplinary action. Alternatively, it may determine that the complaint is valid and will determine the appropriate disciplinary action. (See Sanctions.)

The procedures outlined in this policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission (EEOC), initiating civil action, or seeking redress under state, civil, or criminal statutes and/or federal law.

### **V. Sanctions**

#### **A. Employees**

Potential sanctions for sexual harassment include the following:

- Reprimand.
- Referral to appropriate counseling.
- Reassignment.
- Temporary suspension.
- Termination.

#### **B. Students**

Potential sanctions for sexual harassment include the following:

- Disciplinary warning/reprimand.
- Disciplinary probation.
- Suspension.
- Expulsion.

### **VI. False Accusations**

The university recognizes that the question of whether a particular course of conduct constitutes sexual harassment requires a factual determination. The university also recognizes that false accusations of sexual harassment can have serious effects on innocent persons. If an investigation results in a finding that a person who has accused another of sexual harassment has maliciously or recklessly made false accusations, the accuser will be subjected to appropriate sanctions, as listed above.

### **VII. Education and Training**

The university commits to this policy by:

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1. developing and reviewing the comprehensive policy on a timely basis;
2. annually communicating the policy to students and employees;
3. annually training and educating students and employees;
4. confidentiality, insofar as possible in investigating incidents;
5. documenting findings and maintaining records;
6. taking appropriate action when incidents occur.

Vice presidents, deans, and regional directors will regularly inform those assigned to their respective divisions to become familiar with the TSU Sexual Harassment Policy.

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## KEY TO ABBREVIATIONS

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I, II, & III	.....	First, second or third courses in sequence
1101	.....	Course number
(3)	.....	Three credit hours
(1 to 3)	.....	One to three credit hours
(3-3)	.....	Three credit hours—meets three periods per week
TBA	.....	Time to be arranged/To be announced
GS	.....	General studies course
A.S.N.	.....	Associate of Science in Nursing
B.A.	.....	Bachelor of Arts
B.A.S.	.....	Bachelor of Applied Science
B.S.	.....	Bachelor of Science
B.S.N.	.....	Bachelor of Science in Nursing
ELA	.....	Experimental Learning Assessment
F	.....	Fall
Sp	.....	Spring
Su	.....	Summer
AS	.....	Aerospace Studies
AT	.....	Athletic Training
ACT	.....	Accounting
ANT	.....	Anthropology
ART	.....	Art
BAN	.....	General Business
BIO	.....	Biological Sciences
CDC	.....	Cross Discipline Courses
CHD	.....	Counseling and Human Development
CHM	.....	Chemistry
CJ	.....	Criminal Justice
CLA	.....	Classics
DRA	.....	Dramatic Arts
EAM	.....	Environmental Analysis and Management
ECO	.....	Economics
EDU	.....	Education
ENG	.....	English
FIN	.....	Finance
FLN	.....	Foreign Language
FRN	.....	French
GEM	.....	Geomatics
GEO	.....	Geography
GER	.....	German
GRK	.....	Greek
HIS	.....	History
HON	.....	Honors
HPR	.....	Professional Physical Education and Sport and Fitness Management
HS	.....	Human Services
IED	.....	Interdisciplinary Education
IS	.....	Information Systems
JRN	.....	Journalism
LAT	.....	Latin
LAW	.....	Law
LDR	.....	Leadership
MB	.....	Marine Biology
MGT	.....	Management
MKT	.....	Marketing
MS	.....	Military Science
MT	.....	Medical Technology
MTH	.....	Mathematics
MUS	.....	Music
NSG	.....	Nursing
PEF	.....	Physical Education and Fitness (Ft. Benning only)
PHI	.....	Philosophy
PHY	.....	Physics
POL	.....	Political Science
PSY	.....	Psychology
QM	.....	Quantitative Methods
RED	.....	Reading
REL	.....	Religion
RHB	.....	Rehabilitation
RMI	.....	Risk Management and Insurance
SCI	.....	General Science
SED	.....	Secondary Education
SOC	.....	Sociology
SPH	.....	Speech Communications
SPN	.....	Spanish
SS	.....	Social Science
SWK	.....	Social Work
TSU	.....	Troy State University