

# The University of Tennessee at Martin Faculty and Staff Classification Decision Tree

## Office of University Outreach

### LEVEL 1 FACULTY AND STAFF

Faculty and staff works under supervision of Camp Director at all times and has no direct contact with minors.

**Faculty and staff must:**

- Read Standards of Conduct for Covered Adults – [Appendix E](#)
- Read and Sign TN Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse. [Appendix B](#)

### LEVEL 2 FACULTY AND STAFF

This faculty and staff has direct contact with minors with no overnight involvement and no frequent contact for longer than two weeks with minors.

**Faculty and staff must:**

- Read and Sign TN Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse. [Appendix B](#)
- Complete Child Protection Training (Online in K@TE or face-to-face) every two years. <https://hr.utk.edu/child-protection-training-for-covered-adults/>
- Read Standards of Conduct for Covered Adults – [Appendix E](#)

**Agent/Designate:**

- Initiate background check (BGC) for faculty/staff (every four years).\*

### Start Here

Does the faculty and staff work in direct contact with minors?

- **direct contact** is the instruction, care, supervision, guidance, control, and/or routine interaction with a minor.
- a **minor** is any person who is under eighteen (18) years of age, or who is reasonably presumed to be under eighteen (18) years of age.

NO

YES

### LEVEL 3 FACULTY AND STAFF

This faculty and staff has direct contact with minors with possible overnight involvement and does have frequent contact for longer than two weeks with minors.

**Faculty and staff must:**

- Read and Sign TN Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse. [Appendix B](#)
- Complete Child Protection Training (Online in K@TE or face-to-face) every two years. <https://hr.utk.edu/child-protection-training-for-covered-adults/>
- Read Standards of Conduct for Covered Adults – [Appendix E](#)
- If transporting students, must have a valid driver's license.

**Agent/Designate:**

- Initiate background check (BGC) for student (every four years).\*

NO

Does the faculty and staff have any overnight involvement or regular, frequent contact for longer than two weeks with minors or will drive a vehicle transporting minors?

YES