

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: 1:01:03

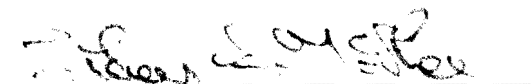
DATE: July 1, 2011

SUPERSEDES POLICY NO: 1:01:03

DATED: August 14, 2009

SUBJECT: Tobacco-Free Campus Policy

APPROVED: Sidney A. McPhee, President



I. PURPOSE

Middle Tennessee State University (“MTSU”) promotes a healthy, safe, and aesthetically pleasing work, educational, and living environment. The MTSU community acknowledges that long-term health hazards may accrue to people who use tobacco products or who are subjected to second-hand smoke. As a result, effective July 1, 2011, MTSU is a Tobacco-Free Campus and the use of tobacco will not be permitted except as specifically permitted under this policy.

II. SCOPE

This policy applies to all faculty, staff, students, contractors, and visitors of MTSU and is in effect 24 hours a day, year round. This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as smokeless electronic cigarettes and other similar devices.

III. GENERAL RULES

A. Prohibited Areas for Smoking

Tobacco use is not permitted in any MTSU-owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by MTSU, including off-campus property.

B. Areas and Circumstances in which Smoking is Permitted

Notwithstanding the above, use of tobacco will be allowed on MTSU property in the following circumstances:

- (1) Individuals may use tobacco while inside private vehicles situated on MTSU property.
- (2) Additional exceptions may be approved for academic, artistic, educational, or research activities.

Any individual or group seeking an exception under this paragraph for an academic purpose should submit the attached Request for Exception form to the Provost’s Office; otherwise, the Request for Exception form should be submitted to the Senior Vice President’s Office. The activity may be approved provided that Campus Planning and Environmental Health and

Safety Services concur with the proposed use of the facility, including confirming that the proposed space may be safely used for the requested activity and, to the extent applicable, has adequate ventilation and separation from non-smokers.

IV. SUPPORT

Understanding the addictive nature of tobacco products, MTSU will make every effort to assist those who may wish to stop using tobacco. Students who wish to stop using tobacco are encouraged to contact Student Health Services for information about smoking cessation programs. Faculty and Staff who wish to stop using tobacco are encouraged to contact Human Resources for information about tobacco cessation resources.

V. COMPLIANCE AND ENFORCEMENT OF POLICY

A. Compliance

All members of the MTSU community shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, contractors, and visitors will voluntarily comply with the spirit and intent of this policy. Violation of this policy may be regarded as a willful safety violation.

B. Enforcement of Policy

The success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users. Fines and citations will not be part of the basic enforcement of this policy; however, the discipline policies applicable to students, faculty, and staff may be invoked, if necessary, to secure compliance with this policy.

Violations of this policy will be enforced in the following manner:

- (1) Violations of this policy by faculty and staff should be brought to the attention of the employee's supervisor;
- (2) Violations of this policy by students should be brought to the attention of Student Affairs;
- (3) Violations of this policy by visitors should be brought to the attention of Public Safety; and
- (4) Violations of this policy by contractors should be brought to the attention of the department for whom the contractor is working or Facilities Services, as applicable.

VI. IMPLEMENTATION

A. Signage

Facilities Services will be responsible for providing appropriate signage and for removing all receptacles for discarding smoking materials in previously designated smoking areas.

B. Notice to Contractors

The department for whom a contractor is working will be responsible for ensuring that contractors performing work for their department on property owned or leased by MTSU are notified of the requirements of this policy. Construction contractors will be notified by Facilities Services.

C. Notice to Faculty and Staff

Human Resources will be responsible for implementing procedures to ensure that all current and future faculty and staff are notified of the requirements of this policy.

D. Notice to Students

Student Affairs will be responsible for implementing procedures to ensure that all current and future students are notified of the requirements of this policy.

Revisions: August 14, 2009, September 19, 2003; July 1, 2011

REQUEST FOR EXCEPTION TO ALLOW USE OF TOBACCO ON MTSU PROPERTY

Requesting Individual (name, address, M-number, phone number)	Requesting Department
Detailed Description of Proposed Activity :	
Description of Requested Location:	
Age and Number of Expected Participants:	
Anticipated safety measures/protection from secondary effects of tobacco use:	

Applicant

Date

CONCUR:

Print name: Date
Campus Planning

Print Name: Date
Environmental Health and Safety Services

APPROVED:

Provost or Senior Vice President, Date
as applicable