

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).*

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?

NO

YES