GRADUATE EDUCATION – WHAT DOES A NEW FACULTY MEMBER NEED TO KNOW?

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Graduate School at UTK

The Graduate School provides a wide range of services to support graduate education:

- Provide the infrastructure for admissions
- Provide a wide range of support services to current students
- Provide support for recruitment and mentoring
- Oversee awarding of fellowships and centralized fee waivers
- Review records for awarding of degrees – in concert with University Registrar
- Host the Graduate Hooding ceremony (fall & spring)
- Work with Graduate Council to ensure that policies are clearly written and implemented consistently
- Produce the Graduate Catalog each year
- Work with Associate Deans and Directors of Graduate Studies to support colleges and departments
- Work with Graduate Student Senate as an advocate for graduate students
- Communicate about graduate education at UTK
Points of contact

■ Dr. Ernest Brothers – Associate Dean
  – Recruitment, diversity and inclusion, mentoring

■ Dr. Sara Bradberry – Assistant Dean, Director of Student Services
  – Issues facing current students

■ Ms. Yvonne Kilpatrick – Assistant Dean, Director of Graduate Admissions
  – Issues with admissions

■ Ms. Sharon Foy – Business Manager

■ Ms. Millie Cheatham – Office Manager

■ Dr. Sean Hendricks – Communications Manager
What do you need to know about Graduate Admissions?

- The system we use for managing Graduate Admissions is ADMIT. You will need access to this system in order to review files of applicants to your program.
  - *We also host PROSPECT – a system that can assist with graduate student recruitment*

- Admission to UTK is a two-part process
  - *Graduate School evaluation*
  - *Departmental evaluation*

- If you are going to be involved with student recruitment, familiarize yourself with the admissions deadlines.
What do you need to know about Student Services?

- Throughout the time a student is on campus, the Graduate School provides assistance.
  - Tracking of milestones
  - Assisting with special requests
  - Processing paperwork related to graduation
  - Final acceptance of theses and dissertations

- Familiarize yourself with the Forms Central location on the Graduate School website: http://gradschool.utk.edu/forms-central/
What do you need to know about the Graduate Council?

- The Graduate Council is a committee of the Faculty Senate.
- The Graduate Council is responsible for
  - Setting policies for graduate education
  - Reviewing and approving graduate curriculum
  - Hearing student appeals
  - Making SFRAs
Mentoring
Closing Thoughts

- **Suggestion:** Set up a meeting with your department’s director of graduate studies – ask for an overview of graduate education in your department.

- **Familiarize yourself with:**
  - *Hilltopics* [https://hilltopics.utk.edu/](https://hilltopics.utk.edu/)
  - *Your department’s graduate student handbook*
  - *Graduate School website* [https://gradschool.utk.edu/](https://gradschool.utk.edu/)

- **Let us know if we can help you**
  - *gradschool@utk.edu*
  - *gradschooldean@utk.edu*