

Graduate Education - What does a new faculty member need to know?

Dixie L. Thompson, Ph.D.

Vice Provost and Dean of the Graduate School

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Graduate School at UTK

- 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 the 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 SFRA



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:
 - Graduate Catalog <http://catalog.utk.edu/index.php?catoid=23>
 - Hilltopics <https://hilltopics.utk.edu/>
 - Your department's graduate student handbook
 - Graduate School website <https://gradschool.utk.edu/>
- Let us know if we can help you
 - gradschool@utk.edu
 - gradschooldean@utk.edu