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

Dixie L. Thompson, Ph.D.
Vice Provost and Dean of the Graduate School
August 6, 2019
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 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:
  • 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