Faculty Success

Diane Kelly
Vice Provost for Faculty Affairs
Welcome to All

Tenure-Track Faculty
Teaching Faculty
Clinical Faculty
Research Faculty
Faculty of Practice
Administrative Faculty
University in Context
UT Knoxville (UTK) Leadership

Donde Plowman, Chancellor

John Zomchick, Provost & Senior Vice Chancellor

Keith Carver, Senior Vice Chancellor & Senior Vice President
Colleges & Schools

- Baker School of Public Policy and Public Affairs*
- College of Architecture & Design
- College of Arts & Sciences
- College of Communication & Information
- College of Education, Health, & Human Sciences
- College of Emerging & Collaborative Studies*
- College of Law
- College of Music*
- College of Nursing
- Haslam College of Business
- Tickle College of Engineering

**UT Institute of Agriculture (UTIA)**
- Herbert College of Agriculture
- College of Veterinary Medicine

*New this year!
New Employee Welcome

Welcome to the University of Tennessee! We are excited you have chosen to join the VOL Family for the next steps in your career. To ensure your start with us is seamless, we would like to provide the following information and steps to aide in your onboarding. Our hope is that checking these boxes before your first day will allow you an uninterrupted start, and give us the opportunity to meet you even sooner.

You got the job, so what’s next?

- Let's make it Official! (Required Forms)
- Insurance (Required Forms)
- Retirement (Required Forms)
- What to Know and Where to Go
- VolCard, Parking Permit, Virtual Tours and RecSports Memberships
- Organizational Introduction
- Appointment Calendar

https://hr.utk.edu/welcome/
Getting Help

Employee Assistance Program
The UT Employee Assistance Program (EAP) is designed to provide free, confidential assistance to help employees and their families resolve problems that influence their personal lives or job performance.

946-CARE for Distressed Faculty and Staff
UT's top priority is the safety and well-being of faculty, staff, and students. The 946-CARE (865-946-2273) program is available twenty-four hours a day, seven days a week, to help faculty and staff maintain a secure and healthy working environment.

Office of Ombuds Services
Serves as an independent, impartial, confidential, and informal resource for UT Knoxville including UT Institute of Agriculture employees—both faculty and staff—as well as graduate students.
Faculty Affairs

https://provost.utk.edu/facultyaffairs/
vpfacultyaffairs@utk.edu

Academic Personnel Services (APS)
Faculty Search, Appointment, Review, Promotion, Tenure, Leave, Faculty Systems, Faculty Handbook & Faculty “Issues”

Faculty Development & Advancement
Teaching & Learning Innovation (TLI), Faculty Mentoring, Research Development Academy, etc.
Leadership Development & Support
Some Policies That Impact Your Work

- Annual Training
- Annual Disclosure
## Systems & Review Processes (& Acronyms)

<table>
<thead>
<tr>
<th>System</th>
<th>Review, Promotion, &amp; Tenure (RPT)</th>
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<td>• Faculty Activity Reporting</td>
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Workshops & Resources Available!

Canvas, Banner, IRIS, and more!
## Acronym Test!

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Annual Performance and Planning Review (APPR)

Faculty Member Prepares and Submits Materials

Department Head Review & Meeting

Dean Review

Provost's Office Review

When?
- Tenure-Track Faculty (Fall)
- Non-Tenure Track Faculty (Spring)

What?
- Accomplishment & Goals
- Elements Report
- Other

Performance Labels
- Far Exceeds Expectations
- Exceeds Expectations
- Meets Expectations
- Falls Short of Meeting Expectations
- Falls Far Short of Meeting Expectations

Improvement Plans (IP)
# Review, Promotion, & Tenure

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Retention Review (RR)

• Faculty in their **probationary period** (i.e., tenure-seeking) will have a combined Retention Review and APPR each fall starting with their second probationary year.

• The annual retention review process is designed to ensure that a tenure-track faculty member receives clear and timely feedback from the tenured faculty and the department head about their progress towards tenure.

• All tenured faculty are required to meet and discuss tenure-seeking faculty’s progress, vote on retention, and provide qualitative feedback.
Enhanced Tenure-Track Review

- The department and department head will conduct an enhanced tenure track review (ETTR), or mid-cycle review, to assess and inform the faculty member of their progress toward the granting of tenure.
- The ETTR is typically conducted during the faculty member’s third or fourth year.
Tenure-Track Faculty Timing

Annual Performance & Planning Review in Y2-Y6
Retention Review in Y2-Y5
ETTR in Y3 or Y4
PTO
PTO
Planning

Year of T&P Review

Standard
Five years to do work

Probationary Period

Year 1  Year 2  Year 3  Year 4  Year 5  Year 6

Can go up for full professor after serving five years as Associate Professor.

PTO = Peer Teaching Observation
- Two required for tenure application.
- One required for promotion application.

APPR Sliding Window
# Review, Promotion, & Tenure

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NTTF Promotion

### Promotion Eligibility

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<td>Assistant Professors</td>
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<tr>
<td>Senior Lecturers</td>
<td>After serving in rank for 3-5 years</td>
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<tr>
<td>Associate Professors</td>
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- Each NTTF will be informed, in writing, of the percentage of effort that they are expected to devote to teaching, service, and research, as well as whether the faculty member’s position is contingent upon their ability to secure external funding.
- This information will be provided by the hiring unit to the NTTF at the time of initial appointment and again each time the faculty member is reappointed and forms the basis for annual reviews and promotion.
## Review, Promotion, & Tenure

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| Online Faculty Review System (OFRS) | • Annual Performance and Planning Review (APPR)  
• Improvement Plan (IP)  
• Retention Review (RR)  
• Enhanced Tenure-Track Review (ETTR) |  
| Elements                        | • Faculty Activity Reporting                                                                   |
What is Elements?

- Elements is the University’s faculty activity reporting system.
- Elements serves as the authoritative record of each faculty member’s teaching, research/scholarship/creative, and service activities.
- Tenure-track faculty are required to submit an Elements report as part of their Annual Planning and Performance Review (APPR).
Elements Discovery Module

https://faculty.utk.edu
Arthur Ragauskas held the first Fulbright Chair in Alternative Energy and is a Fellow of American Association for the Advancement of Science, the International Academy of Wood Science and TAPP. In 2014, he assumed a Governor’s Chair for Bioenergy, based in University of Tennessee’s Department of Chemical and Biomolecular Engineering, with a complementary appointment in the UT Institute of Agriculture’s Department of Forestry, Wildlife, and Fisheries and serves in the US Energy and Environmental Sciences Directorate, Biosciences Division, at ORNL. His research program is directed at understanding and exploiting innovative sustainable bioresources. This multifaceted program is targeted to develop new and improved applications for nature’s renewable biopolymers for biofuels, biopower, and bio-based materials and chemicals. His research program has been supported by NSF, USDA, DOE, GA Traditional Industry Program, a consortium of industry partners and several fellowship programs. His Fulbright sponsored activities at Chalmers University of Technology, Sweden were focused on the forest bioeconomy and new biomass conversion technologies for lignocellulose. He is the recipient of the 2014 TAPPI Gunnar Nicholson Gold Medal Award and the ACS Affordable Green Chemistry Award and his students have won several awards, including the ACS graduate research award.

ACADEMIC POSITIONS

- **Professor**
  Georgia Institute of Technology, School of Chemistry and Biochemistry, United States • 2 Jun 2003 - 30 Jun 2014

- **Professor**
  Institute of Paper Science and Technology, Wood Chemistry, United States • 1 Sep 1989 - 1 Jun 2003

NON-ACADEMIC POSITIONS

- **Associate Research Scientist**
  National Research Council of Canada • 2 Jun 1987 - 1 Aug 1989

DEGREES

- **Ph.D., Science**
  University of Western Ontario, Canada • 2 Aug 1980 - 2 Jun 1985

Upcoming Workshops

9/6, 11:30-1:00
9/21, 3:30-5:00
TNVoice (Course Evaluations)

Institutional Effectiveness
Office of the Provost

TNVoice
End of course evaluations provide for student evaluation of teaching at the university.

The TNVoice instrument (TN Volunteer Online Instructor and Course Evaluation) was developed through the efforts of a task force consisting of faculty, students and assessment staff.

Additional development, including reliability and validity testing, was conducted by Dr. Jennifer Morrow, Associate Professor of Educational Psychology and Research in Evaluation, Statistics and Measurement.

Results of the assessment are provided to instructors once the semester ends and all student grades have been posted on MyUTK. Access to reports is restricted to faculty and departmental administrators.

Faculty login for TNVoice Reports in Anthology
Administrator login for TNVoice Reports in Anthology

QUICK LINKS
SACSCOC Accrediting Standards
Login for Anthology Planning Module
Faculty Login for TNVoice Reports in Anthology
Administrator Login for TNVoice Reports in Anthology
Login for HelioCampus Platform

Pre-2016 “SAIS” Reports

2016-2023 Anthology
2023 - HelioCampus
TNVoice Items

**Evaluation Questions**

- Please rate the following questions based on your experiences in this course. The rating categories are 5=Strongly Agree, 4=Agree, 3=Neutral, 2=Disagree, and 1=Strongly Disagree. If the question does not apply to this course then choose 0=Not Applicable.
  - The instructor contributed to your understanding of course content.
  - The instructor created an atmosphere that invited you to seek additional help.
  - The instructor responded to your inquiries about the course (e.g., emails, texts, phone calls) within a reasonable timeframe (i.e., 48-72 hours).
  - The instructor created a respectful and positive learning environment.
  - The instructor provided useful feedback on course assignments.
  - The course challenged you to learn something new.
  - The class sessions were well organized.
  - The course materials (readings, homework, laboratories, etc.) enhanced your learning in this course.

- Is there any additional feedback you would like to provide about the instructor (e.g., teaching style, time management, accessibility)?

- Is there any additional feedback you would like to provide about the course (e.g., workload, content, technology)?

- On average, how many hours per week have you spent on this course **outside of class meetings** (e.g., doing readings, completing assignments, studying for exams, and/or any other related course work)?

- The grade I expect in this course is:

- In regards to your academic program/major, this course is for:

- My class/year in school is:
Peer Review of Teaching

- Two required for tenure and promotion.
- One required for second promotion.
- Guidelines and protocols determined by departments and colleges.
- Talk with your department head and faculty mentor about a timeline for scheduling these.
Academic Freedom

• We will protect our faculty’s academic freedom.
• We believe that viewpoint diversity and debate are essential to a UT education.
• We are committed to diversity and engagement.
• We value a culture of respect and open dialogue on campus.
Faculty Leave
(Some) Types of Leaves

- Family and Medical Leave
- Annual and Sick Leave
- Parental Leave
- Funeral and Bereavement Leave
- Military Leave
- Service Leave
- ...

*Appointment Length (12-month, 9-month) determines some benefits.

Managed by HR
Managed by Faculty Affairs

- Faculty Development Leave
- Educational Leave of Absence
- Faculty Modified Duties Assignment
- Parental Modified Duties Assignment
Faculty Development & Advancement
Faculty Mentoring

• First Year Faculty Mentoring Groups
• Faculty Mentoring Certificate Program
Research Development Academy

The Research Development Academy (RDA) focuses on empowering tenure-track faculty to advance their own scholarly agenda in research, scholarship, and/or creative activities in a collegial environment with supportive guidance.
The NCFDD is a nationally-recognized, independent organization that provides online career development and mentoring resources for faculty, staff, graduate students, and post-docs. NCFDD’s programs can help faculty increase writing productivity, establish and maintain work-life balance, and create broad networks of collegial support on campus.
Faculty Success Program

Set achievable personal and professional goals that align with your institution’s priorities and your own values.

Create a realistic and concrete plan to meet your goals.

Establish and maintain a healthy and sustainable daily writing habit.

Develop a publication portfolio that will exceed your institution’s criteria for promotion.

Better manage your time spent on teaching, service, research, and writing so that it aligns with your goals.

Identify obstacles that are holding you back and strategies to move through them.

Prioritize your physical and emotional health.

Scholarship Program: https://provost.utk.edu/ncfdd/faculty-success-program/
Additional Opportunities

- Faculty Affairs workshops
- Faculty Women of Color in the Academy Conference
- Community Engagement Academy (DDE)
- Inclusive Teaching Certificate (TLI)
- Office of Research Faculty Development Programs & Workshops
Faculty Community
**FALL FACULTY EVENTS**

**Coffee & Conversation**
- September 12
  8–9 AM
- October 18
  8–9 AM
- November 17
  8–9 AM

  Enjoy free coffee and breakfast snacks.

**Faculty Pub**
- August 31
  4–7 PM
- October 19
  4–7 PM
- December 7
  4–7 PM

  Enjoy free heavy hors d’oeuvres and a cash-only bar.

**Mic/Nite**
- November 16
  Social Hour 5:30 PM
  Presentations 6:30–8:30 PM
  Relix Variety Theatre

  Enjoy free pizza and a cash-only bar.
Co-sponsored by the Office of the Provost and UTK Libraries, this event honors faculty promotions.
Webpage Tour

https://provost.utk.edu/facultyaffairs/
Thank you & Welcome!
Tabletop Chat
Introductions

- Name, Position, Department
- Where did you live before coming here?

What are you most excited about in the upcoming academic year?

What are you most nervous about?

What question do you have right now? (tiny.utk.edu/chat)