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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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
- Review records for awarding of degrees – in concert with University Registrar
- Host the Graduate Hooding ceremony at the end of fall and spring semesters
- Work with Graduate Council to ensure that policies are implemented
- 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
- Provide information about graduate education at UTK
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.

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
  • Approving faculty to direct doctoral dissertations
  • Hearing student appeals
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](http://catalog.utk.edu/index.php)
  • Hilltopics [http://hilltopics.utk.edu/](http://hilltopics.utk.edu/)
  • Your department’s graduate student handbook
  • Graduate School website [http://gradschool.utk.edu/](http://gradschool.utk.edu/)

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