

BUSINESS FUNCTIONS INFORMATION SHEET

Welcome to the Office of the Vice Chancellor for Finance and Administration at the University of Tennessee. The OVCFA provides financial guidance procedures to assist you in the business aspects of the University. Our objective is to help ensure your transition into the world of finances is a smooth one and that we provide some helpful guidance.

(974-4204)

Some websites that will be beneficial:

Policies <http://www.utk.edu/policycentral/>
Department Head Guidelines <http://audit.tennessee.edu/pdf/BMG2008.pdf>
Training Information <http://iris.tennessee.edu/Training/default.htm>
Academic Policies <http://provost.utk.edu/academic-policies/>
Human Resources <http://hr.utk.edu/>
Office of Institutional Research & Assessment (OIRA) <https://oira.utk.edu/>

Critical offices for business functions:

Knoxville Campus Business Officer (CBO) - Chris Cimino. (His title is also the Vice Chancellor of Finance and Administration. In most policies he is referred to as the CBO).

Purchasing <http://purchasing.tennessee.edu/>
Budget and Finance <http://budget.utk.edu/>
Sponsored Projects Accounting <http://spa.utk.edu/>
Contracts <http://contracts.utk.edu/>
Bursar <http://bursar.utk.edu/>

ERP (Enterprise Resource Planning) Systems:

IRIS – University’s Accounting System <http://iris.tennessee.edu/> (site to get access)
SharePoint <https://bridge.tennessee.edu/SignIn.aspx> (contact [Betsy Adams](#) for access)
Banner – Student Information System http://registrar.tennessee.edu/faculty_staff/banner_info.shtml
TALEO (Employee Recruitment) <http://humanresources.tennessee.edu/recruitment/index.html>
TERA (Tennessee Electronic Research Administration) <https://utk.tera.tennessee.edu/ramses/>
PAMS (Proposal & Award Management System) – UTK/UTSI initiation and management of submission of sponsored research proposals and closeout of funded proposals.
(Access by logging in with Net ID and Password)

[Effort Certification](#) - verifying that appropriate salary and wage expenses were charged to sponsored grants and contracts, ensuring compliance with federal requirements. (see: Effort Certification on the Web or Effort Certification for Departments)

Academic Units/Colleges

Agricultural Sciences & Natural Resources – Amy Stover, Budget Director amstover@utk.edu

Architecture & Design – Florence Graves, Budget Director fgraves@tennessee.edu

Arts & Sciences – Ann Robinson-Craig, Budget Director arobins4@utk.edu

Baker Center – Jay Cooley, Business Manager jcooley5@utk.edu

Business –Sheila Wolford, Budget Director swolford@utk.edu

Communication – Jock McLerran, Budget Director jmclerra@utk.edu

Education – Gayle Mathews, Budget Director gmathews@utk.edu

Engineering – Kim McCulloch, Budget Director kmccul13@utk.edu

Law – Teresa Peterson, Assistant Dean tpeters3@utk.edu

Library – Jason Wood, Budget Director jwood31@utk.edu

Nursing – Debbie Brown, Budget Director dbrown56@utk.edu

Provost Office and Academics - Betsy Adams, Assistant Provost betsy.adams@utk.edu

Social Work – Lindsay Melton, Budget Director lmelton4@utk.edu

Non – Academic Units

Athletics – Brett Huebner, Sr. Associate Athletics Director bhuebner@utk.edu

Communications, Vice Chancellor – Andrea Bowditch, Business Manager andrea.bowditch@tennessee.edu

Diversity – Sarah Gonzalez, Administrative Specialist III sgonzal4@utk.edu

Facilities Services – Sheree Spoons, Director Administrative & Support Services sspoons@utk.edu

Finance and Administration – James Price, Executive Director of Budgets jprice1@utk.edu

OIT (Office of Information Technology) – Mike Cash, Director Business Office mikec@utk.edu

Research – Beth Neilson, Assistant Vice Chancellor eneilson@utk.edu

Student Life - Mark Alexander, Assistant Vice Chancellor malexand@utk.edu

UTSI – Brenda Brown, Budget Director bbrown13@tennessee.edu