

Division of Faculty Affairs

Service Statement 2021-2022

Introduction

The Division of Faculty Affairs serves as the main human resources office for academic personnel and manages all processes related to the faculty life cycle, including: faculty recruitment; faculty and department head searches; faculty appointments; annual performance and planning reviews; annual retention reviews; promotion and tenure processes; faculty and family care policy processes; faculty development leave; and post-retirement service agreements.

The division also manages the opportunity hiring program and other special faculty recruitment programs aimed at supporting the strategic mission of the university. The Division of Faculty Affairs oversees actions related to faculty performance, including, but not limited to Periodic Post-Tenure Performance Review, Enhanced Post-Tenure Performance Review, misconduct investigations, and faculty grievances that are submitted for administrative review and redress.

Faculty development

The Division of Faculty Affairs is responsible for faculty development and provides a variety of programming, including orientations for new faculty and department heads, STRIDE training, and promotion and tenure workshops. The office holds workshops and learning opportunities related to faculty mentoring, supporting faculty from underrepresented groups, career launching for early-stage faculty, and career planning and advancement for mid-career and senior faculty. The office coordinates externally funded programs related to the recruitment and retention of faculty from unrepresented groups, including iChange and ASCEND, and oversees STRIDE. The office coordinates and manages several faculty awards programs.

Leadership development

The Division of Faculty Affairs provides academic leadership development and training. It manages and facilitates the UTK Leadership Development Program, the UTK SEC Academic Leadership Development Program, Provost's Office Faculty Fellows program, and oversees department heads programming and development.

Teaching and Learning Innovation

The Division of Faculty Affairs includes Teaching and Learning Innovation (TLI), which provides faculty, graduate students, and post-docs with opportunities for professional development in the areas of teaching. TLI leads programming and support in the areas of inclusive teaching,

curriculum development and design, developing future faculty, and the scholarship of teaching and learning. TLI supports both full- and part-time faculty and offers personalized consultation services to individuals and small groups, as well as departments and colleges.

Faculty information systems

The Division of Faculty Affairs manages several faculty information systems including Elements, Interfolio, Academic Analytics, the Online Faculty Review System and the Online PPR System. The office works closely with OIT to provide technical support and trouble-shooting to faculty and administrators who use these systems. The office also provides formal user instruction through workshops, user manuals, and other forms of assistance. The office provides technical solutions to managing faculty HR processes and is currently engaged in a multi-year process to transition faculty review, promotion and tenure to a single online platform.

Faculty governance

The Faculty Affairs office works closely with the Faculty Senate to update and revise the Faculty Handbook and to support their work. This office plays a crucial role in promoting and strengthening shared governance across the university. In the same manner, the office works closely with the Office of the General Counsel on all aspects of shared governance and the Board of Trustees' Policies Governing Academic Freedom, Responsibility, and Tenure.

Vice Provost, Faculty Affairs
(14 Staff)

