

Human Resources

The Associate Vice Chancellor of Human Resources (AVCHR) is the member of the Senior Vice Chancellor for Finance and Administration's senior leadership team with primary responsibility for employment-related matters. The AVCHR is the primary liaison between UTK Central Administration and System HR on matters related to staff and employment. It is also the primary liaison between UTK Central Administration the Employee Relations Advisory Organization, to include the Exempt Staff Council, Knoxville Operations Employee Relations Committee and Knoxville Administration Employee Relations Committee. The AVCHR is the convener and facilitator of the HR Work Group, a representative body of individuals participating in HR activities on campus. The AVCHR serves as an ex officio member of the Commission for Blacks, Commission for Women, and Commission for LGBTQ People.

The AVCHR supports colleges and administrative units in advertising, filling, and onboarding staff positions, completing all background checks and educational verifications. The AVCHR works with community partner organizations, designs and staffs job fairs, and delivers training workshops on campus and in the community. The AVCHR is also responsible for specialized recruitment services for executive level positions, including supporting external search firms during executive level searches. It also staffs and manages the Temporary Help Pool whose goal is to fill short-term labor needs.

The AVCHR handles all compensation and classification decisions for all staff positions at UTK and the Institute for Public Service and maintains the UT System-wide market pay system for the UT Knoxville area. It also oversees all time and labor matters, including applying exemption tests and answering inquiries from the Department of Labor, as well as making all changes to positions. All types of leaves of absence are coordinated by the AVCHR: Family Medical Leave, Paid Parental Leave, Educational Leave, Military Leave, and Paid Administrative Leave. The AVCHR is responsible for the timely upkeep of the HR Dashboard as well as responding to surveys and ad hoc data requests for a number of initiatives and departments.

The AVCHR is the office responsible for all official staff, student and faculty employment records. This includes entering into IRIS all hire actions with supporting documentation (I-9, W-4, offer approval, application) and verifying identities (e-verify). Review and approval of all changes to employee pay and approval of all terminations. The AVCHR office handles all service transfers from other state agencies as well as approves longevity calculation. It also encompasses all Fee Waiver verifications. The AVCHR is responsible for tracking timely training for all those enrolled as part of the UTK Program for Minors.

The AVCHR provides leadership and organizational development to the UTK community. This includes style and competency assessments (CliftonStrengths, Myers-Briggs Type Indicator, for example), inclusive leadership academies, podcasts, lunchtime learning events, and customized

learning events for intact work groups. It is a member of the Intercultural Development Inventory (IDI) Advisory Board and provides IDI debriefs as needed. The AVCHR supports employee affinity groups such as the Early Career Professionals, Work/Life, and Non-Exempt Staff affinity groups. As part of the UTK Compliance Committee, the AVCHR also assists in launching and completing annual compliance training for UTK.

The AVCHR coordinates campus-wide positive recognition programs including service awards on 5-year increments and biannual service award luncheons. It oversees performance management, including staff performance reviews, disciplinary actions, and termination hearings and all associated documentation. Requests for unemployment and unemployment hearings are handled by the AVCHR, as is the Employee Assistance Program (EAP). The AVCHR helps employees to access the EAP, sets up mandatory referrals when necessary, and helps units and individual employees utilize EAP benefits where appropriate. The AVCHR also chairs 946-CARE, a case management program for faculty and staff of concern.

The AVCHR is a member of UTK's Emergency Operations Center and assists with business continuity in the event of an emergency.