



## UT AgResearch Faculty Development Fellows Program

The **UT AgResearch Faculty Development Fellows Program** is an initiative to assist pre-tenure faculty:

- in their orientation to The University of Tennessee, Institute of Agriculture,
- in their development toward a successful and rewarding professional and personal career at The University of Tennessee,
- to increase their competitiveness in seeking and obtaining extramural funding.

### Program Description

The **UT AgResearch Faculty Development Fellows Program** is designed to provide practical information, assistance and experience needed by pre-tenure faculty to be successful and competitive.

Program goals are to help early career faculty to:

- Orient themselves to UTIA
- Clearly understand the roles and responsibility of a tenure-track faculty member
- Enhance proposal development skills to be grant competitive. Fellows are expected to submit an application to an external funding agency by the end of the program.

Three main components comprise the program:

**Learning Activities.** A combination of monthly formal sessions and informal interactions will address issues of importance to developing a successful career as a faculty member, as well as developing a foundation for grantsmanship success. Sessions will describe policies, procedures, facilities, faculty expectations, tenure/promotion procedures and other items of importance to success as a UTIA faculty member.

**Mentoring.** One of the key elements of the program is a mentoring experience through which each participating Fellow is paired with a senior faculty Mentor who has developed a strong program and who has a track record of securing external grant funding. Mentors will be selected by the Fellow with the help of the AgResearch office. The advice of senior faculty Mentors can prove invaluable in helping Fellows more rapidly achieve funding success. Initially, Mentors will help Fellows assess preliminary data, conceptualize appropriate project goals and objectives, and review proposal drafts. Over time, Mentors can be instrumental in helping to review manuscripts submitted for publication or working with Fellows to develop new, productive research collaborations.

**Consultation.** Group learning sessions will be complemented by one-on-one consultations with staff from the UTIA Office of Sponsored Programs, who will provide advice and expertise as fellows develop grant proposals for submission. UTIA administration will provide the services of an external consultant to review final proposals and will sponsor travel for Fellows to visit program officers in Washington, D.C. or at other sponsor workshops as needed.

## UT AgResearch Faculty Development Fellows Program Calendar 20xx-20xx

*Program events are planned throughout the year*

| Month                         | Presenter  | Topic  |
|-------------------------------|--|--|
|                               | Solicit applications: mid-June   |  |
|                               | Applications due: Monday, July xx, 20xx; send materials to Micki Heatherly at (mheather@utk.edu)<br><br>Applicant notification: Friday, August xx, 20xx  |  |
| <b>August xx<br/>20xx</b>     | Program kick-off event <ul style="list-style-type: none"> <li>• Meet and greet with all Fellows, Deans, Department Heads, Center Directors, UTIA Office of Sponsored Programs</li> <li>• Time &amp; Location: 5:00 pm; August xx, 20xx; PBB 156/157</li> </ul> |  |
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| <b>August xx<br/>20xx</b>     | Session for UT AgResearch Faculty Development Fellows only<br>Time & Location: 1:00 to 5:00 pm; PBB 156/157  |  |
|                               | Delton Gerloff   | Annual Review; Mid-Cycle Review; Tenure/Promotion Process  |
|                               | Joel Lown  | Online faculty reporting   |
|                               | Steve Oliver<br>Rick Carlisle<br>Rob Ellis   | General overview of facilities <ul style="list-style-type: none"> <li>• Campus: greenhouses, HUB Lab</li> <li>• Space, greenhouse and PBB committees; Campus Master Plan</li> <li>• Research &amp; Education Centers; workplans</li> </ul> |
|                               | Faculty Panel<br>Pat Keyser<br>Lannett Edwards<br>Doris D'Souza  | Managing the joint appointment; work/life balance  |
|                               | Open Discussion  | Roundtable Discussion including all presenters   |
|                               |  |  |
| <b>September<br/>xx, 20xx</b> | Mentorship discussion with Fellows and Mentors<br>Time & Location: Noon to 3:00 pm; PBB 156/157  |  |
|                               |  |  |
| <b>September<br/>xx, 20xx</b> | Session for UT AgResearch Faculty Development Fellows only<br>Time & Location: 10:00 am to 5:00 pm; PBB 156/157  |  |
|                               | Bill Brown, Dean<br>AgResearch   | Expectations of a research appointment ; Research Excellence Report; Faculty support services: internal, equipment & travel grants   |

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|                              | Melinda Jones   | Budget/Funding overview; CRIS/Hatch project system;<br>Faculty Incentive Program   |
|                              | UTIA Office of Sponsored Programs <ul style="list-style-type: none"> <li>• Proposal development and submission</li> <li>• Working with your Grant Coordinator</li> <li>• Involving Research &amp; Education Center(s)</li> <li>• What is F&amp;A and why</li> <li>• What is cost share and why</li> <li>• What is effort certification and why</li> <li>• Budgeting, matching</li> <li>• Non-exchange transactions, gifts</li> <li>• Faculty responsibilities in post-award; account set-up; ledgers</li> <li>• TERA/PAMS</li> <li>• Contracting</li> <li>• A21: cost accounting principals</li> <li>• Subcontracts</li> <li>• Budget revisions/no cost extensions</li> </ul> |  |
|                              |   |  |
| <b>October<br/>xx, 20xx</b>  | Session for all UTIA faculty<br>Location: Hollingsworth Auditorium; 8:00 am to 5:00 pm  |  |
|                              | Write Winning Grants Seminar presented by Grant Writers' Seminar and Workshops LLC<br>( <a href="http://www.grantcentral.com/">http://www.grantcentral.com/</a> )   |  |
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| <b>November<br/>xx, 20xx</b> | Session for UT AgResearch Faculty Development Fellows only<br>Time & Location: 8:00 am to Noon; PBB 156/157   |  |
|                              | Fellows and Mentors prepare for visits to federal agency offices in Washington  |  |
|                              | Steve Oliver  | Orange Team Review of Grant Proposals  |
|                              | NIFA NPLs   | Interactive Video With NPLs From USDA NIFA   |
|                              | Faculty Panel   | Presentations and discussion from faculty who have served on agency peer review panels <ul style="list-style-type: none"> <li>• Mike Davidson, Department Head Food Science &amp; Technology</li> <li>• Kim Jensen, Professor Agriculture and Natural Resource Economics</li> <li>• Kurt Lamour, Professor Entomology &amp; Plant Pathology</li> </ul> |
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| <b>December<br/>xx, 20xx</b> | Session for UT AgResearch Faculty Development Fellows only<br>Time & Location: 9:00 am to 4:00 pm; bus transportation to various sites  |  |
|                              | Tour of the East Tennessee Research & Education Center<br>Kevin Hoyt (Forestry REC) & Rob Ellis (Greeneville REC) participate <ul style="list-style-type: none"> <li>• Plant Sciences Unit</li> <li>• Blount Unit</li> <li>• Organic Crops Unit</li> <li>• Little River Animal &amp; Environmental Unit</li> </ul> <div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <li>Joe Johnson Animal Research &amp; Teaching Unit (JARTU)</li> <li>Holston Unit</li> </ul> </div> </div>   |  |

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| <b>January xx, 20xx</b>     | Session for UT AgResearch Faculty Development Fellows only<br>Time & Location: 1:00 pm to 5:00 pm; PBB 156/157  |  |
|                             | David Washburn,<br>Nghia Chiem,<br>Maha Krishnamurthy,<br>Mary Ann Russell<br>UTRF  | University of Tennessee Research Foundation: invention disclosures, intellectual property, patents, commercialization, start-up companies; conflict of interest  |
|                             | Keith Barber  | UT Foundation, gifts   |
|                             | Amy Caponetti   | Human Resources <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Hiring and managing support personnel</li> <li>• Professionalism, diversity and sexual harassment</li> <li>• HR Compensation and Titling for staff</li> <li>• E-verify</li> </ul> |
|                             | Jane Burns<br>Susan Fisor<br>Brian Ranger<br>IACUC Chair  | Research compliance, export control, responsible conduct of research, biosafety, IACUC, human subjects, radiation safety   |
|                             | Lela Young  | Ethics & professional integrity  |
|                             |   |  |
| <b>February xx, 20xx</b>    | Time & Location: 1:00 pm to 5:00 pm; PBB 156/157  |  |
|                             | UT System Human Resources   | <ul style="list-style-type: none"> <li>• Leadership; Personnel Management</li> <li>• TEAM Dimensions</li> </ul>  |
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| <b>April xx to xx, 20xx</b> | Session for UT AgResearch Faculty Development Fellows only  |  |
|                             | Overnight trip to Research and Education Centers & County Extension Offices <ul style="list-style-type: none"> <li>• Day 1: Leave Knoxville 8 am EST; arrive Plateau REC 8:30 am CST<br/>Leave Plateau REC 11:00 am CST; arrive West TN REC 4:00 pm CST<br/>Box lunch on bus<br/>Rick Carlisle (Ames REC) participates at West TN REC<br/>Tour and dinner at West TN REC; overnight in Jackson<br/>Involve county office discussion at West TN REC</li> <li>• Day 2: Leave Jackson, travel to Milan REC, arrive 9:00 am CST<br/>Leave Milan REC at 11:00 am; arrive Middle TN REC 3:00 pm<br/>Box lunch on bus<br/>Barry Sims (Highland Rim REC) participates at Middle TN REC<br/>Leave Middle TN REC 5:00 pm; arrive Knoxville 9:00 pm</li> </ul> |  |
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| <b>May xx,<br/>20xx</b> | Time & Location: 1:00 pm to 5:00 pm; PBB 156/157   |
|                         | <ul style="list-style-type: none"><li>• Program assessment – Develop online questionnaire for Fellows and Mentors to complete. Assess data and summarize</li><br/><li>• Concluding session (Fellows Graduation Ceremony)</li></ul> |