

# FIRST-YEAR STUDIES

## First-Year Studies 101 – Instructor Contract

I, \_\_\_\_\_ agree to the following expectations:

1. Attend the FYS 101 Conference on May 1<sup>st</sup>, 2017.
2. FYS 101 Course Requirements:
  - a. Prepare my syllabus in accordance with the FYS 101 common syllabus and department standards.
  - b. Meet with my students for ***ALL scheduled course sessions***.
    - Contact the Office of First-Year Studies if for any reason I am not able to meet with my class. I will make every attempt possible to find a suitable substitute for my missed course in advance.
    - Each course should have a minimum of 13 class sessions.
  - c. Adopt a student-centered pedagogy utilizing an appreciative inquiry framework.
  - d. Actively engage as a student success advocate by utilizing best practices for student success and retention.
3. Peer Mentor utilization/requirements:
  - a. Consult with my FYS 101 Peer Mentor prior to the start of classes to complete the instructor/peer mentor agreement form.
  - b. Allocate points in the syllabus to 1 mandatory PM student meeting outside of class.
  - c. Utilize my Peer Mentor as a resource throughout the term in class.
  - d. Complete mid-point check-in form with PM.
4. Assessment & Administrative requirements:
  - a. Communicate timely with the Assistant Director for FYS 101 & Peer Mentors.
  - b. Participate in the FYS 101 Conference evaluation.
  - c. Schedule in class observations as requested by FYS department.
  - d. Submit Attendance Record for FYS 101 course as needed.
  - e. Complete Early Alert notifications within GradesFirst, for timely reporting of pertinent student interactions.
  - f. Participate in the required University of Tennessee instructor evaluations (SAIS).
  - g. Submit final grades via myutk by the deadline.
  - h. Participate in end of term instructor self-assessment and survey.
  - i. Submit PM final evaluation at the end of the term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**YOUR Supervisor's Signature** (required on both sides of form)

\_\_\_\_\_  
Date

# FIRST-YEAR STUDIES

## First-Year Studies 101 – Instructor Contract

<b>Last Name</b>	<b>First Name</b>
<b>Phone</b>	<b>Personnel #</b>
<b>Department Name</b>	<b>Department Cost Center #</b>

**Please check the box that corresponds with your status:**

Status	Check
Exempt Staff	
Faculty	
Non-Exempt Staff	

**Please select one of the following options:**

- I wish to receive extra-service pay.
 

Initials: \_\_\_\_\_
- I do not receive compensation, teaching FYS 101 is written into my job responsibilities.
 

Initials: \_\_\_\_\_
- I wish to have funds transferred to my department to be used for professional development (FYS 101 class activities/conferences/travel/etc.) within the 2017 fiscal year.
 

Initials: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**YOUR Supervisor's Signature** (required on both sides of form)

\_\_\_\_\_  
Date

**Return to:**  
**Meagan West – First-Year Studies**  
**Via Campus mail: 821 Volunteer Boulevard,**  
**Greve Hall, Room 217. Mail Stop 3392**  
**or email [meagan@utk.edu](mailto:meagan@utk.edu)**  
**or fax to (865) 974-2944**