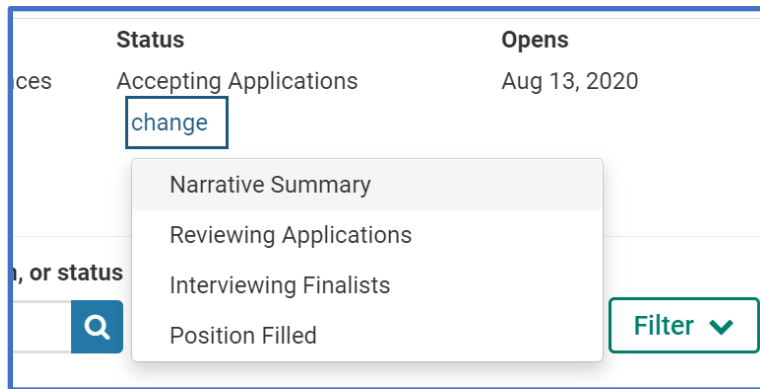


Search Chair Steps for Narrative Summary Process

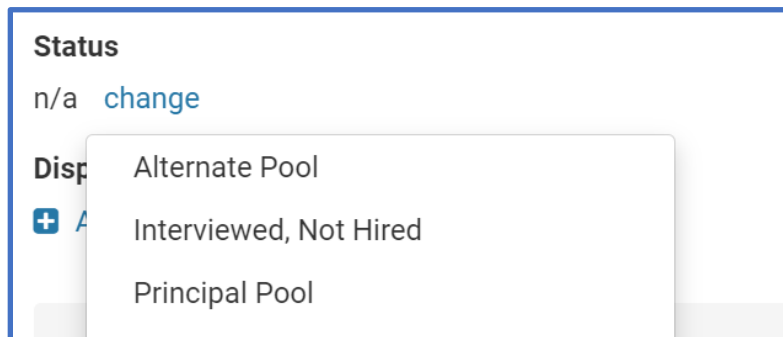
The Narrative Summary Process consists of two parts, the Narrative Summary Report and the Narrative Summary Form. The Narrative Summary *Report* and applicant materials are housed in Interfolio. The Narrative Summary *Form* is an online form to capture information about the search and route for digital approval signatures.

Step 1 – Building the Narrative Summary Report in Interfolio

- Apply the Position Status “Narrative Summary” to the position.

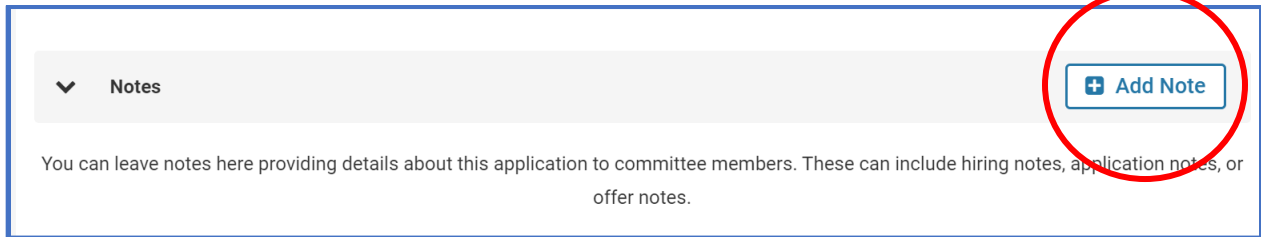


- Apply an Application Status for each candidate you have selected to be in the principal or alternate pool by opening the candidate file and changing the status to “Principal Pool” or “Alternate Pool”.



- In each principal and alternate pool candidate file, go to the Application Note section at the bottom of the page. Use this section to describe the strengths and weaknesses of each candidate.

1

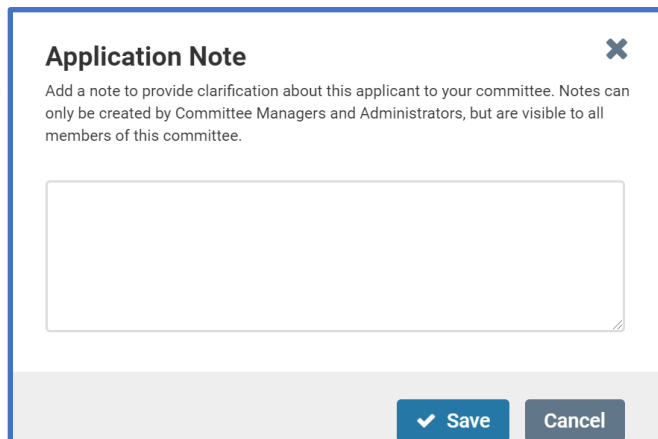


Notes

You can leave notes here providing details about this application to committee members. These can include hiring notes, application notes, or offer notes.

Add Note

2



Application Note

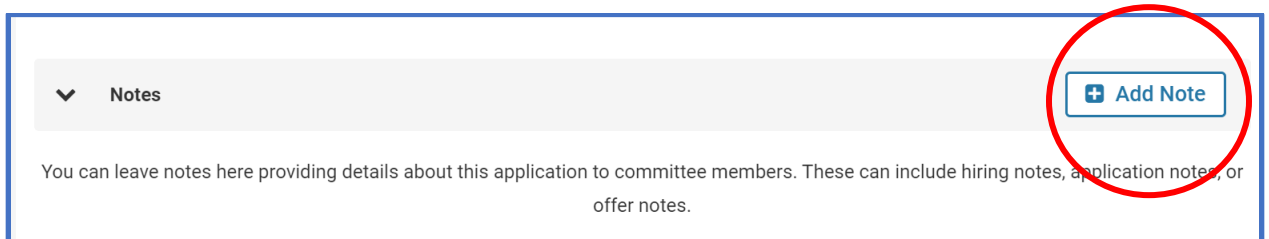
Add a note to provide clarification about this applicant to your committee. Notes can only be created by Committee Managers and Administrators, but are visible to all members of this committee.

Save **Cancel**

Step 2 – Obtain EEO report

- Reach out to Nicole Cangey, (ncangey@utk.edu) OED, for the EEO report.
- Review report. If women and/or minorities have applied, but no women and/or minorities have been selected for the principal or alternate pool, a brief description of strengths/weaknesses of each female and/or minority applicant should be entered into the candidate application file using Application Note feature at the bottom of each of the candidates materials file.

1



Notes

You can leave notes here providing details about this application to committee members. These can include hiring notes, application notes, or offer notes.

Add Note

2

Application Note

Add a note to provide clarification about this applicant to your committee. Notes can only be created by Committee Managers and Administrators, but are visible to all members of this committee.

- Once these steps are completed, you are ready to submit the Narrative Summary Form. See **Step 3** below.

Note: When an approver receives the Narrative Summary online form notification, they will be instructed to log into Interfolio to pull up the report.

Step 3 – Completing and Routing the Narrative Summary Form

- Go to tiny.utk.edu/NarrativeSummary to access the Narrative Summary Form.
- Tab through the fields to enter the relevant search information.
- Each college has different approval chain, not all colleges will have approvers at each level; therefore, you must enter the NetID of each person who must approve according to your college process. Contact your college if you have questions on who to enter.

Notes: If you need to look up the NetID of approvers, you may do so here: <https://directory.utk.edu/>.

In the Vice Provost/Provost Required Signatures box

Enter **dianek** for the majority of UTK Tenure-Track searches including Department Heads.

Use **zomchick** for upper level administrator searches such as Deans.

There are two additional approver boxes for use in joint searches or intercampus searches.

You do not need to enter the NetID for the OED approver. All forms will automatically route to the OED approver.

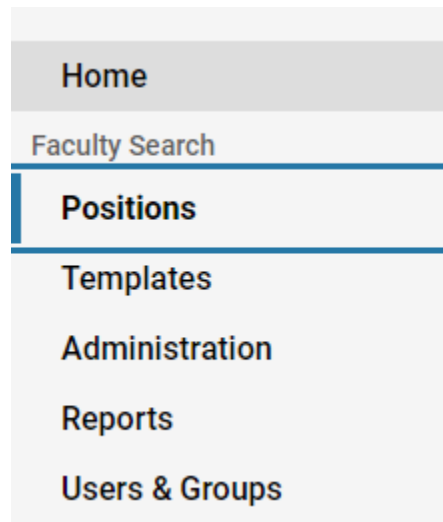
Be sure to be thorough in completion of the form. It is time consuming if the form is rejected at any step. Each approver must reject the form until it reaches the original submitter to edit the form and resubmit.

The form will route through the approvals and notify the original submitter of the form when complete.

The approved form will be added to the Interfolio search file by the Provost Office.

Please note how to find the Interfolio ID to enter on the Form.

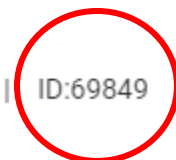
- Go to the Positions tab



- Look for the “ID” number listed under the title of your position. This is the only place this number is listed.

Assistant/Associate Professor, Fall 2021

Supply Chain Management | UTK Tenure Track Faculty | ID:69849

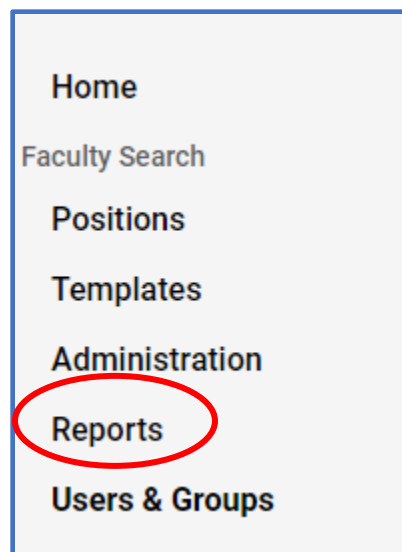


- Do not use the number on the position URL.

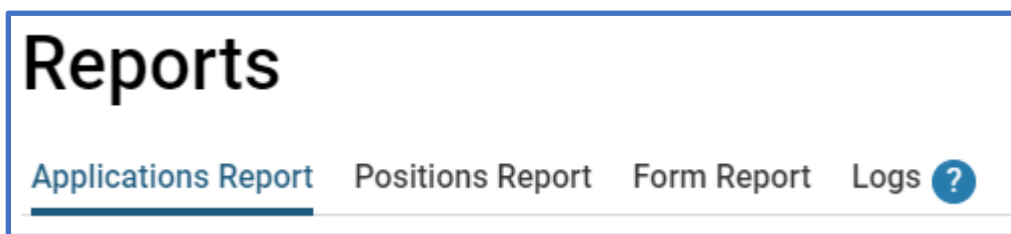
To view the Narrative Summary Report:

- Log into Interfolio.
- (1) Select Reports from the menu on the left side of the screen and (2) select Application Reports.

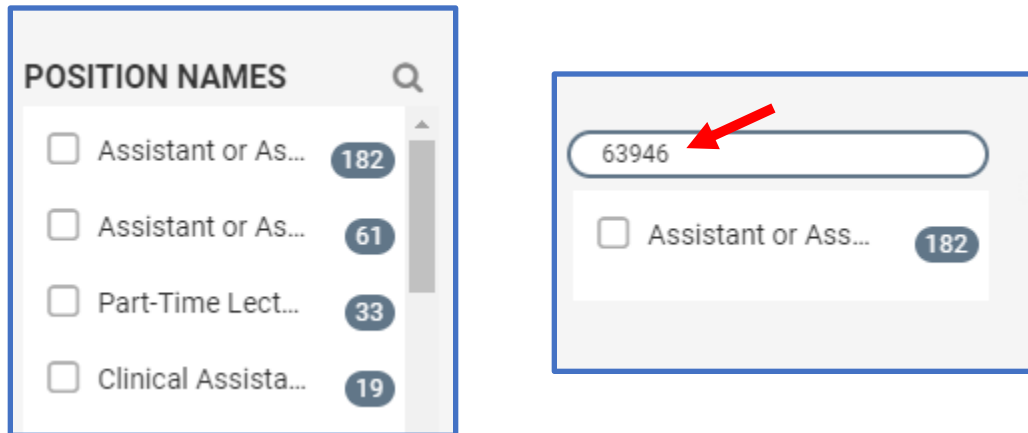
1



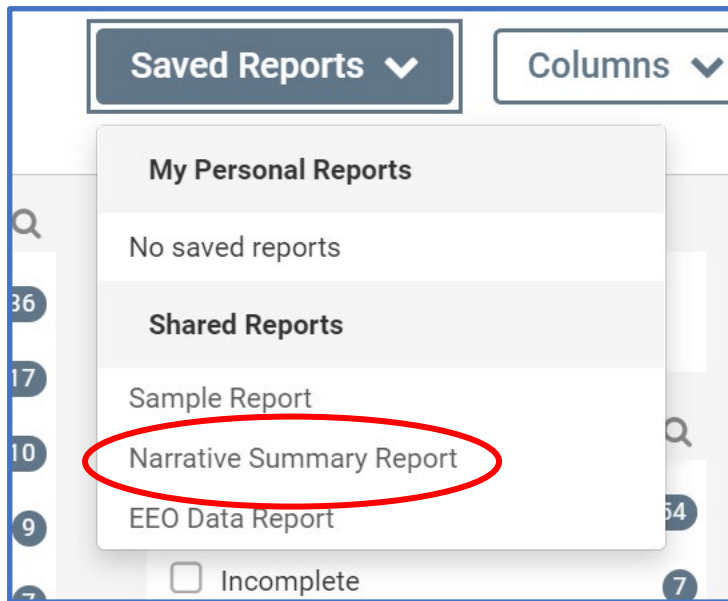
2



- Select only this position by working through the Position Names menu (helpful to search by the 5-digit Interfolio ID number provided on the Narrative Summary Form).



- Click on the drop-down Saved Reports and select the Shared Report called Narrative Summary Report.



- Scroll down to view the report. You can export the report if needed for review, but it is recommended that you do not save it to your computer.

Note: When an approver receives the Narrative Summary Form online form notification, they will be instructed to log into Interfolio to pull up the report.