Interfolio P&T Module

Administrator’s Session

Faculty Affairs Team: Diane Kelly, Melanie Finnegan, Alyssa Thom, & Jenn Western.
Special Thanks!

Lisa Bonds
Naomi Breeden
Alexandria Brown
Pamela Durban
Paul Frymier
Elizabeth Greene
Tammie Jay
Chris Kilgore
Andrew Kramer
Chris Lavan

Ferlin McGaskey
Showni Medlin-Crump
Marla Roberts
Abebe Rorissa
Annamarie Russell
John Stier
David White
Brooke Wichmann
Lisa Yamagata-Lynch
What is Interfolio?

Interfolio is a Faculty Information System. (It is not replacing Elements.)

Launched Fall 2020
- Faculty Search

Current & Future Launch
- Review, Promotion & Tenure
- Dossier

Faculty Information System
- Lifecycle Management
- Data Service
- Faculty Activity Reporting
- Researchfish

Our Interfolio URL: [https://tiny.utk.edu/interfolio](https://tiny.utk.edu/interfolio)
Rationale for Change

Variety of local practices that need to be unified so that faculty cases are handled consistently and fairly.

Current practices in Faculty Handbook were designed for paper-based process, which creates a lot inefficiencies.
Roles & Framework
### Interfolio P&T Roles

<table>
<thead>
<tr>
<th>ROLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate</td>
</tr>
<tr>
<td>Department Staff Case Facilitator (DSCF)</td>
</tr>
<tr>
<td>Department Head (DH)</td>
</tr>
<tr>
<td>External Evaluator</td>
</tr>
<tr>
<td>Departmental Review Committee (DRC)</td>
</tr>
<tr>
<td>College Staff Case Facilitator (CSCF)</td>
</tr>
<tr>
<td>College Review Committee (CRC)</td>
</tr>
<tr>
<td>Dean</td>
</tr>
<tr>
<td>Faculty Affairs Reviewer (FAR)</td>
</tr>
<tr>
<td>Provost</td>
</tr>
<tr>
<td>Chancellor</td>
</tr>
<tr>
<td>Board of Trustees (stays in Faculty Affairs)</td>
</tr>
</tbody>
</table>
# Interfolio P&T Framework

<table>
<thead>
<tr>
<th>Candidate Requirements</th>
<th>The parts of the dossier that are added by the candidate, such as research, teaching, and service statements, and department administrator(s), such as statement of responsibilities. All sections are visible to candidate and the candidate signs-off before the case advances.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Case Sections</td>
<td>This is the evaluative part of the dossier, including the external letters sections, departmental review committee report, and department head report. These sections are invisible to the candidate unless they are shared.</td>
</tr>
<tr>
<td>Case Review Steps</td>
<td>This defines the workflow and the current state of the case. There are currently 18 case review steps.</td>
</tr>
</tbody>
</table>

There are currently 18 case review steps.
Create and Build Case (Step 0)

CASE CREATION: Department Staff Case Facilitator
- Create case
- Notify candidate
- Upload documents & lock administrator sections
- DH begins external evaluation process
- Candidate begins building dossier

DOSSIER BUILDING: Candidate
- Complete Cover Sheet
- Upload documents
- Review all sections
- Complete Signature Statement
- Submit all sections

*These 3 steps can be happening simultaneously.*
## Department Review

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1:</strong> Department Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
</tr>
<tr>
<td><strong>STEP 2:</strong> College Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
</tr>
<tr>
<td><strong>STEP 3:</strong> Departmental Review Committee (DRC)</td>
<td>Review case</td>
</tr>
<tr>
<td><strong>STEP 4:</strong> Department Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
</tr>
<tr>
<td><strong>STEP 5:</strong> Department Head (DH)</td>
<td>Review case</td>
</tr>
<tr>
<td><strong>STEP 6:</strong> Department Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
</tr>
</tbody>
</table>

*See “Department Head Narrative Flowchart” handout for details*
## College Review

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 7:</strong> College Staff Case Facilitator</td>
<td>Check for completion and correctness.</td>
</tr>
<tr>
<td><strong>STEP 8:</strong> College Review Committee (CRC)</td>
<td>Review case</td>
</tr>
<tr>
<td><strong>STEP 9:</strong> College Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
</tr>
<tr>
<td><strong>STEP 10:</strong> Dean</td>
<td>Review case</td>
</tr>
<tr>
<td><strong>STEP 11:</strong> College Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
</tr>
</tbody>
</table>
## Provost & Chancellor Review

<table>
<thead>
<tr>
<th>Step</th>
<th>Action 1</th>
<th>Action 2</th>
<th>Action 3</th>
<th>Action 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Check for completion and correctness</td>
<td>Send case to next step</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Review case</td>
<td>Upload narrative</td>
<td>Complete form</td>
<td>Send case to next step</td>
</tr>
<tr>
<td>14</td>
<td>Check for completion and correctness</td>
<td>Share CAO narrative w/candidate</td>
<td>Track two-week response window</td>
<td>Send case to next step</td>
</tr>
<tr>
<td>15</td>
<td>Review case</td>
<td>Upload narrative</td>
<td>Complete form</td>
<td>Send case to next step</td>
</tr>
<tr>
<td>16</td>
<td>Check for completion and correctness</td>
<td>Share Chancellor's narrative w/candidate</td>
<td></td>
<td>Send case to next step</td>
</tr>
<tr>
<td>17</td>
<td>Promotion Only cases: steps 16 &amp; 17 do not apply.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Send notification to candidate</td>
<td>Finalize and close case</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Candidate Perspective
Candidate Receives Email

The University of Tennessee - Knoxville has initiated a review on your behalf.

This case link will be valid for 30 days.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Dr. Kelly,

Your tenure and promotion case has been created in Interfolio. When you sign in, you will be able to upload.

This only refers to the link in this email. You can log in directly to Interfolio at any time to work on your case.
Candidate Perspective (Live Demo)
Candidate View

Three different views: Overview, Packet, and Packet Preview.
Candidate View

Overview View

Scroll Down
Candidate Adds Files

Overview View

Statement of Responsibilities, Criteria Statements, and Other Documentation (Provided by Administrator)
Locked

<table>
<thead>
<tr>
<th>Type</th>
<th># Required</th>
<th># Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Responsibilities</td>
<td>1 required</td>
<td>1</td>
</tr>
<tr>
<td>Department and College Statements of Criteria and Expectations</td>
<td>1 required</td>
<td>1</td>
</tr>
<tr>
<td>Certification of Competence to Communicate in English</td>
<td>0 required</td>
<td>0</td>
</tr>
</tbody>
</table>

Teaching Ability and Effectiveness (Provided by Faculty)
Not Yet Submitted Unlocked

<table>
<thead>
<tr>
<th>Type</th>
<th># Required</th>
<th># Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's Statement / Self-Assessment</td>
<td>1 required</td>
<td>1</td>
</tr>
<tr>
<td>Scheduled Classes Taught</td>
<td>1 required</td>
<td>1</td>
</tr>
<tr>
<td>Quantitative End-of-Course Student Surveys</td>
<td>1 required</td>
<td>1</td>
</tr>
<tr>
<td>Peer Review of Teaching Reports</td>
<td>1 required</td>
<td>0</td>
</tr>
<tr>
<td>Optional Indicators of Teaching Quality</td>
<td>0 required</td>
<td>0</td>
</tr>
</tbody>
</table>

Teaching Ability and Effectiveness (Provided by Administrator)
Not Yet Submitted Unlocked

<table>
<thead>
<tr>
<th>Type</th>
<th># Required</th>
<th># Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative End-of-Course Student Survey Materials</td>
<td>0 required</td>
<td>0</td>
</tr>
</tbody>
</table>
Candidate Adds Files

Packet View

Scheduled Classes Taught, Interfolio Test (1)
- Added: Mar 15, 2022
- Edit | Remove

Quantitative End-of-Course Student Surveys
- 1 required, 1 Added

A concise tabulation of results of end-of-course student surveys or documented evaluation of candidate's programs, activities, and skills. See example table.

Quantitative End-of-Course Student Surveys, Interfolio Test (1)
- Added: Mar 15, 2022
- Edit | Remove

Peer Review of Teaching Reports
- 1 required, 0 Added

Peer review of teaching reports and any other faculty input concerning teaching effectiveness, including any statements from colleagues who have visited the candidate's classroom for the purpose of evaluating teaching or who are in good position to evaluate fairly and effectively clinical or field assignments or advising. Internal letters about teaching effectiveness should be included in this section.

Optional Indicators of Teaching Quality
- 0 Added

1. statements from administrators that attest to the candidate's teaching and advising effectiveness;
2. other documentation of evidence of teaching and advising effectiveness (e.g., performance of students in subsequent courses, tangible results and benefits);
3. honors and awards received for teaching;
4. a list of supervised graduate dissertations (or equivalent) required for graduate degrees with types of degrees and years granted;
5. membership on graduate degree candidates' committees;
Candidate Adds Files
Add Peer Review of Teaching Reports

1+ Required

Choose Existing Add New File

Upload Video Webpage

Peer Review of Teaching Reports Interfolio Test (1) Success

Peer Review of Teaching Reports 1+ required, 0 Added

Peer review of teaching reports and any other faculty input concerning teaching effectiveness, including any statements from colleagues who have visited the candidate's classroom for the purpose of evaluating teaching, or who are in good position to evaluate fairly and effectively clinical or field assignments or advising. Internal letters about teaching effectiveness should be included in this section.

Applicants for tenure are required to have two peer reviews of teaching that have been completed during the probationary period. Applicants for promotion only are required to have one peer review of teaching that has been completed since the last promotion.

No files have been added yet.

Optional Indicators of Teaching Activity 0 Added

1. statements from administrators that attest to the candidate's teaching and advising effectiveness;
2. other documentation of evidence of teaching and advising effectiveness (e.g., performance of students in subsequent courses, tangible results and benefits);
3. honors and awards received for teaching;
4. a list of supervised graduate dissertations (or equivalent) required for graduate degrees with types of degrees and years granted;
5. membership on graduate degree candidates' committees;
Candidate Adds Files

Success!

![Image of a webpage displaying a successful upload of files for a candidate. The webpage contains a table showing the titles and details of the added files, including:

- Scheduled Classes Taught_Interfolio Test (1) added on Mar 15, 2022
- Quantitative End-of-Course Student Surveys required, 1 added
- Peer Review of Teaching Reports required, 1 added
- Optional Indicators of Teaching Quality (0 added)]

A concise tabulation of results of end-of-course student surveys or documented evaluation of candidate's programs, activities, and skills. See example table.

Peer review of teaching reports and any other faculty input concerning teaching effectiveness, including any statements from colleagues who have visited the candidate's classroom for the purpose of evaluating teaching, or who are in good position to evaluate fairly and effectively clinical or field assignments or advising. Internal letters about teaching effectiveness should be included in this section.

Applicants for tenure are required to have two peer reviews of teaching that have been completed during the probationary period. Applicants for promotion only are required to have one peer review of teaching that has been completed since the last promotion.
Candidate View

Preview Packet
Packet View

Alyssa Thom

Packet Forms

Cover Sheet - Promotion and/or Tenure Review

Your Name
Alyssa Thom

College
Tickle College of Engineering

Department (if applicable)
Chemical & Biomolecular Engineering

List the degrees you have earned, including date earned and institution.

Degree - Date - Institution

List your employment history, including title/rank, organization, and dates employed.

Employment History

What type of review are you undergoing?
Tenure and Promotion

What is the date of your original tenure-track/tenured appointment? (e.g., August 1, 2018)
00/00/0000

What was your rank at the time of the original UTK tenure-track appointment?
Assistant Professor

What is your present rank?
Associate Professor

Are you being considered early for tenure and/or promotion?
No

What was the latest year for tenure application as stipulated in your appointment letter?
0000

Previous Material 1/2 Next Material
Candidate Submits
Candidate Submits
Candidate Submits
Meanwhile …

Department Head is Soliciting External Letters
Department Head’s View

The University of Tennessee - Knoxville

Cases

Search cases

Filter

1 of 1 cases

Filtered By: Active Cases

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alyssa Thom</td>
<td>Tenure</td>
<td>AF 22-23 Department Promotion &amp; Tenure Template</td>
</tr>
</tbody>
</table>

Case is with candidate
Department Head’s View

Three different views: Case Materials, Case Details, and Read Case (Packet Preview)
Department Head’s View

Alyssa Thom

Packet Forms

Cover Sheet - Promotion and/or Tenure Review

- Your Name: Alyssa Thom
- College: College of Engineering
- Department: Chemical & Biomolecular Engineering

List the degrees you have earned, including date earned and institution.
- Degree - Date - Institution

List your employment history, including title/role, organization, and dates employed.
- Employment history

What type of review are you undergoing?
- Tenure and Promotion

- What is the date of your original tenure-track/tenured appointment? (e.g., Aug 1, 2018)
  - 08/01/2018

- What was your rank at the time of the original UTK tenure-track appointment?
  - Assistant Professor

- What is your present rank?
  - Associate Professor

- Are you being considered early for tenure and/or promotion?
  - No

- What was the latest year for tenure application as stipulated in your appointment letter?
  - 0000
Department Head’s View

Scroll down for External Reviewer Sections
Department Head’s View

**Internal Sections**

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

- External Evaluations: General Instructions
- External Evaluations: Template Letter
- External Evaluations: Sample Request Letter (required if template not used)
- External Evaluations: Log of Communications
- External Evaluations: Method of Selection
- External Evaluations: Qualifications
- Departmental Review Committee Report
- Department Head's Recommendation
- College or Intercollegiate Promotion and Tenure Committee Recommendation
External Evaluations: General Instructions (Read Only)

GENERAL INSTRUCTIONS

Identification of Evaluators. The head or designee initiates the process of obtaining external letters of assessment far enough in advance of the review process that letters are in the dossier and available to peer review committees and administrators at all levels of review. In no case should the candidate directly solicit the external letters of assessment or contact prospective or actual external evaluators. The following process may be observed:

- The department head or designee, in consultation with departmental faculty, assembles a list of potential external evaluators;
- The department head or designee requests the names of potential evaluators from the candidate;
- The department head or designee also requests names of individuals the candidate wants excluded and the reasons for the exclusions.

Solicitation of Letters. Letters from external evaluators can be solicited directly from the Interfolio interface (see section below). External evaluators who are contacted this way will be sent a link where they can upload their evaluations.

Attachments. When sending requests through Interfolio, you will be able to attach materials that the candidate has uploaded to the Candidate Requirements section (e.g., CV, research statement) or files found on your computer. If you plan to send these materials later, you can send a follow-up email to the reviewers by using the same feature in Interfolio. You can also ask reviewers to upload additional materials such as their CVs.

Number of Solicitations. The department head or designee will normally solicit 8-10 letters. No more than half of the letters solicited may come from the list suggested by the candidate.

Required Number of Letters. The dossier will typically include no fewer than five letters from external evaluators. In the event that a dossier has fewer than five letters from external evaluators, the department head must discuss the reasons with the dean and/or chief academic officer. The dean or the chief academic officer may ask the department head to solicit additional letters in order to meet the typical required minimum number of external assessments.

Other Documentation. The department head is also responsible for providing:

- sample letter used to communicate with external evaluators;
- log of communications with the external evaluators;
- description of the method used to select external evaluators;
- brief biographies of evaluators.

These items are described in more detail in the respective sections below.

Note: External evaluators are only charged with assessing the candidate’s research / scholarship / creative activity.

Right of the Faculty Member to Review External Letters: External letters of assessment will be made available to the candidate upon the candidate’s written request to the department head.
Department Head’s View

Internal Sections
These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

- **External Evaluations: General Instructions (Read Only)**
  - Edit
  - Add File

- **External Evaluations: Template Letter (Read Only)**
  - Edit
  - Add File
  
  The template letter can be found [at this link](#). You can copy and paste it into the email request you send from the Interfolio interface.

  The department head or designate will also send the external evaluators information and documentation for use in preparing the external assessment including the candidate’s curriculum vitae, appropriate supporting materials concerning the candidate’s research or creative activity, and the departmental and collegiate statements of criteria for promotion and/or tenure.

  **Materials**

  No files have been added to this section.

- **External Evaluations: Sample Request Letter (required if template not used)**
  - Edit
  - Add File

- **External Evaluations**
  - Request Evaluation
  - Add File

- **External Evaluations: Log of Communications**
  - Edit
  - Add File

- **External Evaluations: Method of Selection**
  - Edit
  - Add File
Department Head’s View

Internal Sections
These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

- External Evaluations: General Instructions
- External Evaluations: Template Letter
- External Evaluations: Sample Request Letter (required if template not used)
- External Evaluations
- External Evaluations: Log of Communications
- External Evaluations: Method of Selection
- External Evaluations: Qualifications
- Departmental Review Committee Report
- Department Head’s Recommendation
- College or Intercollegiate Promotion and Tenure Committee Recommendation

Click to Request
Request External Evaluation

External Evaluator Information

First Name *  Last Name *  Email Address *
Lisa  Yamagata-Lynch  lisayl@utk.edu

Add Another Evaluator

Message to Evaluator

Use this message to request an evaluation of the candidate. Your request can include a personal message to the evaluator and documents to aid the evaluator in their review. Once completed, evaluators submit their reviews through Interfolio's secure delivery system.

From Name  Reply-to
The University of Tennessee - Knoxville  dianek@tennessee.edu

Subject
Invitation to Conduct P&T Review

Message

Dear Professor Yamagata-Lynch,

I am writing on behalf of the Department of Zoology in the College of Arts and Sciences to ask whether you could assist us in the evaluation of Dr. Tiger, who is being considered for promotion to the rank of associate professor with tenure. My colleagues and I recognize the commitment this request places on your time and are grateful for your willingness to consider it. Your knowledge and expertise are essential to ensuring the integrity and quality of our evaluation process. We are asking for your assessment of the candidate's scholarly activities, not their teaching and service.

A copy of Dr. Tiger's curriculum vitae, research statement, a sample of pertinent publications, and the departmental and collegiate statements of criteria and expectations for promotion to the rank of associate professor with tenure are attached. If you are able to accept this invitation, we ask you to address the following in your evaluation letter:

Preview Email
Specify Due Date.

Attach Files (file must be in candidate packet!)

Indicate if you want to allow the evaluator to attach other files (e.g., their CV).

Do not change!
From: The University of Tennessee - Knoxville <noreply@interfolio.com>
Sent: Wednesday, March 23, 2022 2:52:02 PM
To: Yamagata-Lynch, Lisa [Lisa Yamagata-Lynch] <ljsayl@utk.edu>
Subject: Invitation to Conduct P&T Review

The University of Tennessee - Knoxville asks that you submit your Confidential Evaluation by Mar 31, 2022. If you have questions about this request, please contact dianek@tennessee.edu.

Dear Professor Yamagata-Lynch,

I am writing on behalf of the Department of Zoology in the College of Arts and Sciences to ask whether you could assist us in the evaluation of Dr. Tiger, who is being considered for promotion to the rank of associate professor with tenure. My colleagues and I recognize the commitment this request places on your time and...
External Reviewer View
External Reviewer View
External Reviewer View

Request Details

Type
Confidential Evaluation

Requested by
The University of Tennessee - Knoxville

Message from The University of Tennessee - Knoxville
Test

Decision

I accept, I will submit an evaluation.
I’ve changed my mind and decline to submit an evaluation.

Due September 15, 2022
You can not submit after the due date.

Evaluation

Learn more about our accepted file types.

Confidential Evaluation
1 required

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation from Lisa Yamagata-Lynch</td>
<td>Replace</td>
</tr>
</tbody>
</table>

Submit
External Reviewer View

Confidential Evaluation Request for Alyssa Thom

Thank you for submitting your evaluation.
If you have any questions, please contact arorissa@tennessee.edu.
The DH should inform the Department Staff Case Facilitator (outside the system) once the External Evaluations section is complete so they can move the case forward.
Create and Build Case (Step 0)

We just finished Step 0!
# Next Steps: Department Review

<table>
<thead>
<tr>
<th>Step</th>
<th>Task 1</th>
<th>Task 2</th>
<th>Task 3</th>
<th>Task 4</th>
<th>Task 5</th>
<th>Task 6</th>
<th>Next Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Check for completion and correctness</td>
<td>Send case to next step</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Check for completion and correctness</td>
<td>Send case to next step</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Review case</td>
<td>Upload narrative</td>
<td>Complete form</td>
<td></td>
<td></td>
<td></td>
<td>Send case to next step</td>
</tr>
<tr>
<td>4</td>
<td>Check for completion and correctness</td>
<td>Share DRC narrative w/candidate</td>
<td>Track two-week response window</td>
<td></td>
<td></td>
<td></td>
<td>Send case to next step</td>
</tr>
<tr>
<td>5</td>
<td>Review case</td>
<td>Upload narrative</td>
<td>Complete form</td>
<td></td>
<td></td>
<td></td>
<td>Send case to next step</td>
</tr>
<tr>
<td>6</td>
<td>Check for completion and correctness</td>
<td>Share DH narrative w/candidate &amp; DRC</td>
<td>Track two-week response window(s)*</td>
<td></td>
<td></td>
<td></td>
<td>Send case to next step</td>
</tr>
</tbody>
</table>

*See “Department Head Narrative Flowchart” handout for details
### Status of Case

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Template Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alyssa Thom</td>
<td>Tenure</td>
<td>AY 22-23 Department Promotion &amp; Tenure Template</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2 of 18: College Staff Case Facilitator**
Department Review Committee (DRC) View
Step 3
Alyssa Thom's case is now available for your review.

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
Alexandria Brown
DRC Member View

The image shows a screenshot of a webpage titled "Cases". It includes a search bar for searching cases, a table with columns for Name, Type, Template Name, and Status. The table has one row showing a case for "Alyssa Thom" in Chemistry Engineering, marked as Tenure, with a template name "AY 22-23 Department Promotion & Tenure Template". The status indicates "Step 3 of 18: Department Review Committee Required Documents".
DRC Member View

Alyssa Thom

Unit: Chemical Engineering
Template: AY 22-23 Department Promotion & Tenure Template
Status:

Cases

Search case materials by title

Candidate Packet
Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Cover Sheet (Provided by Faculty) Locked
This form is completed by the faculty candidate and contains basic information about their appointment and educational and employment history.

Additional Documents optional
DRC Member View

[A screenshot of the DRC Member View page is shown.]

Scroll Down

Instructions

General Approach. Careful professional judgment of the accomplishments, productivity, and potential of each candidate is expected at each level of review. All levels of review are also concerned with procedural adequacy and equity. All peer review committees and administrators shall limit deliberations to the review of the content of the complete dossier, curriculum vitae, supporting materials, and attachments as forwarded.

Role of Department Head in Departmental Review. Department heads may attend the discussion of a tenure and/or promotion candidate by the departmental review committee; however, since the department head has an independent review to make, the department head shall not participate in the discussion except to clarify issues and assure that proper procedure is followed.

Faculty vote on the candidate. Tenured faculty with the appropriate rank will participate in a formal vote upon the candidate according to departmental bylaws. All votes will be anonymous. Ballots, regardless of format, must have space for written comments on the candidate's strengths and weaknesses along with a way to record the vote.

Statement from the faculty. A representative of the departmental review committee, selected according to departmental bylaws, shall prepare a written summary of the faculty discussion. The written summary of the discussion and the vote of the review committee constitute the faculty recommendation. In cases where the vote is not unanimous, a minority report can also be submitted. The written recommendation, and any minority report, will be made available to the candidate so that they may (if they wish) prepare a response (in Interfolio, the department staff case facilitator will perform this action once the committee submits its report). The recommendation, the vote, any minority report, and any response from the candidate will become part of the dossier.

In the context of the departmental review, the UTK Faculty Handbook (3.11.6.1.E.1.b.4) states, "When a candidate has not received a unanimous committee vote, the statement must include a discussion of the reasons for the divergent opinions."
DRC Member View

Only DRC Chair can take action.
Department Review Committee Recommendation

Date of departmental discussion
Date

If an additional meeting was held, please enter the date.
Date

Why was a second meeting needed?

Votes
Enter a number for each. If none, enter 0, do not leave blank. If your departmental or college bylaws do not allow for abstentions, then enter 09.

For

Against

Abstain

Recuse
DRC Form 2/4

Explanation of conflict of interest for recusal(s) *
If no recusals, please put N/A.

According to your bylaws, does this constitute a positive vote? *
- Yes
- No

Some units have two separate votes for tenure and promotion cases while others have one vote for both actions. Are the votes above for: *
- Both Tenure and Promotion
- Tenure Only
- Promotion Only

Votes on Second Action
For units that conduct two separate votes for tenure and promotion, record the results of the second vote below. If your unit does not conduct two separate votes, then you can skip this section.
Enter a number for each. If none, enter 0, do not leave blank. If your departmental or college bylaws do not allow for abstentions, then enter 99.

Which action is associated with these votes?
- Tenure
- Promotion
DRC Form 3/4

For

Against

Abstain

Recuse

Explanation of conflict of interest for recusal(s)

Dissenting / Minority Report

Is there a dissenting / minority report? *
If yes, please attach with committee report.

☐ Yes
☐ No
Confirm

Submitting the form "Department Review Committee Recommendation" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.

Yes
No
DRC Chair Uploads Narrative

DRC Chair can also upload Minority Reports.
DRC Chair Uploads Narrative
DRC Chair Uploads Narrative
DRC Chair Uploads Narrative
DRC Chair Advances Case
We have created tailored email templates that can be used at each step.  
https://provost.utk.edu/tenure-promotion-unit-head-resources/
Step 4: DSCF Checks Report and Form

- **External Evaluations: Qualifications**
  - Departmental Review Committee Report
    1. Departmental review committee narrative.
    2. Any minority report from the departmental review committee.
    3. Any candidate response to the departmental review committee's and/or minority report.

  - **Materials**
    - Title: Departmental Review Committee Report, Interfolio Test
      - Details: Added by Paul Fryman Mar 15, 2022
      - Actions: Edit

- **Committee Forms**
  - Title: Department Review Committee Recommendation; Step 3: Department Review Committee
    - Last Response Submitted Mar 15, 2022
    - Actions: Edit

- **Department Head's Recommendation**

- **College or Intercollegiate Promotion and Tenure Committee Recommendation**

- **Dean's Recommendation**
DSCF Sends Report to Candidate

- External Evaluations: Qualifications
- Departmental Review Committee Report
  1. Departmental review committee narrative;
  2. Any minority report from the departmental review committee;
  3. Any candidate response to the departmental review committee's and/or minority report.
- Committee Forms
- Department Head's Recommendation
- College or Intercollegiate Promotion and Tenure Committee Recommendation
- Dean's Recommendation
DSCF Sends Report to Candidate

External Evaluations: Qualifications

Departmental Review Committee Report
1. Departmental review committee narrative;
2. Any minority report from the departmental review committee;
3. Any candidate response to the departmental review committee's and/or minority report.

Departmental Review Committee report_Interfolio Test

Department Head's Recommendation

College or Intercollegiate Promotion and Tenure Committee Recommendation

Dean's Recommendation
DSCF Sends Report to Candidate

Message to Candidate

To
Alyssa Thorn (athom2@tennessee.edu)

Subject *
Department Committee Review Complete

Message *
Please find attached your review memo from the Departmental P&T Committee. You have two weeks from today to respond. If you wish not to respond to this memo, please let me know via email.

Share Files
Files shared with this message can be viewed by the candidate after logging into Interfolio.

+ Add

Departmental Review Committee Report_Interfolio Test

Details
Direct email reply:
mdtron@tennessee.edu

File Response:
☐ Enable

When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason
☐ g. rebuttal, reminder

Deadline

☐ Mmm d, yyyy

Section for Response *

-- Select Section --
DSCF Sends Report to Candidate

Select this one.
DSCF Sends Report to Candidate

We have created tailored email templates that can be used at each step.
https://provost.utk.edu/tenure-promotion-unit-head-resources/
Candidate Receives Email

We will demonstrate how the candidate responds at the DH review.
DSCF Advances to Depart. Head
Department Head’s View

Step 5
Department Head’s View

[Image of web interface showing a case for Alyssa Thom, with options for Type (Tenure), Template Name (AY 22-23 Department Promotion & Tenure Template), and Status. The interface includes a step indicating "Step 5 of 18: Department Head Review" with required documents.]
Department Head’s View

Scroll down to access Internal Sections.
Department Head’s View

Click here to view letters.

Click here to access DRC report and voting form.

Scroll up to access Candidate Packet & tabs for alternative view.
### Department Head’s View

**Alyssa Thom**

**Unit**: Chemical Engineering  
**Template**: AY 22-23 Department Promotion & Tenure Template  
**Status**

**Case Materials**

- **Case Details**

Search case materials by title

- **Read Case**

**Candidate Packet**

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

- **Cover Sheet (Provided by Faculty)**  
  - **Locked**

This form is completed by the faculty candidate and contains basic information about their appointment and educational and employment history.

- **Additional Documents**  
  - **optional**
Department Head’s View

Instructions

The vote of the tenure faculty is advisory to the department head. The department head conducts an independent review of the candidate's case for tenure and/or promotion. The department head's letter will provide an independent recommendation and summary explanation for the recommendation based on the department head's review and evaluation of materials in the dossier.

If the head's recommendation differs from the recommendation of the departmental review committee, the summary must explain the reasons for the differing judgment.

The department head's letter will be made available to the candidate and to the departmental review committee so that they may (if they wish) prepare a response or dissenting statement, respectively.

All peer review committees and administrators shall limit deliberations to the review of the content of the complete dossier, curriculum vitae, supporting materials, and attachments.

Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Department Head Recommendation

No files have been added to this section.

Committee Members (0)
Department Head's View
Department Head’s View
Department Head’s View

Department Head's Recommendation

Department Head's Recommendation on Tenure *
- Approve
- Disapprove
- N/A

Department Head's Recommendation on Promotion *
- Approve
- Disapprove
- N/A
Department Head’s View

Alyssa Thom

You are the only reviewer at this step. For details on best practices, read our Guide to Reviewing Case Materials.

Instructions

The vote of the tenured faculty is advisory to the department head. The department head conducts an independent review of the candidate's case for tenure and/or promotion. The department head’s letter will provide an independent recommendation and summary explanation for the recommendation based on the department head’s review and evaluation of materials in the dossier.

If the head’s recommendation differs from the recommendation of the departmental review committee, the summary must explain the reasons for the differing judgment. The department head’s letter will be made available to the candidate and to the departmental review committee so that they may (if they wish) prepare a response or dissenting statement, respectively.

All peer review committees and administrators shall limit deliberations to the review of the content of the complete dossier, curriculum vitae, supporting materials, and attachments.

Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.
Department Head’s View

We have created tailored email templates that can be used at each step. [link](https://provost.utk.edu/tenure-promotion-unit-head-resources/)
Step 6: DSCF Shares DH Report

**Step 6:** Department Staff Case Facilitator
- Check for completion and correctness
- Share DH narrative w/candidate & DRC
- Track two-week response window(s)*
- Send case to next step

*See “Department Head Narrative Flowchart” handout for details
Step 6 Flowchart

( Colleges without departments Step 7 )

Share DH’s narrative w/Candidate & DRC

Two week response time begins

Candidate:

Allows two-week response time to run out OR Submits Do Not Intend to Respond form OR Responds

DRC:

Allows two-week time to run out OR Submits Do Not Intend to Respond form OR Responds

Share response w/candidate

Once all responses have been received and/or all two-week response times have run out, send the case to the next step

Candidate:

Responds OR Submits Do Not Intend to Respond form OR Allows two-week response time to run out
DSCF Shares DH Report

Select file to share.
Candidate’s View
(Still Step 6)
Candidate & DRC Receives Email

Tue 3/15/2022 10:44 AM
Melanie Finnegan <noreply@interfolio.com>
Department Committee Review Complete

Melanie Finnegan has shared files with you.

VIEW FILES

You will be required to sign in to your account to view the shared files.

Powered by Interfolio | Support
Clicking on the link in the email takes the candidate to this view. They can also log in to Interfolio and view the file and submit a response.
Candidate’s View
Candidate’s View
Candidate’s View

A new tab is created where responses are stored and accessed.
Candidate’s View

Below you will see files that have been sent to you by committee members.

**Sent by Melanie Finnegan on Mar 15, 2022**

- **Shared Files**
  - Departmental Review Committee Report_Interfolio Test
    - **Actions**
      - Copy to Dossier
      - Download

**Open for Response**
To learn more, read about how to View and Respond to Files Shared with You by a Committee

**Due**
Due: Mar 29, 2022

- **Send Response**

**Sent by Melanie Finnegan on Mar 15, 2022**

- **Shared Files**
  - Department Head's Recommendation_Interfolio Test
    - **Actions**
      - Copy to Dossier
      - Download

**Response**
To learn more, read about how to View and Respond to Files Shared with You by a Committee

- **Shared**
  - Response to DH
    - **Details**
      - Sent: Mar 15, 2022
DSCF Receives Notification

Alyssa Thom has responded to the files you shared.

You previously shared a file with Alyssa Thom and requested that the candidate respond to the shared file. The candidate has uploaded a response to the file you shared. Please login to your account to view the response.
College Review

**STEP 7:** College Staff Case Facilitator
- Check for completion and correctness
- Send case to next step

**STEP 8:** College Review Committee (CRC)
- Review case
- Upload narrative
- Complete form
- Send case to next step

**STEP 9:** College Staff Case Facilitator
- Check for completion and correctness
- Share CRC narrative w/candidate
- Track two-week response window
- Send case to next step

**STEP 10:** Dean
- Review case
- Upload narrative
- Complete form
- Send case to next step

**STEP 11:** College Staff Case Facilitator
- Check for completion and correctness
- Share Dean's narrative w/candidate
- Track two-week response window
- Send case to next step

Preview Process Repeats
Dean’s View

Step 10
Dean’s View
## Dean’s Recommendation

**Alyssa Thom**

**Unit:** Chemical Engineering

**Template:** AY '22-'23 Department Promotion & Tenure Template

**Case Materials:** Case Details

**Status:** Select Status

**Reviewing as:** Chris Lavan

You are the only reviewer at this step. For details on best practices, read our Guide to Reviewing Case Materials.

### Instructions

The vote of the college review committee is advisory to the dean. The dean conducts an independent review of the candidate’s case for tenure and/or promotion. The dean’s letter will provide an independent recommendation and summary explanation for the recommendation based on the dean’s review and evaluation of materials in the dossier.

The dean’s letter will be made available to the candidate so that they may (if they wish) prepare a response.

All peer review committees and administrators shall limit deliberations to the review of the content of the complete dossiers, curriculum vitae, supporting materials, and attachments.

### Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.
Dean’s Recommendation

The vote of the college review committee is advisory to the dean. The dean conducts an independent review of the candidate's case for tenure and/or promotion. The dean's letter will provide an independent recommendation and summary explanation for the recommendation based on the dean’s review and evaluation of materials in the dossier.

The dean's letter will be made available to the candidate so that they may (if they wish) prepare a response.

All peer review committees and administrators shall limit deliberations to the review of the content of the complete dossier, curriculum vitae, supporting materials, and attachments.

Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Dean's Recommendation

No files have been added to this section.

Committee Members (1)
Dean’s Recommendation

Dean's Recommendation on Tenure
- Approve
- Disapprove
- N/A

Dean's Recommendation on Promotion
- Approve
- Disapprove
- N/A

Last saved on Mar 25, 2022 at 1:25 PM EDT
Submit Form  Save Responses  Return to Case
Dean’s Recommendation

The vote of the college review committee is advisory to the dean. The dean conducts an independent review of the candidate’s case for tenure and/or promotion. The dean’s letter will provide an independent recommendation and summary explanation for the recommendation based on the dean’s review and evaluation of materials in the dossier.

The dean’s letter will be made available to the candidate so that they may (if they wish) prepare a response.

All peer review committees and administrators shall limit deliberations to the review of the content of the complete dossier, curriculum vitae, supporting materials, and attachments.

Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Dean’s Recommendation

No files have been added to this section.

Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Assignee</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s Recommendation</td>
<td>Chris Lavan</td>
<td>Manage Respondents</td>
</tr>
<tr>
<td></td>
<td>1 required questions</td>
<td></td>
</tr>
<tr>
<td>Dean’s Recommendation</td>
<td>Chris Lavan (You)</td>
<td>Edit Submission</td>
</tr>
<tr>
<td></td>
<td>1 required questions</td>
<td></td>
</tr>
</tbody>
</table>

Committee Members (1)
Dean’s Report
Dean’s Report
Dean’s Recommendation

Confirm

Submitting the form “Dean's Recommendation” will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.

Yes  No
Dean’s Report

The dean’s letter will be made available to the candidate and to the college review committee so that they may (if they wish) prepare a response or dissenting statement, respectively.

All peer review committees and administrators shall limit deliberations to the review of the content of the complete dossier, curriculum vitae, supporting materials, and attachments.

Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user; however, a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Dean’s Recommendation

Name
Dean’s Recommendation Interfolio Test

Forms

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Committee Members (1)
Dean’s Report

Advance to College Staff Case Facilitator.
## College Review

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
</table>
| 7    | College Staff Case Facilitator  
Check for completion and correctness.  
Send case to next step |
| 8    | College Review Committee (CRC)  
Review case  
Upload narrative  
Complete form  
Send case to next step |
| 9    | College Staff Case Facilitator  
Check for completion and correctness  
Share CRC narrative w/candidate  
Track two-week response window  
Send case to next step |
| 10   | Dean  
Review case  
Upload narrative  
Complete form  
Send case to next step |
| 11   | College Staff Case Facilitator  
Check for completion and correctness  
Share Dean's narrative w/candidate  
Track two-week response window  
Send case to next step |
Provost & Chancellor Review

**STEP 12:**
Vice Provost for Faculty Affairs
- Check for completion and correctness
- Send case to next step

**STEP 13:**
Chief Academic Officer (CAO) (Provost)
- Review case
- Upload narrative
- Complete form
- Send case to next step

**STEP 14:**
Vice Provost for Faculty Affairs
- Check for completion and correctness
- Share CAO narrative w/candidate.
- Track two-week response window
- Send case to next step

**STEP 15:**
Chancellor
- Review case
- Upload narrative
- Complete form
- Send case to next step

**STEP 16:**
Vice Provost for Faculty Affairs
- Check for completion and correctness
- Share Chancellor's narrative w/candidate.
- Send case to next step

**STEP 17:**
Board of Trustees
- Promotion Only cases: steps 16 & 17 do not apply.

**STEP 18:**
Vice Provost for Faculty Affairs
- Send notification to candidate
- Finalize and close case
Resources and Help

• Interfolio quick link
  
  http://tiny.utk.edu/interfolio

• Resources
  
  https://provost.utk.edu/tenure-promotion-unit-head-resources/
  
  Click on the “Interfolio RPT Resources” dropdown

• Important Dates
  
<table>
<thead>
<tr>
<th>Roll Out</th>
<th>May 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>June 1 – August 17 Every Wednesday 2:00 – 3:00 pm</td>
</tr>
<tr>
<td>NTTF Promotion</td>
<td>Roll out planned for fall</td>
</tr>
</tbody>
</table>

Take another workshop!

https://provost.utk.edu/facultyaffairs/workshops/

Contact us: Melanie Finnegan, Alyssa Thom, Jenn Western, Diane Kelly
Questions and/or Suggestions?

Thank you!