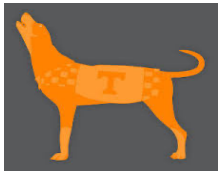
Interfolio P&T Module

Administrator's Session

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

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.)

Faculty Information System

Lifecycle Management

Launched Fall 2020

Faculty Search

Current & Future Launch

Review, Promotion & Tenure

Faculty Activity Reporting

Data Service

Researchfish

Dossier

Our Interfolio URL: 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.

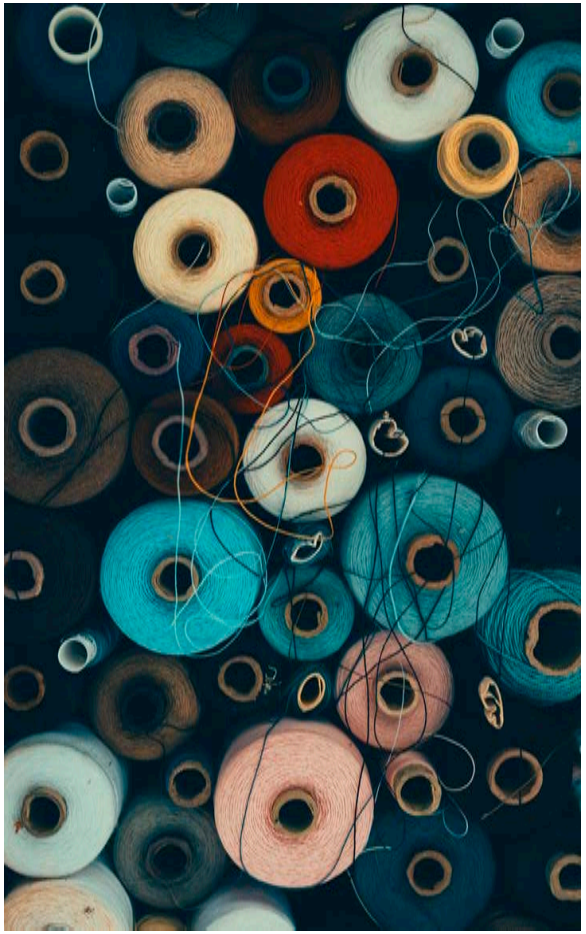
Current practices in Faculty Handbook were designed for paper-based process, which creates a lot inefficiencies.

Roles & Framework

THE UNIVERSITY OF TENNESSEE KNOXVILLE

Interfolio P&T Roles

ROLES
Candidate
Department Staff Case Facilitator (DSCF)
Department Head (DH)
External Evaluator
Departmental Review Committee (DRC)
College Staff Case Facilitator (CSCF)
College Review Committee (CRC)
Dean
Faculty Affairs Reviewer (FAR)
Provost
Chancellor
Board of Trustees (stays in Faculty Affairs)



Interfolio P&T Framework

Candidate Requirements	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.
Internal Case Sections	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.
Case Review Steps	This defines the workflow and the current state of the case. There are currently 18 case review steps.

Workflow

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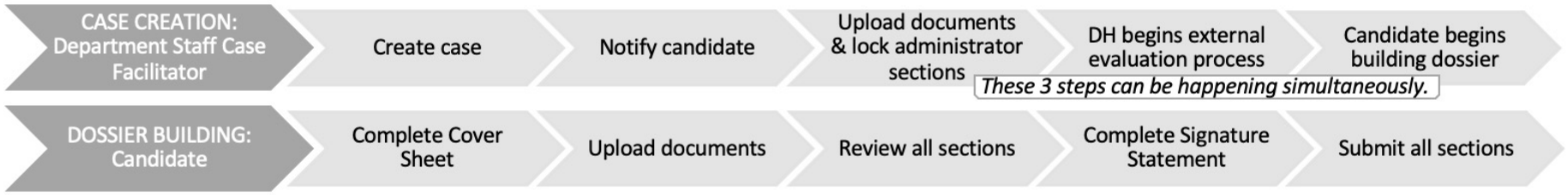
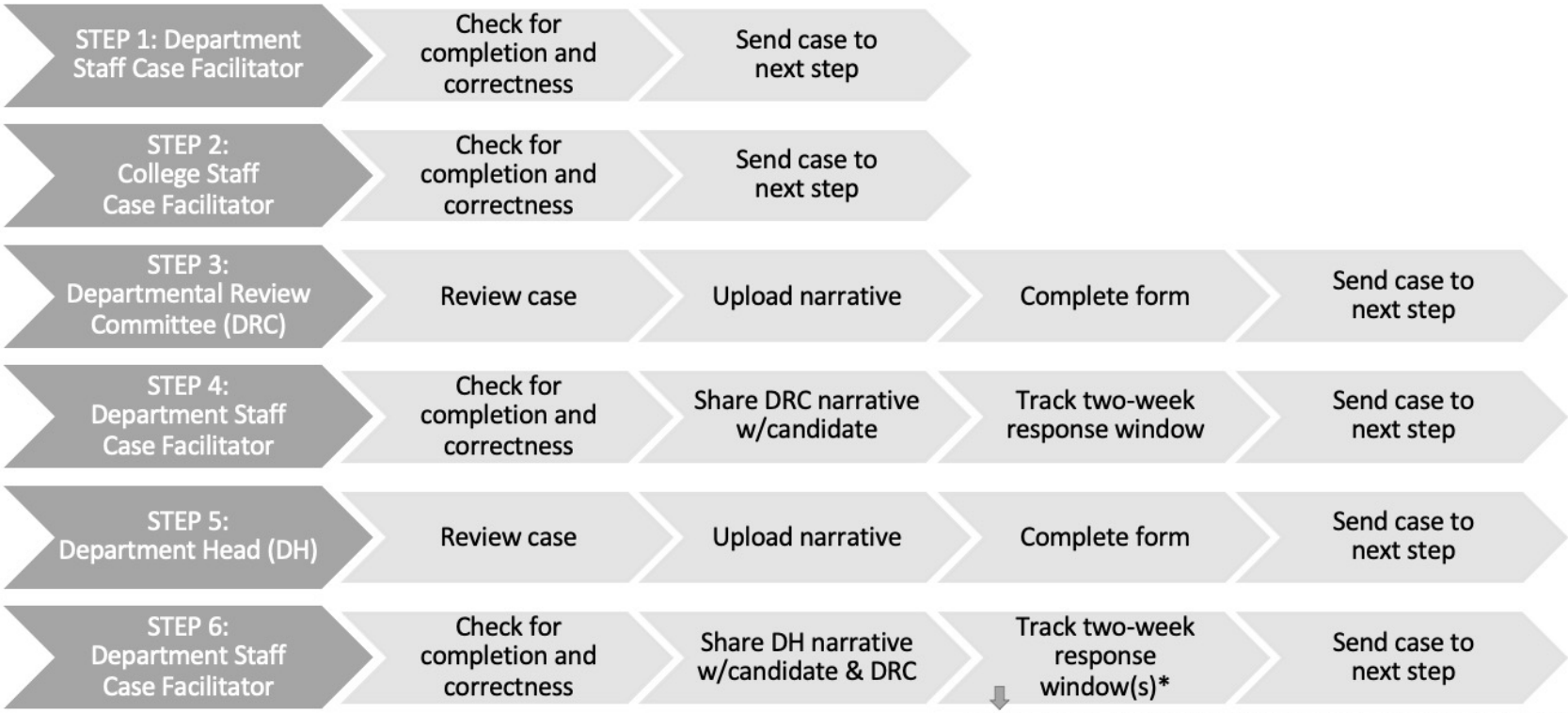
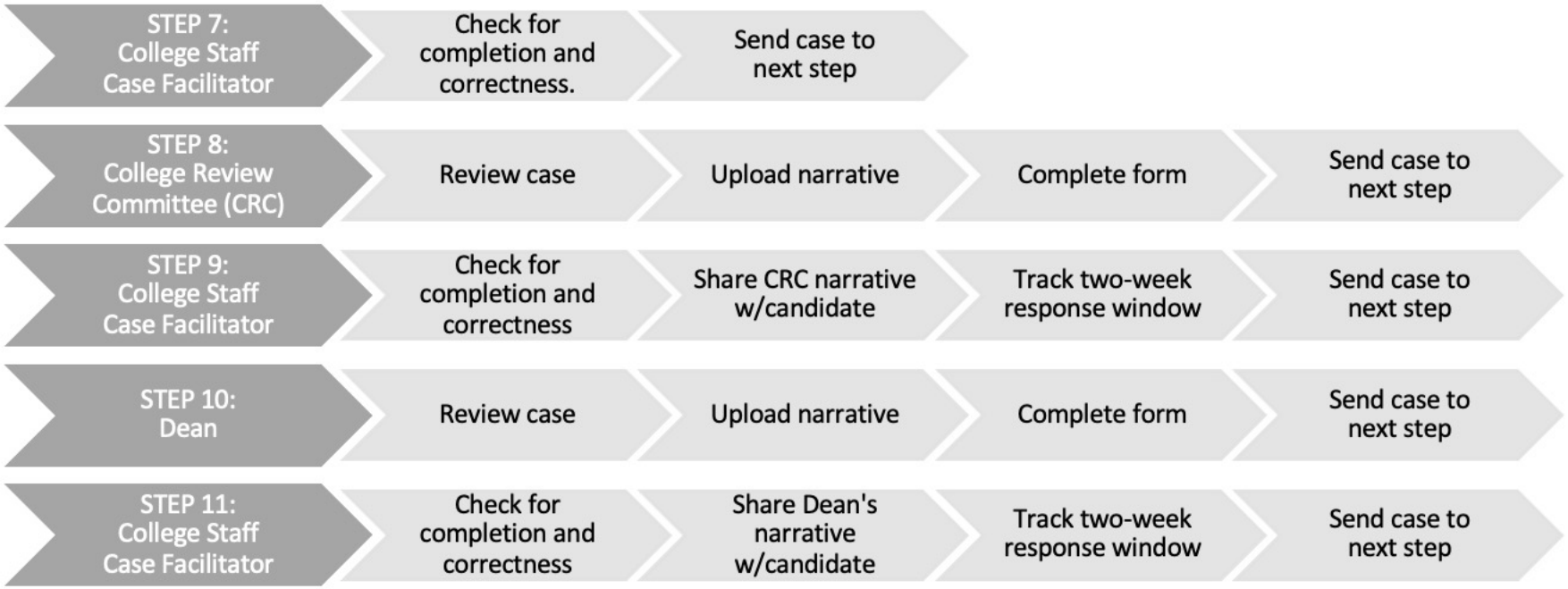
Create and Build Case (Step 0)



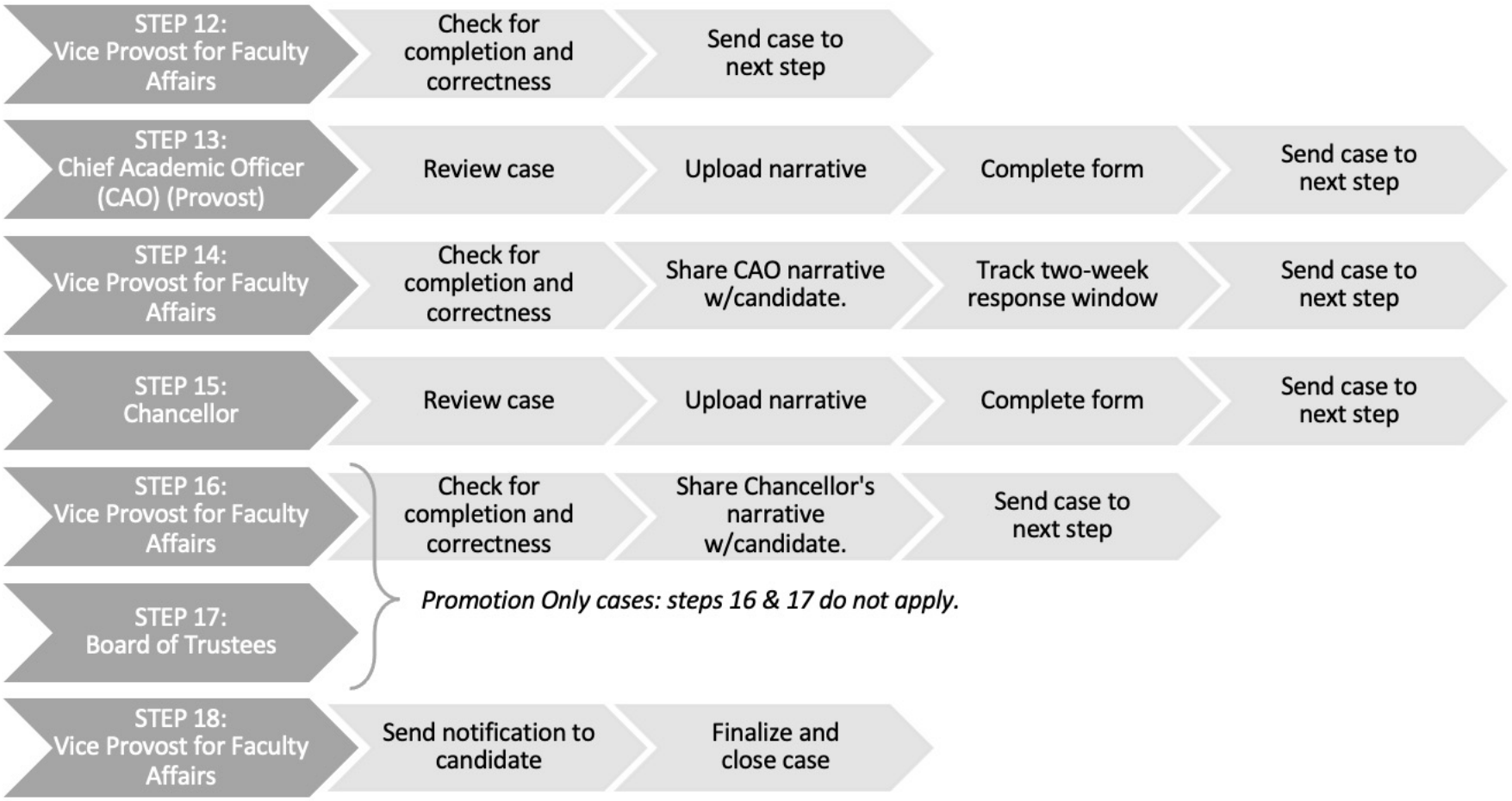
Department Review



College Review



Provost & Chancellor Review



Candidate Perspective

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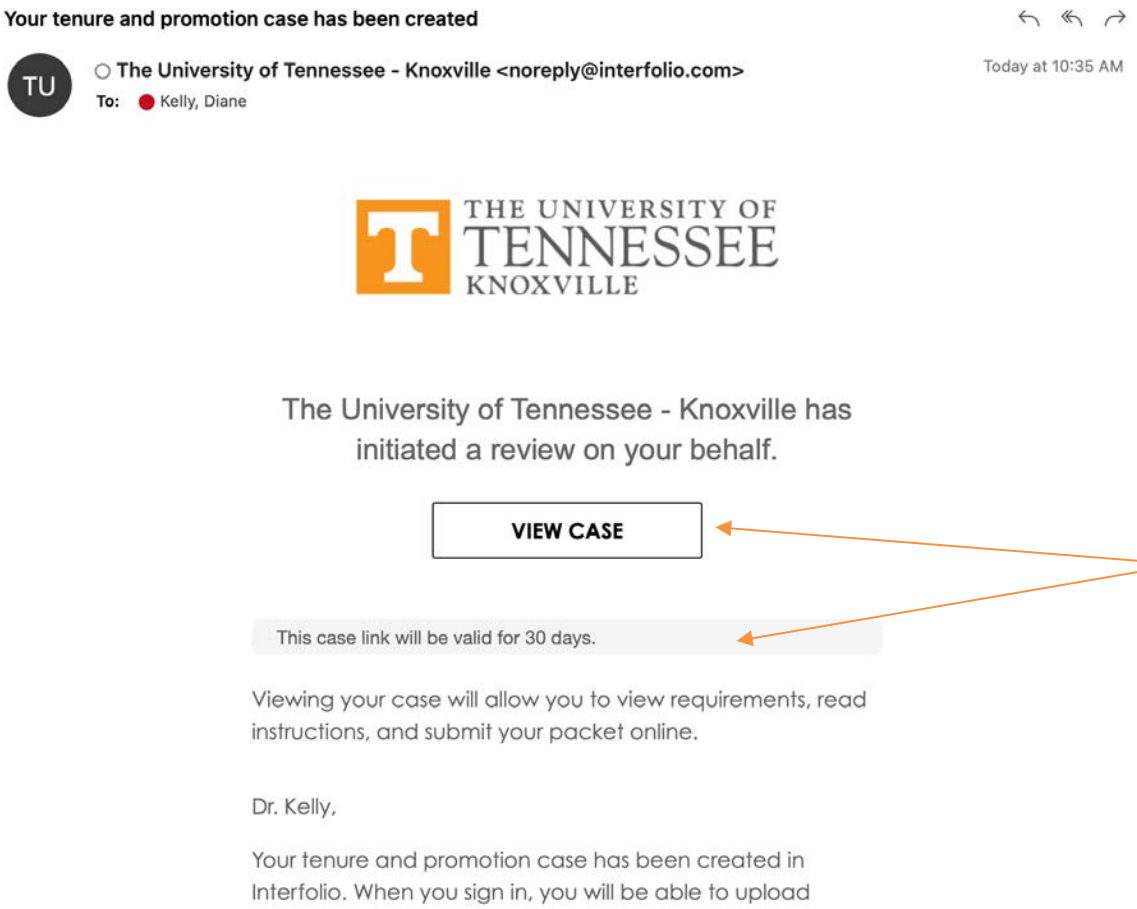
Candidate Receives Email



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)

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Candidate Perspective (Slides)

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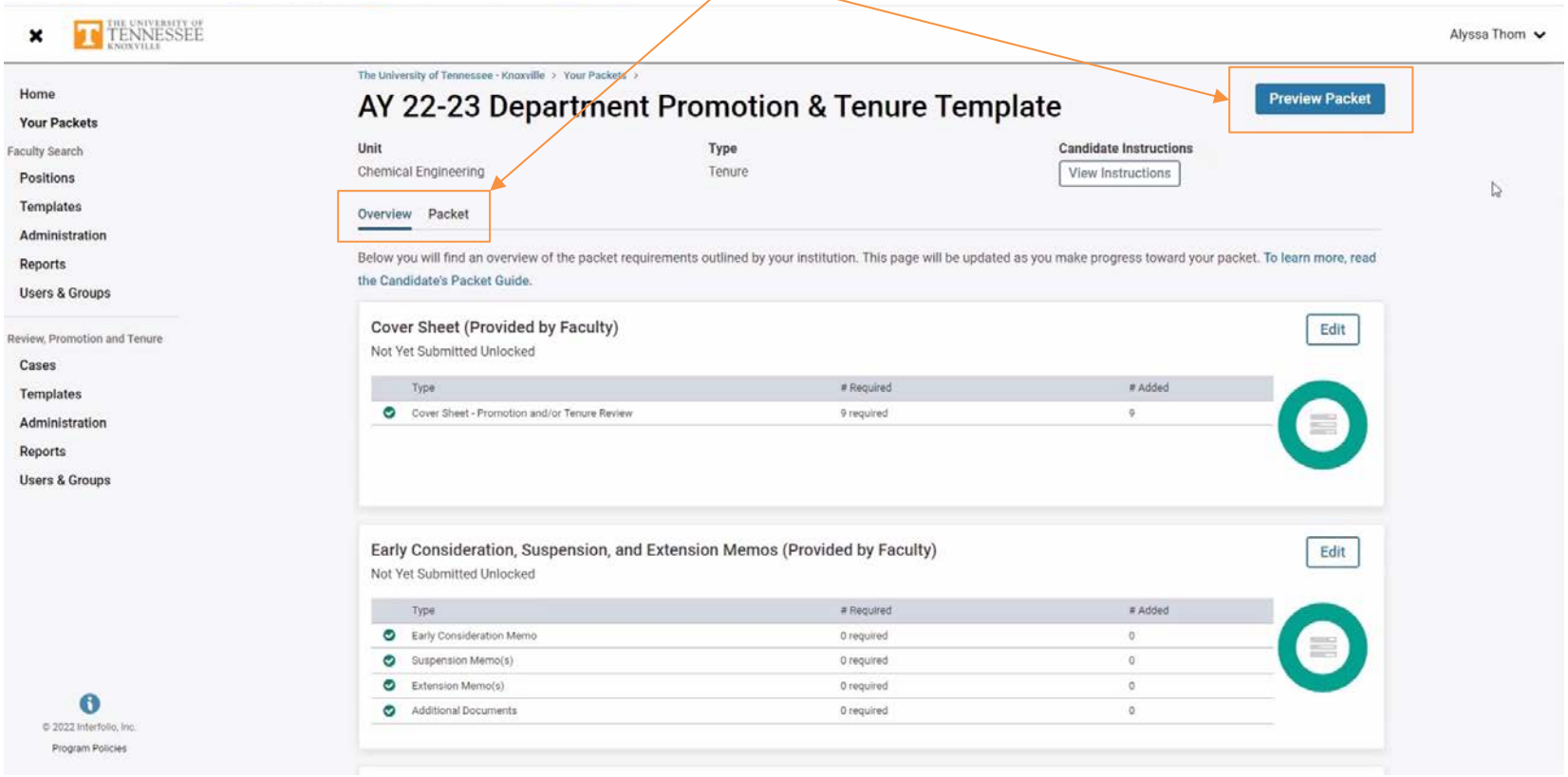
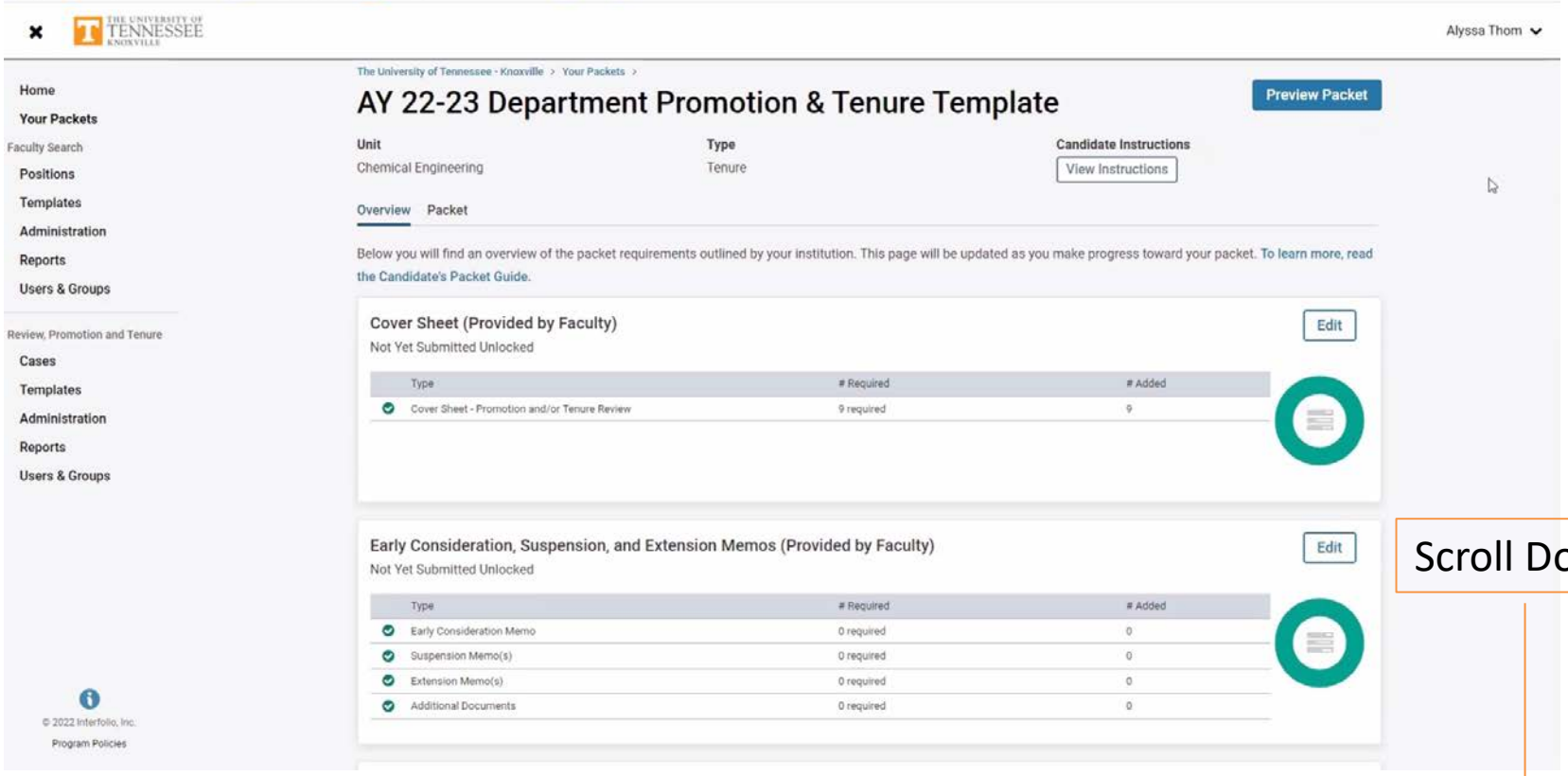
Candidate View

Three different views : Overview, Packet, and Packet Preview



Candidate View

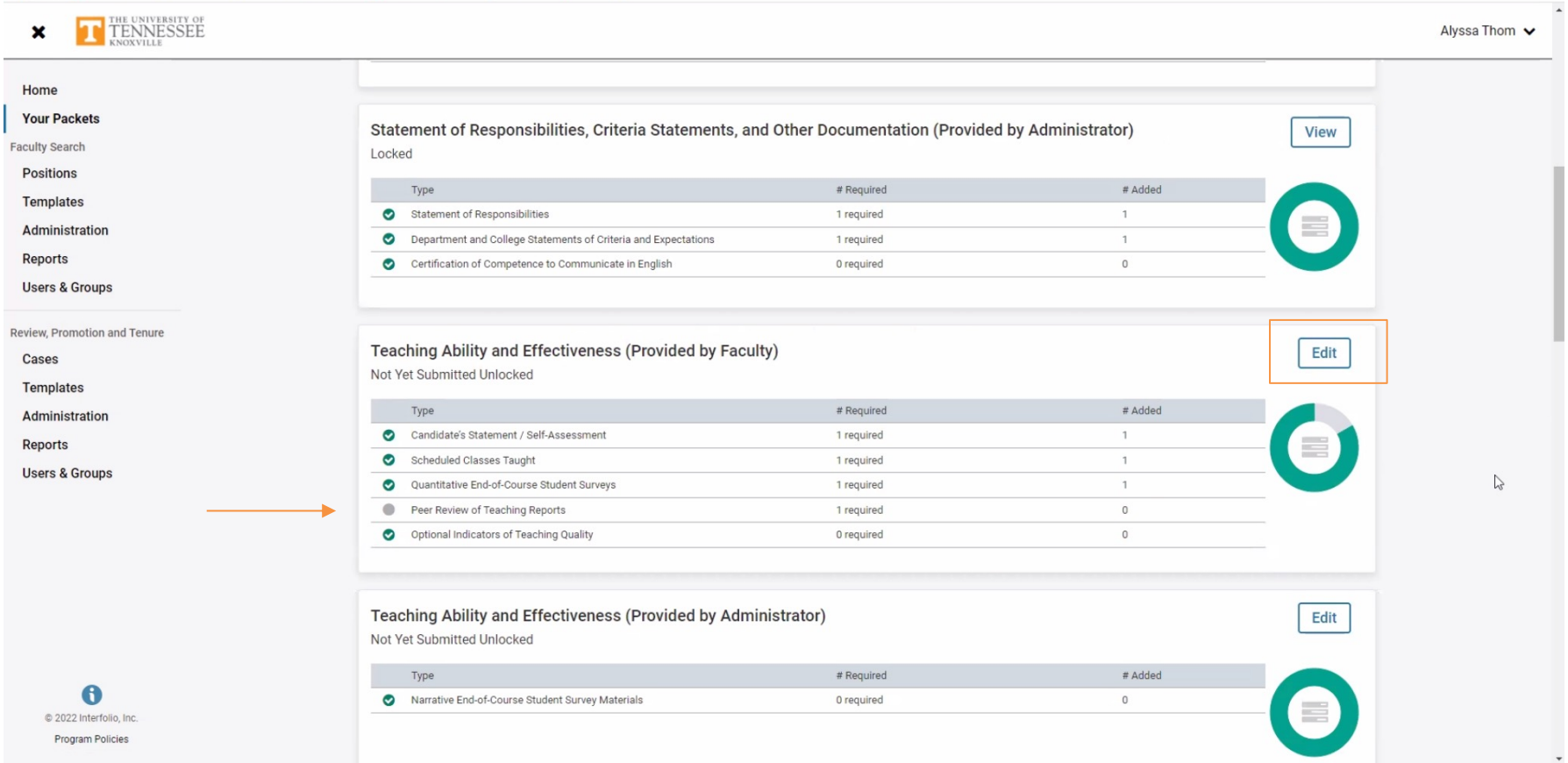
Overview View



Scroll Down

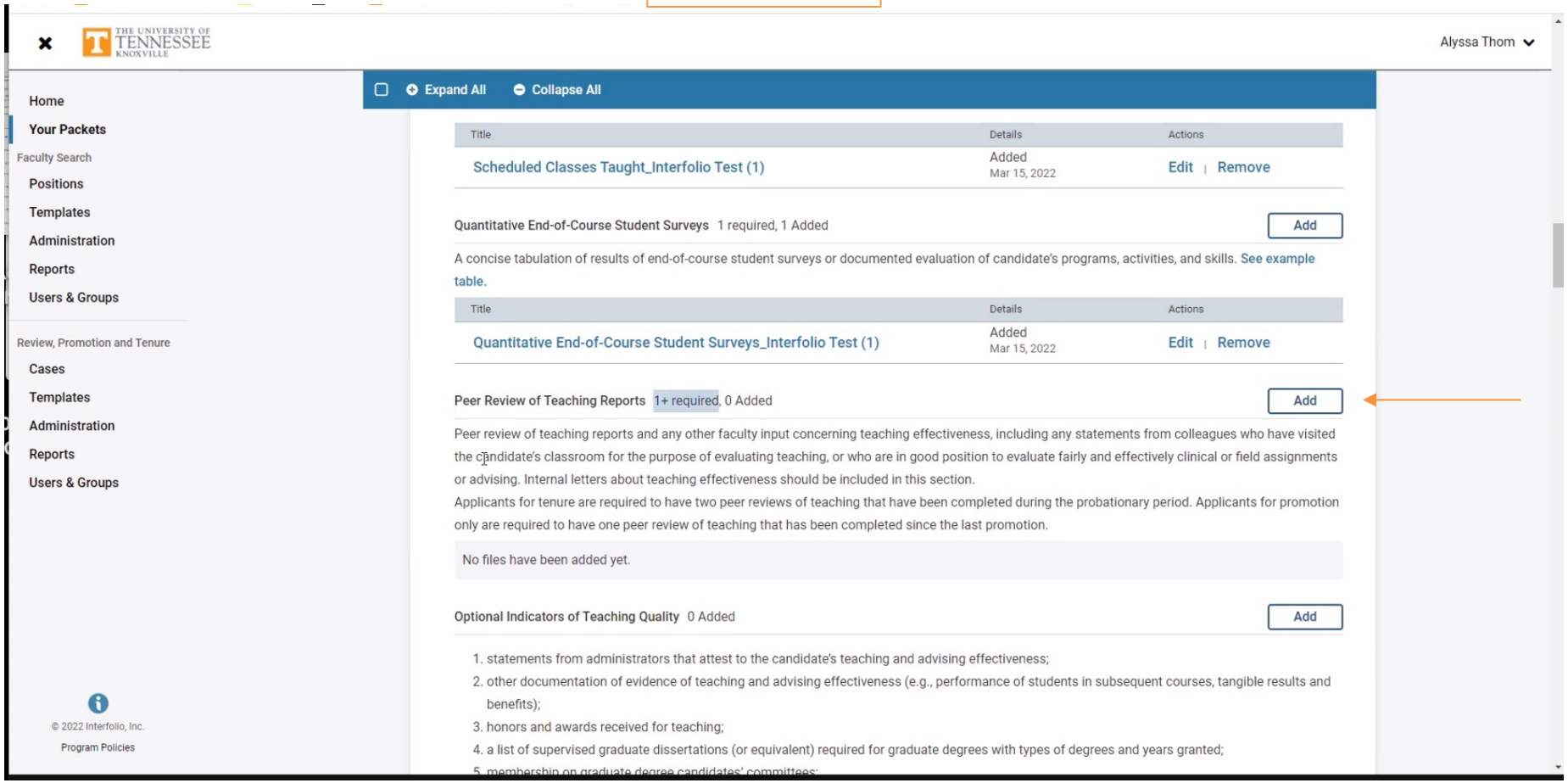
Candidate Adds Files

Overview View

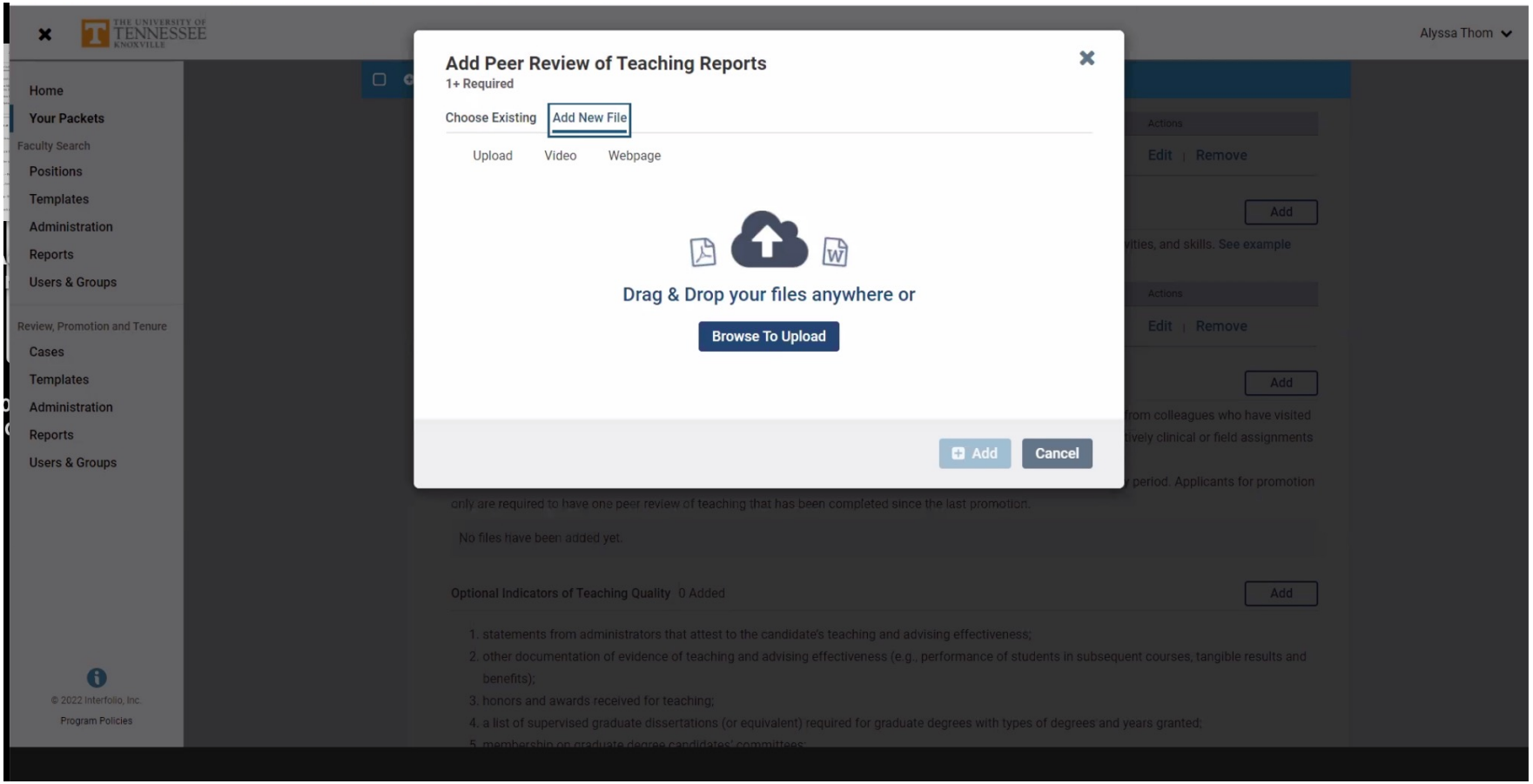


Candidate Adds Files

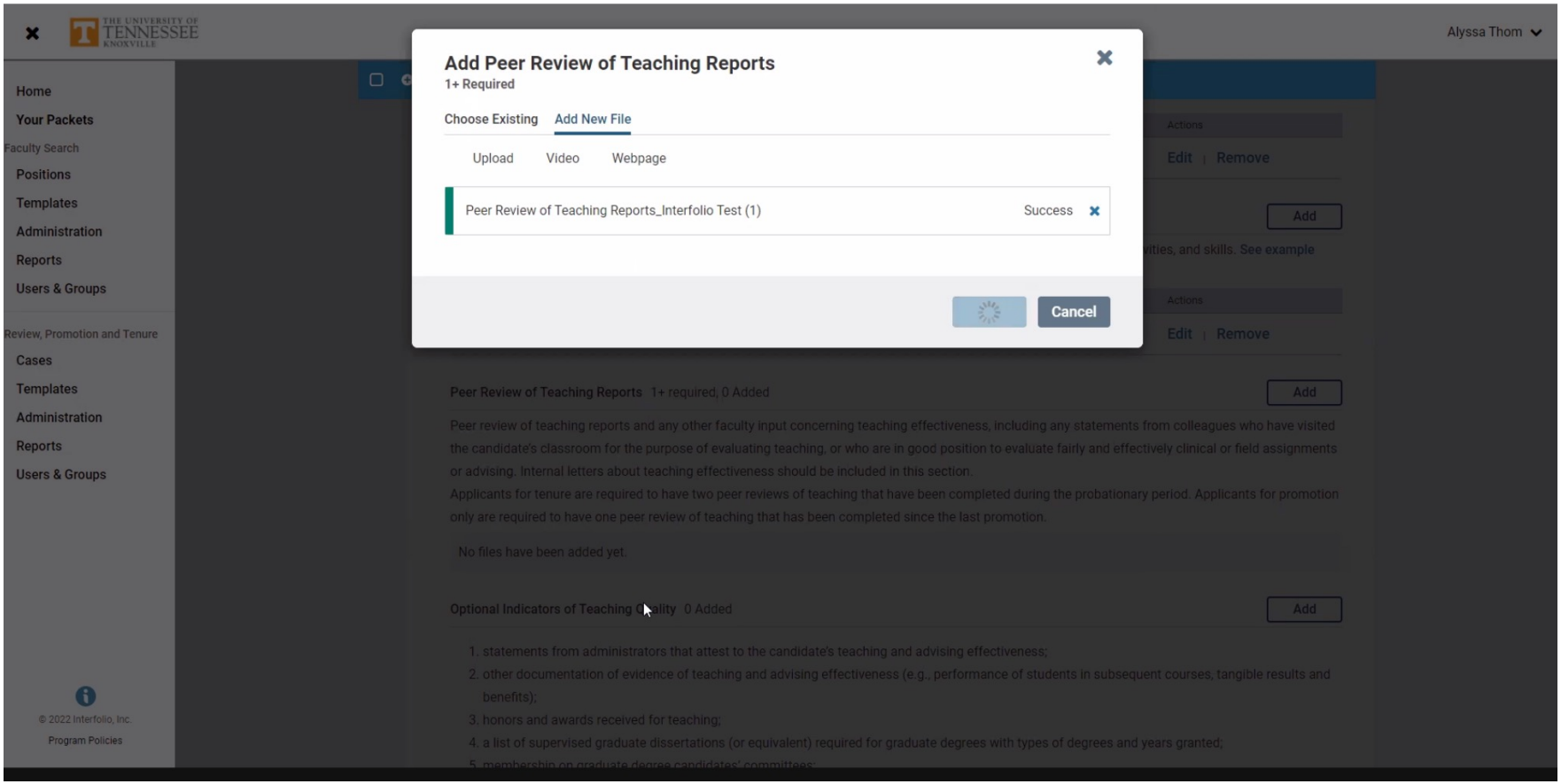
Packet View



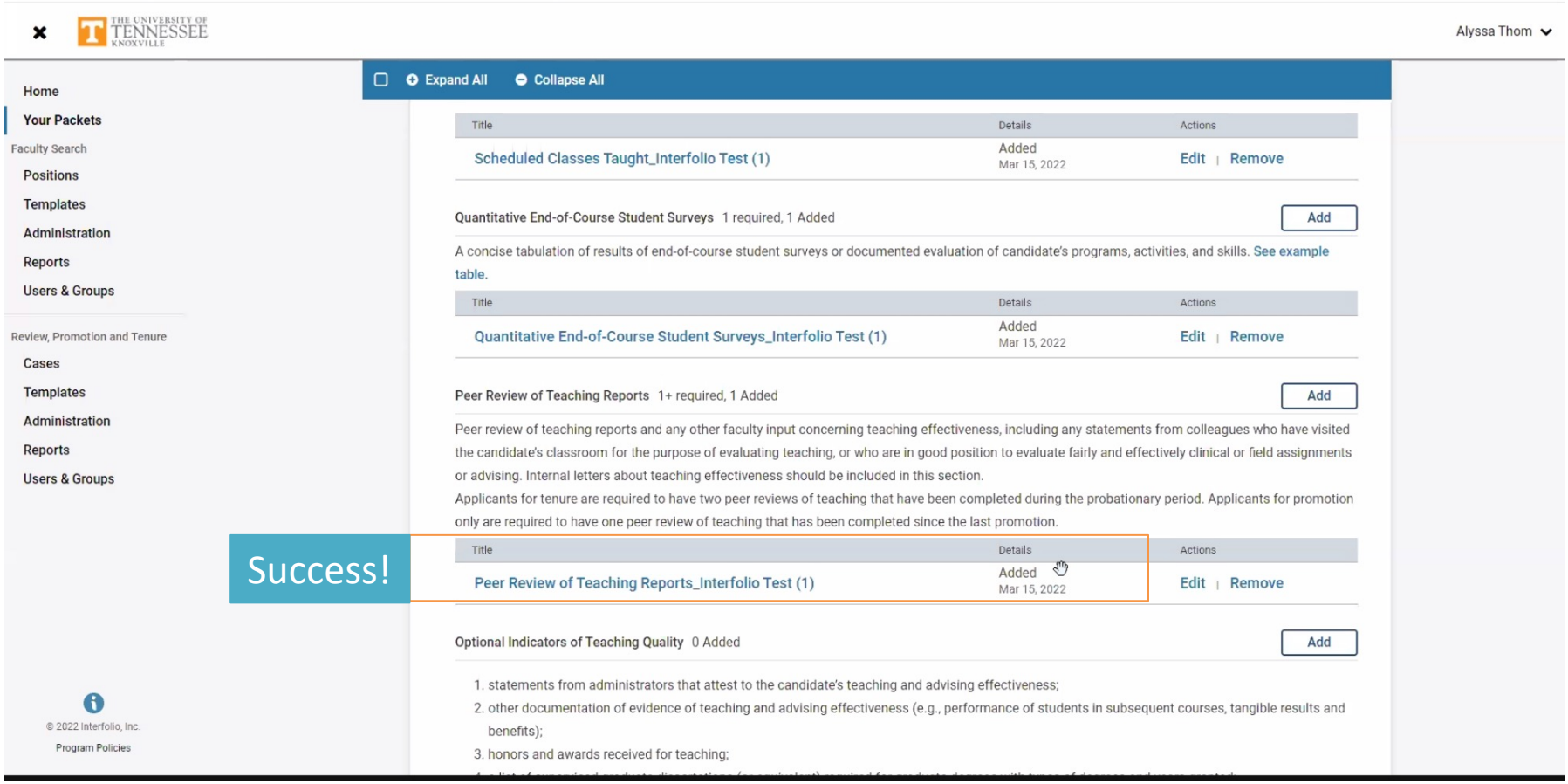
Candidate Adds Files



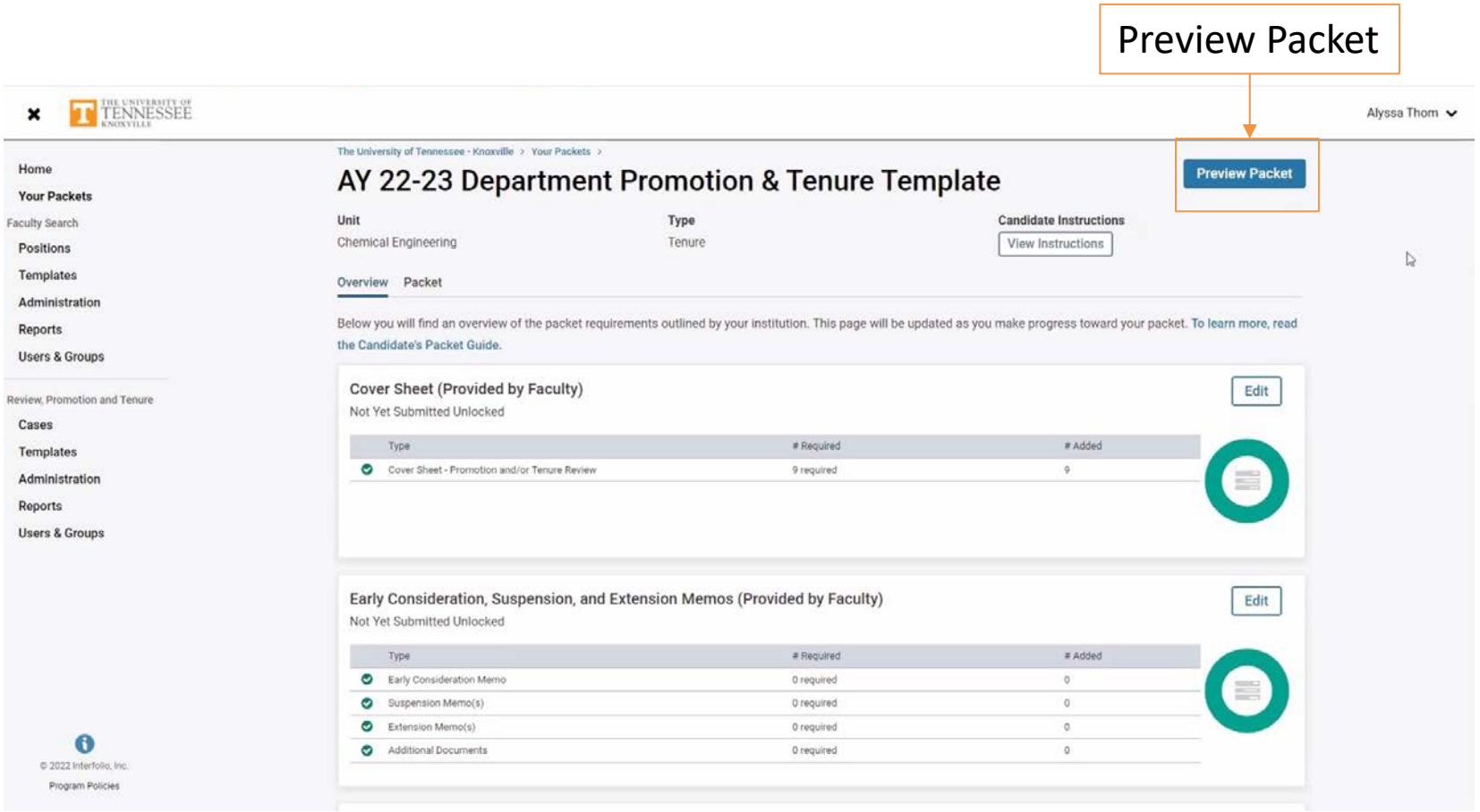
Candidate Adds Files



Candidate Adds Files

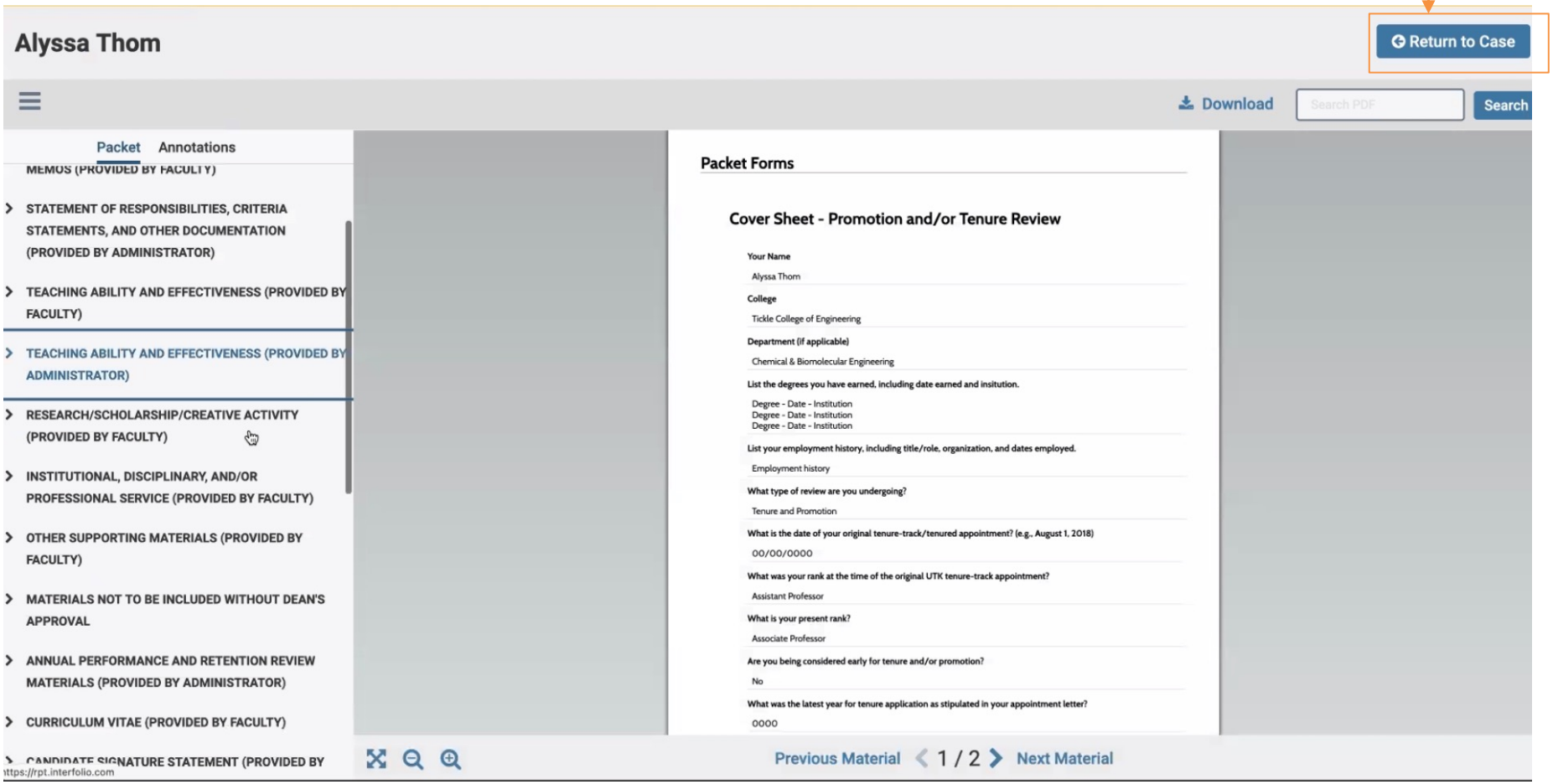


Candidate View

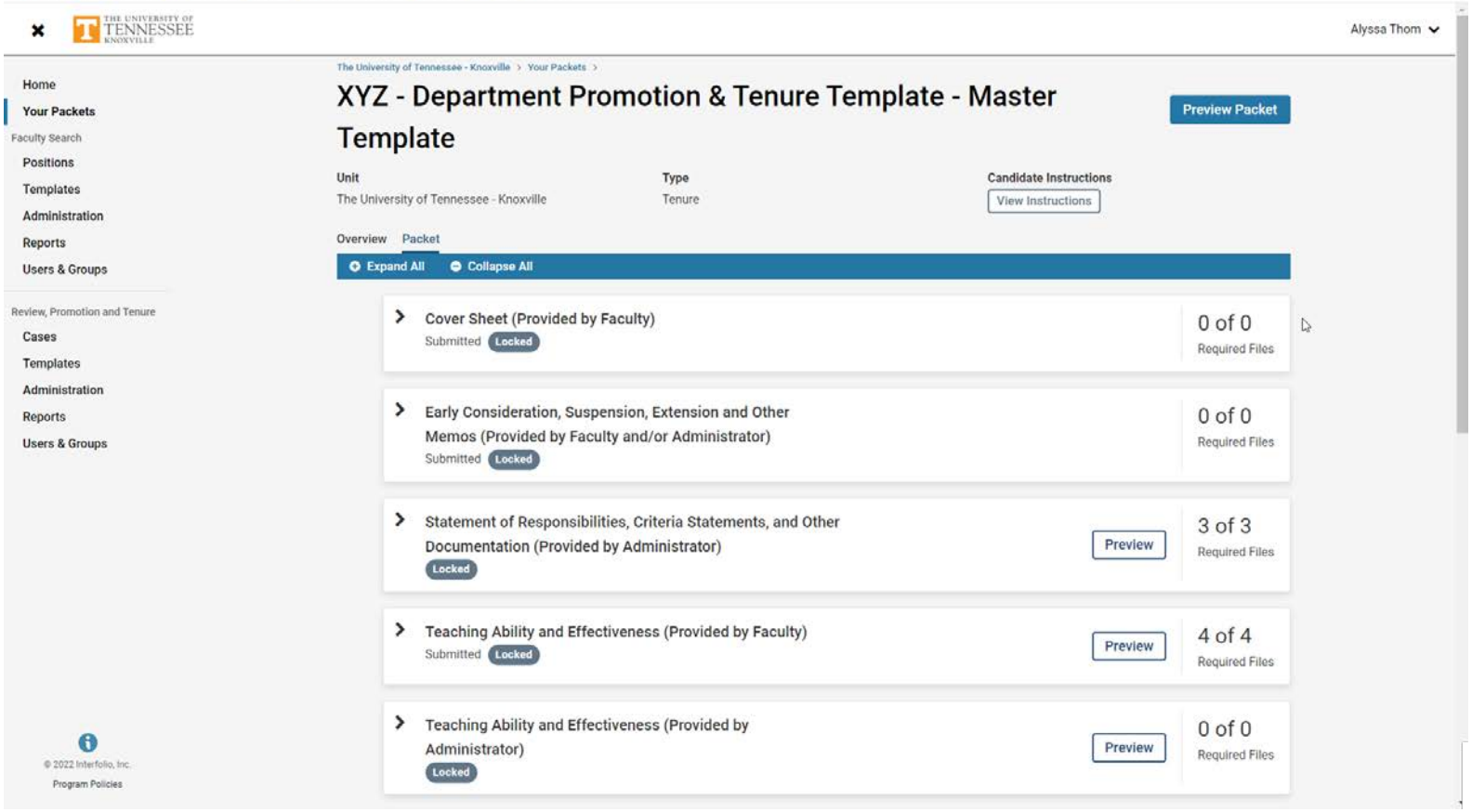


Packet View

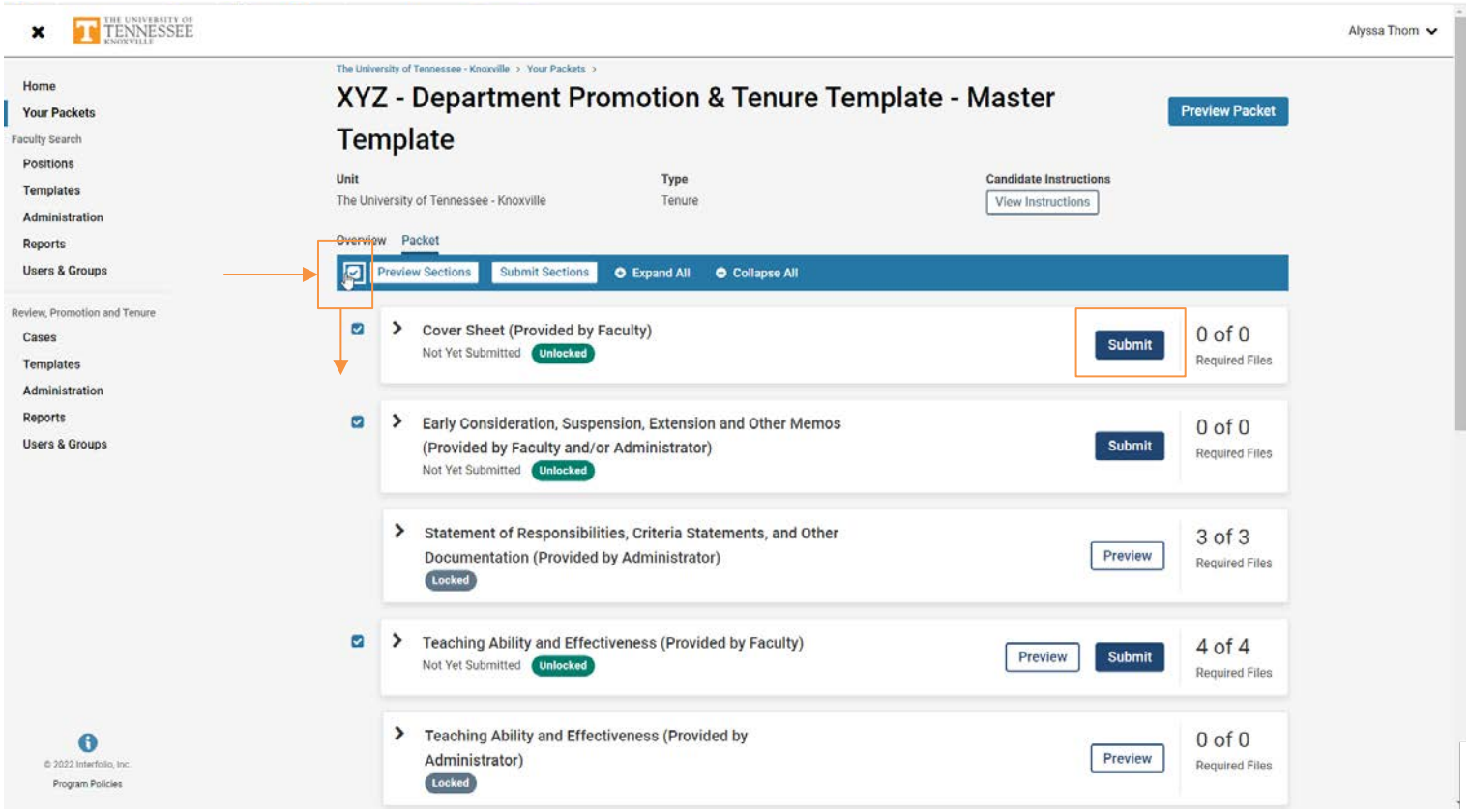
Return to Previous View



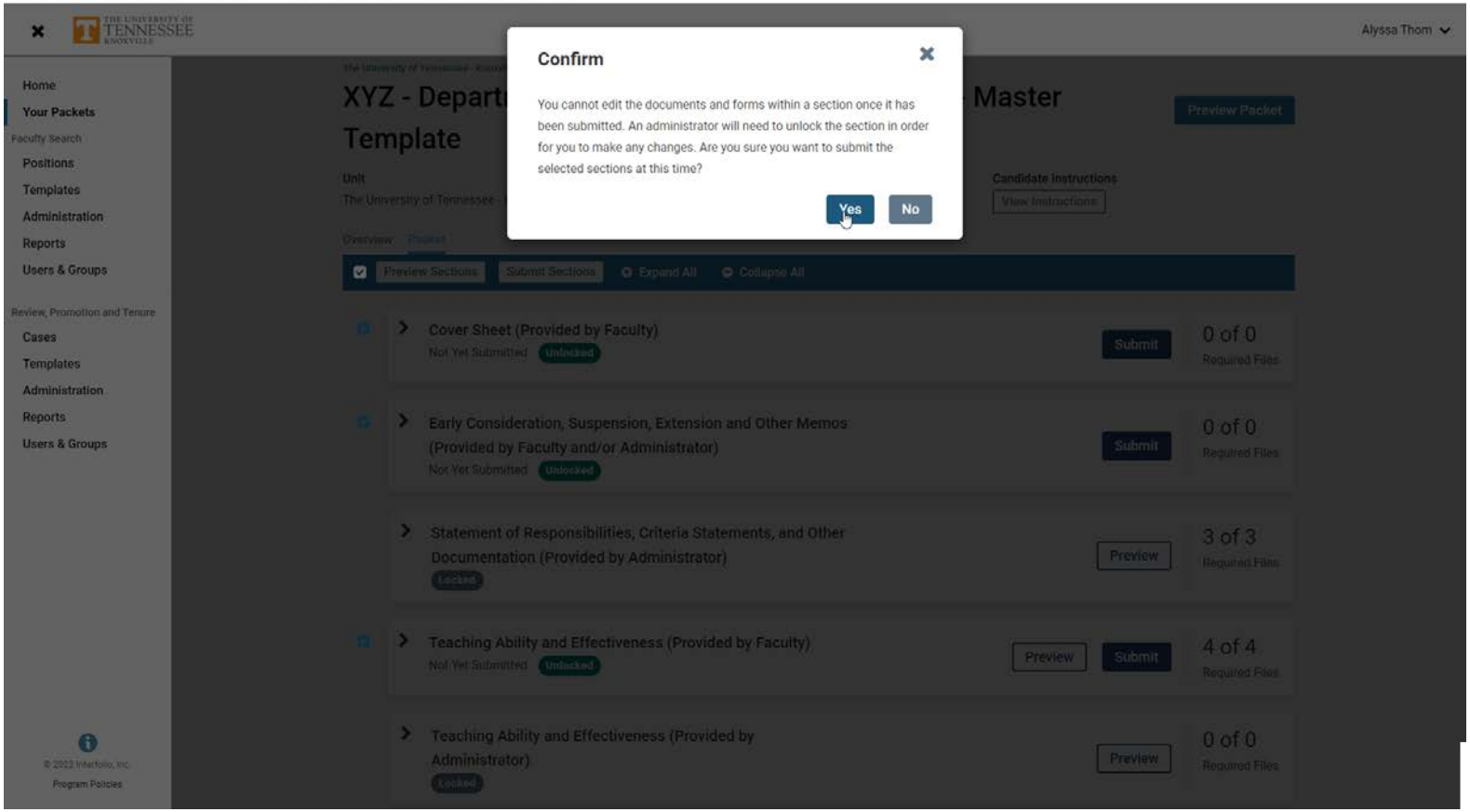
Candidate Submits



Candidate Submits



Candidate Submits



Meanwhile …

Department Head is Soliciting External Letters

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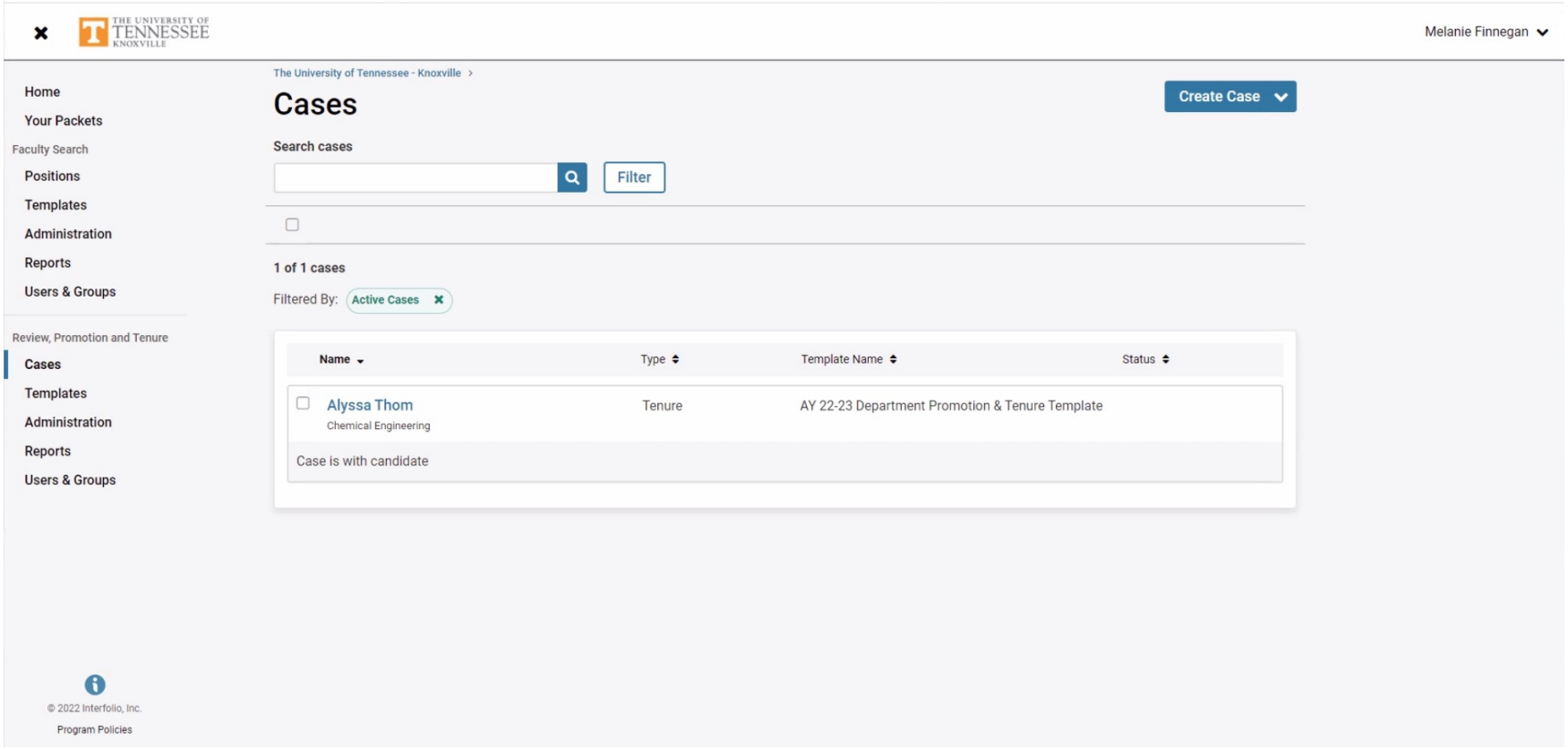
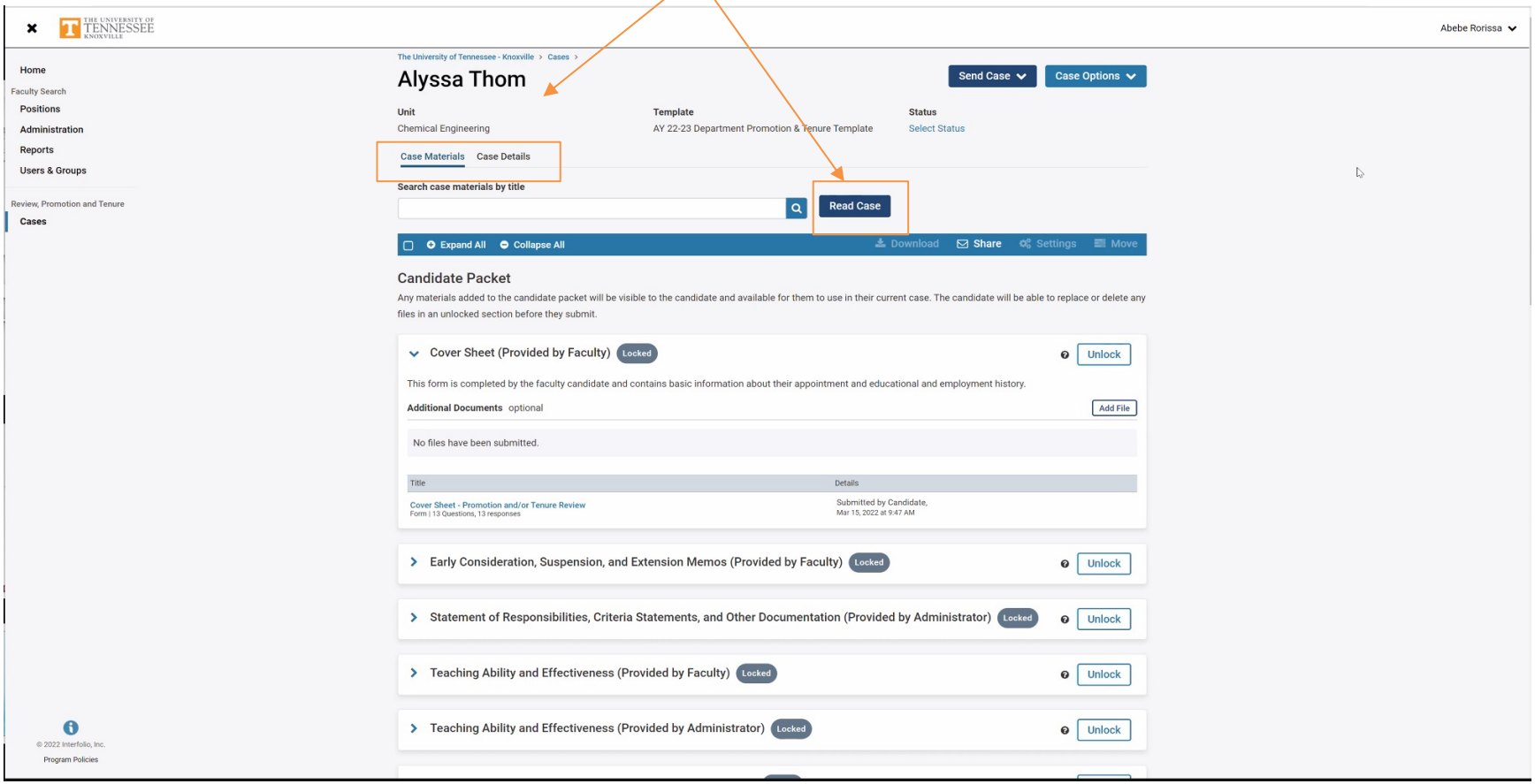
Department Head's View

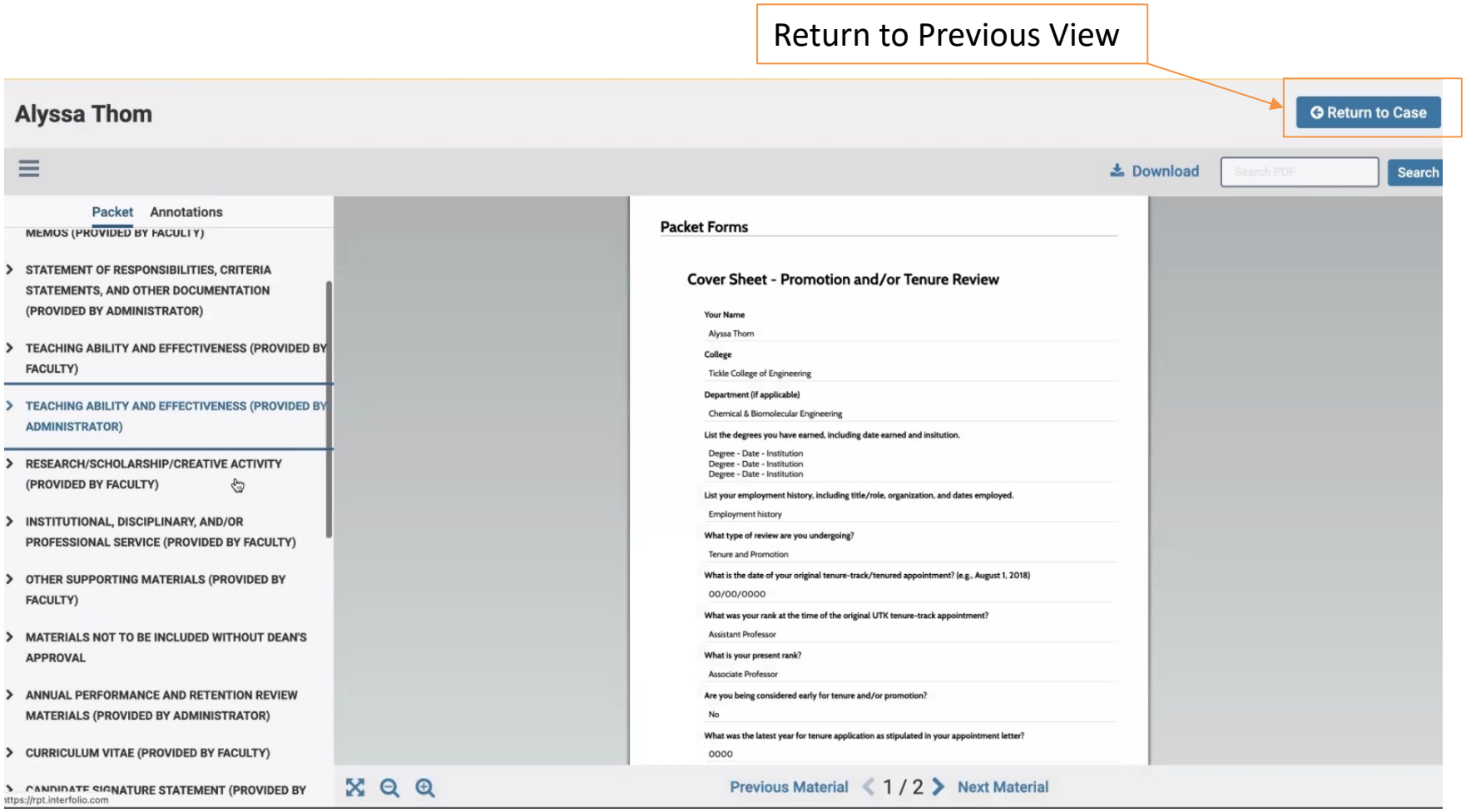


Department Head's View

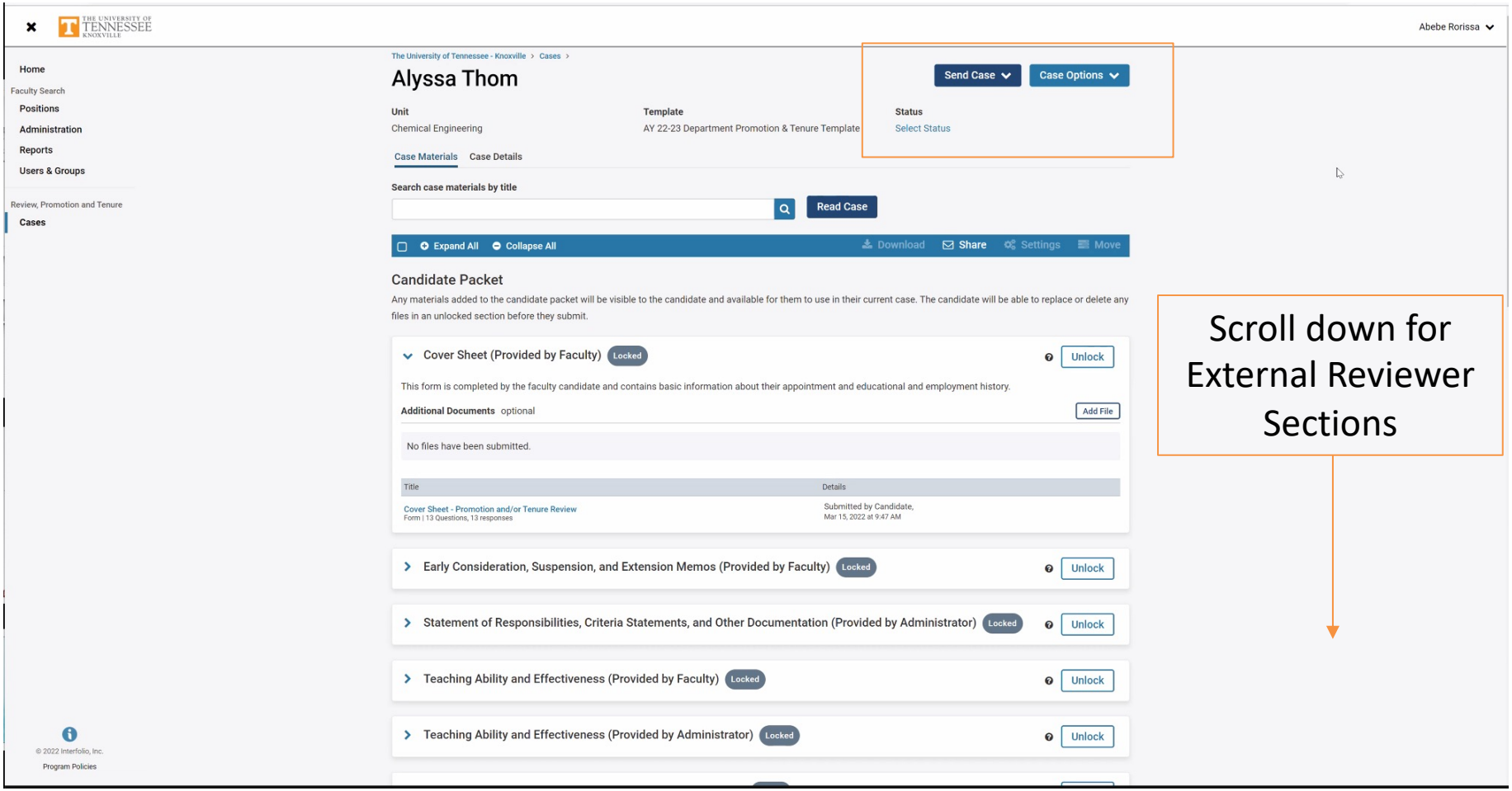
Three different views : Case Materials, Case Details, and Read Case (Packet Preview)



Department Head's View

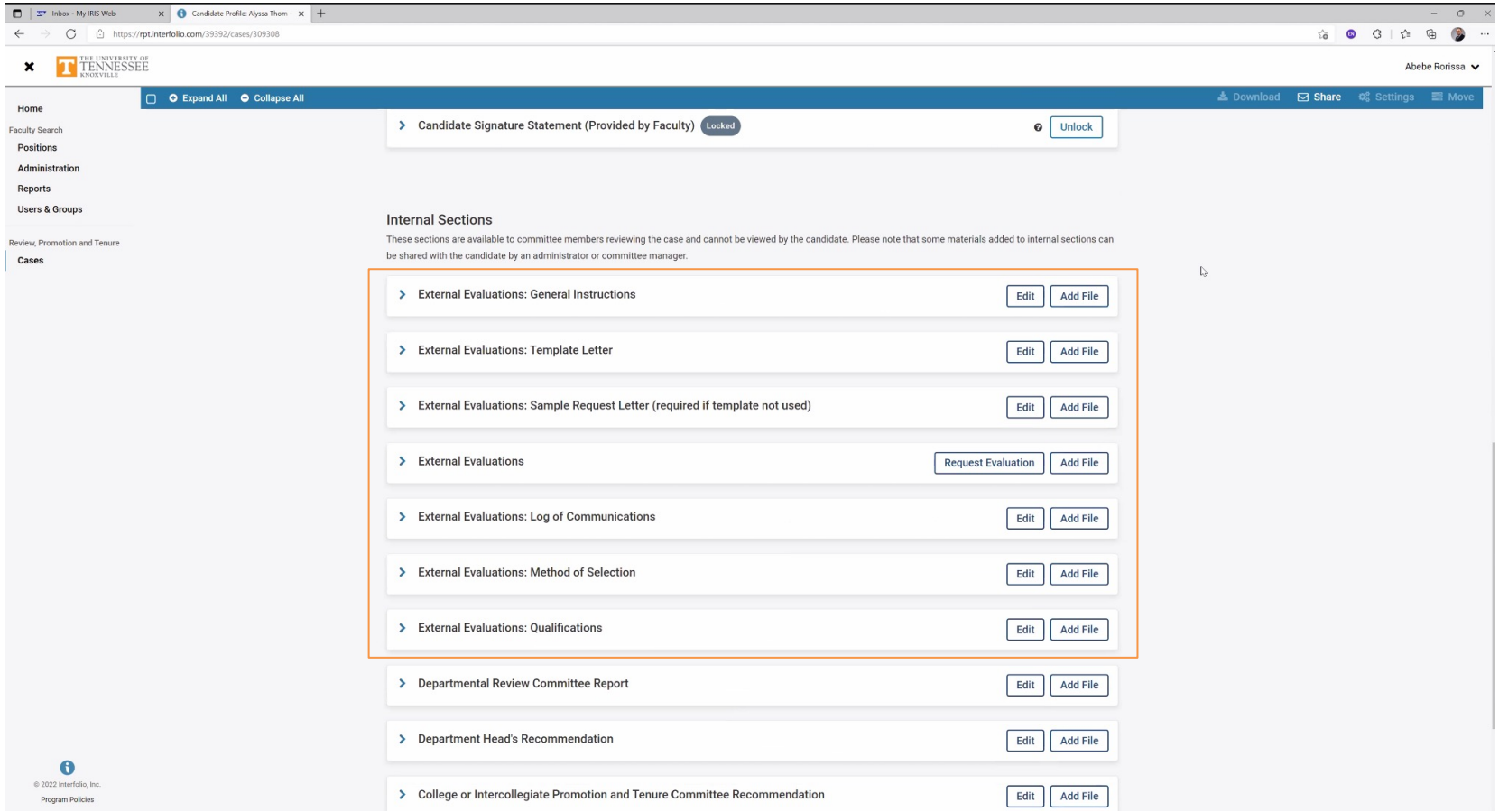


Department Head's View



Scroll down for External Reviewer Sections

Department Head's View



Department Head's View

External Evaluations: General Instructions (Read Only)

GENERAL INSTRUCTIONS

Identification of Evaluators. The head or designate 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 designate, in consultation with departmental faculty, assembles a list of potential external evaluators;
- The department head or designate requests the names of potential evaluators from the candidate;
- The department head or designate 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 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 designate 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:

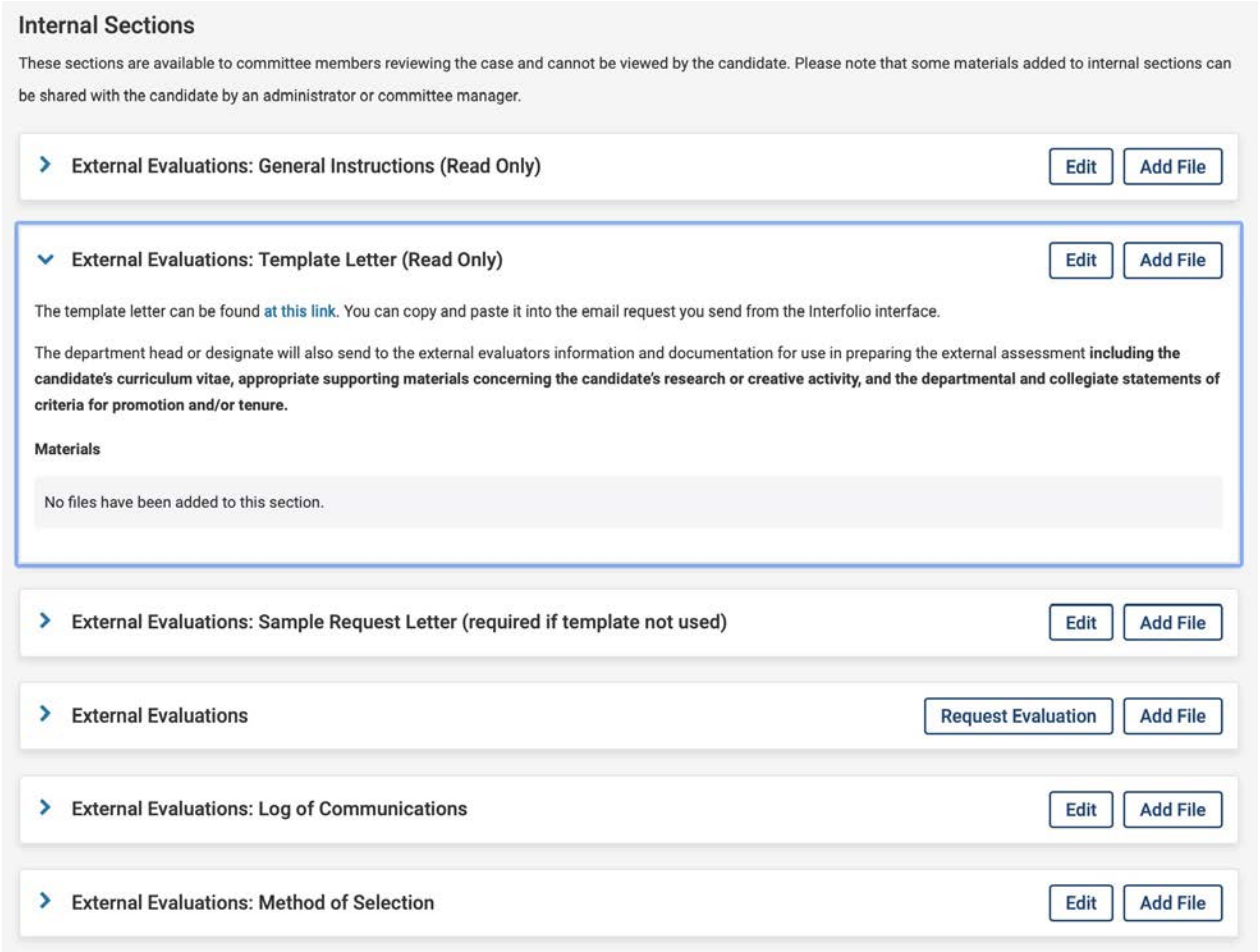
- sample letter used to communicate with external evaluators;
- log of communications with the external evaluators;
- description of the method used to select external evaluators;
- brief biographies of evaluators.

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

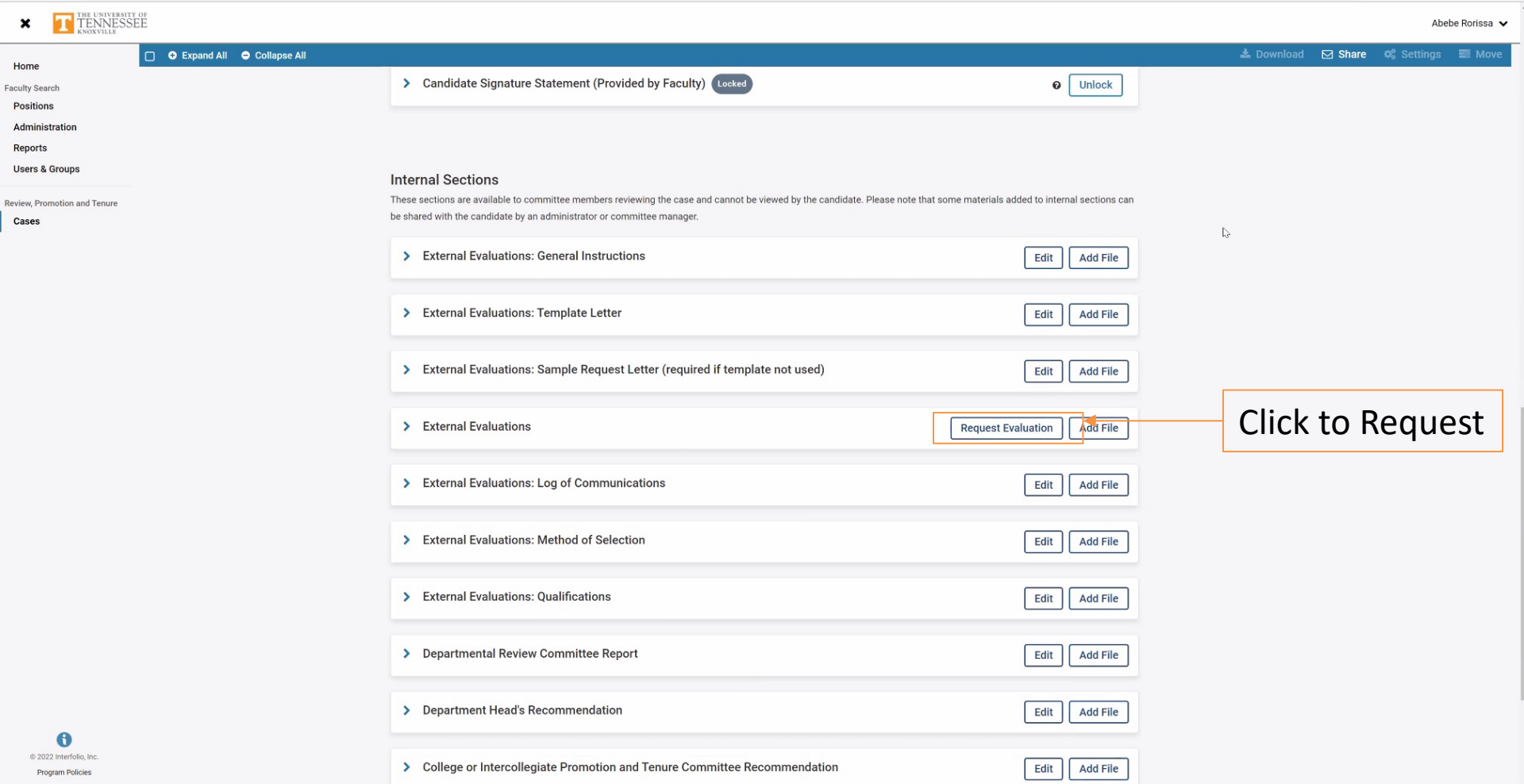
Note: External evaluators are only charged with assessing the candidate's research / scholarship / creative activity.

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



Department Head's View



Click to Request

The University of Tennessee - Knoxville > Cases > Alyssa Thom >

Request External Evaluation

External Evaluator Information

First Name *: Lisa

Last Name *: Yamagata-Lynch

Email Address *: 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: The University of Tennessee - Knoxville

Reply-to: dianek@tennessee.edu

Subject: Invitation to Conduct P&T Review

Message

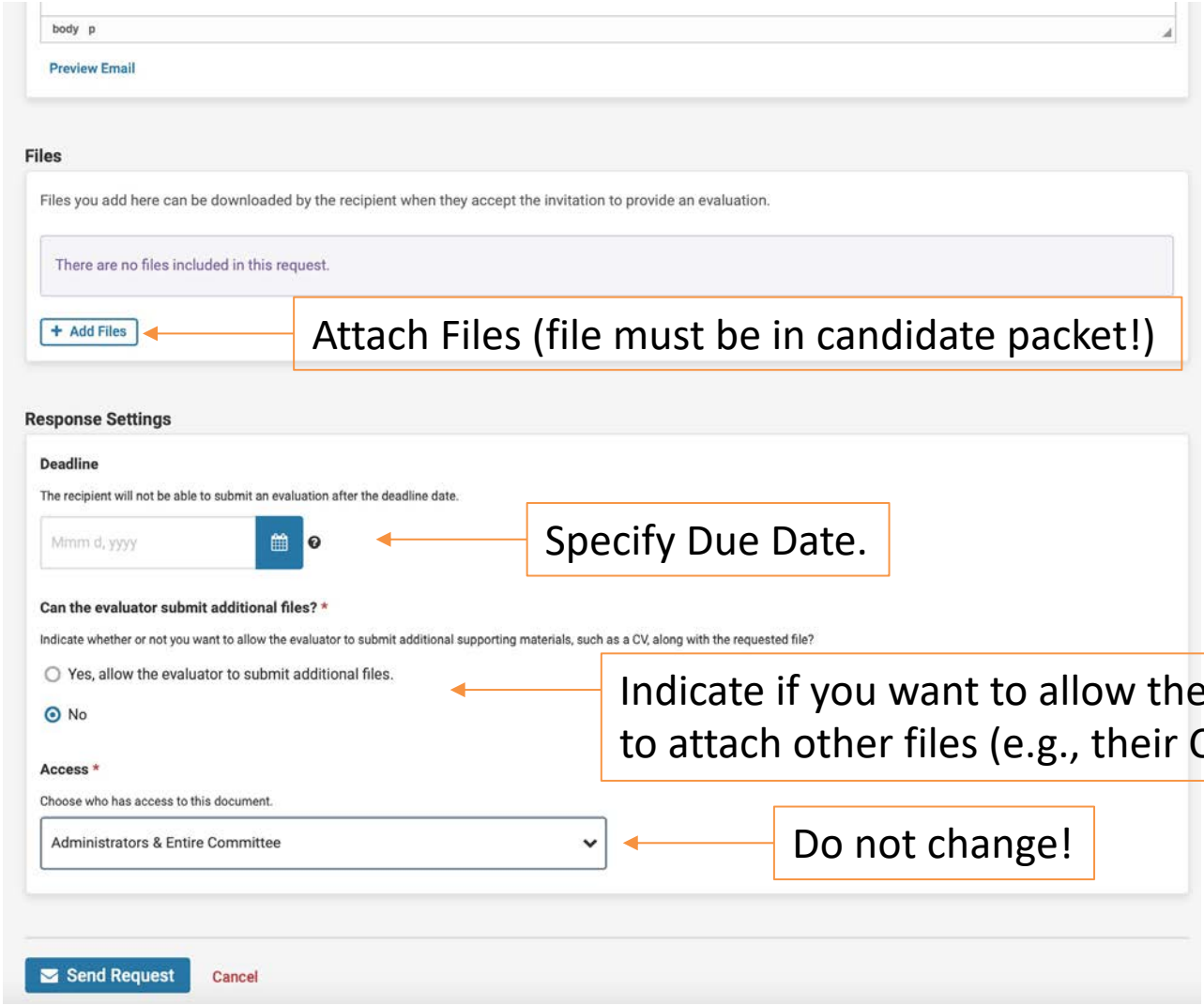
Dear Professor Yamagata-Lynch,

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.

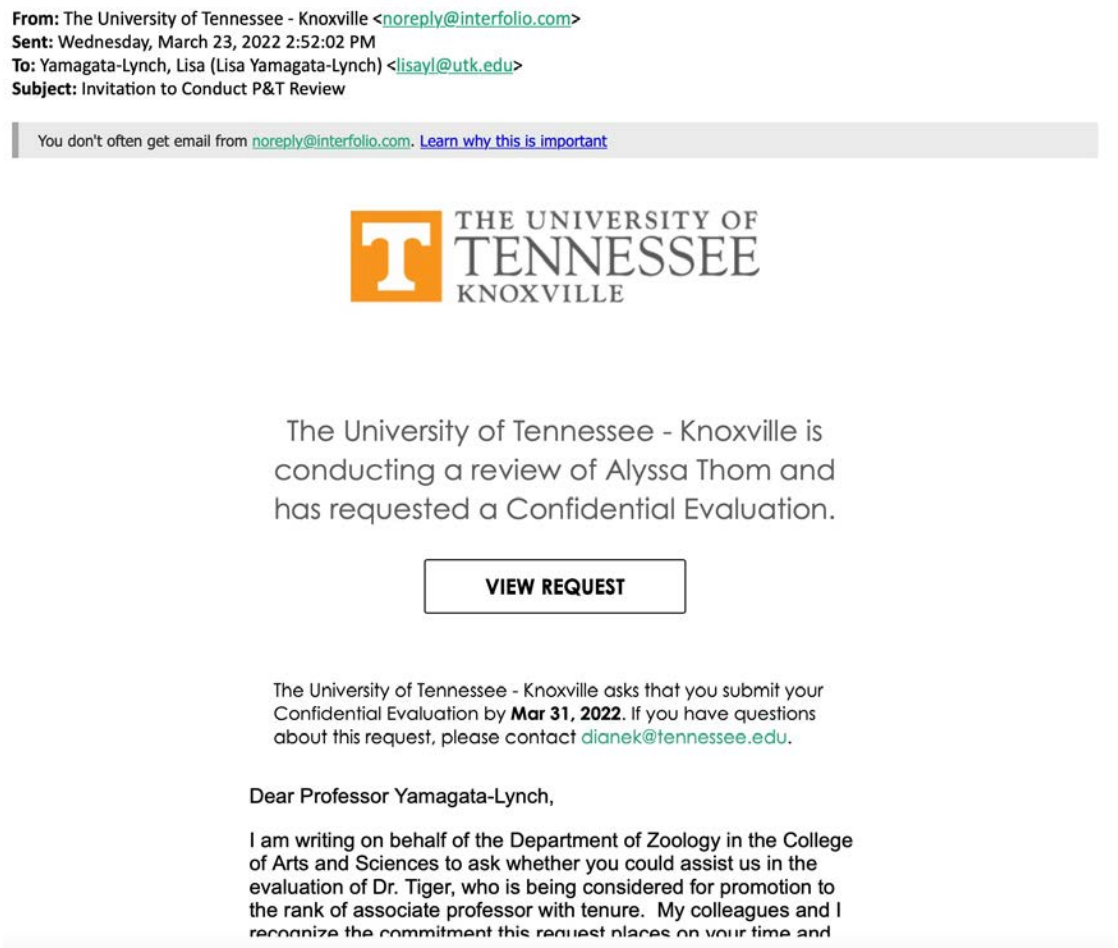
A copy of Dr. Tiger's *curriculum vitae*, research statement, a sample of pertinent publications, and the departmental and collegiate statements of criteria and expectations for promotion to the rank of associate professor with tenure are attached. If you are able to accept this invitation, we ask you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

body p

Preview Email


body p
Preview Email
Files
Files you add here can be downloaded by the recipient when they accept the invitation to provide an evaluation.
There are no files included in this request.
+ Add Files
Attach Files (file must be in candidate packet!)
Response Settings
Deadline
The recipient will not be able to submit an evaluation after the deadline date.
Mmm d, yyyy
Specify Due Date.
Can the evaluator submit additional files? *
Indicate whether or not you want to allow the evaluator to submit additional supporting materials, such as a CV, along with the requested file?
Yes, allow the evaluator to submit additional files.
No
Indicate if you want to allow the evaluator to attach other files (e.g., their CV).
Access *
Choose who has access to this document.
Administrators & Entire Committee
Do not change!
Send Request
Cancel

External Reviewer Receives Email!



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) <lisayl@utk.edu>
Subject: Invitation to Conduct P&T Review

You don't often get email from noreply@interfolio.com. Learn why this is important

THE UNIVERSITY OF TENNESSEE KNOXVILLE

The University of Tennessee - Knoxville is conducting a review of Alyssa Thom and has requested a Confidential Evaluation.

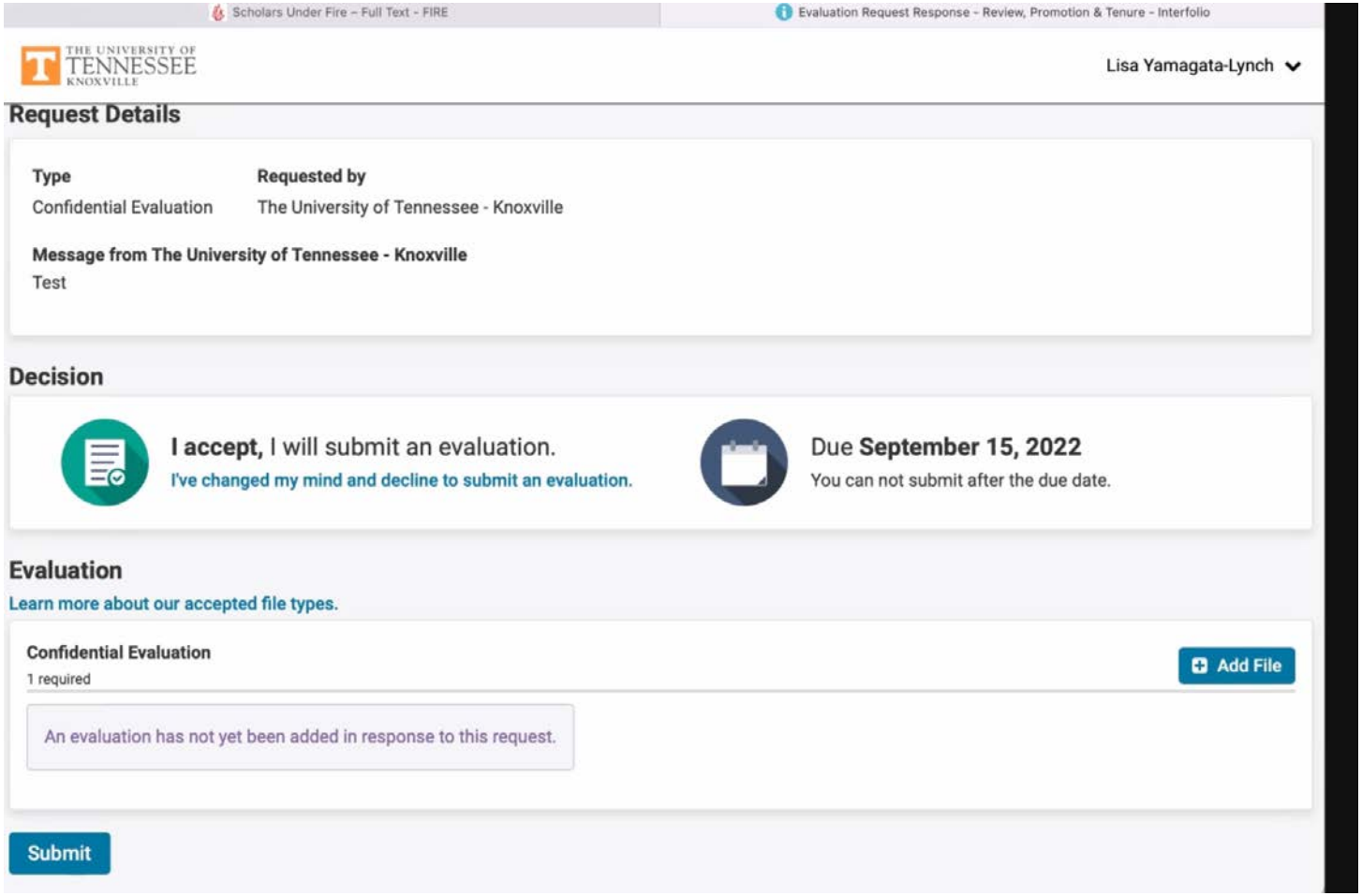
VIEW REQUEST

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.

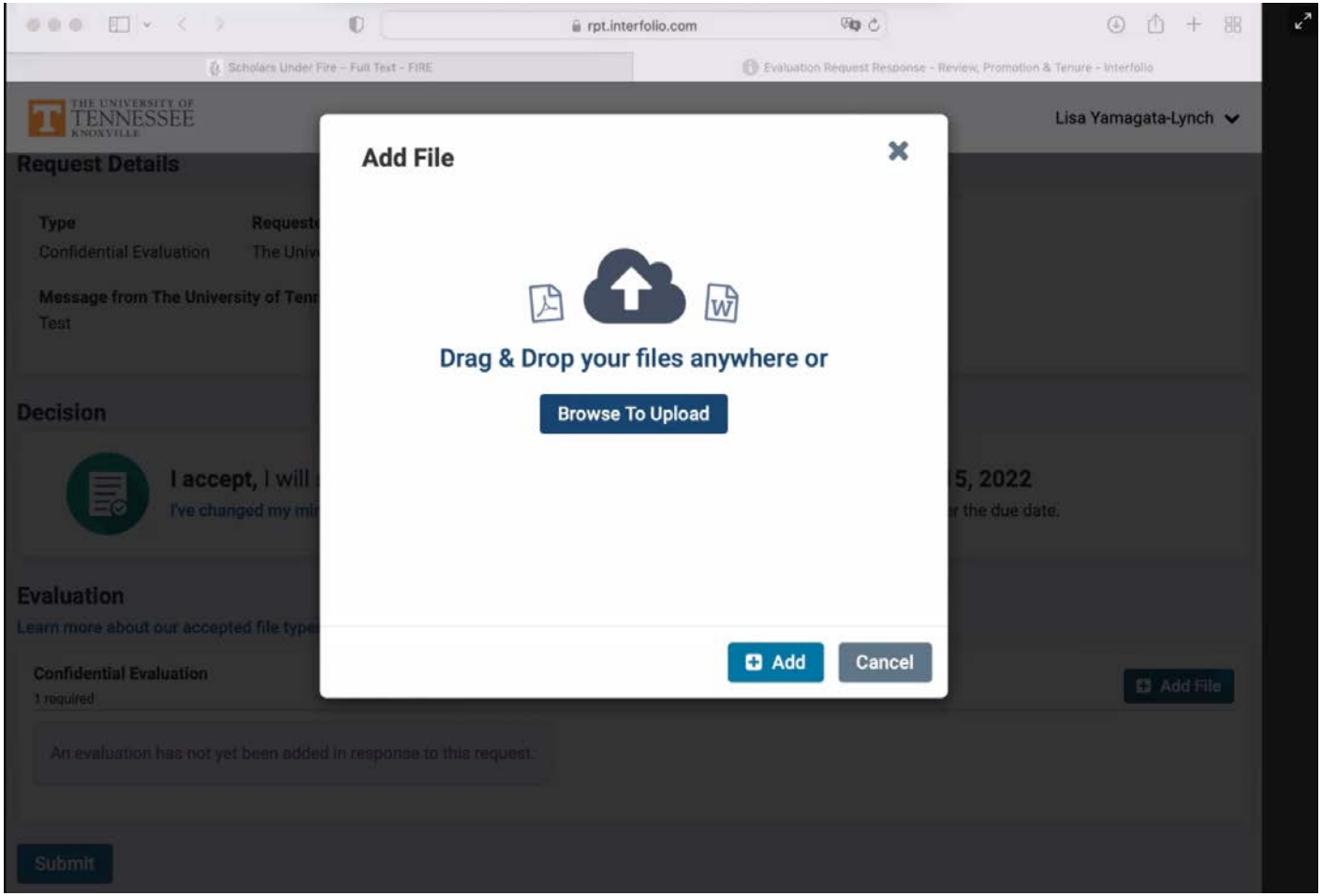
Dear Professor Yamagata-Lynch,

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

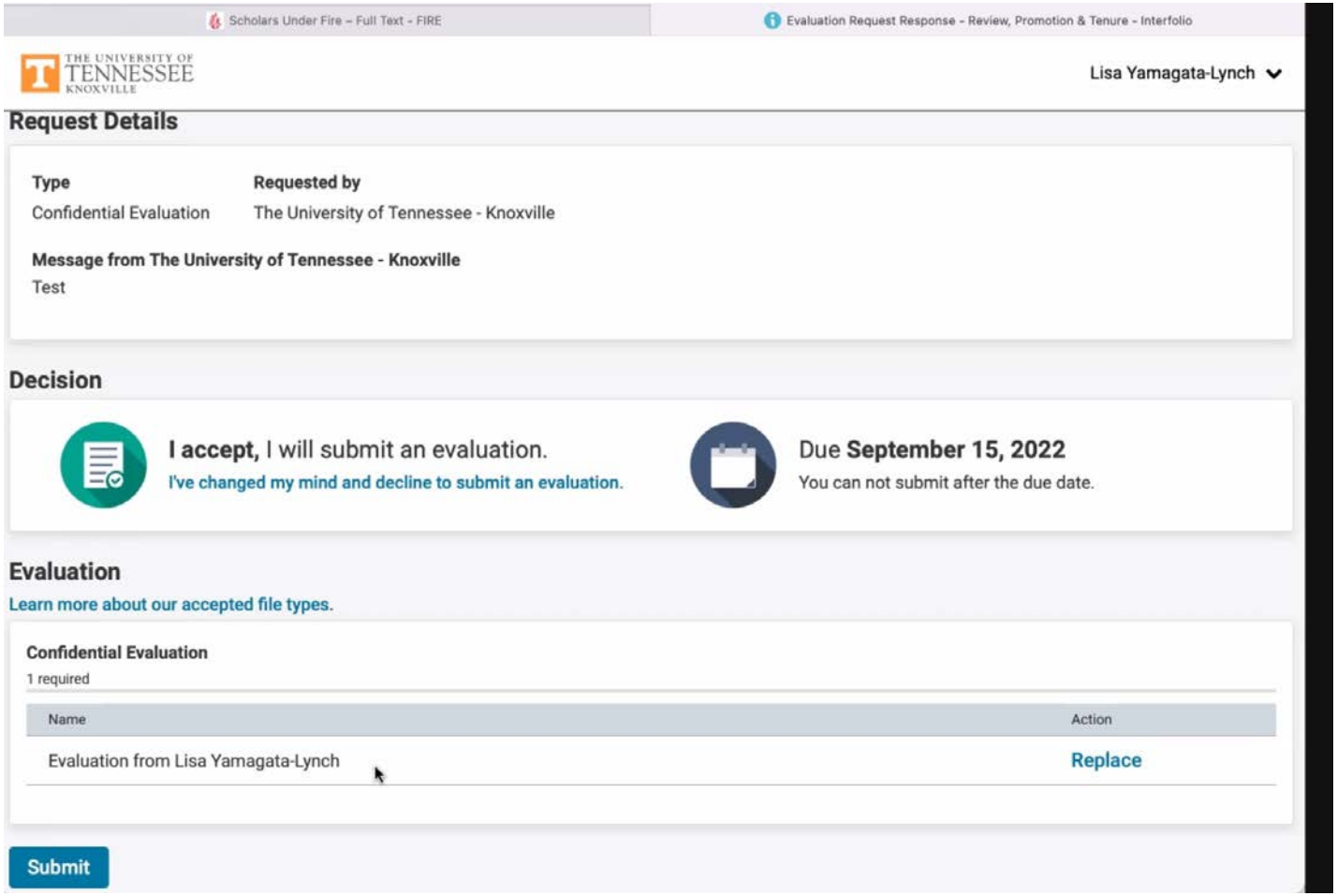
External Reviewer View



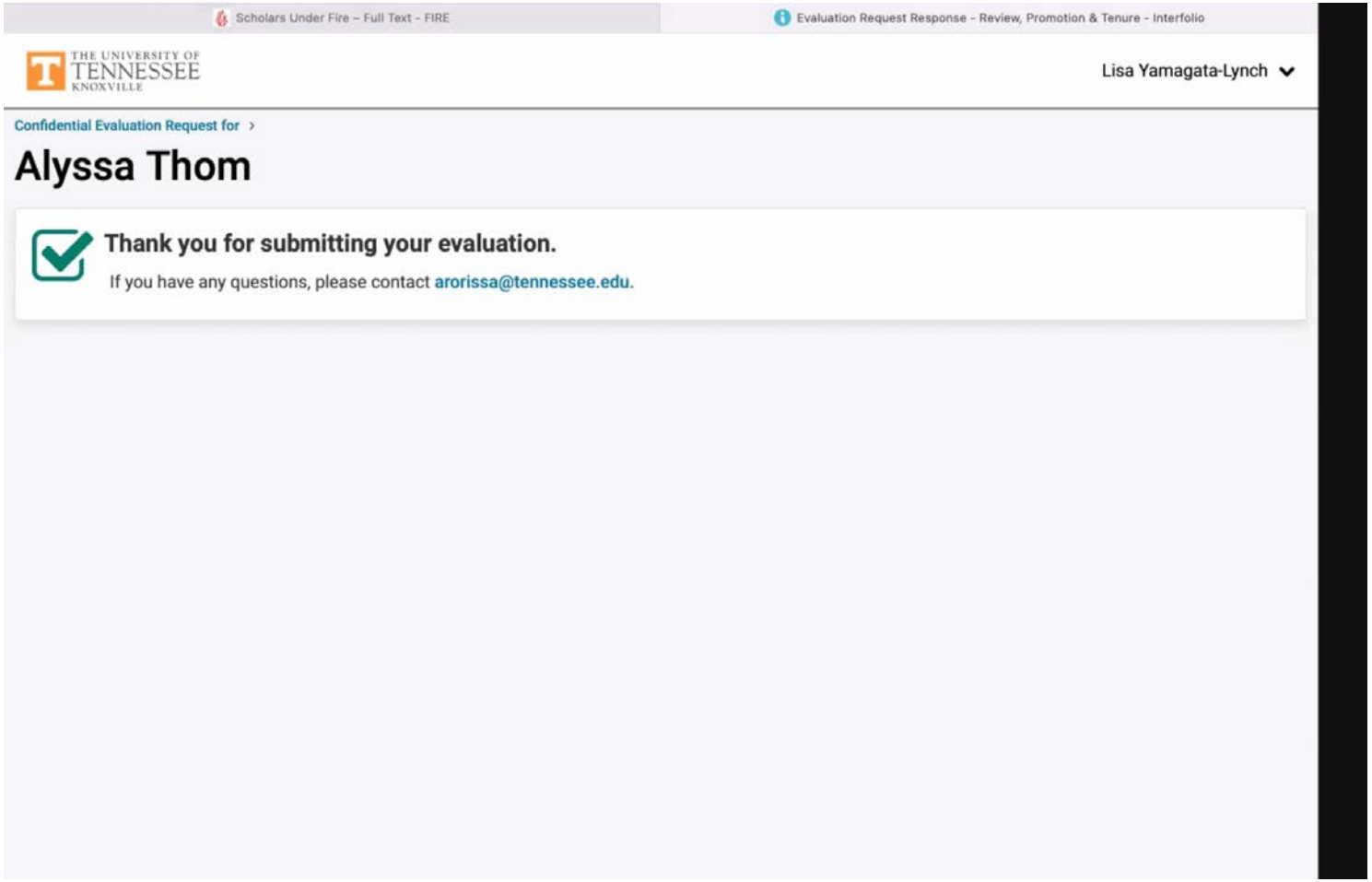
External Reviewer View



External Reviewer View



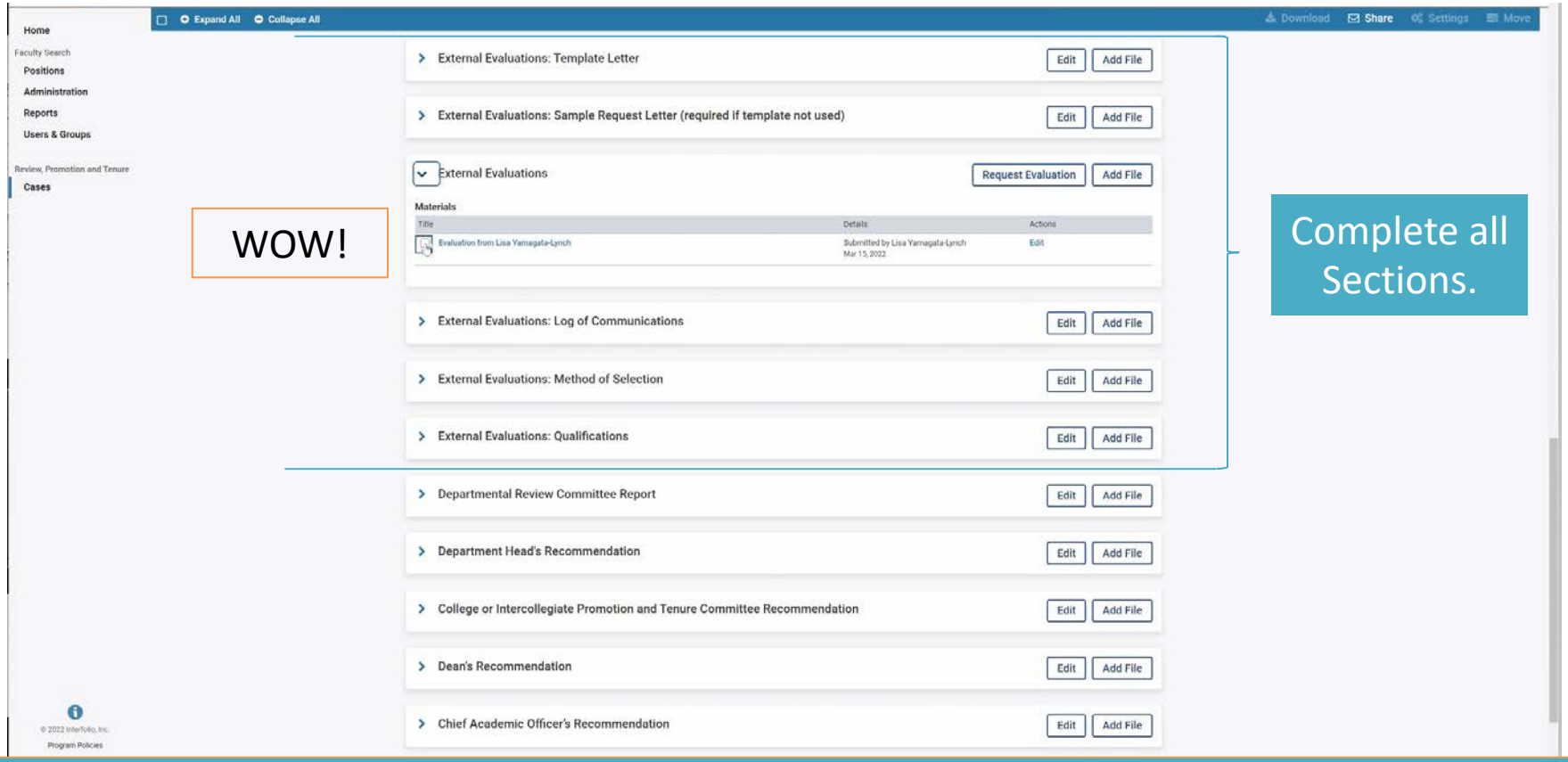
External Reviewer View



Back to Department Head's View

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Department Head's View

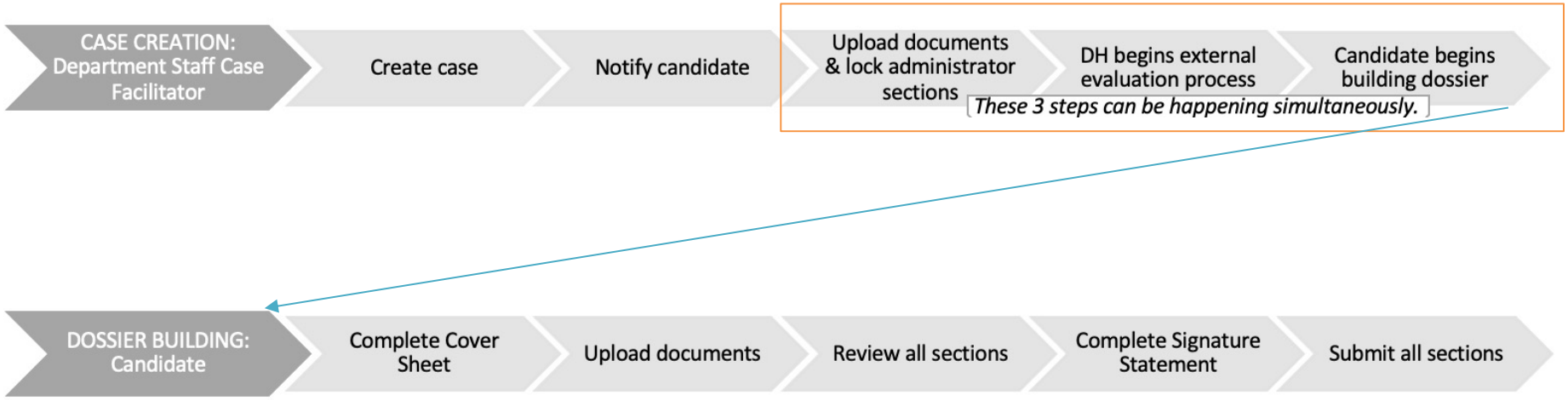


WOW!

Complete all Sections.

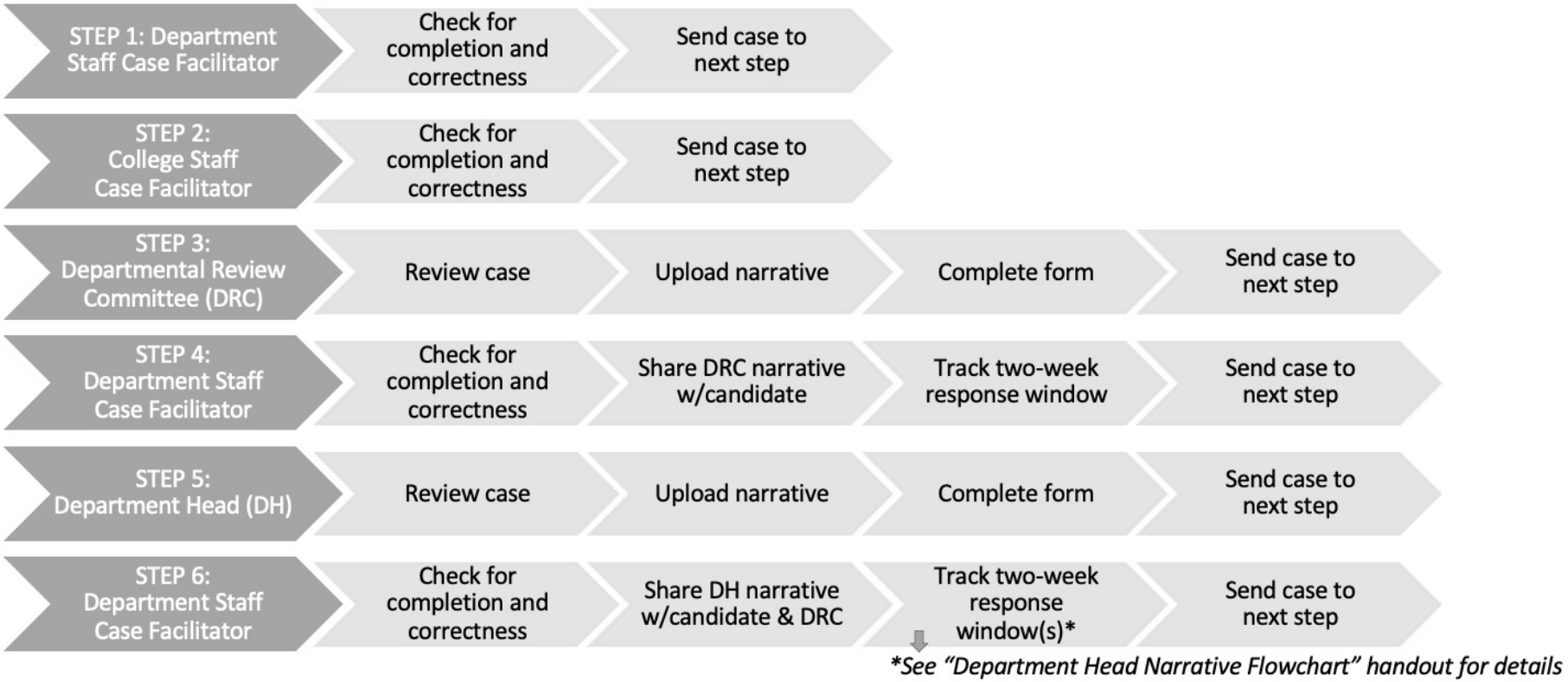
The DH should inform the Department Staff Case Facilitator (outside the system) once the External Evaluations section is complete so they can move the case forward.

Create and Build Case (Step 0)



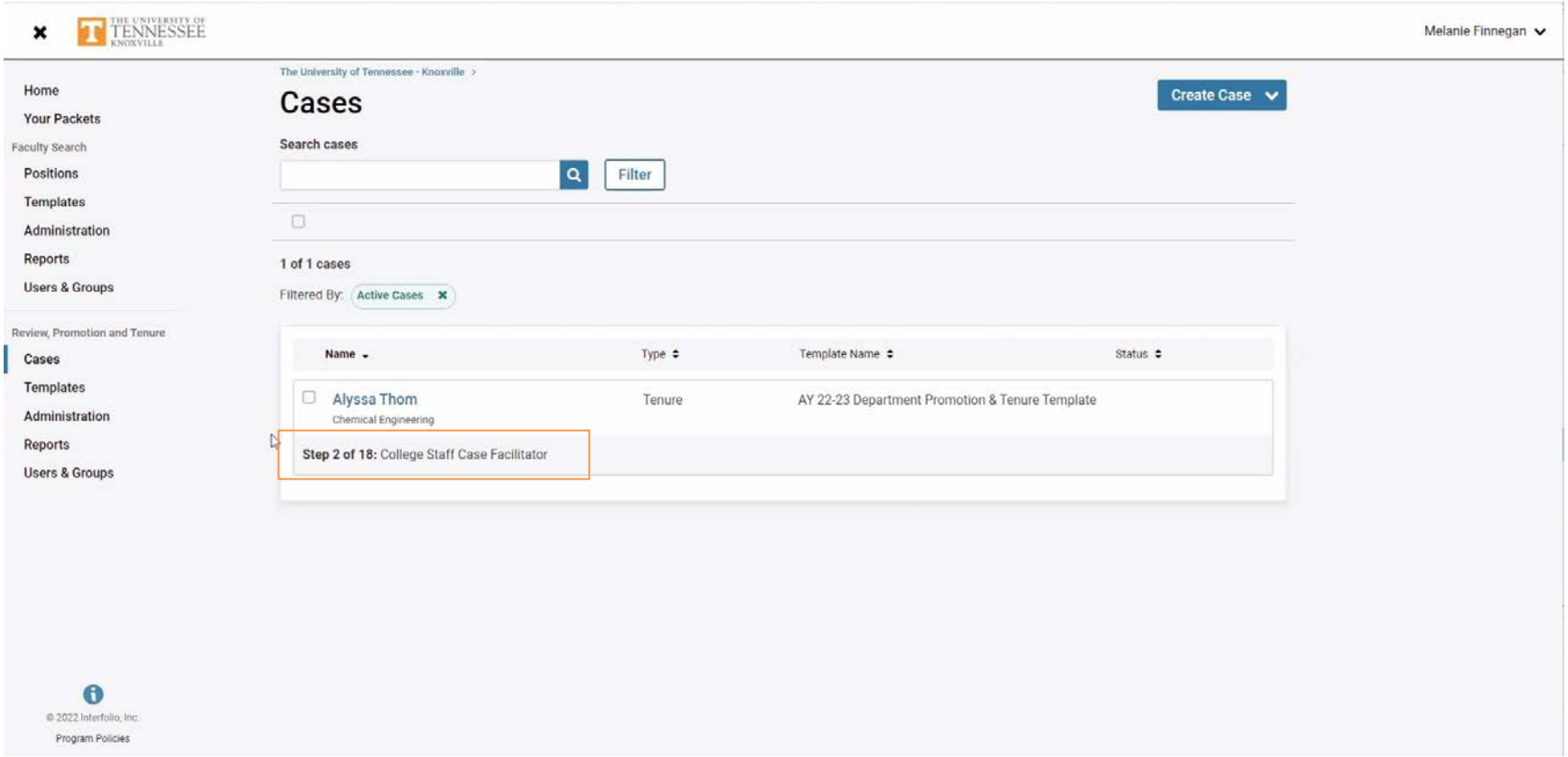
We just finished Step 0!

Next Steps: Department Review



**See "Department Head Narrative Flowchart" handout for details*

Status of Case

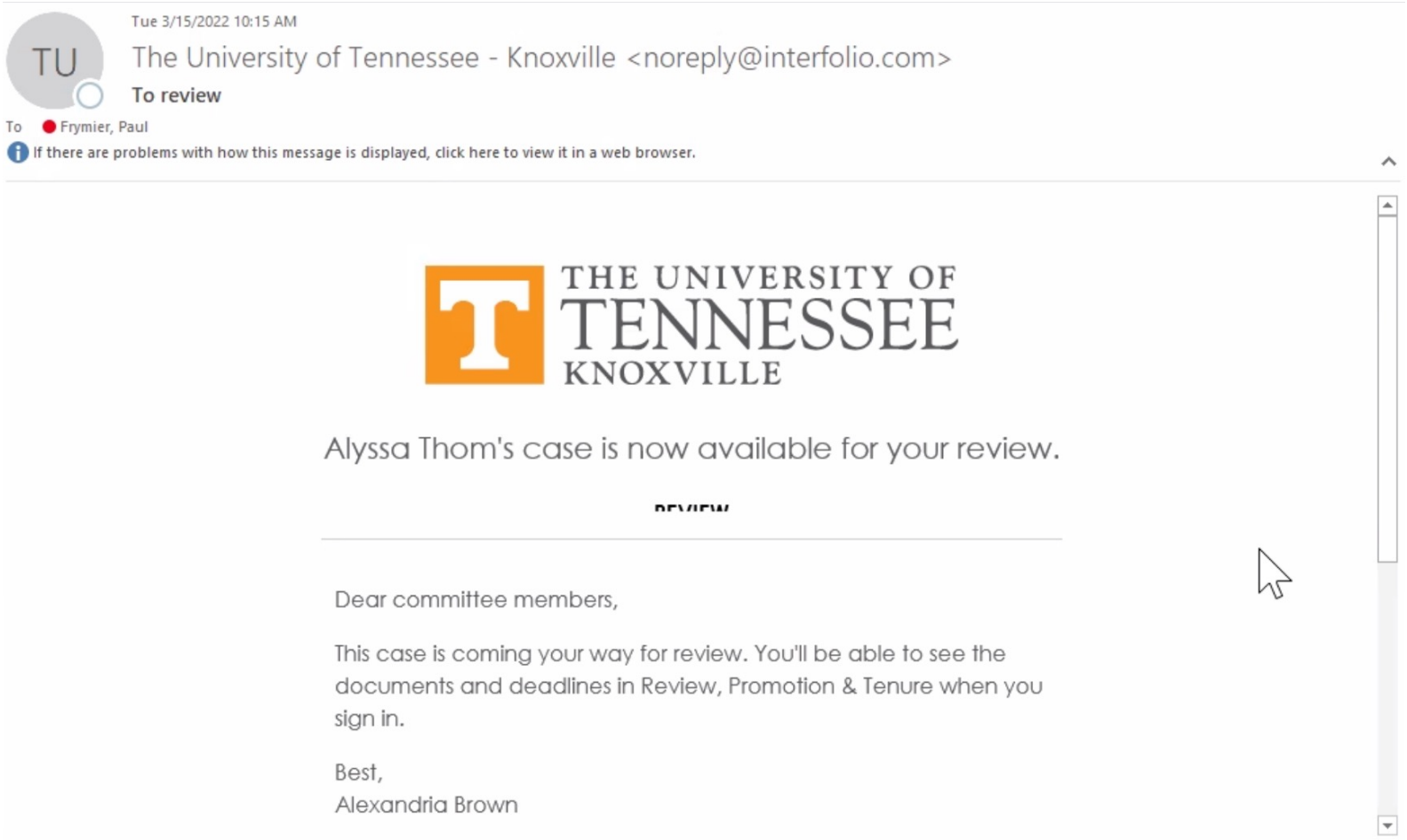


Department Review Committee (DRC) View

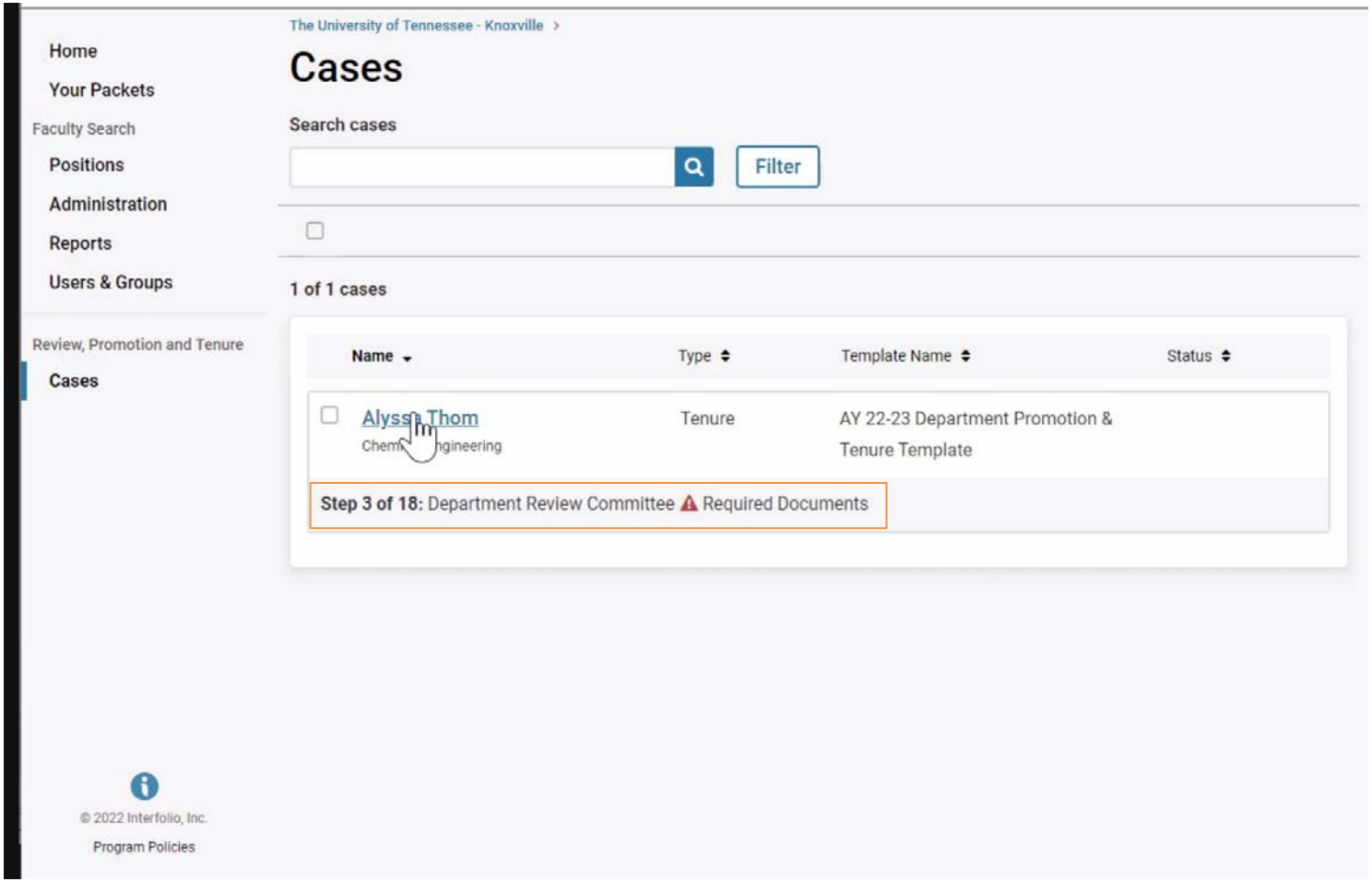
Step 3

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

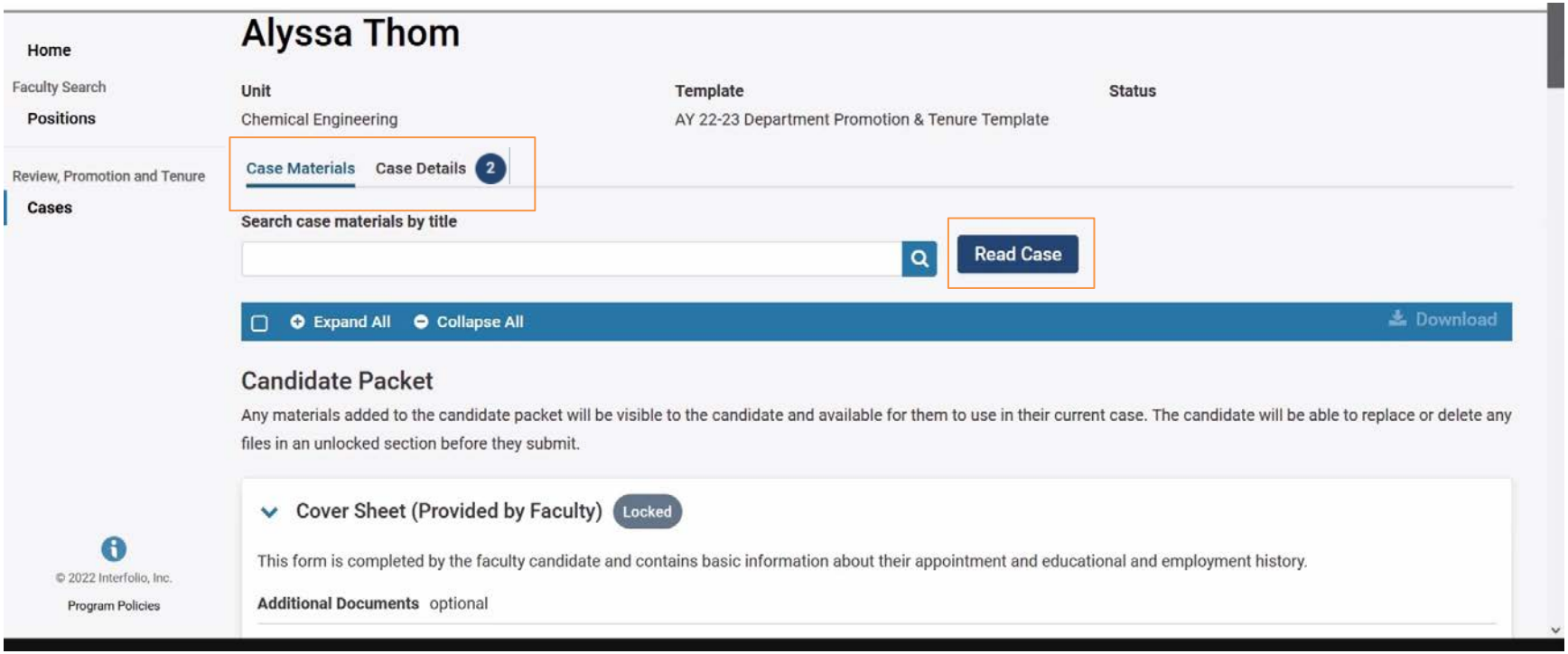
DRC Members Receive Email



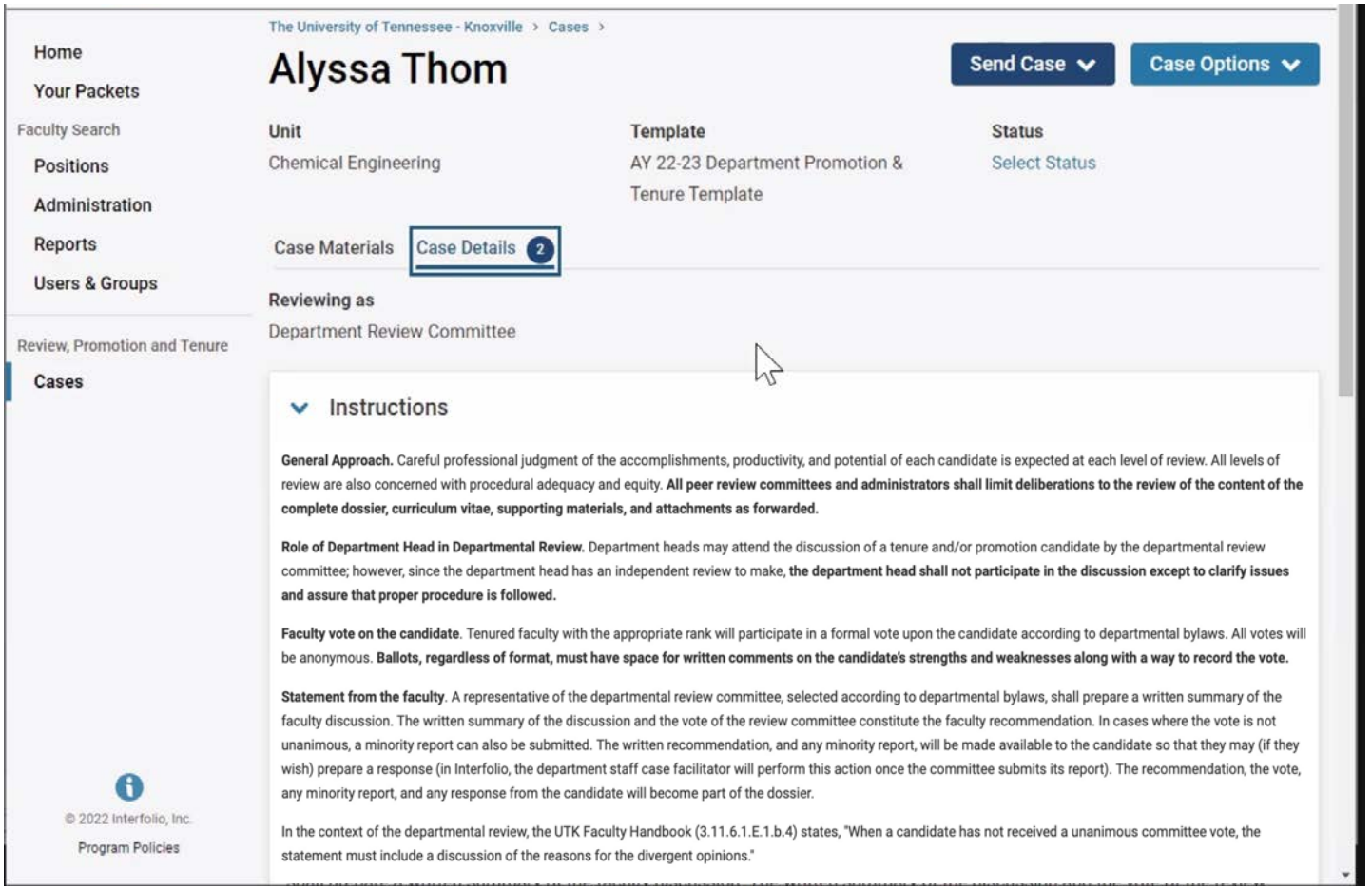
DRC Member View



DRC Member View

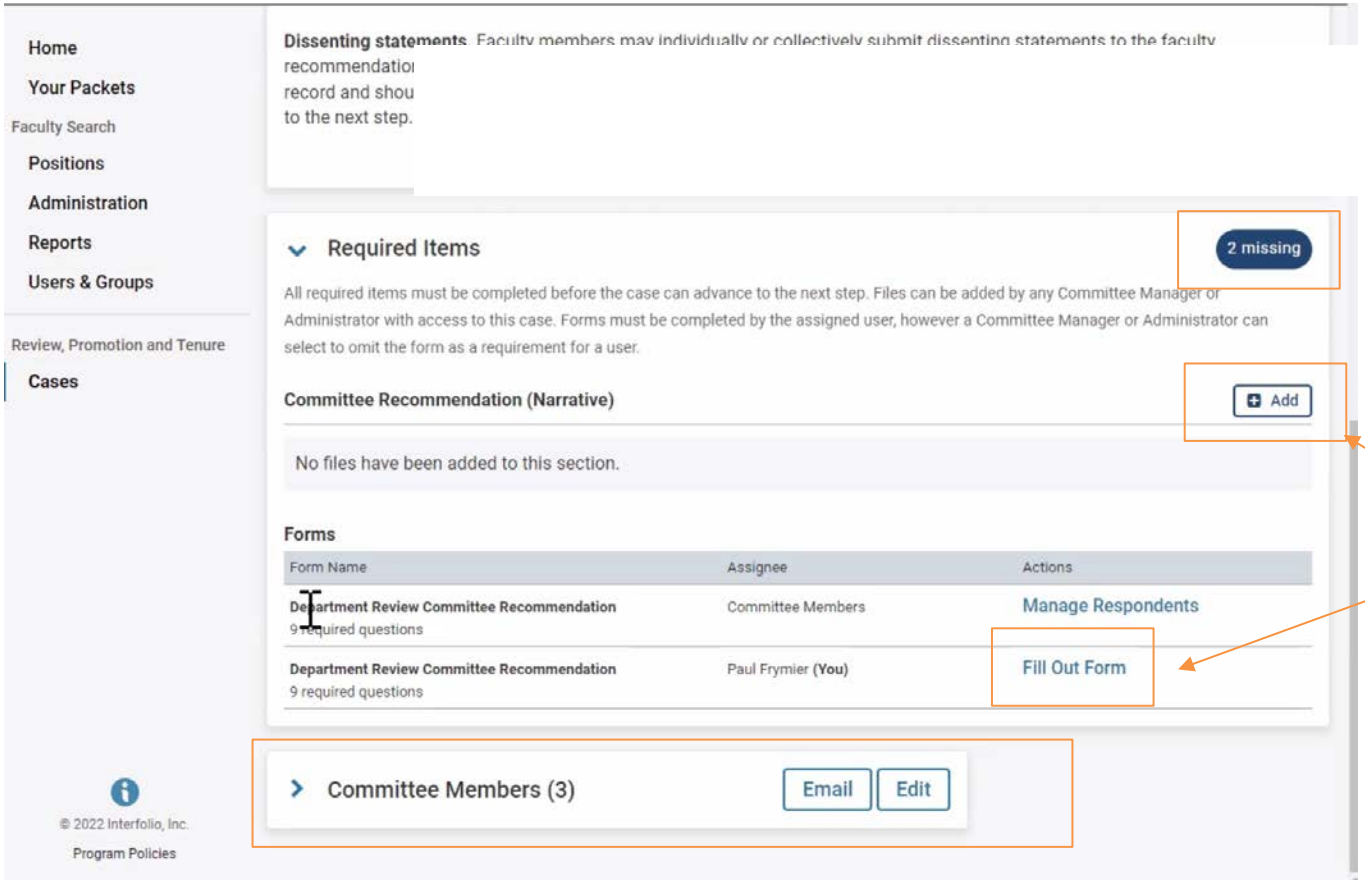


DRC Member View



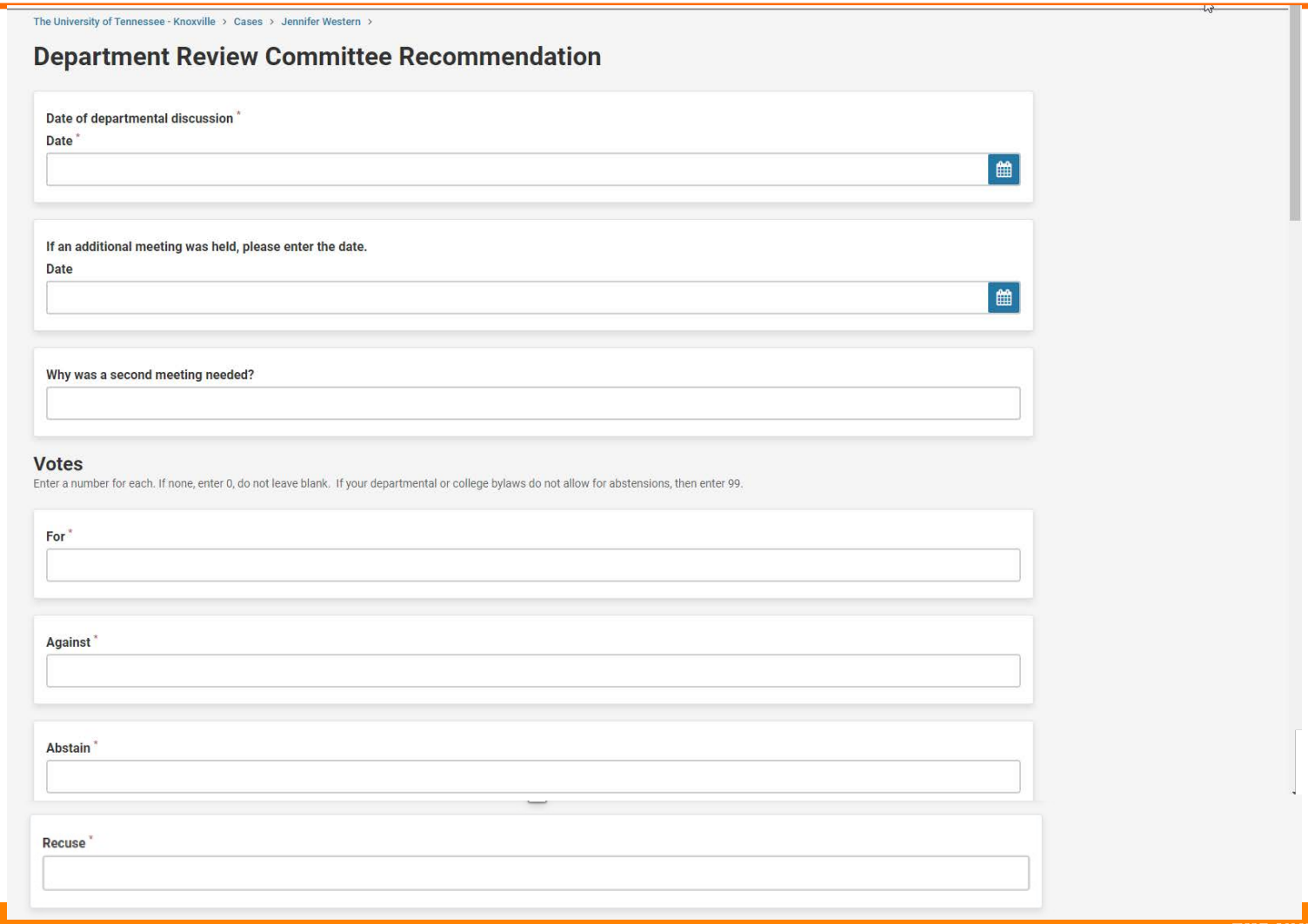
Scroll Down

DRC Member View



Only DRC Chair can take action.

DRC Form 1/4



The University of Tennessee - Knoxville › Cases › Jennifer Western ›

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 abstensions, then enter 99.

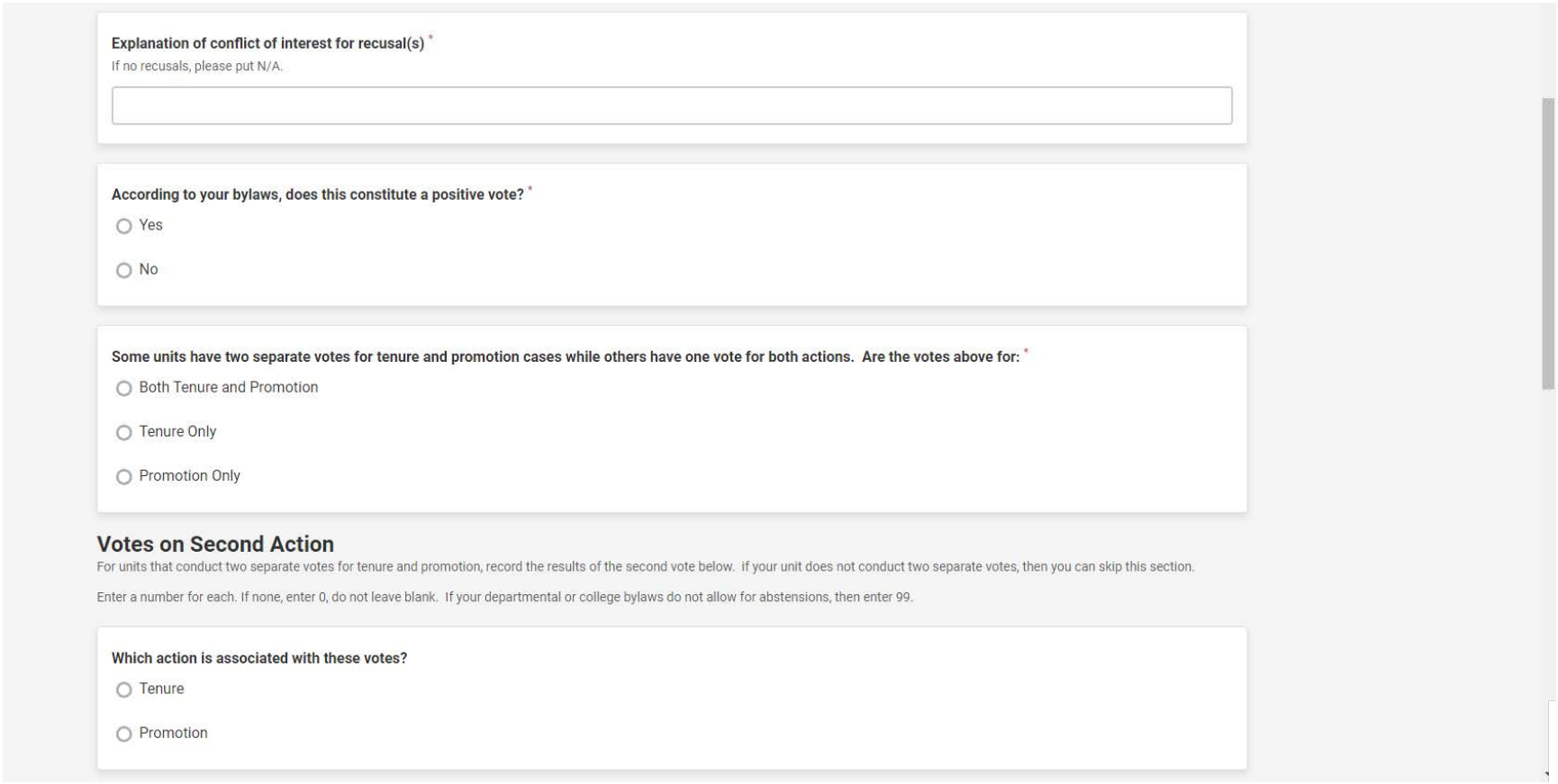
For *

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

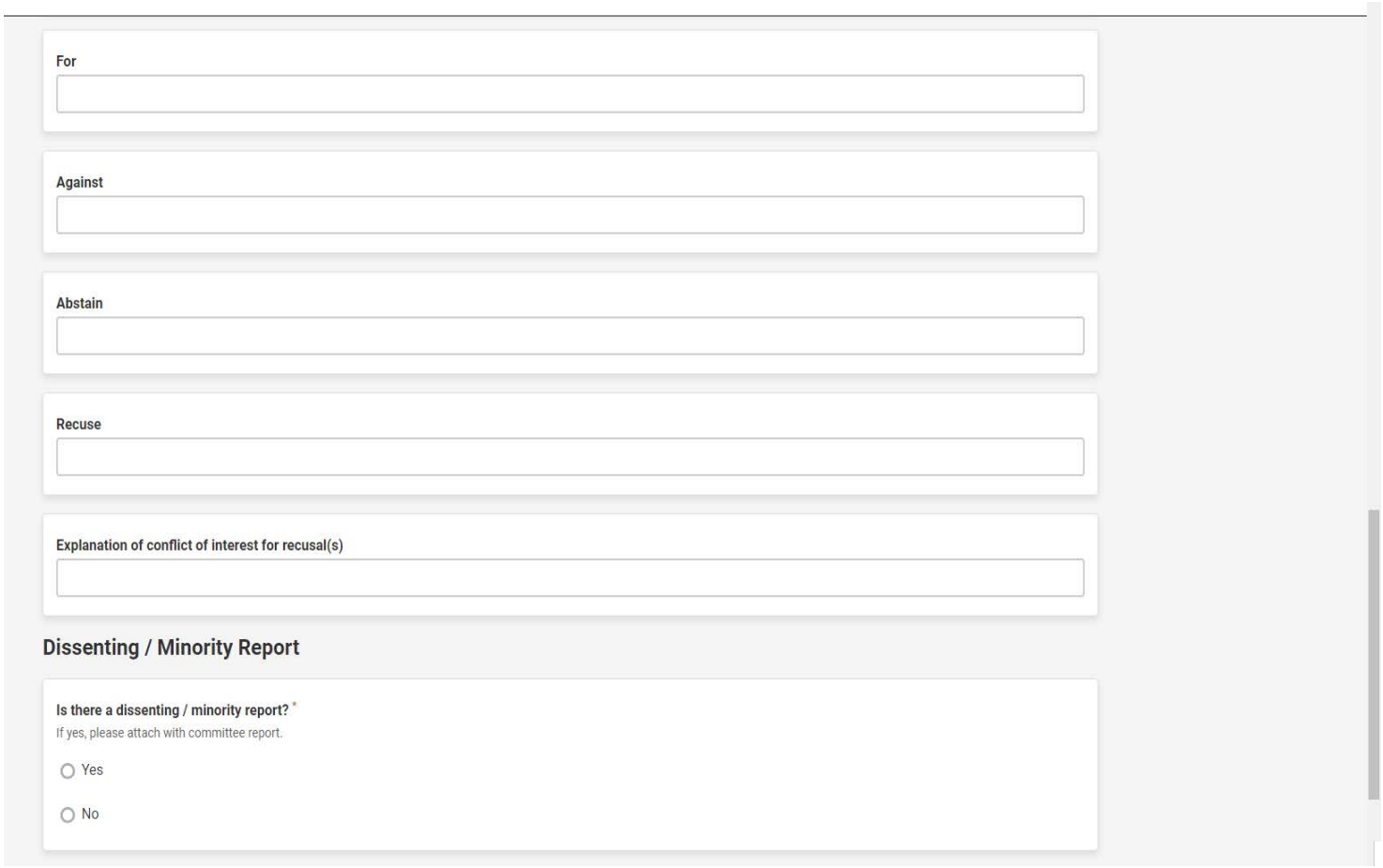
For units that conduct two separate votes for tenure and promotion, record the results of the second vote below. if your unit does not conduct two separate votes, then you can skip this section.

Enter a number for each. If none, enter 0, do not leave blank. If your departmental or college bylaws do not allow for abstensions, 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)

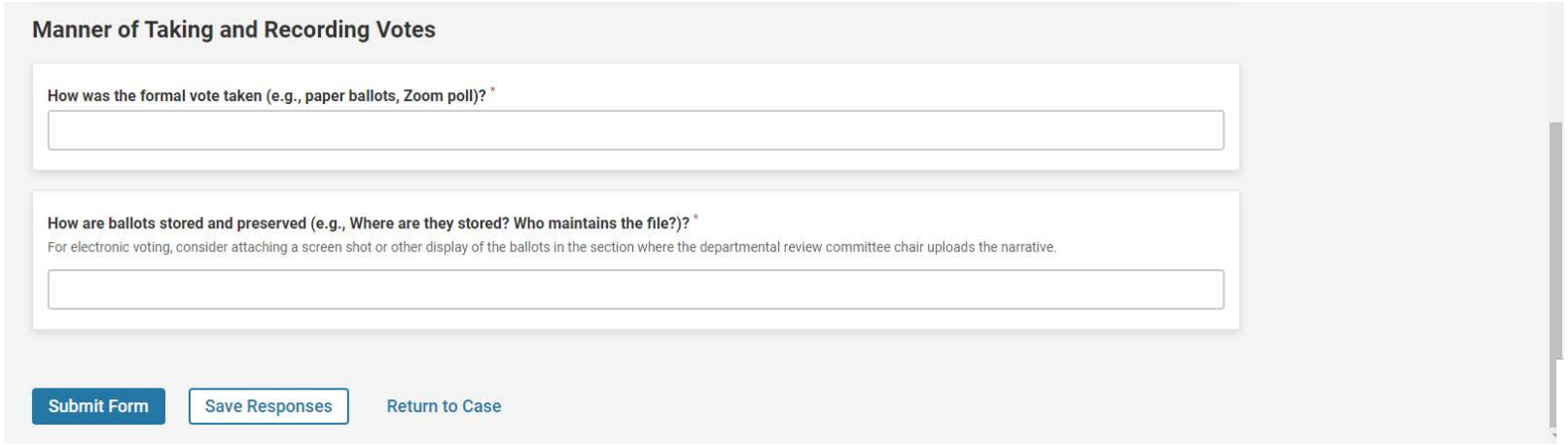
Dissenting / Minority Report

Is there a dissenting / minority report? *

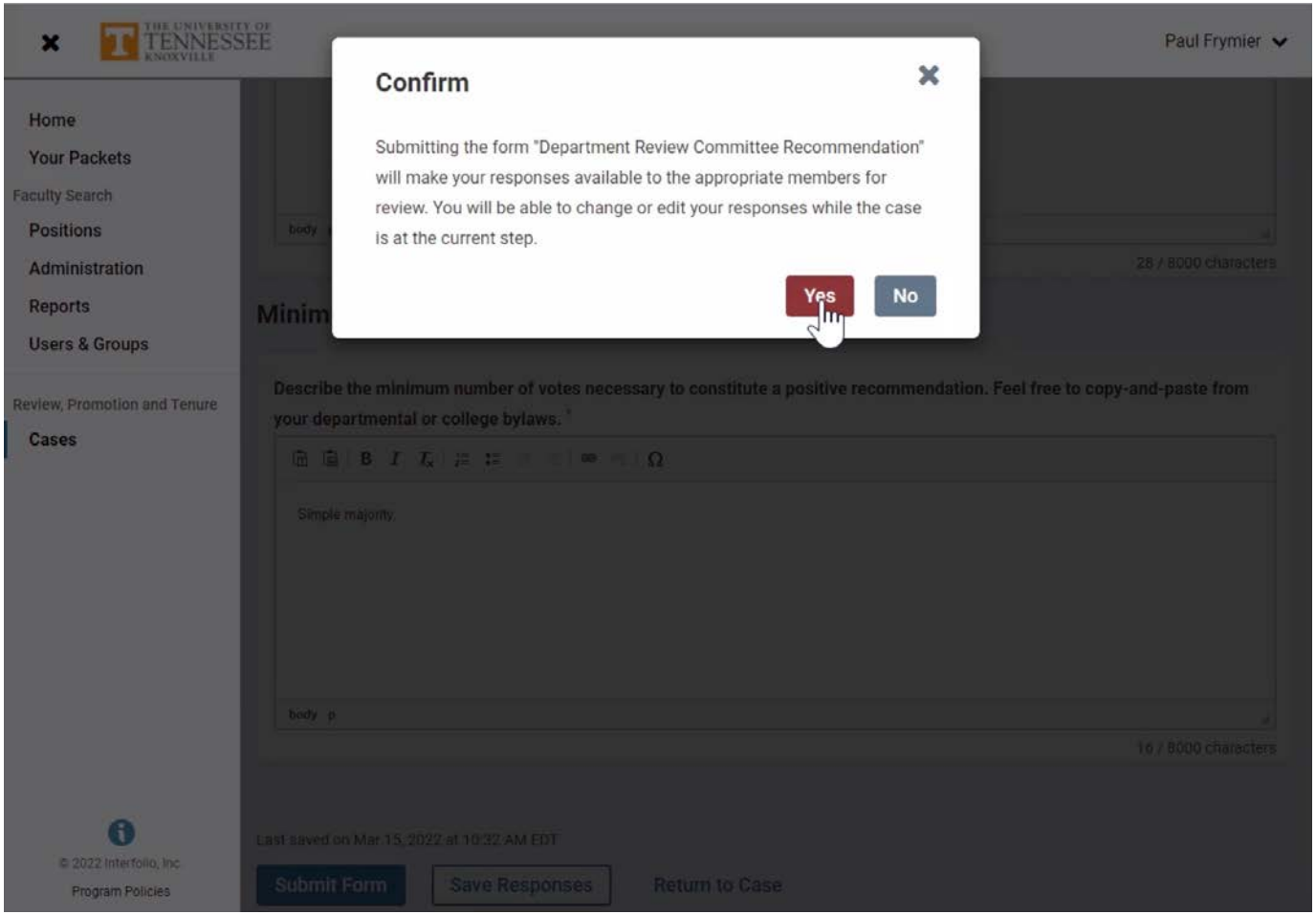
If yes, please attach with committee report.

- ○ Yes
- ○ No

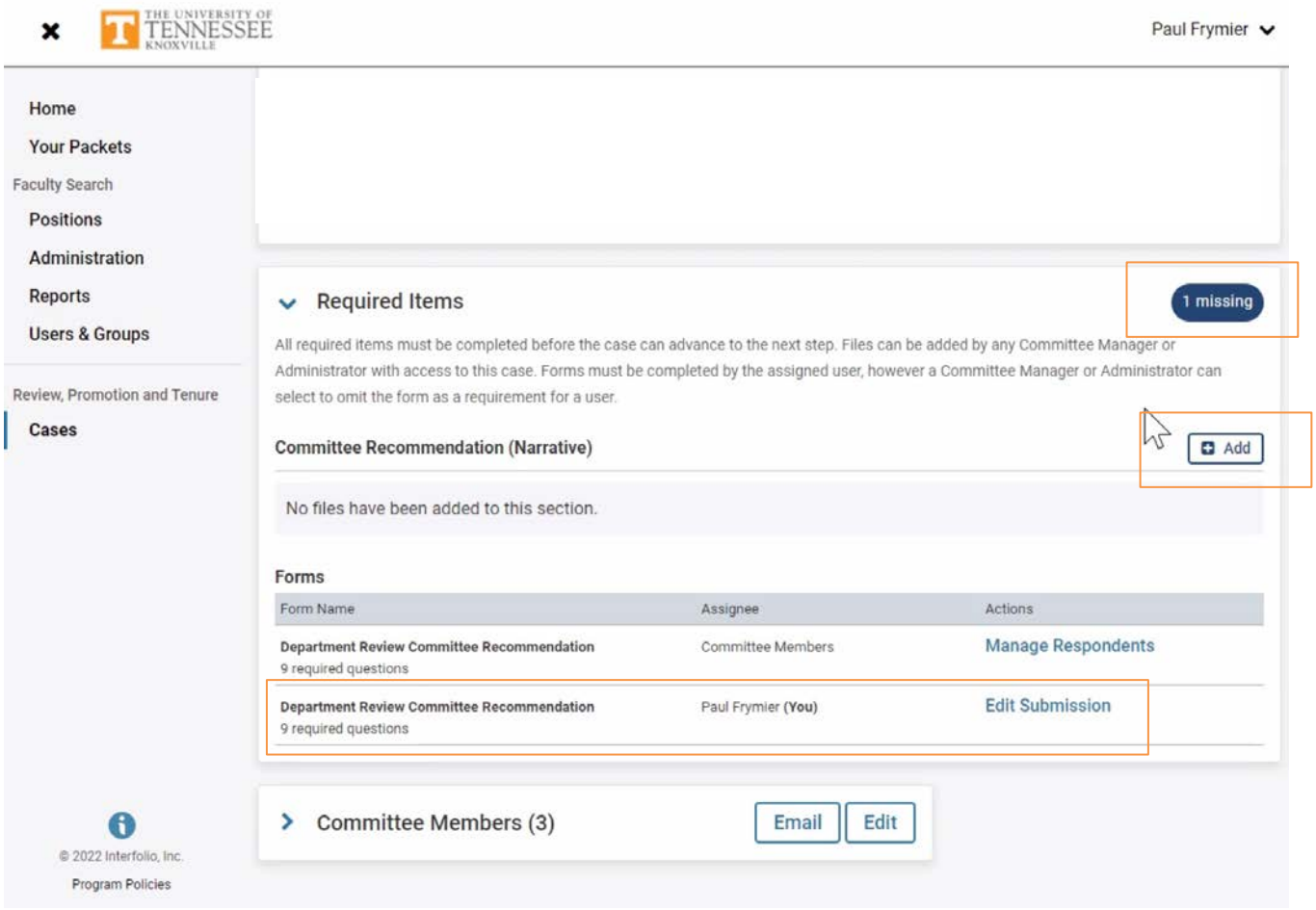
DRC Form 4/4


Manner of Taking and Recording Votes
How was the formal vote taken (e.g., paper ballots, Zoom poll)? *
How are ballots stored and preserved (e.g., Where are they stored? Who maintains the file?)? *
For electronic voting, consider attaching a screen shot or other display of the ballots in the section where the departmental review committee chair uploads the narrative.
Submit Form
Save Responses
Return to Case

DRC Chair Submits Form

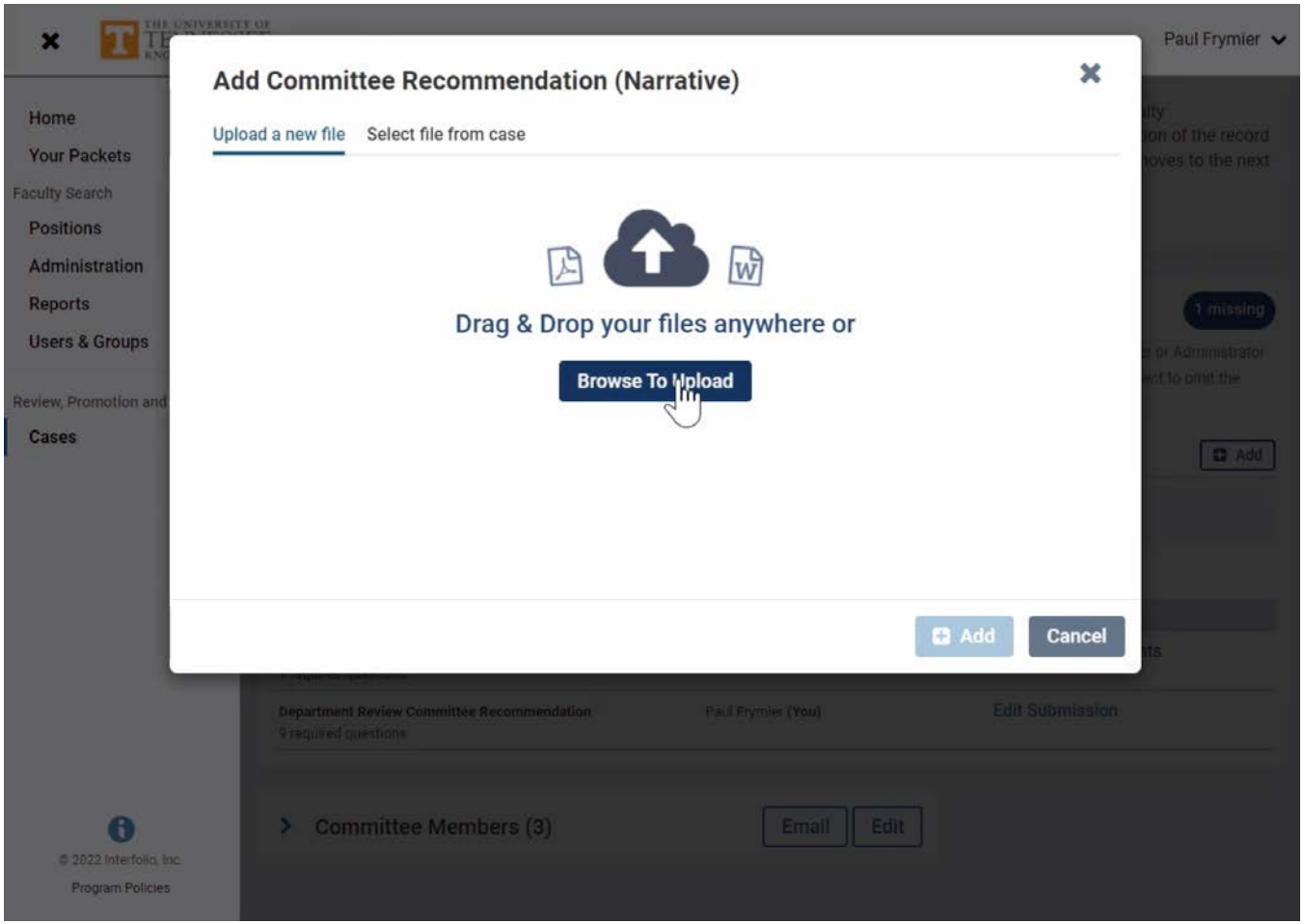


DRC Chair Uploads Narrative

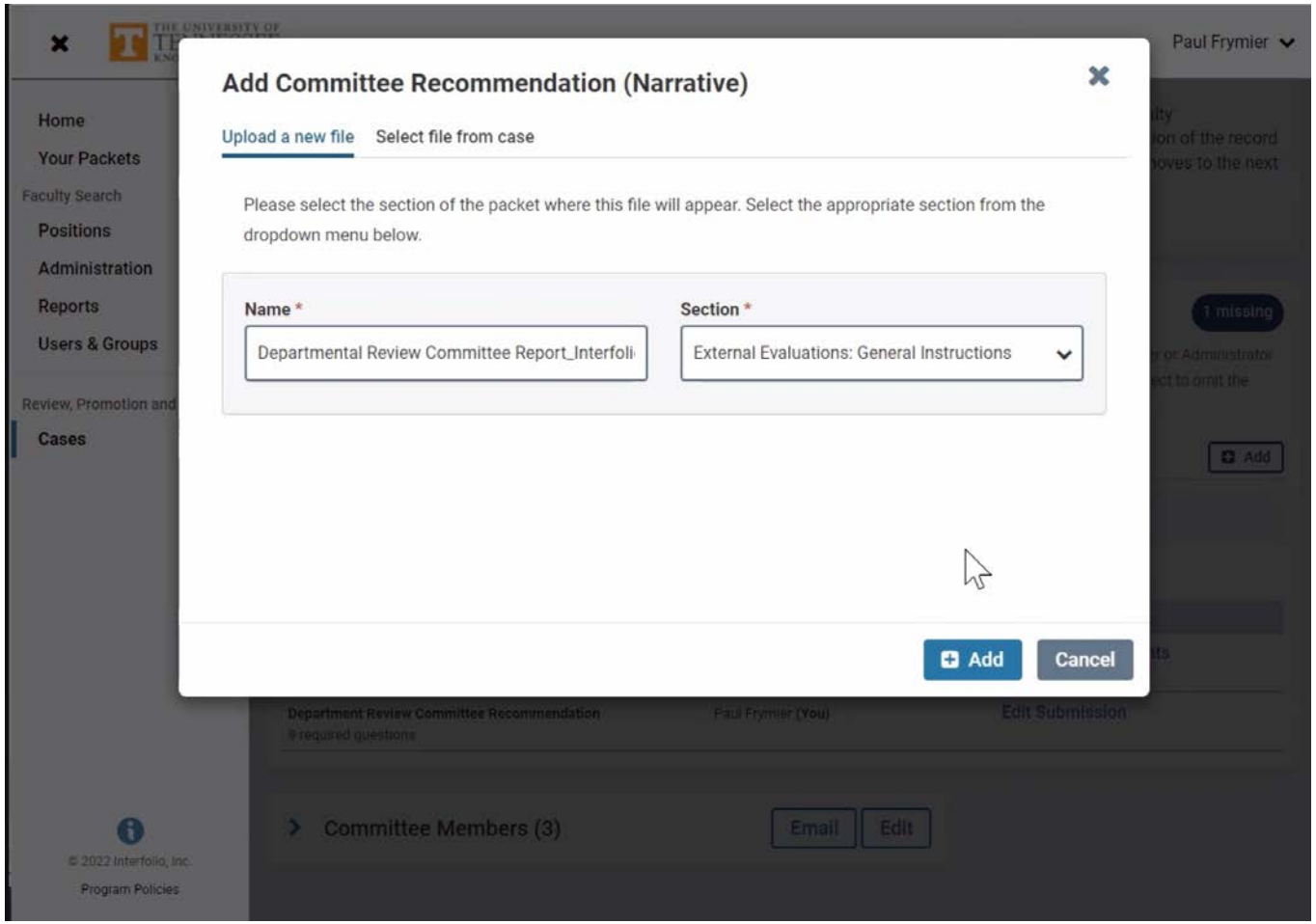


DRC Chair can also upload Minority Reports.

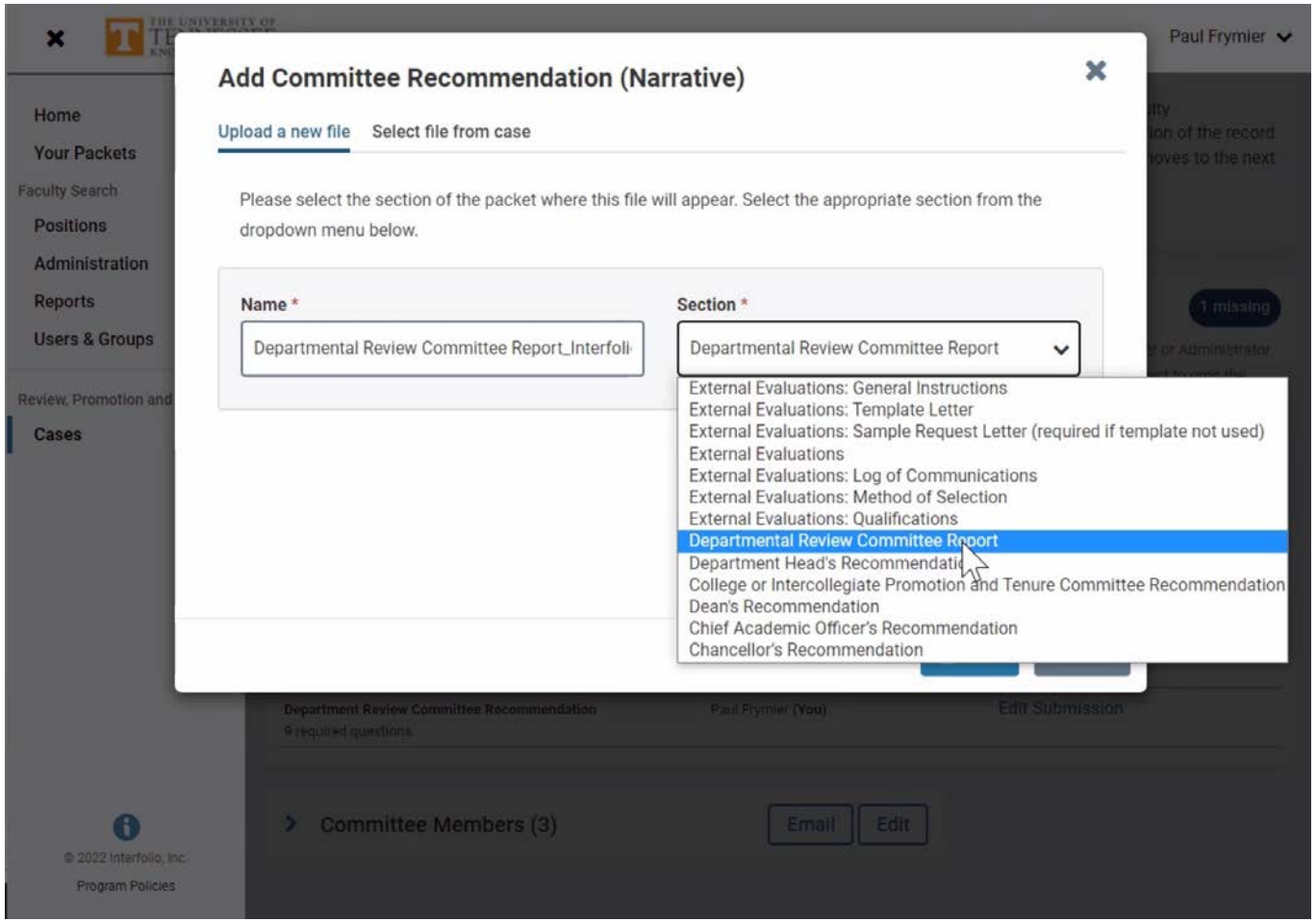
DRC Chair Uploads Narrative



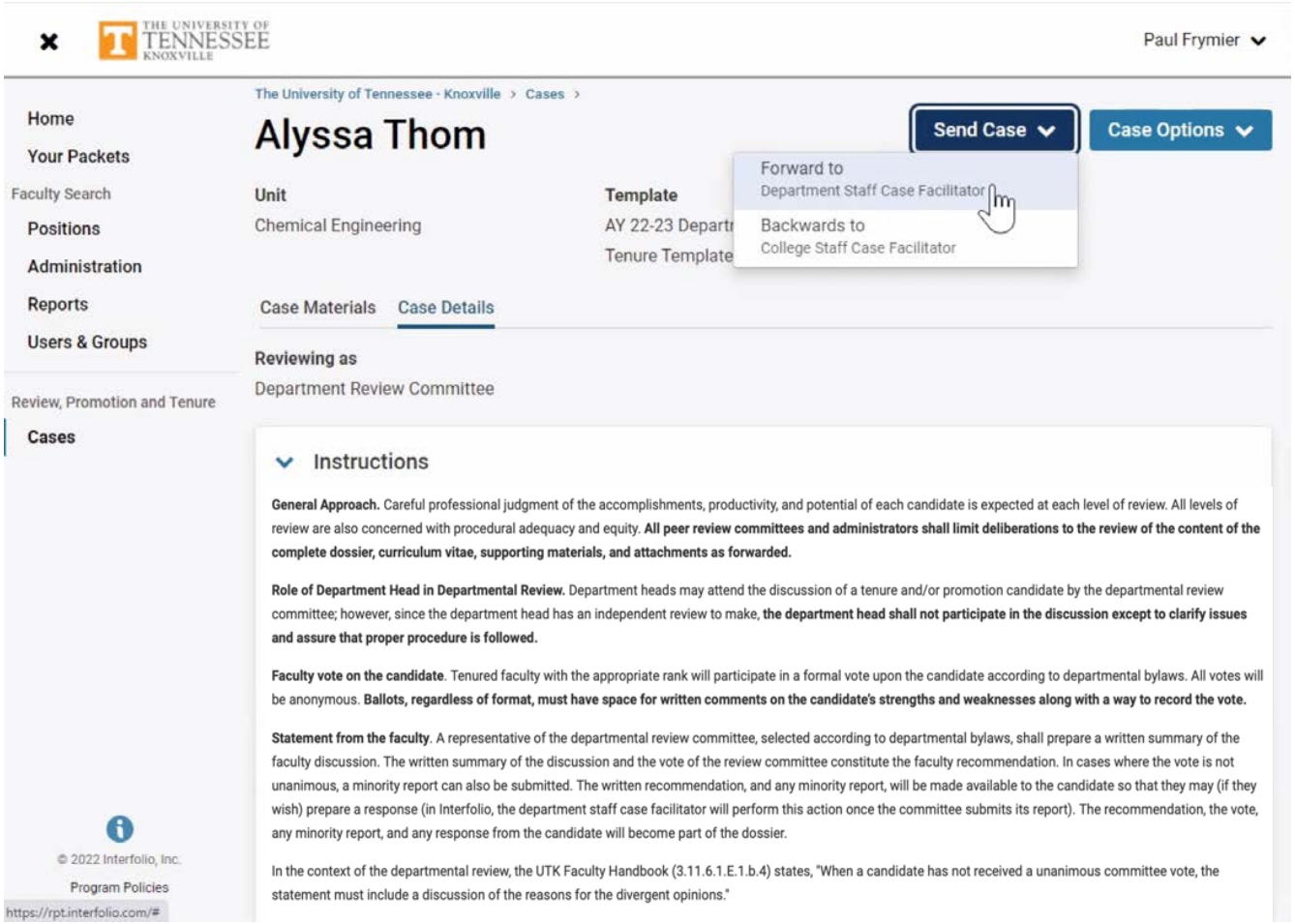
DRC Chair Uploads Narrative

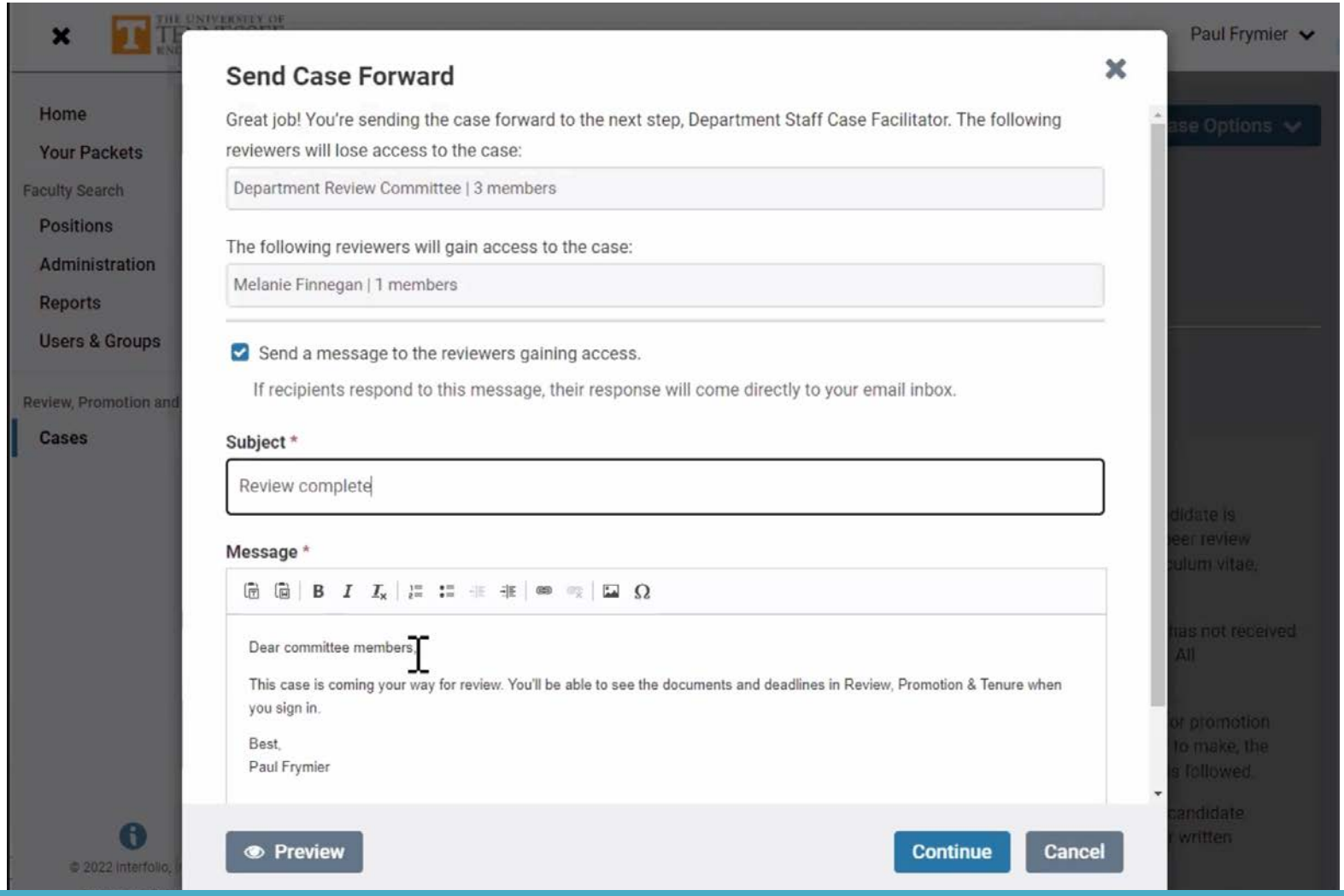


DRC Chair Uploads Narrative



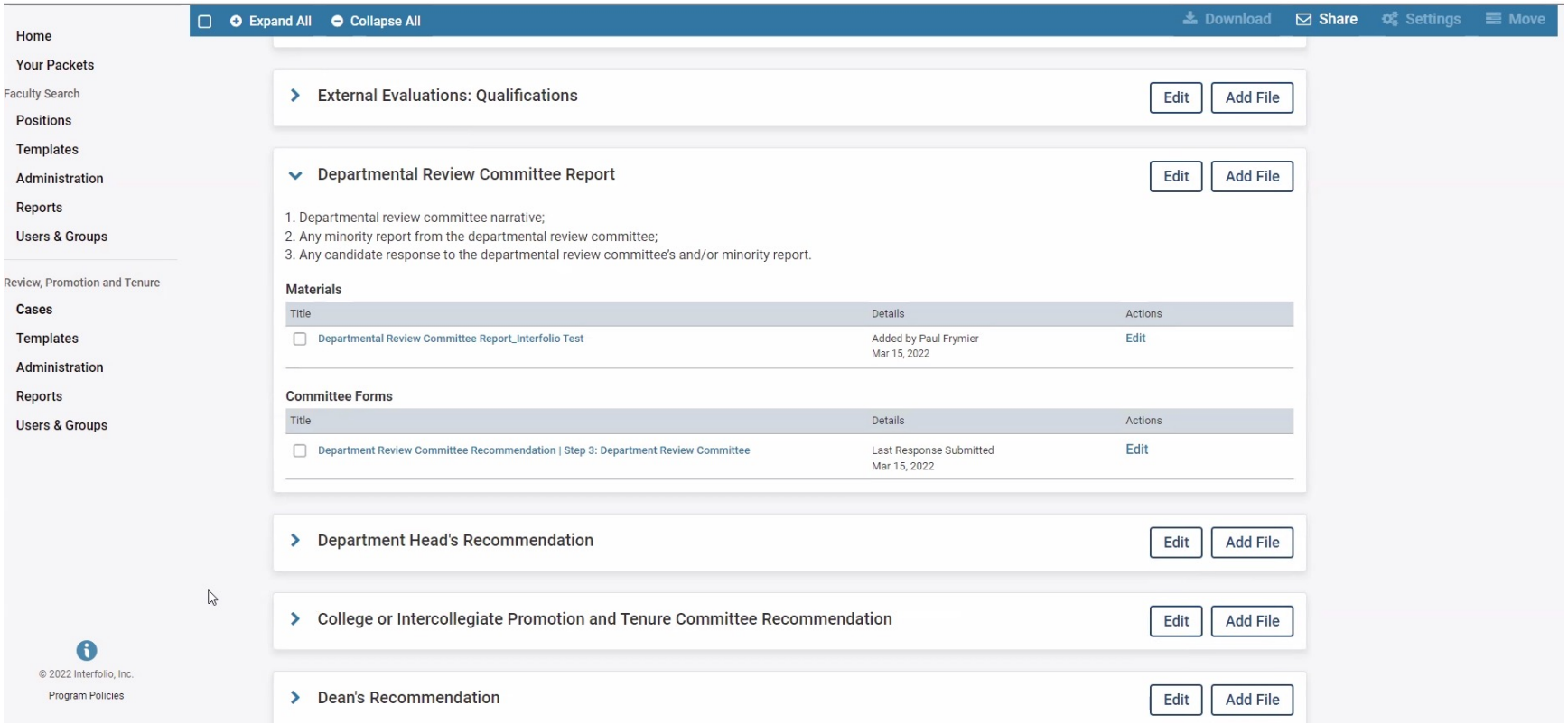
DRC Chair Advances Case



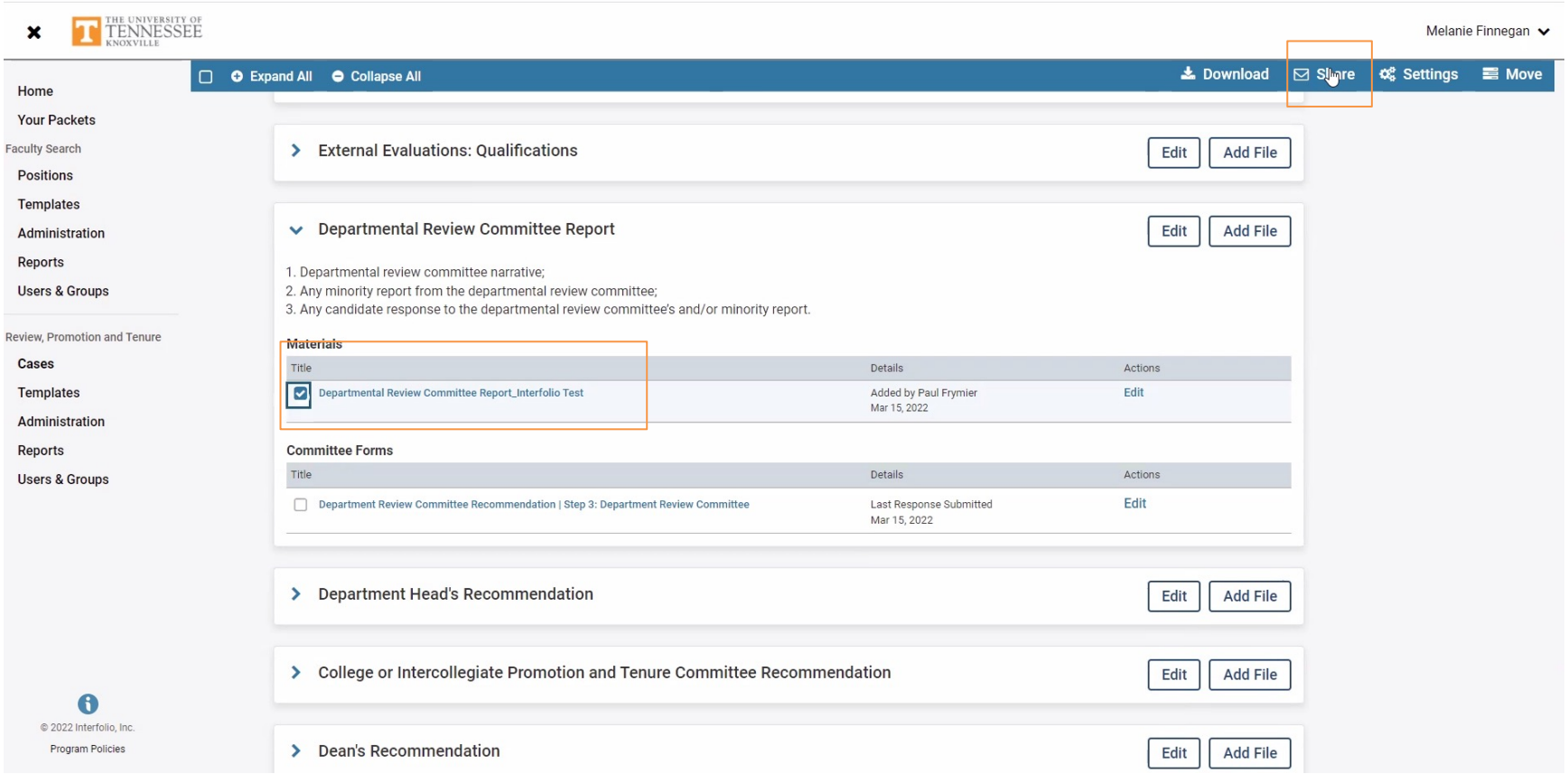


We have created tailored email templates that can be used at each step.
https://provost.utk.edu/tenure-promotion-unit-head-resources/

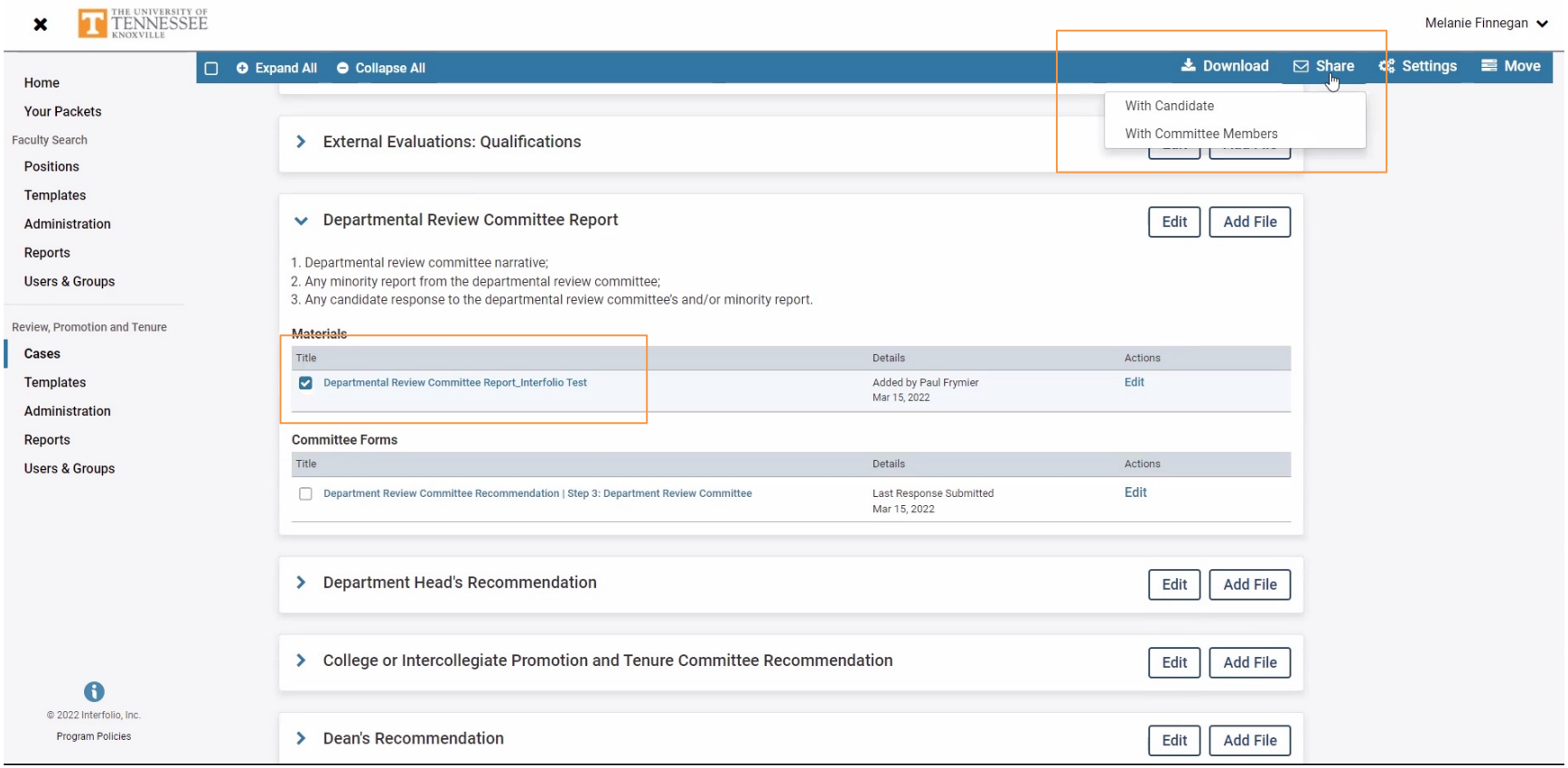
Step 4: DSCF Checks Report and Form



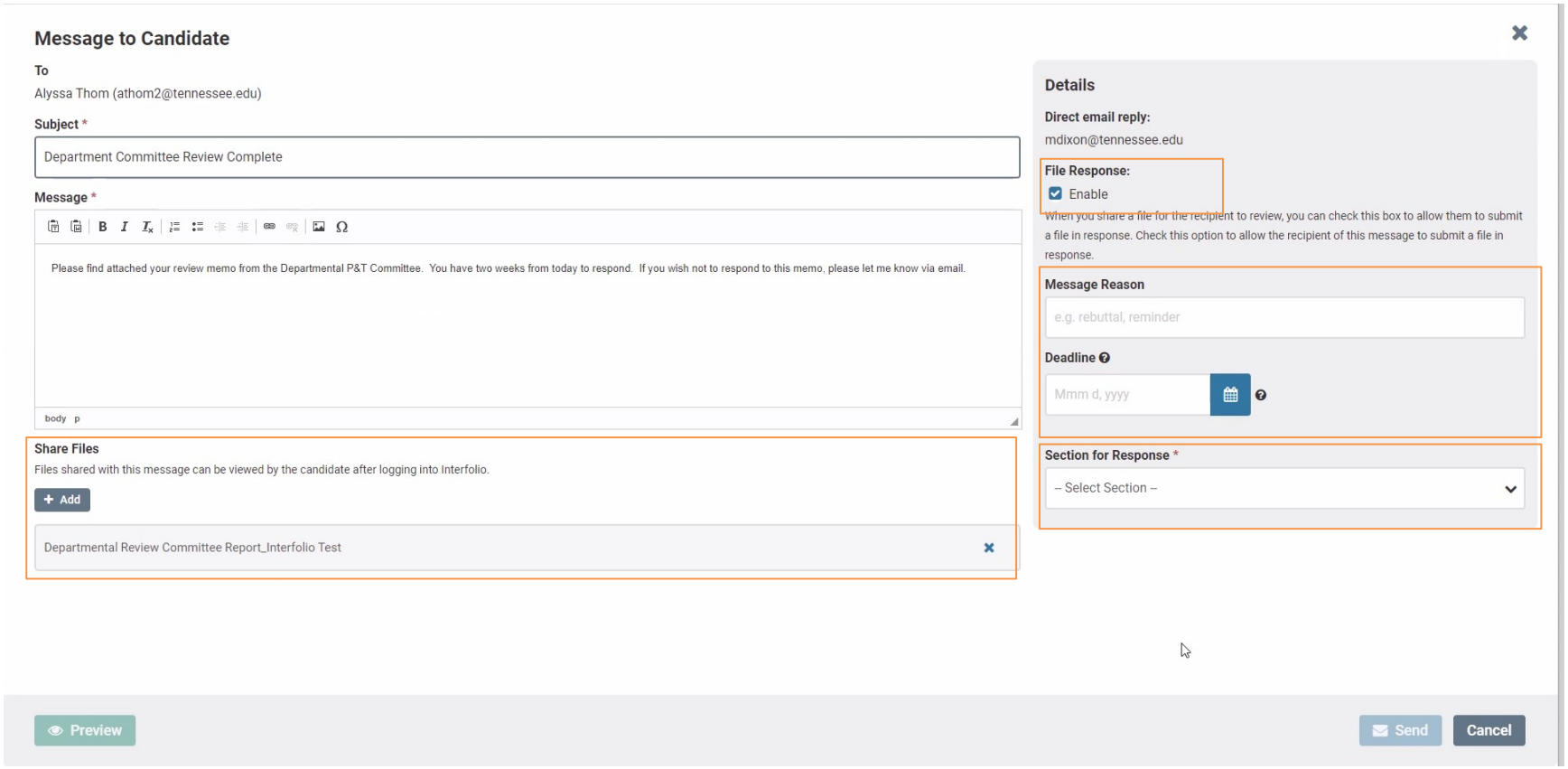
DSCF Sends Report to Candidate



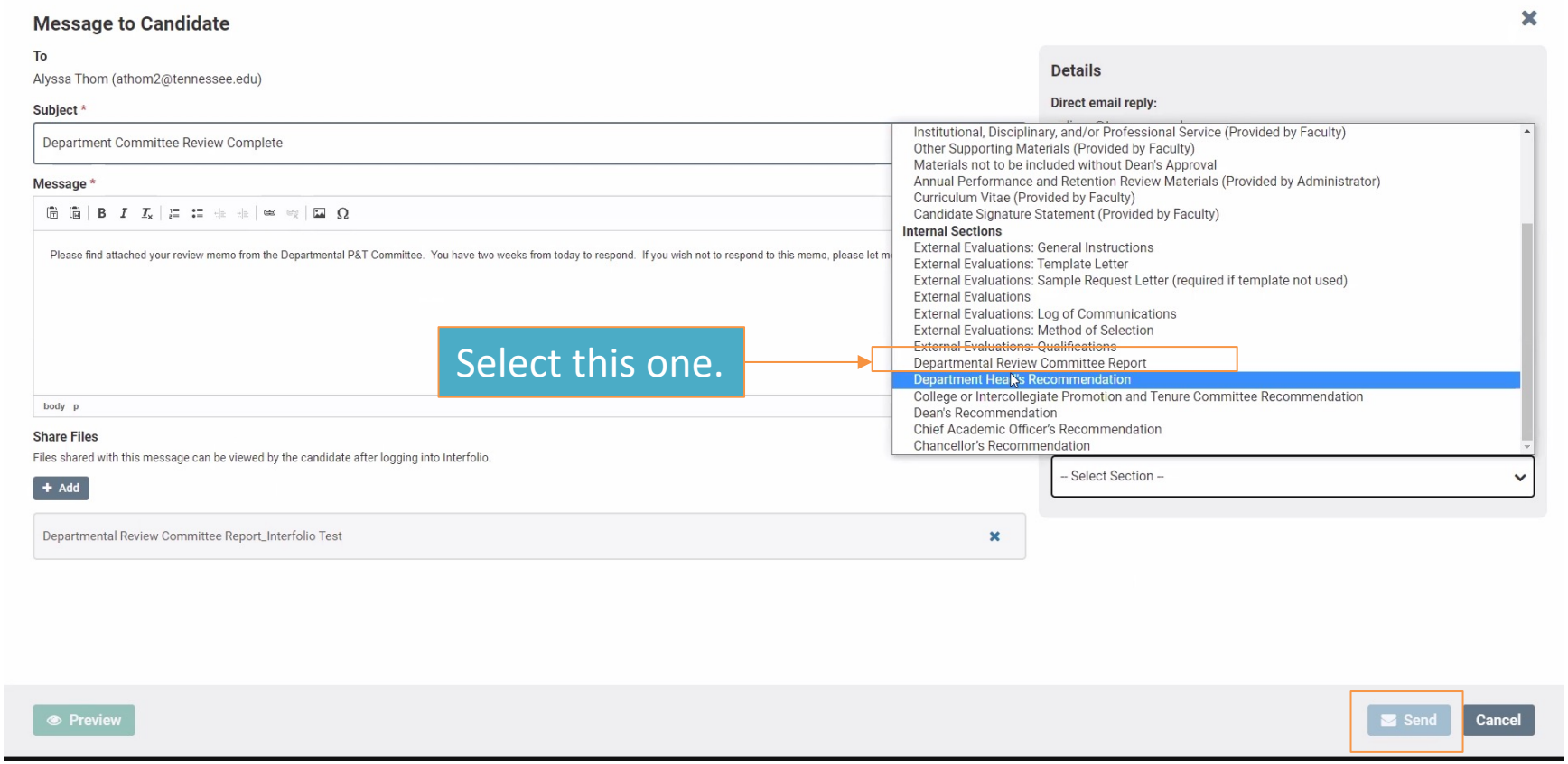
DSCF Sends Report to Candidate



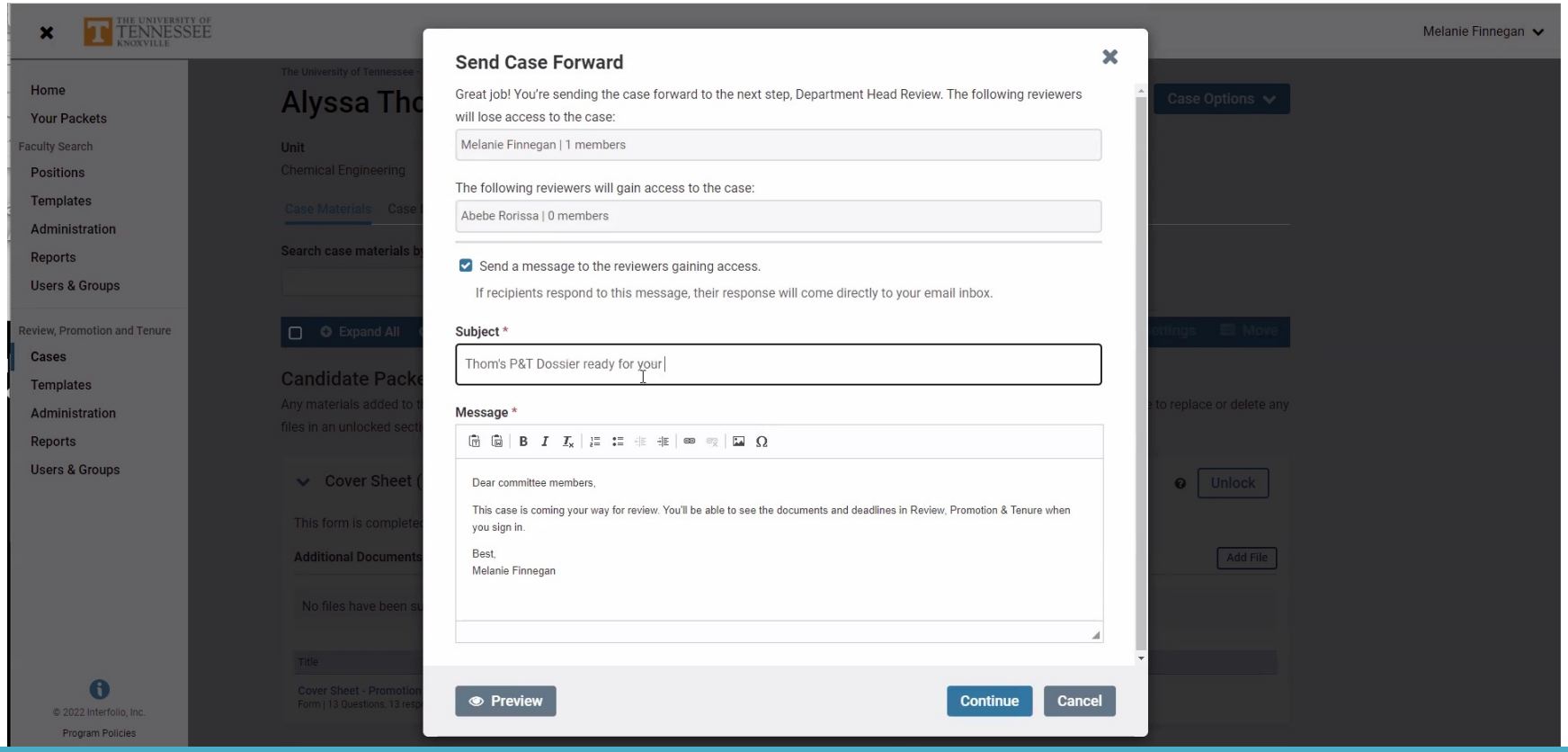
DSCF Sends Report to Candidate



DSCF Sends Report to Candidate

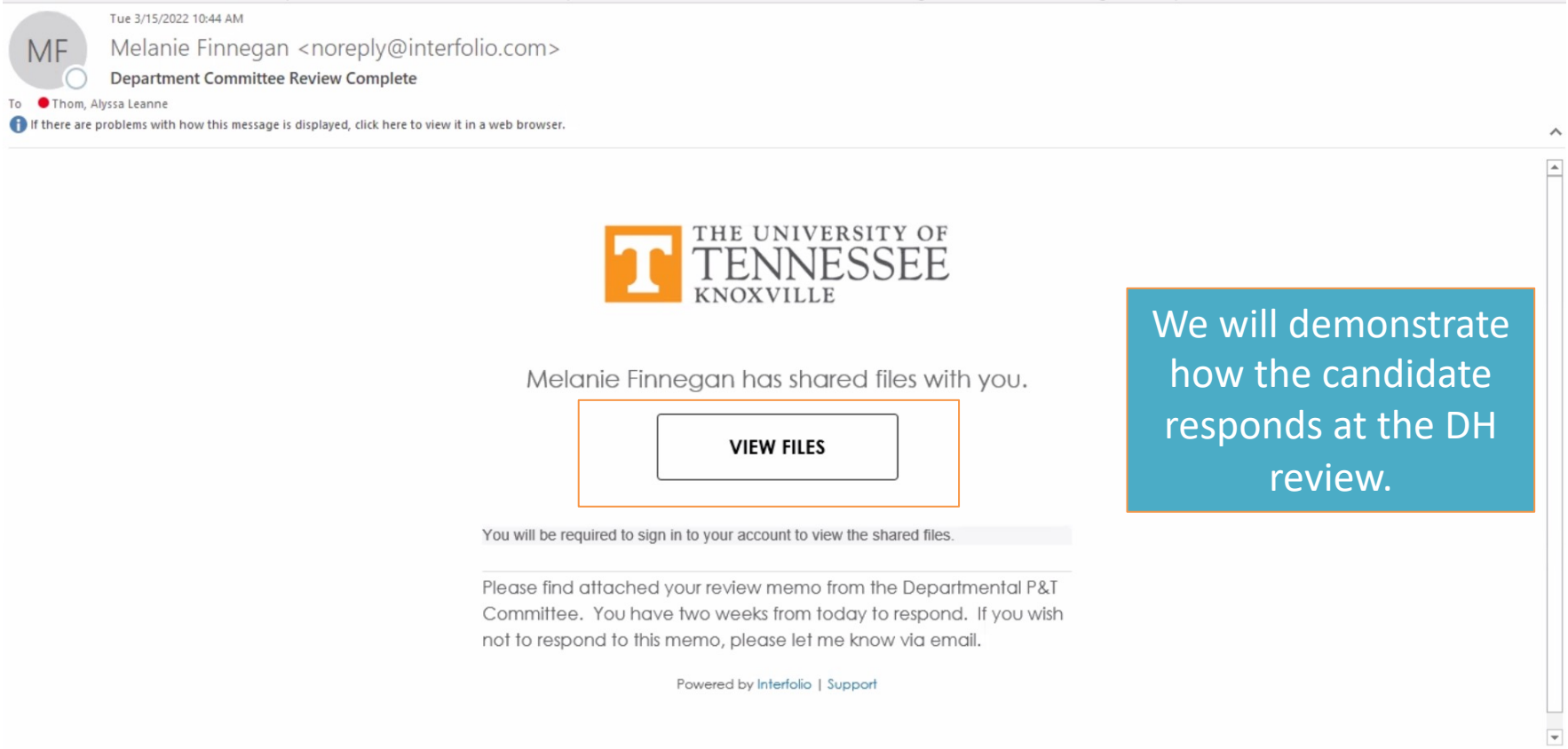


DSCF Sends Report to Candidate



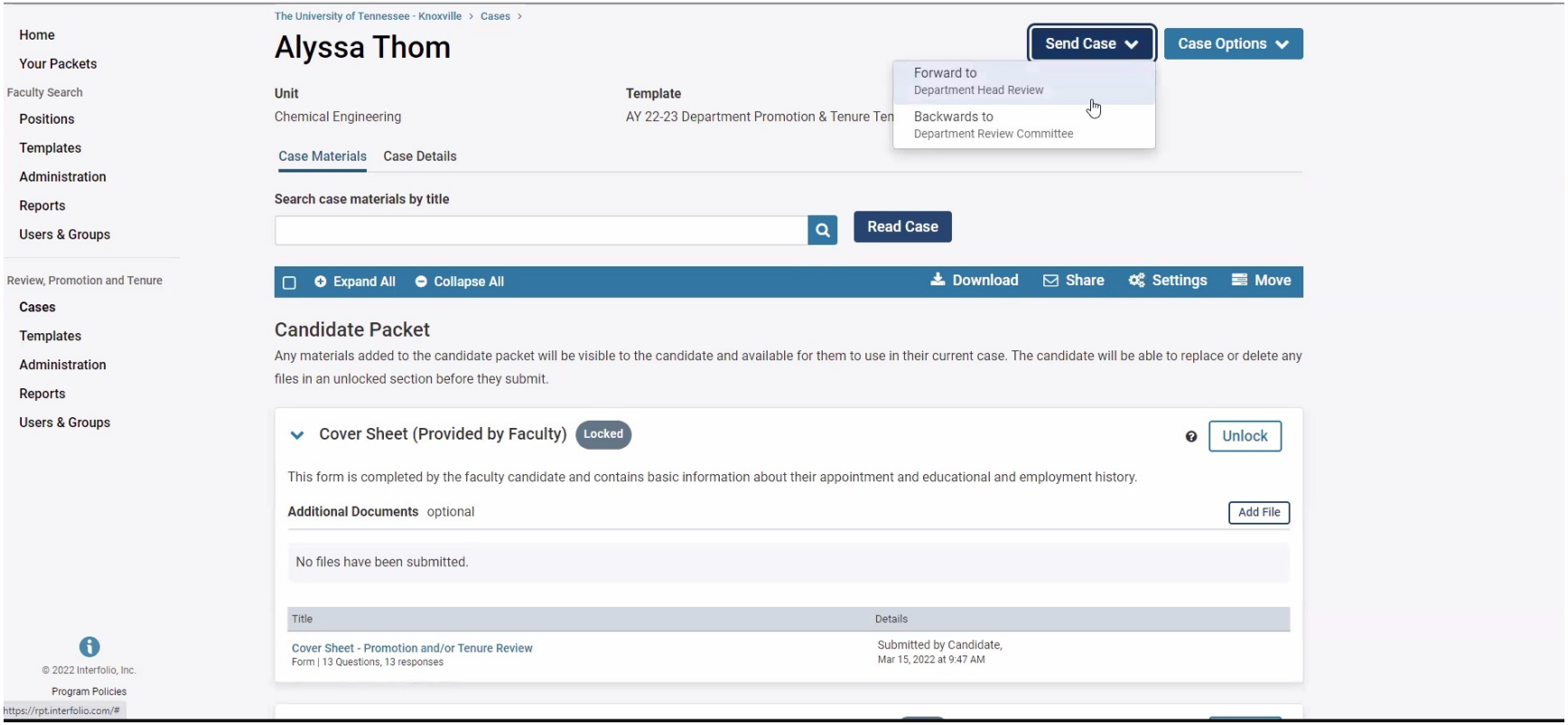
We have created tailored email templates that can be used at each step.
https://provost.utk.edu/tenure-promotion-unit-head-resources/

Candidate Receives Email



We will demonstrate how the candidate responds at the DH review.

DSCF Advances to Depart. Head

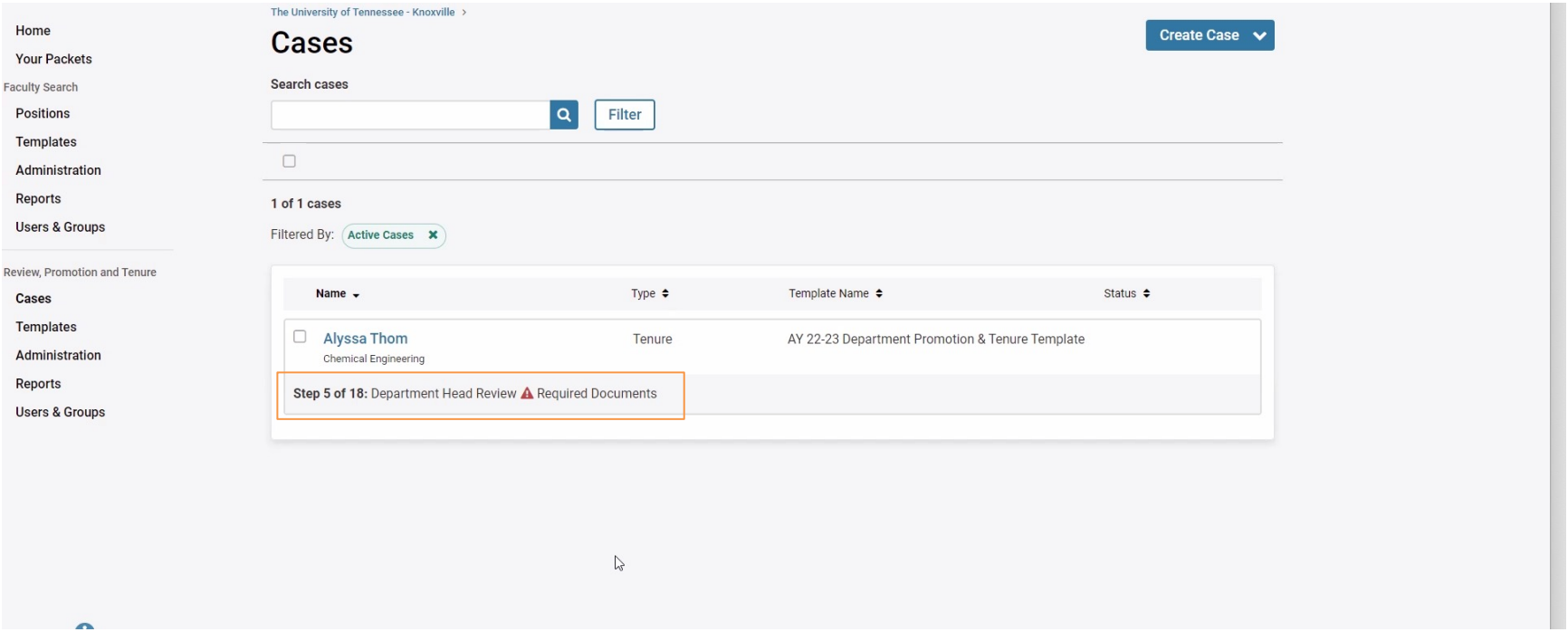


Department Head's View

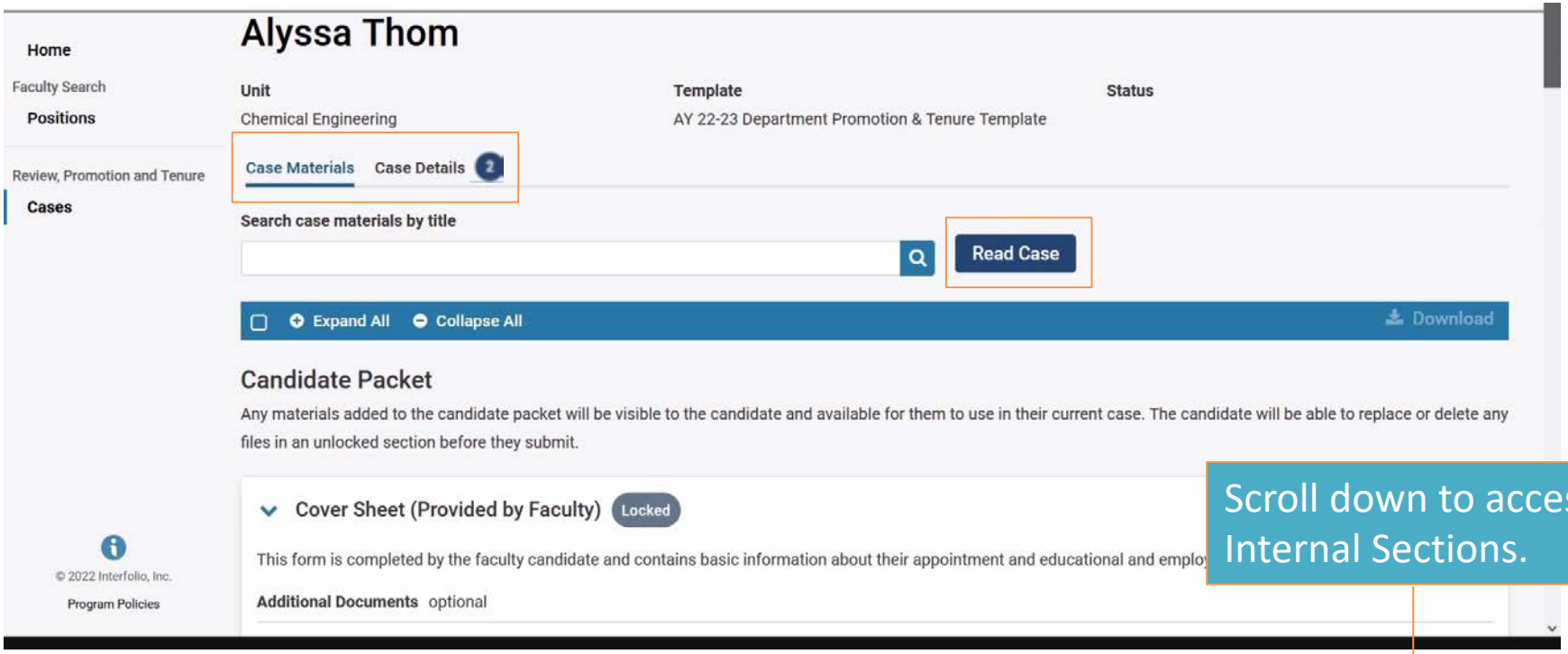
Step 5

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

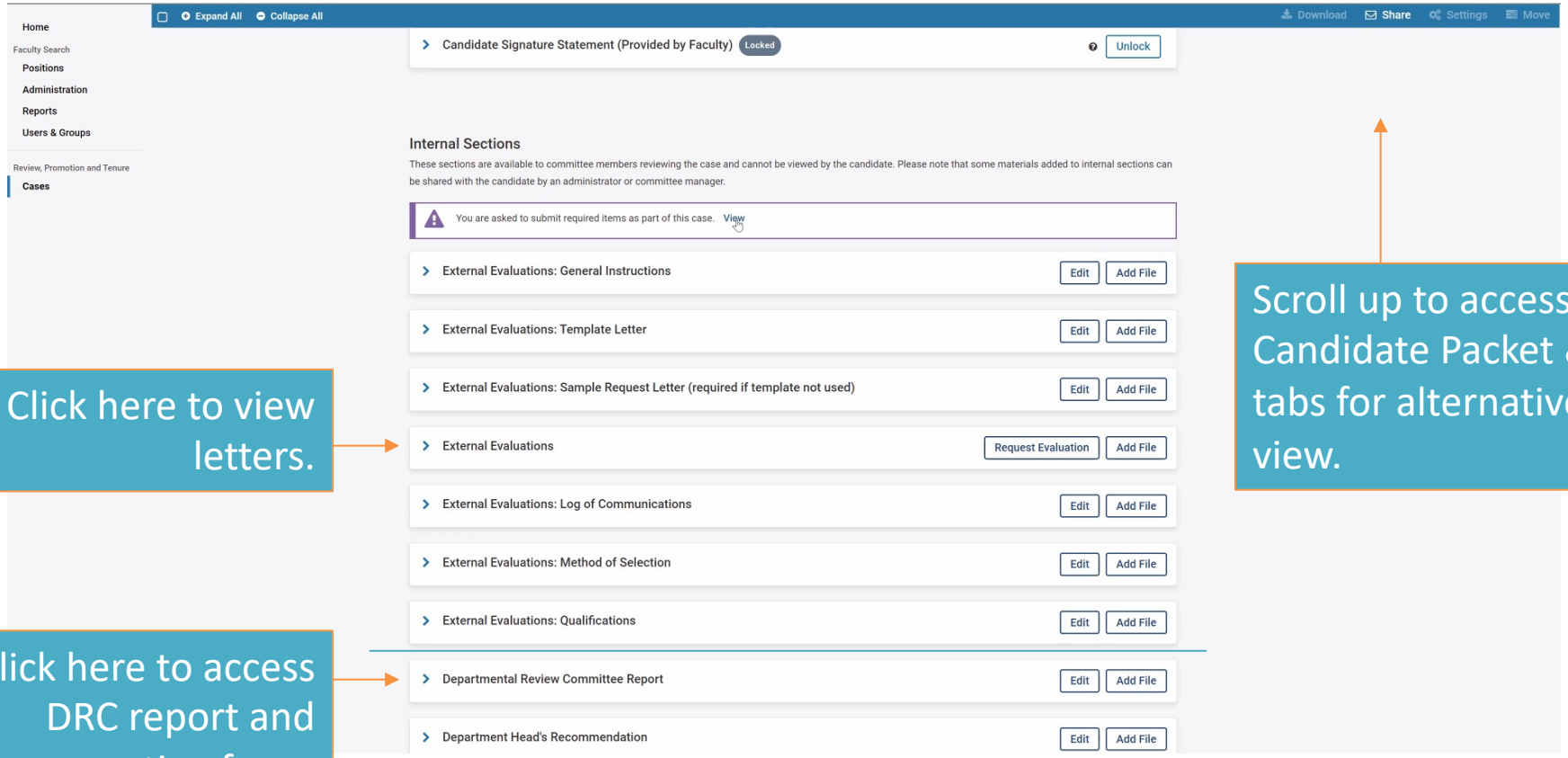
Department Head's View



Department Head's View



Department Head's View

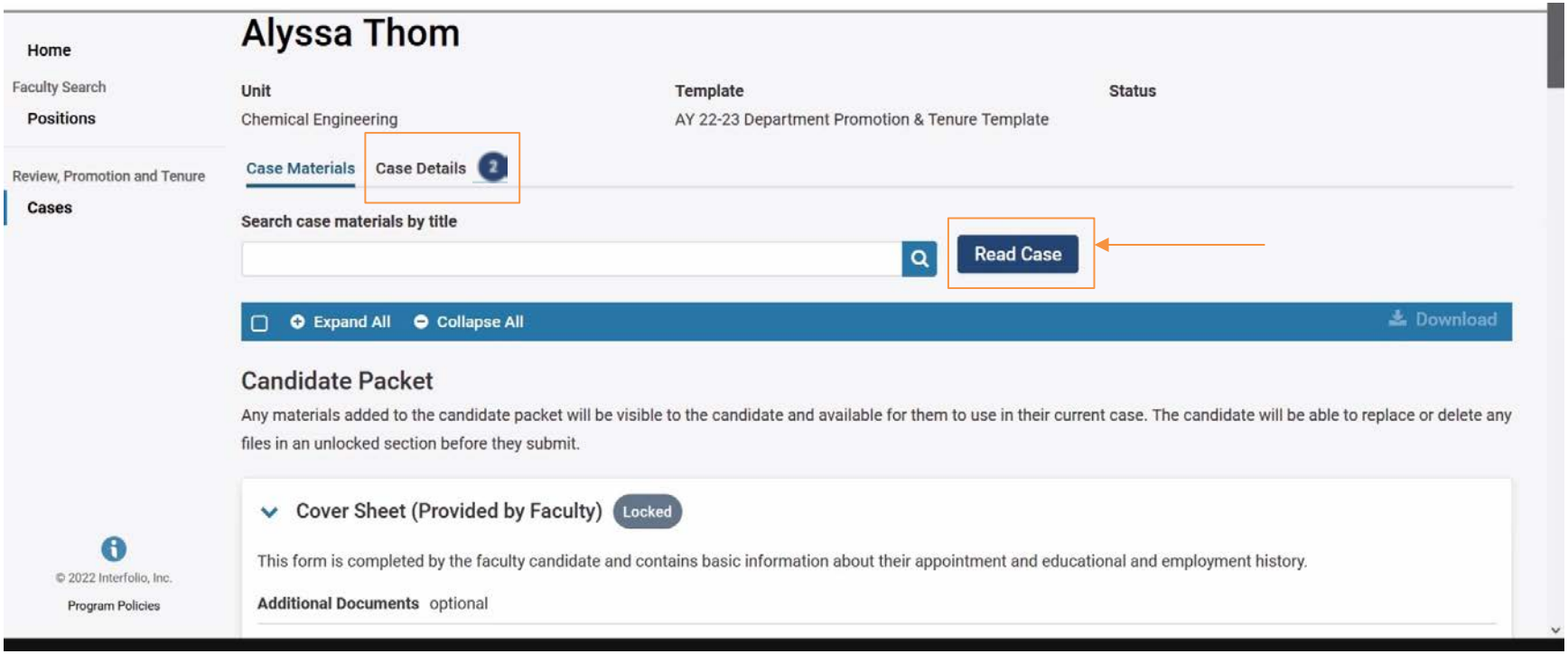


Click here to view letters.

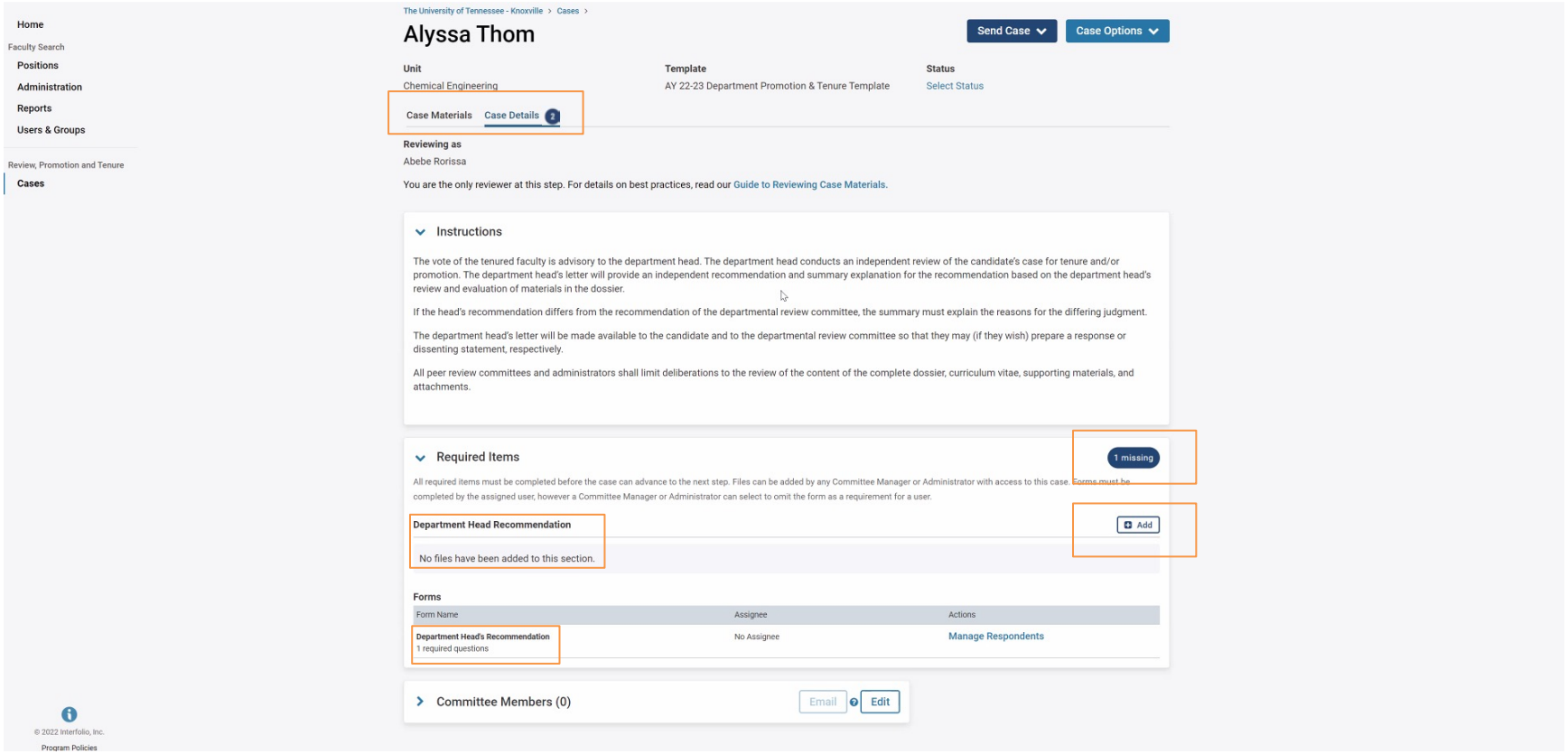
Click here to access DRC report and voting form.

Scroll up to access Candidate Packet & tabs for alternative view.

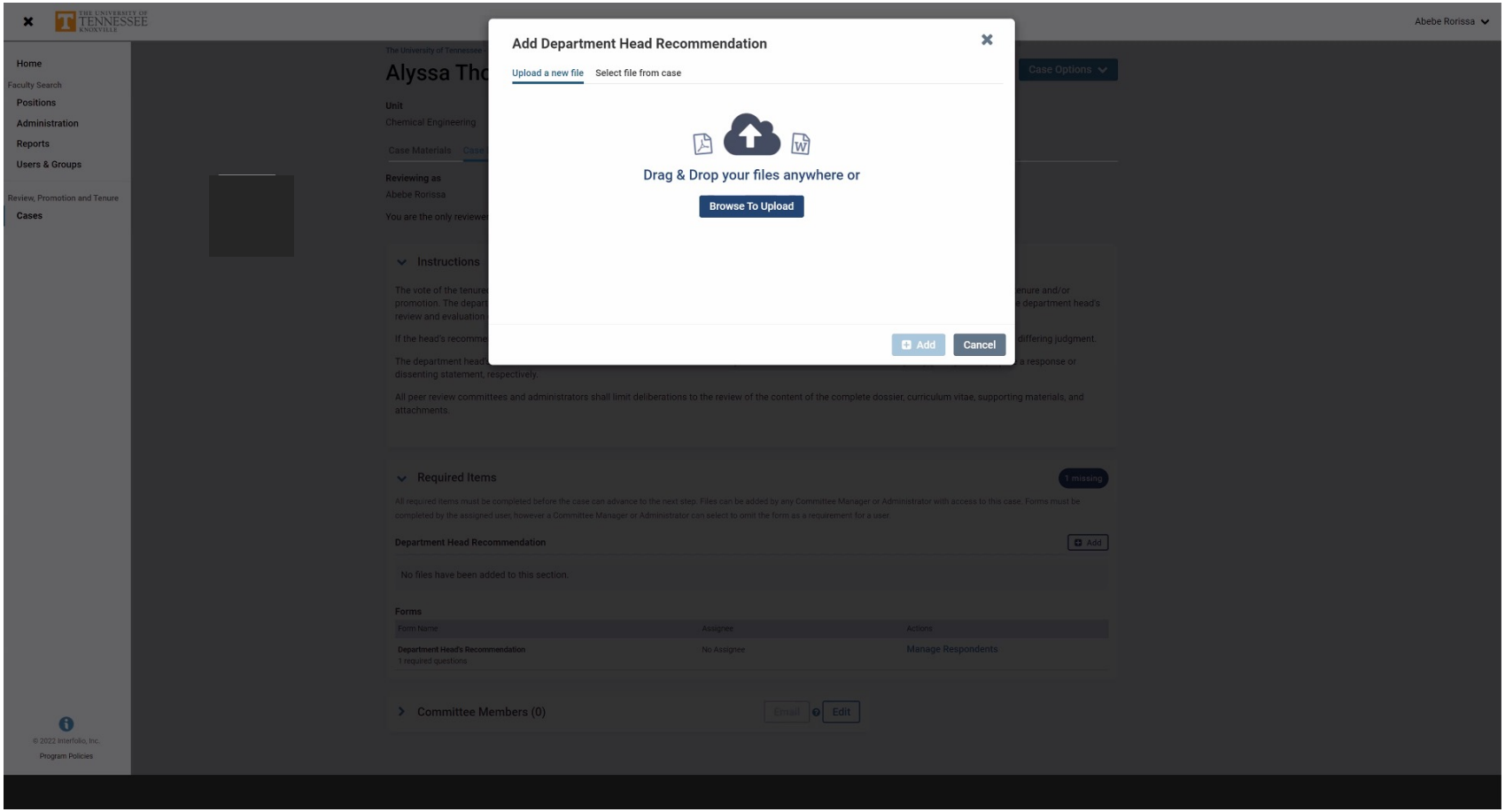
Department Head's View



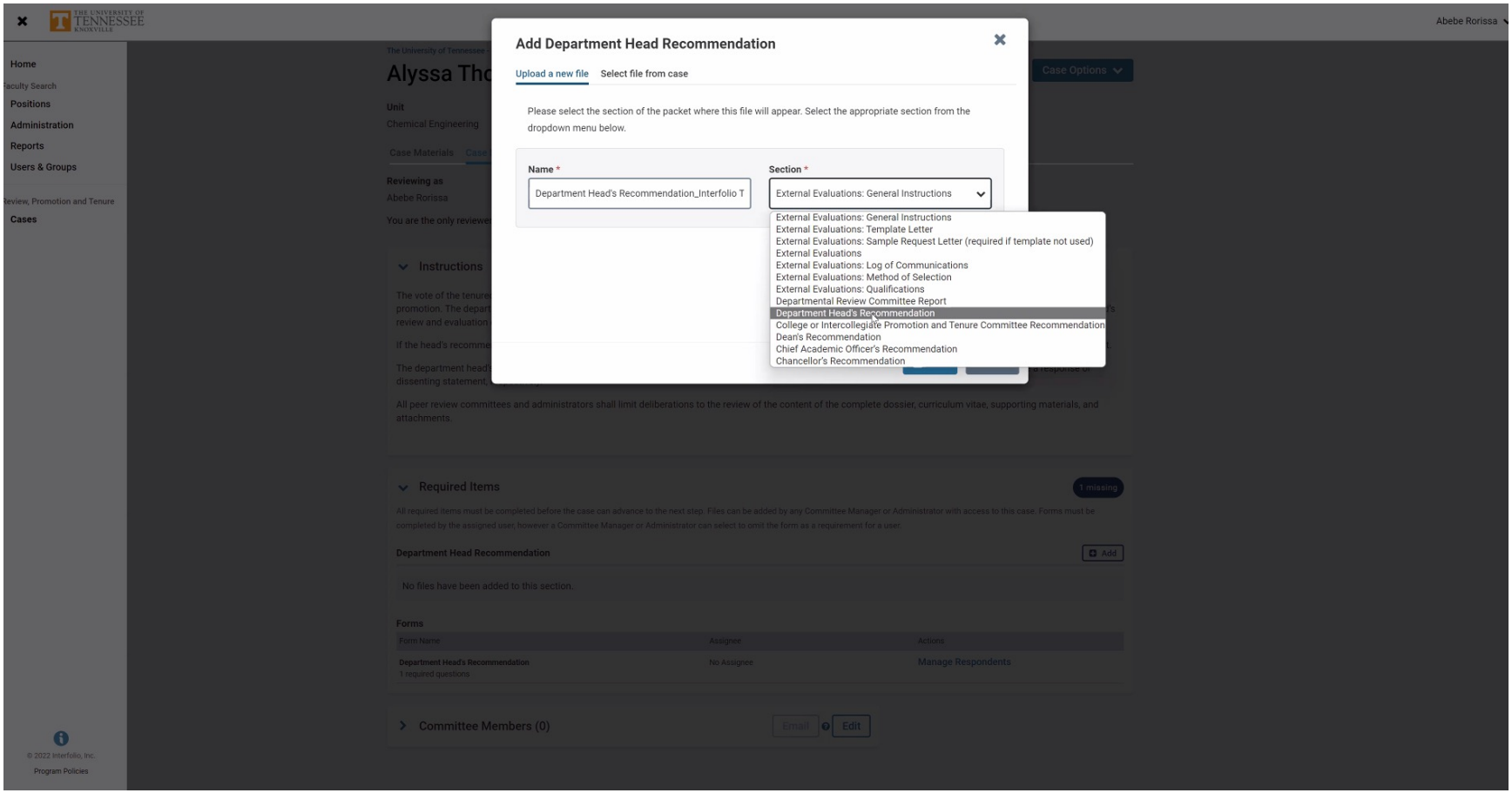
Department Head's View



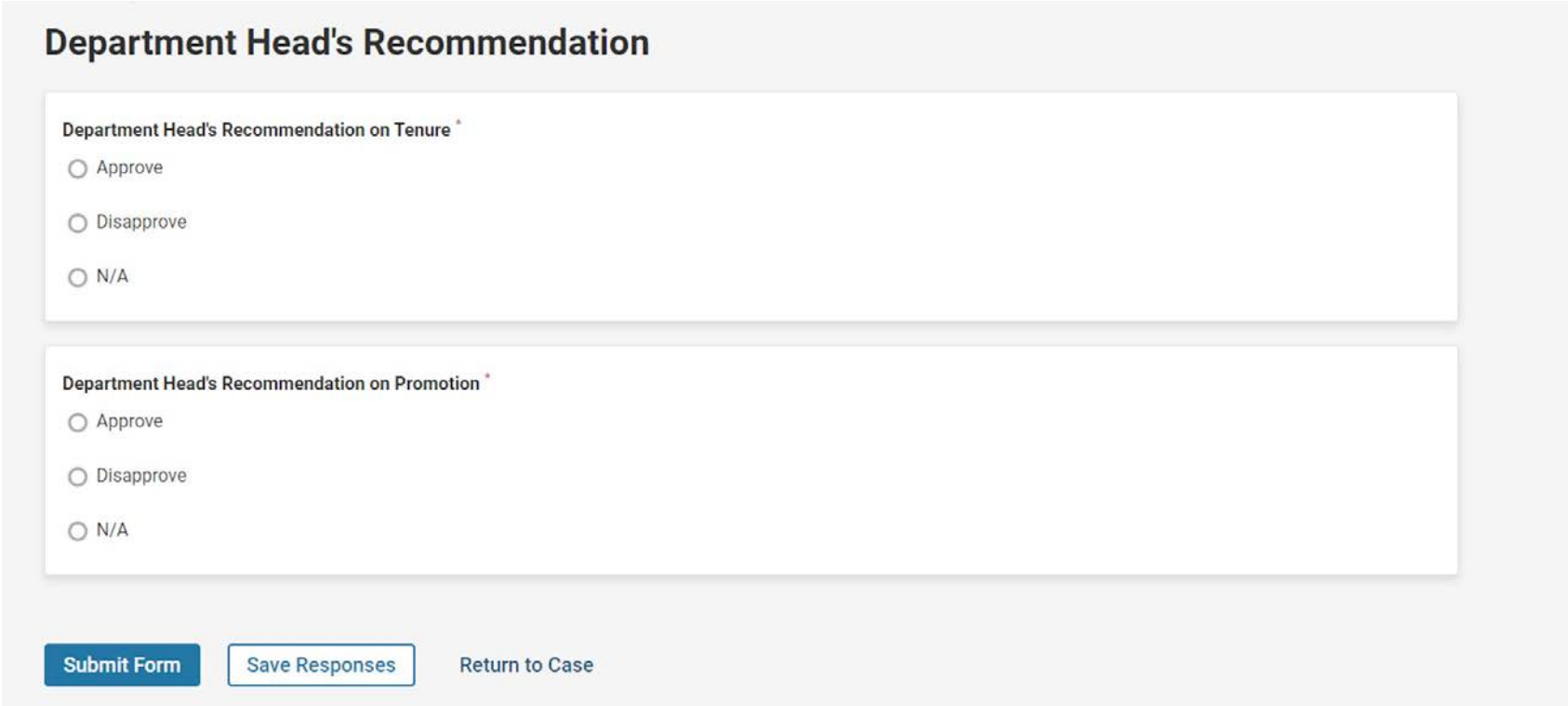
Department Head's View



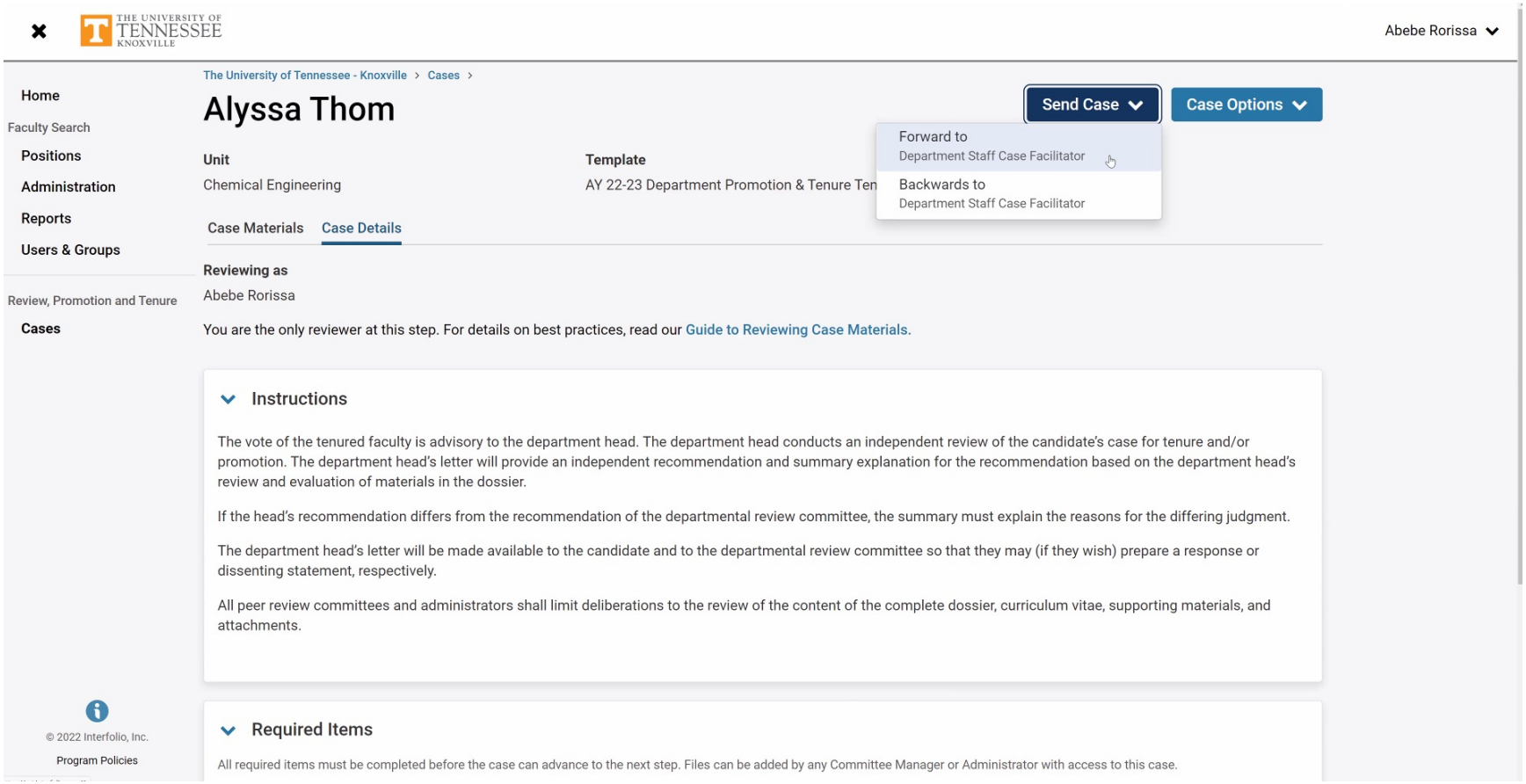
Department Head's View



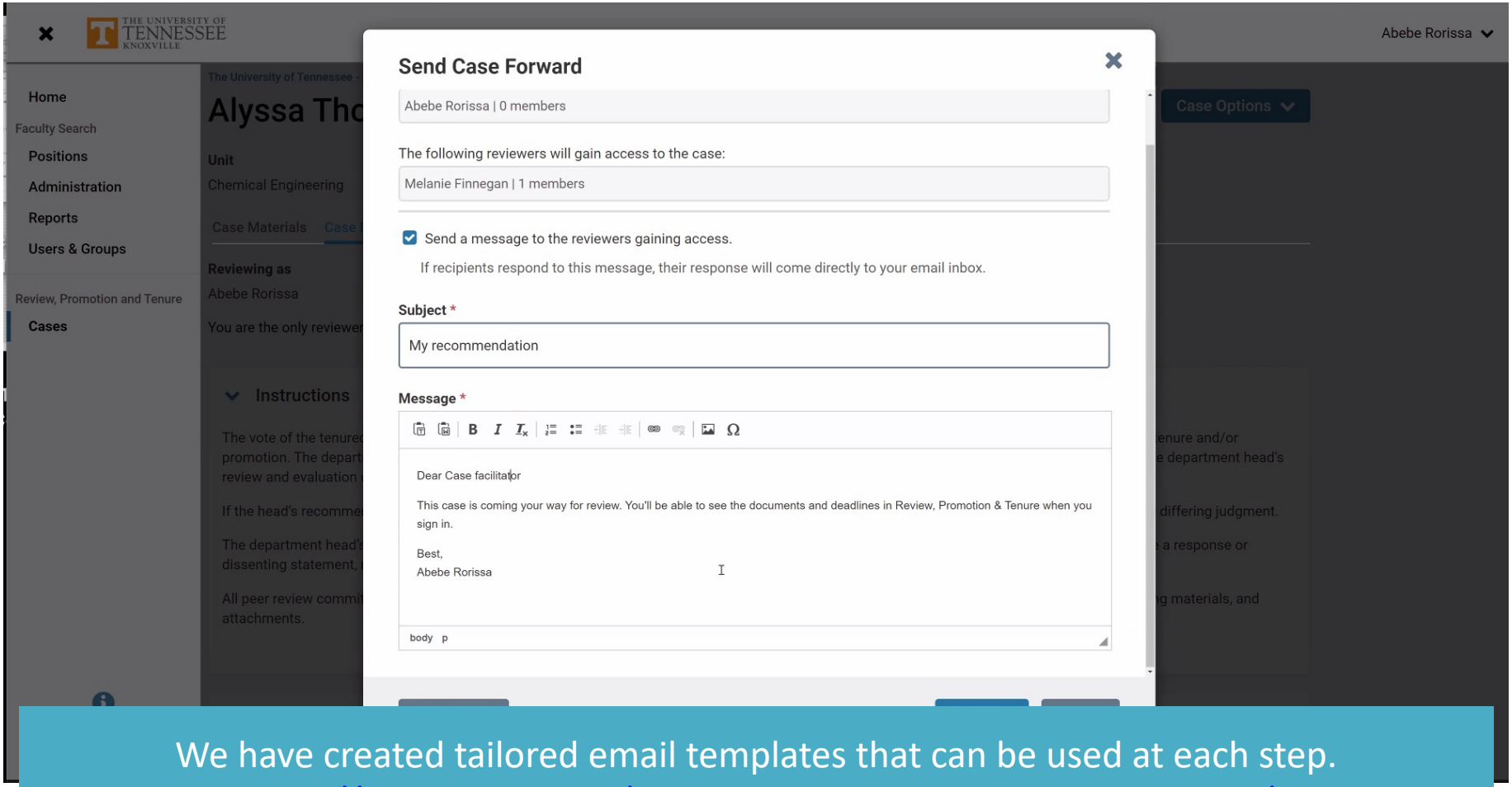
Department Head’s View



Department Head's View



Department Head's View



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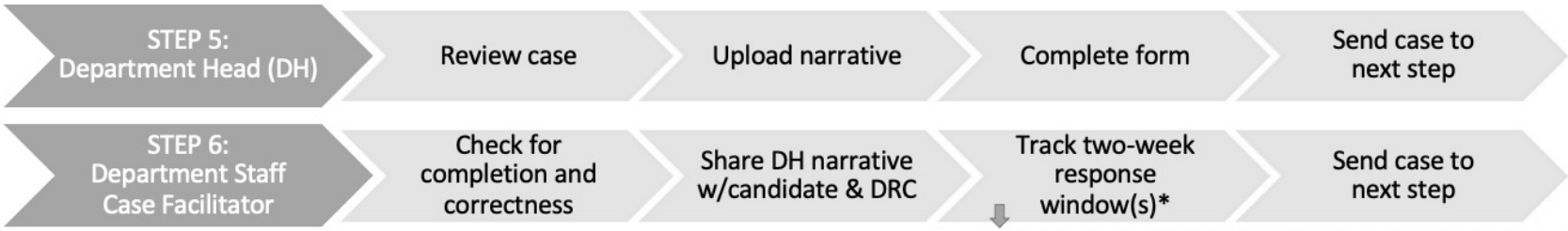
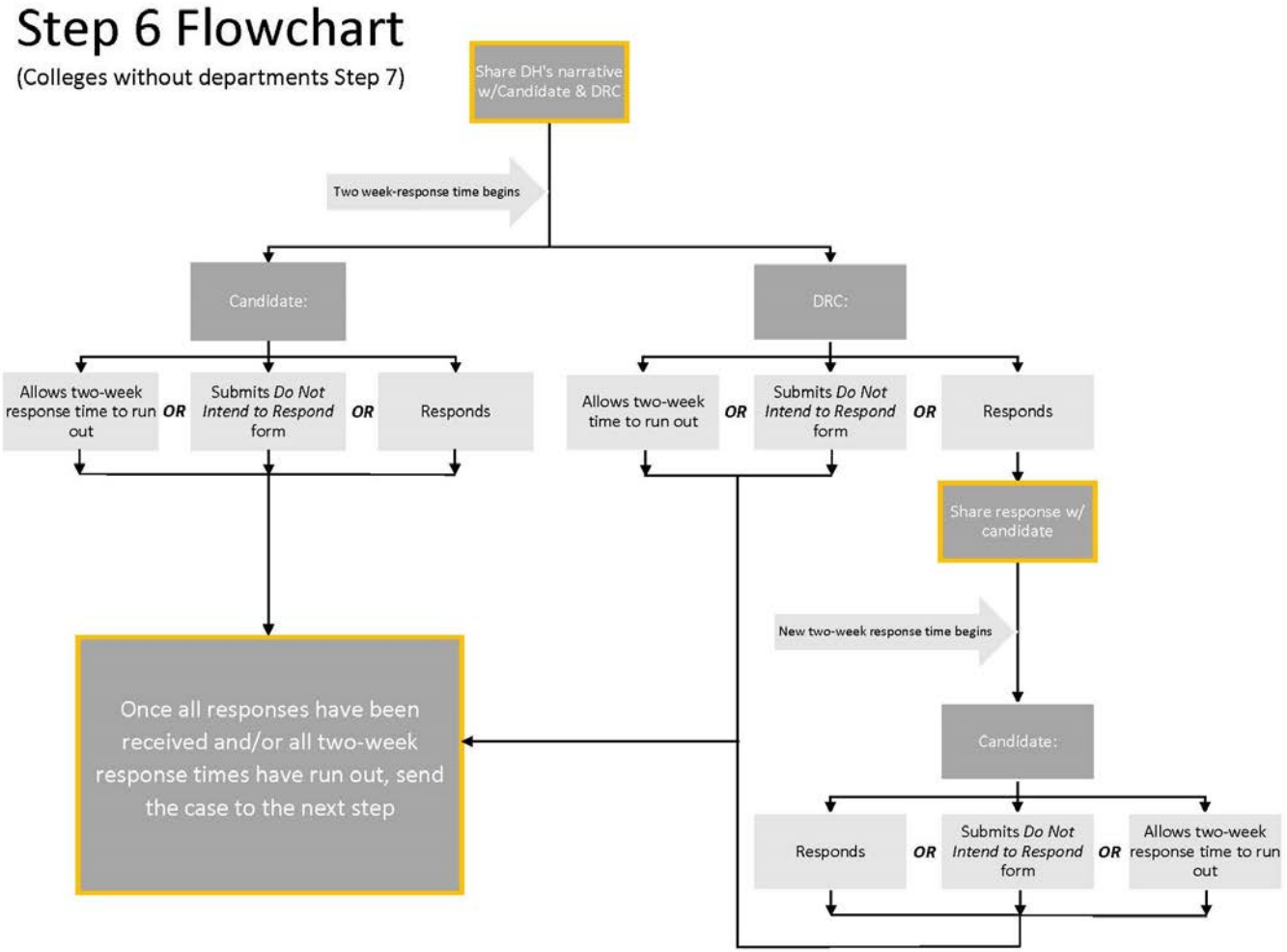
https://provost.utk.edu/tenure-promotion-unit-head-resources/

Step 6: DSCF Shares DH Report

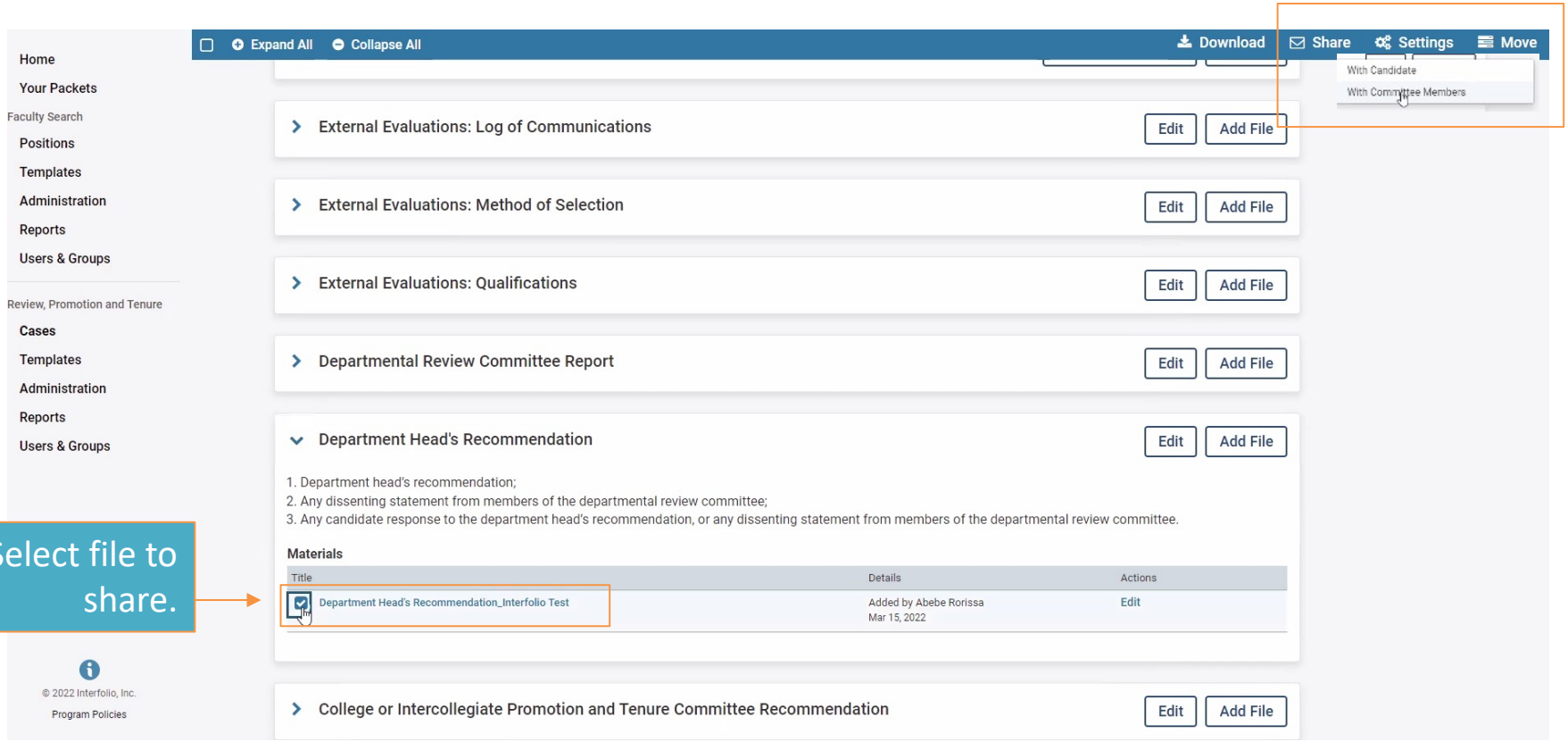


**See "Department Head Narrative Flowchart" handout for details*

Step 6 Flowchart



DSCF Shares DH Report



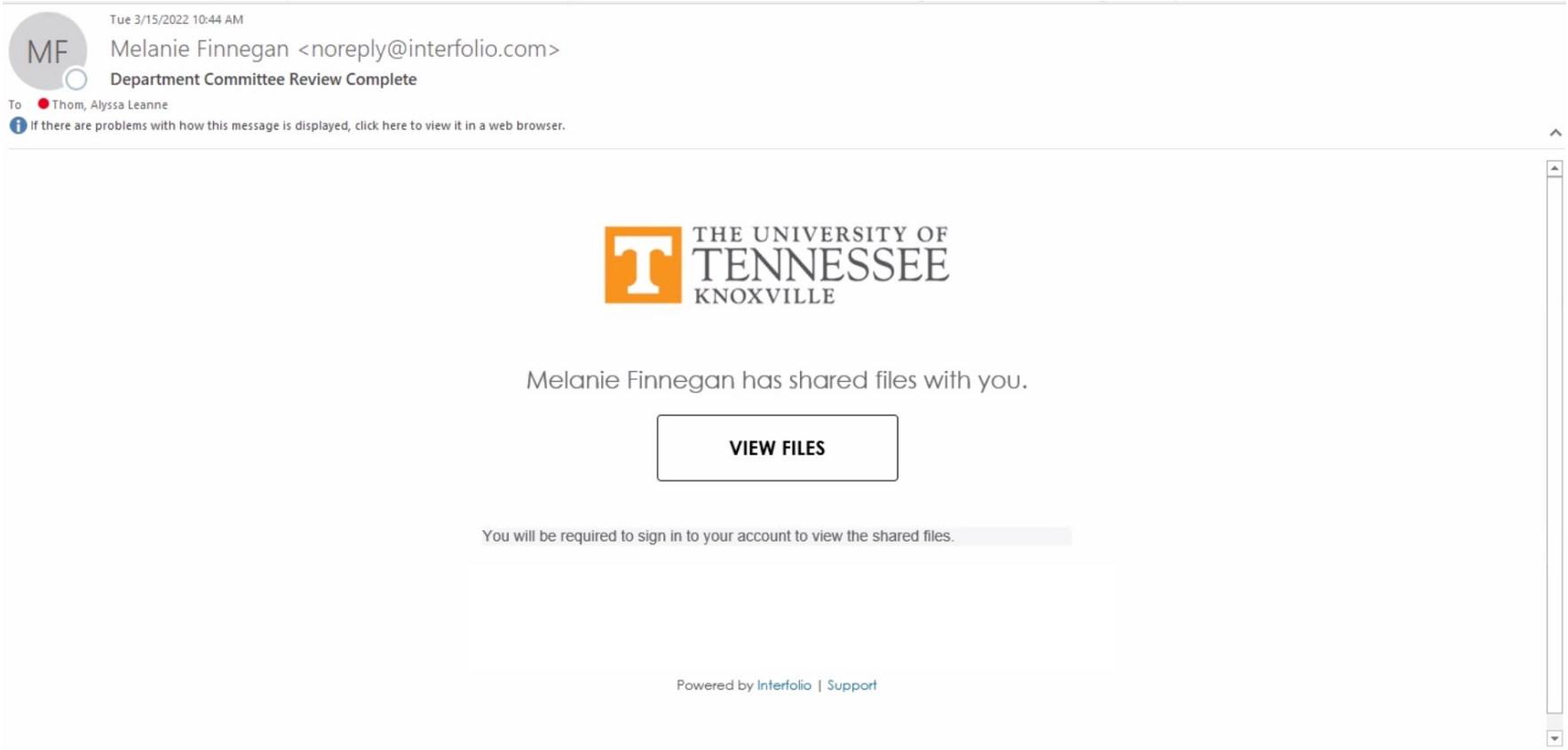
Select file to share.

Candidate's View

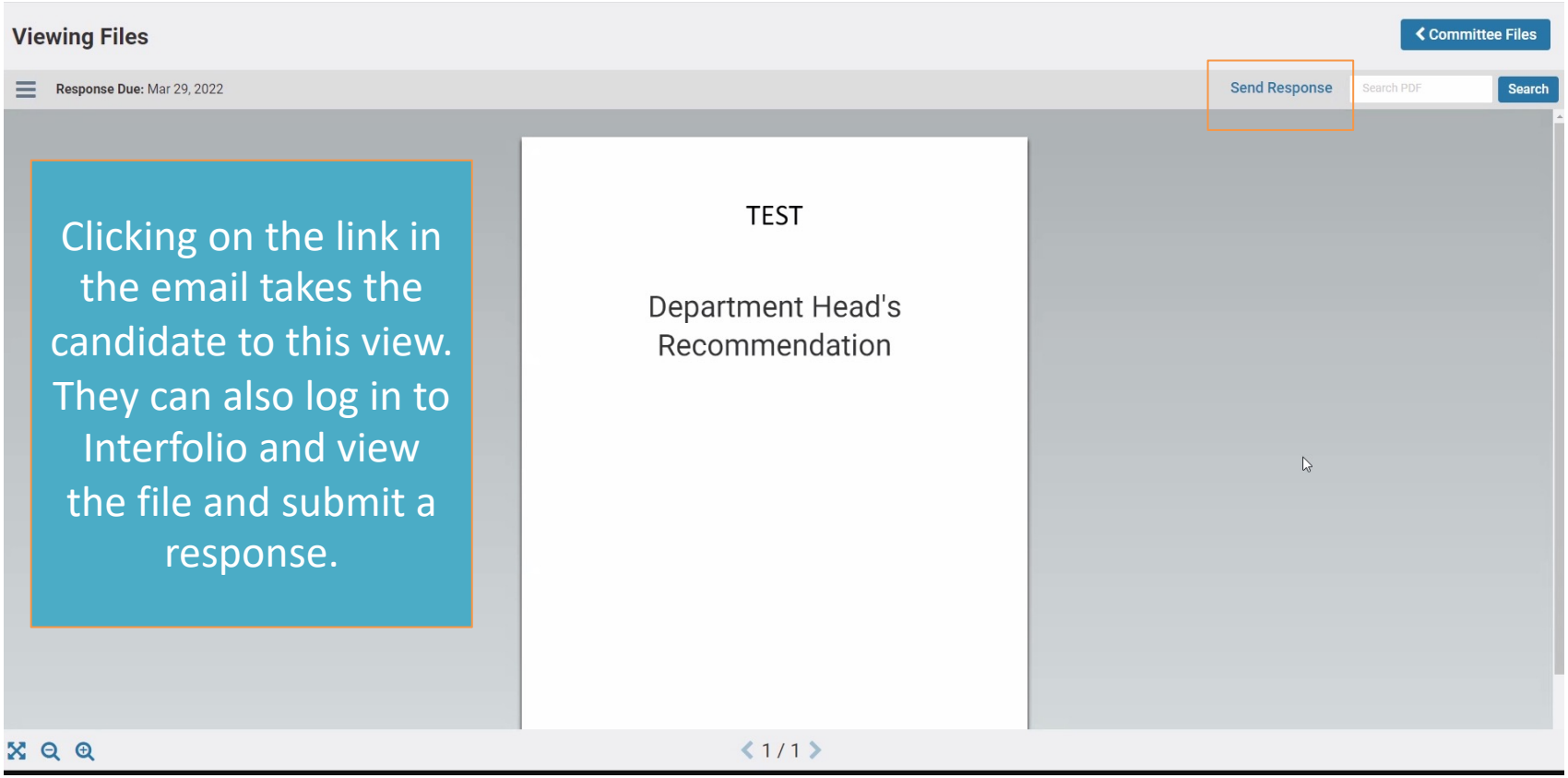
(Still Step 6)

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

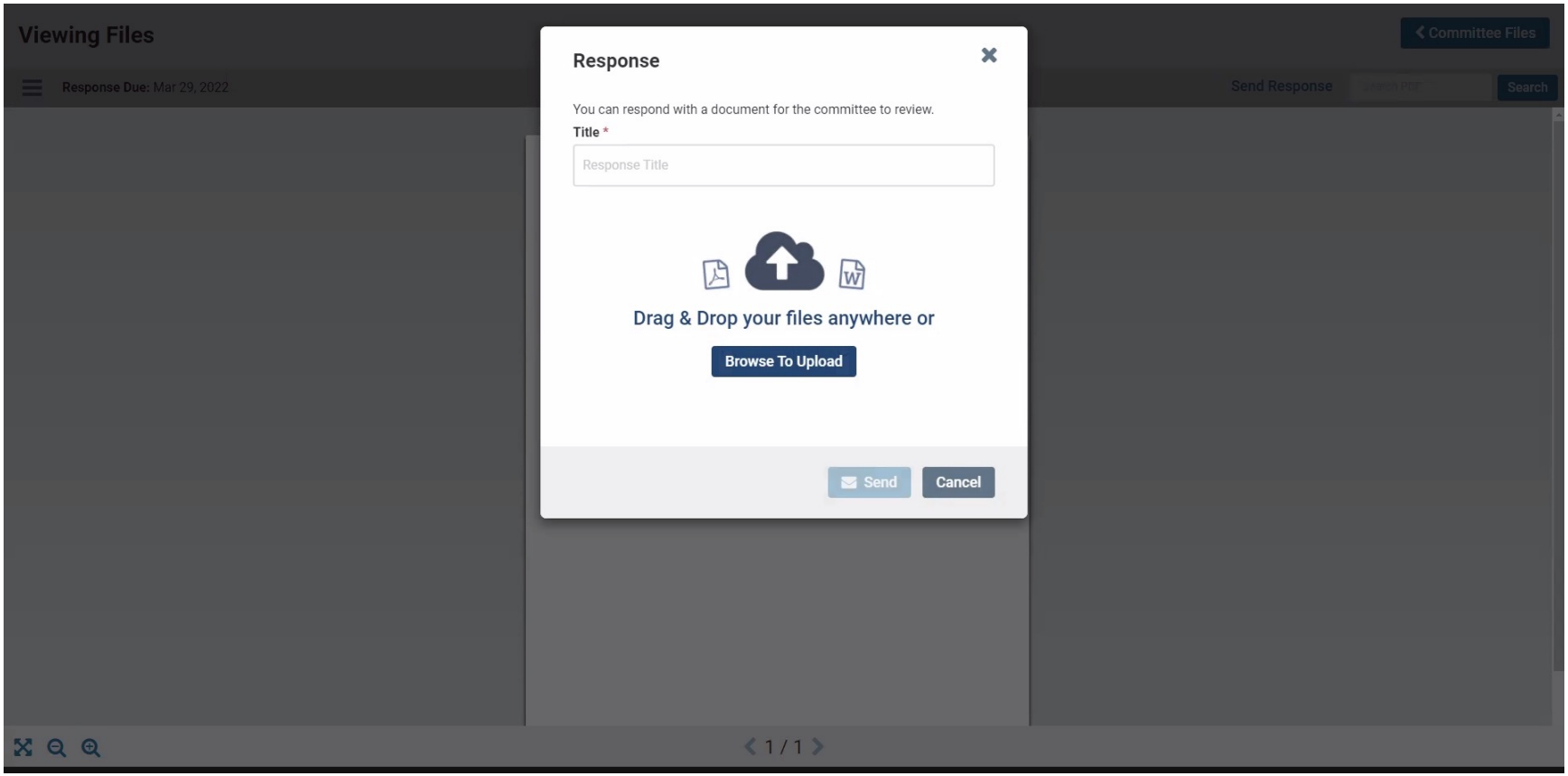
Candidate & DRC Receives Email



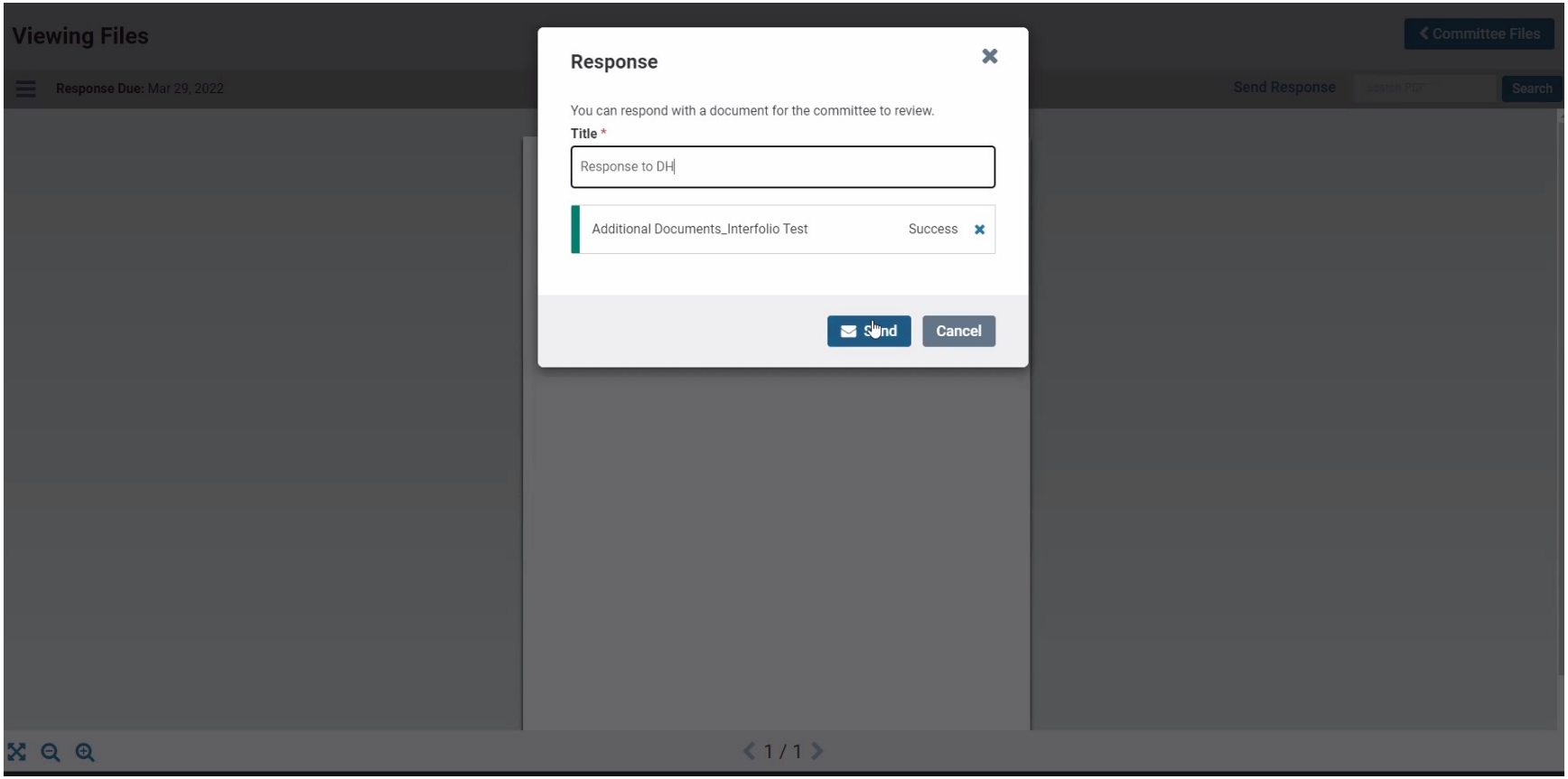
Candidate's View



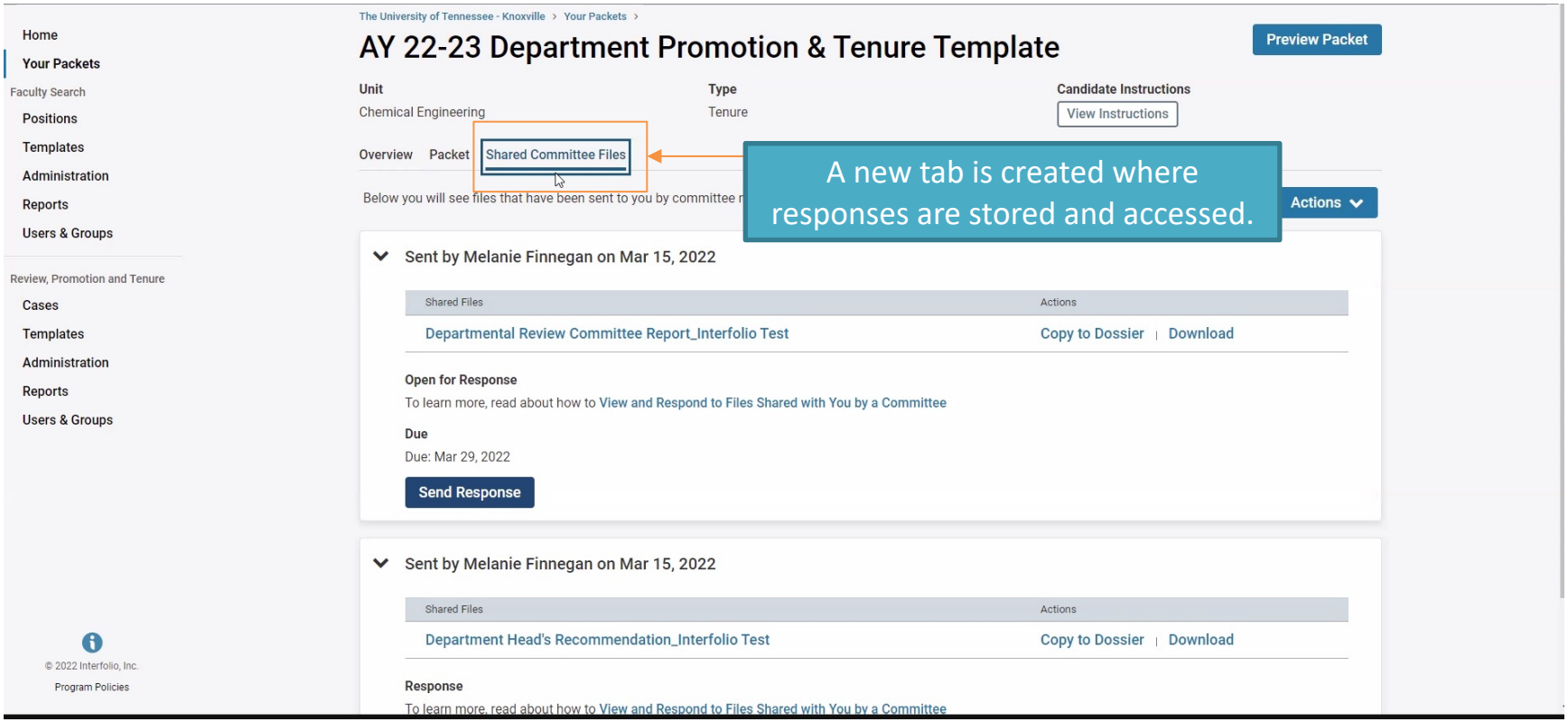
Candidate's View



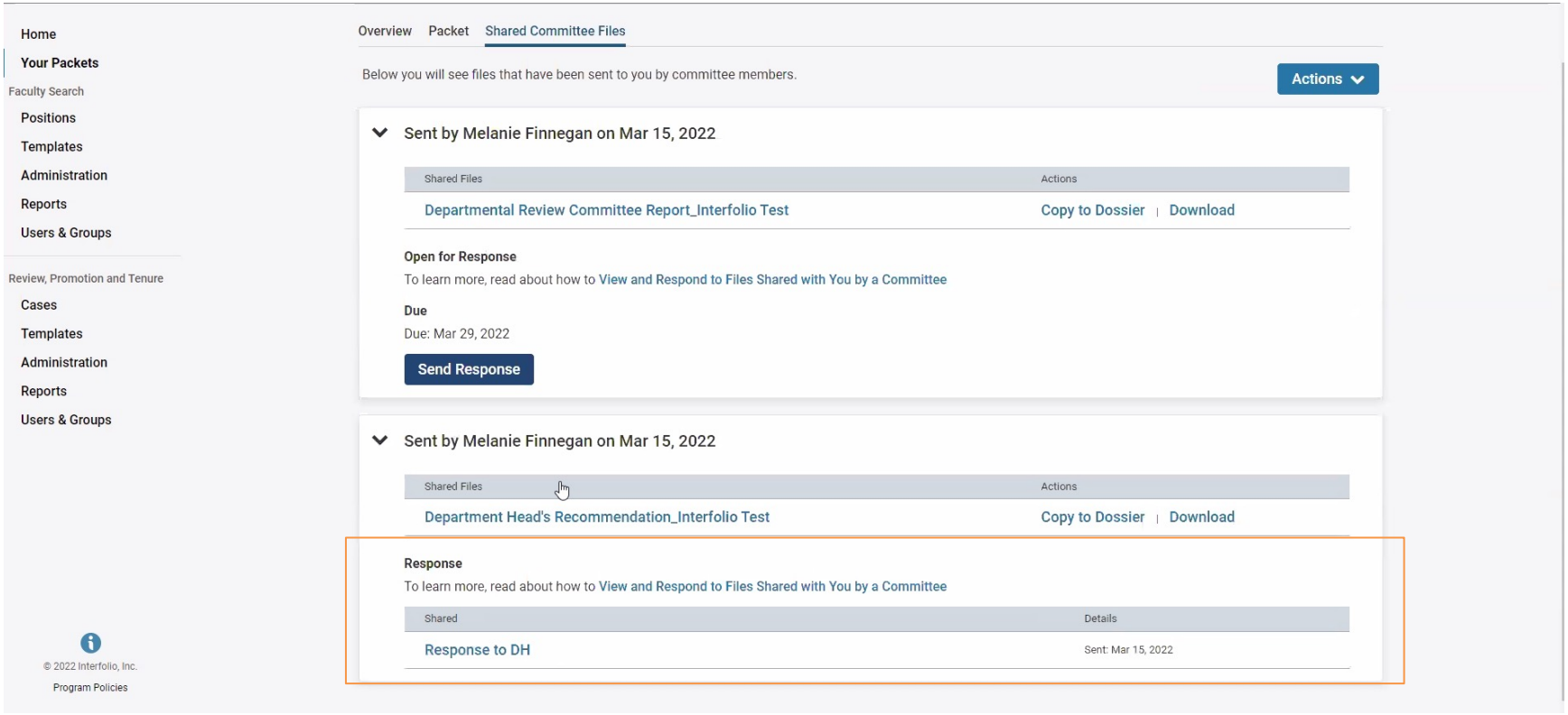
Candidate's View



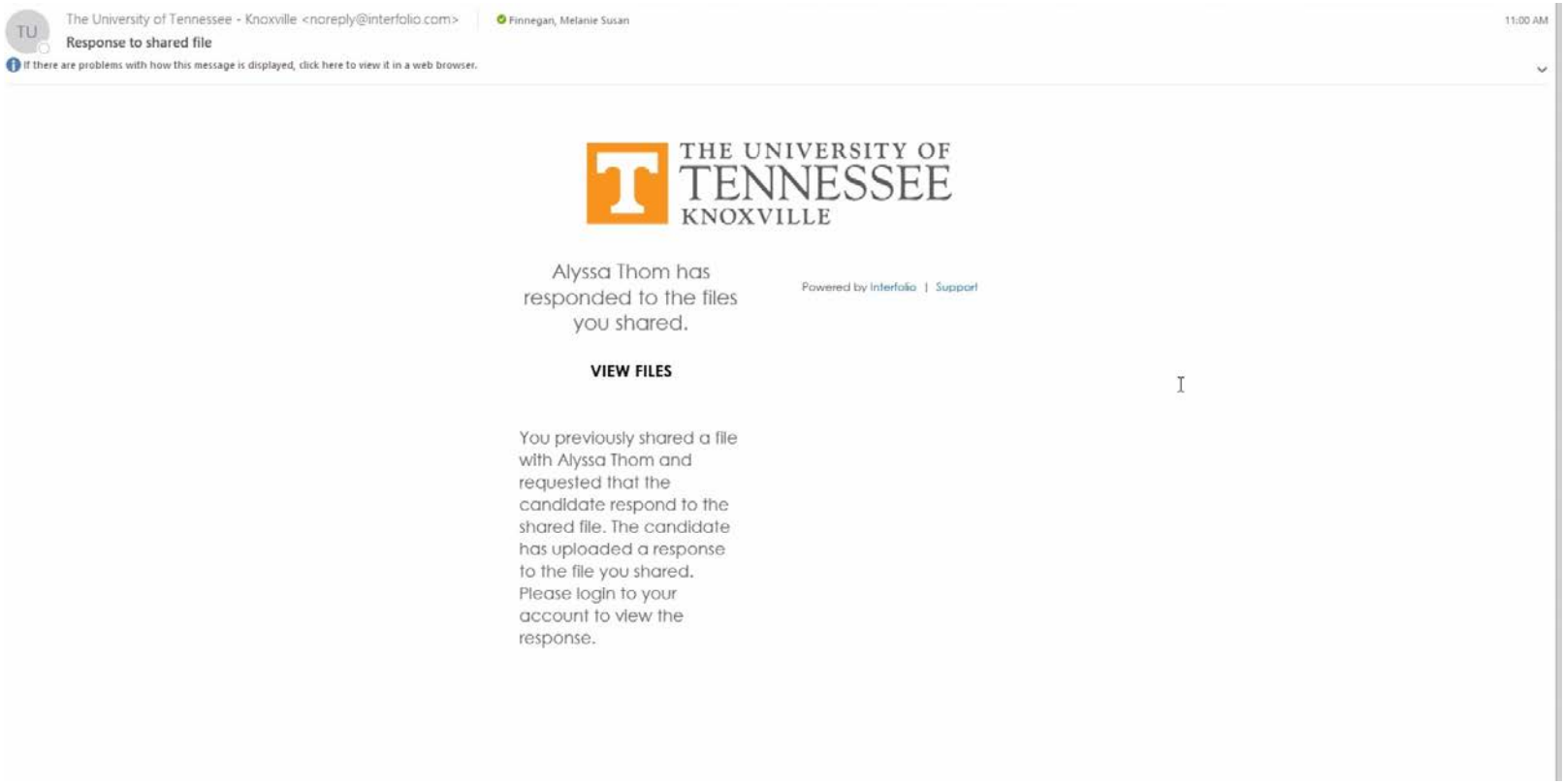
Candidate's View



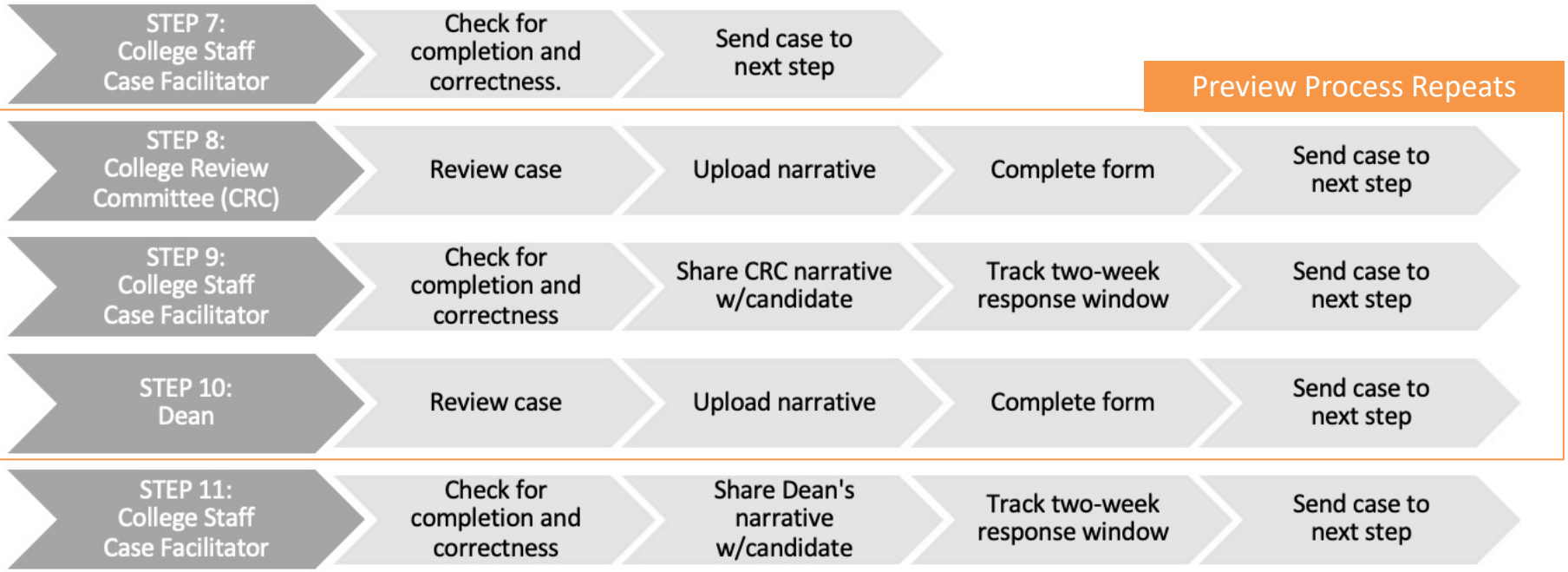
Candidate's View



DSCF Receives Notification



College Review

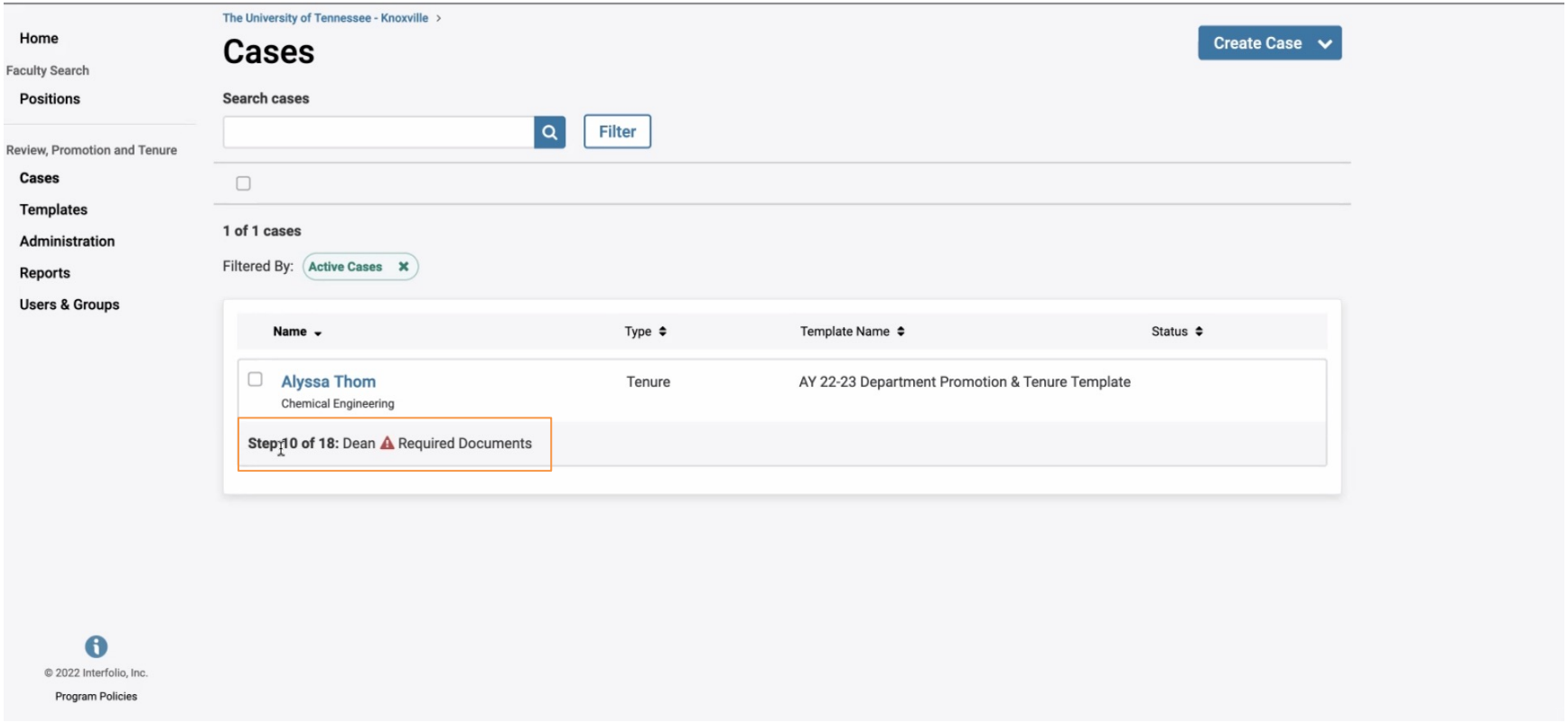


Dean's View

Step 10

THE UNIVERSITY OF TENNESSEE KNOXVILLE

Dean’s View


Home
Faculty Search
Positions
Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups
The University of Tennessee - Knoxville >
Cases
Create Case
Search cases
Filter
1 of 1 cases
Filtered By:
Active Cases
Name
Type
Template Name
Status
Alyssa Thom
Chemical Engineering
Tenure
AY 22-23 Department Promotion & Tenure Template
Step 10 of 18: Dean Required Documents
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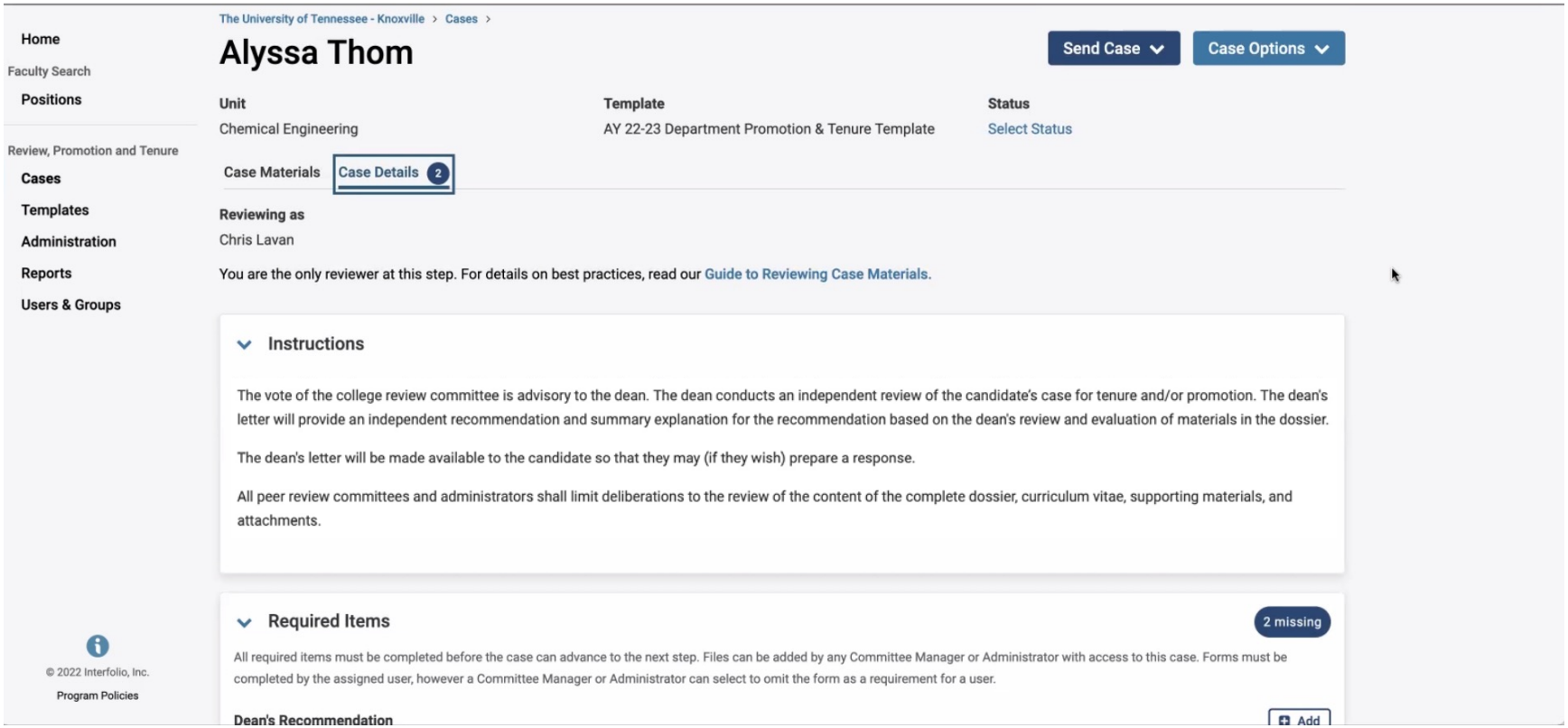
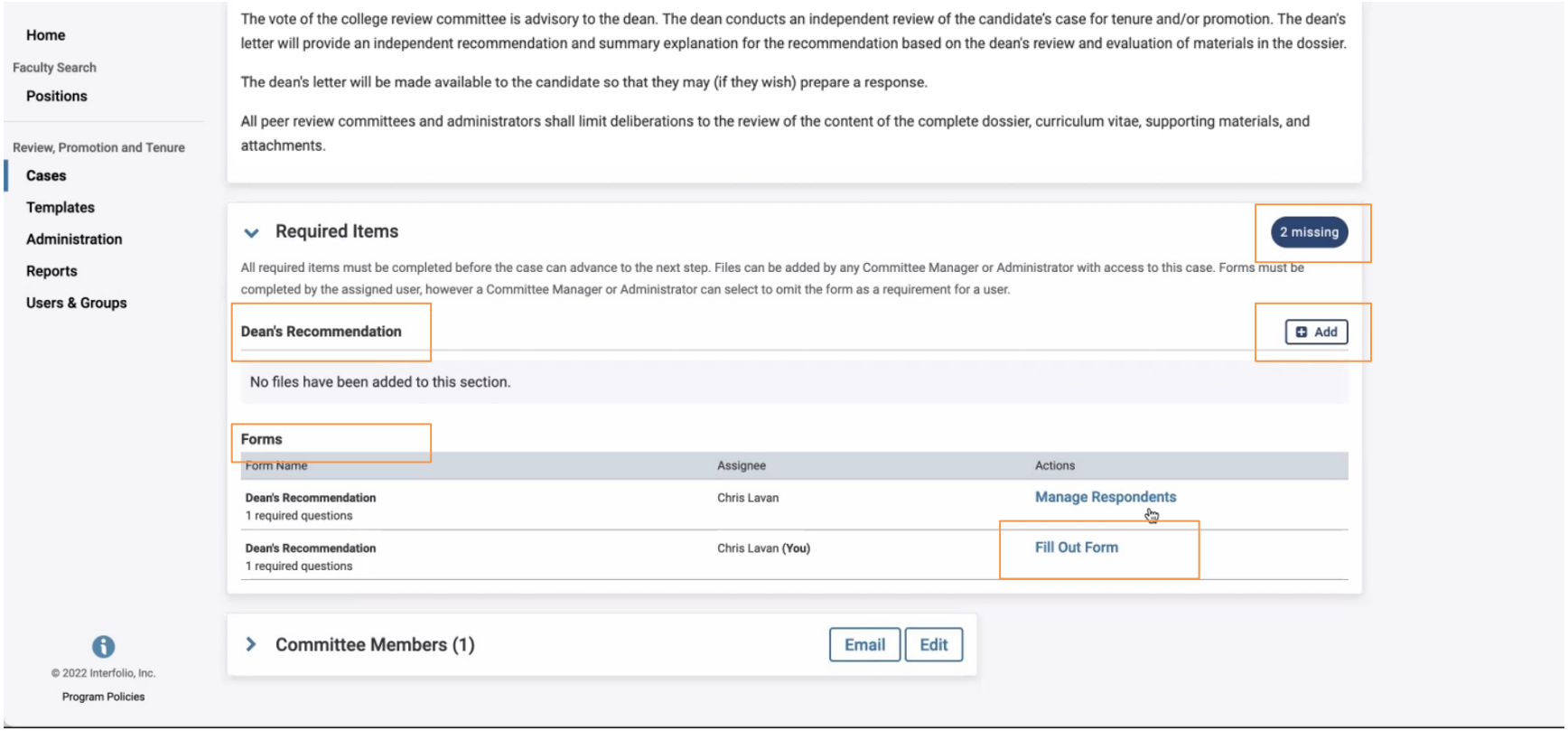
Program Policies

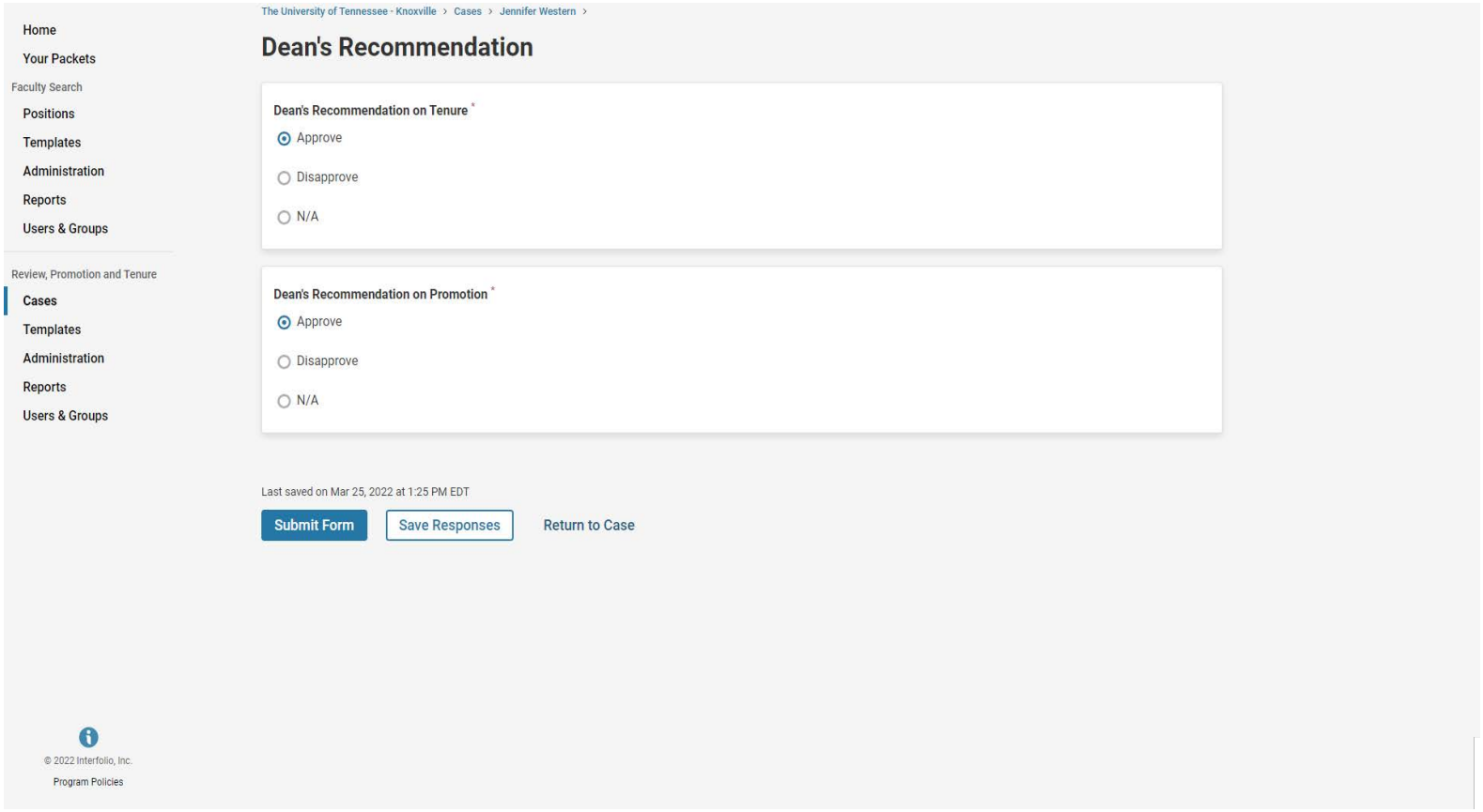
Dean’s Recommendation



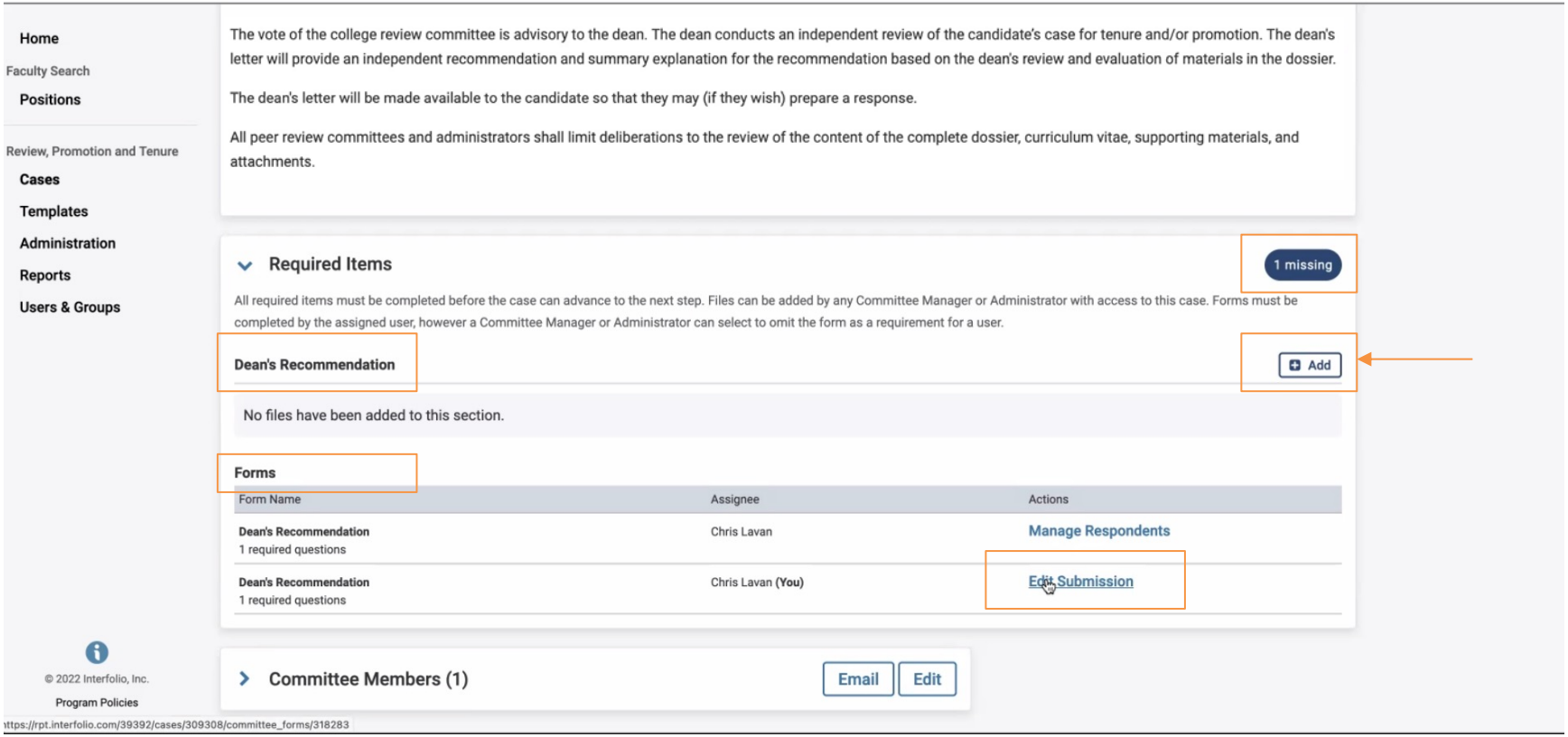
Dean’s Recommendation



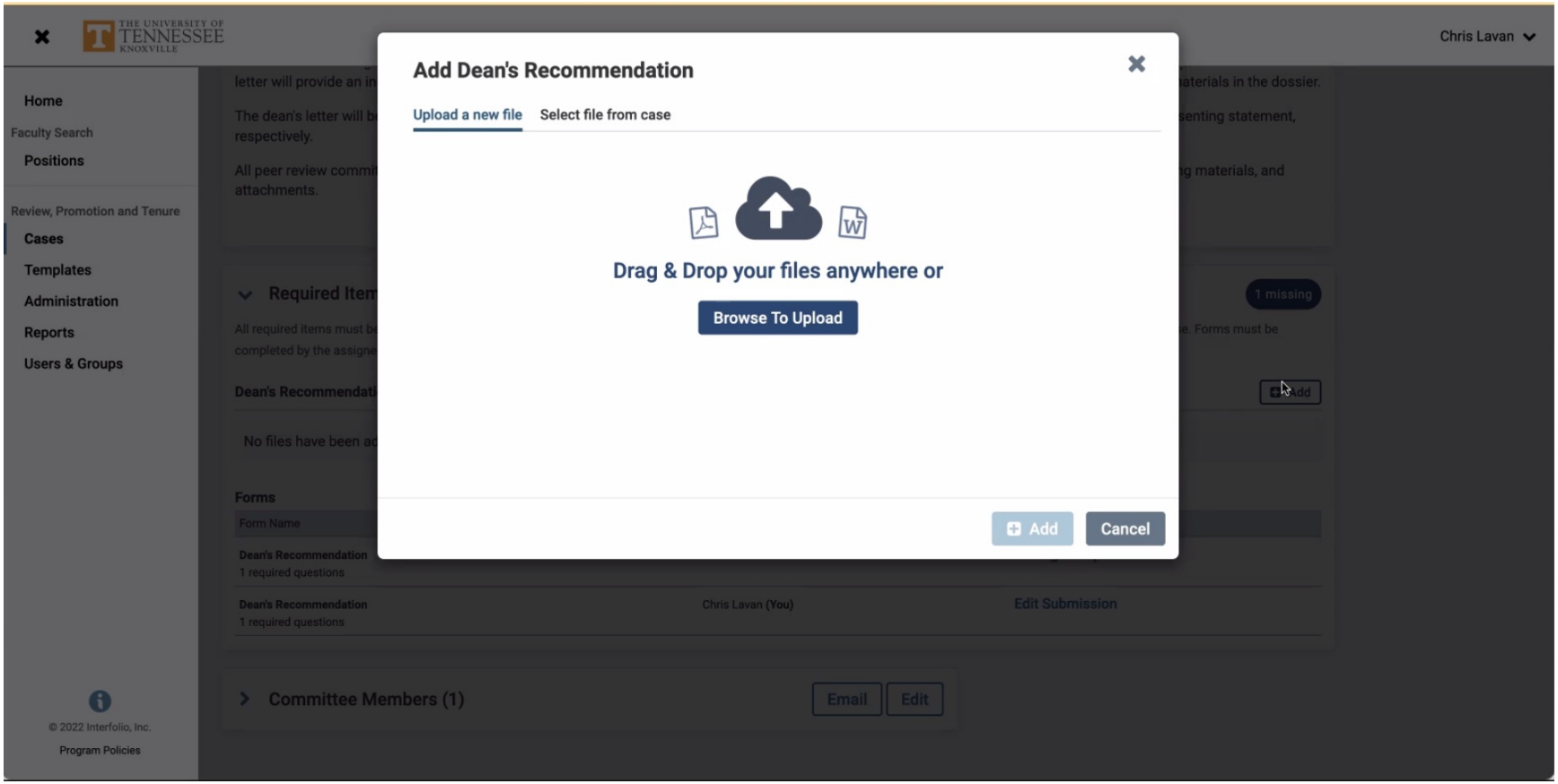
Dean’s Recommendation



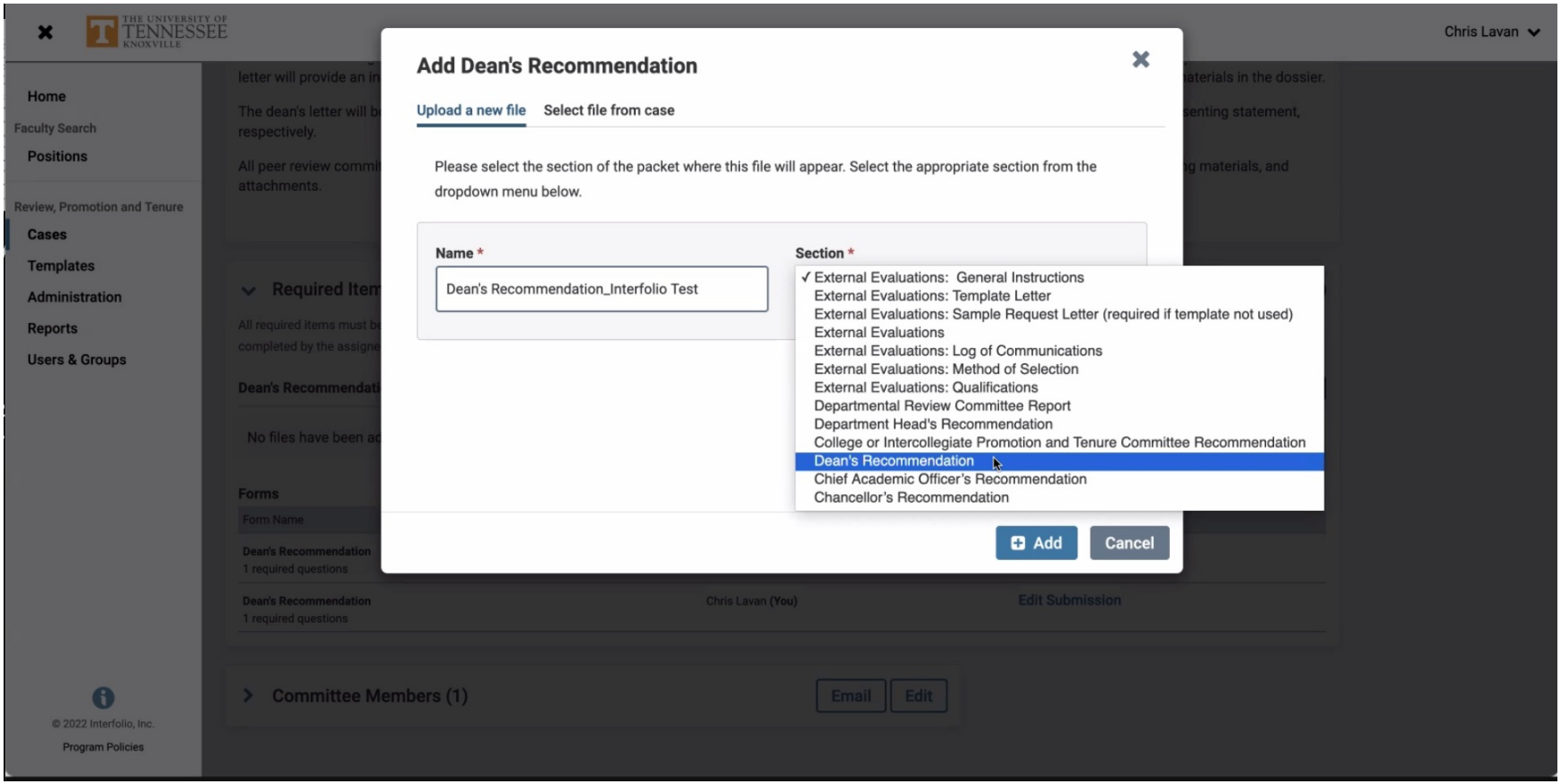
Dean’s Recommendation



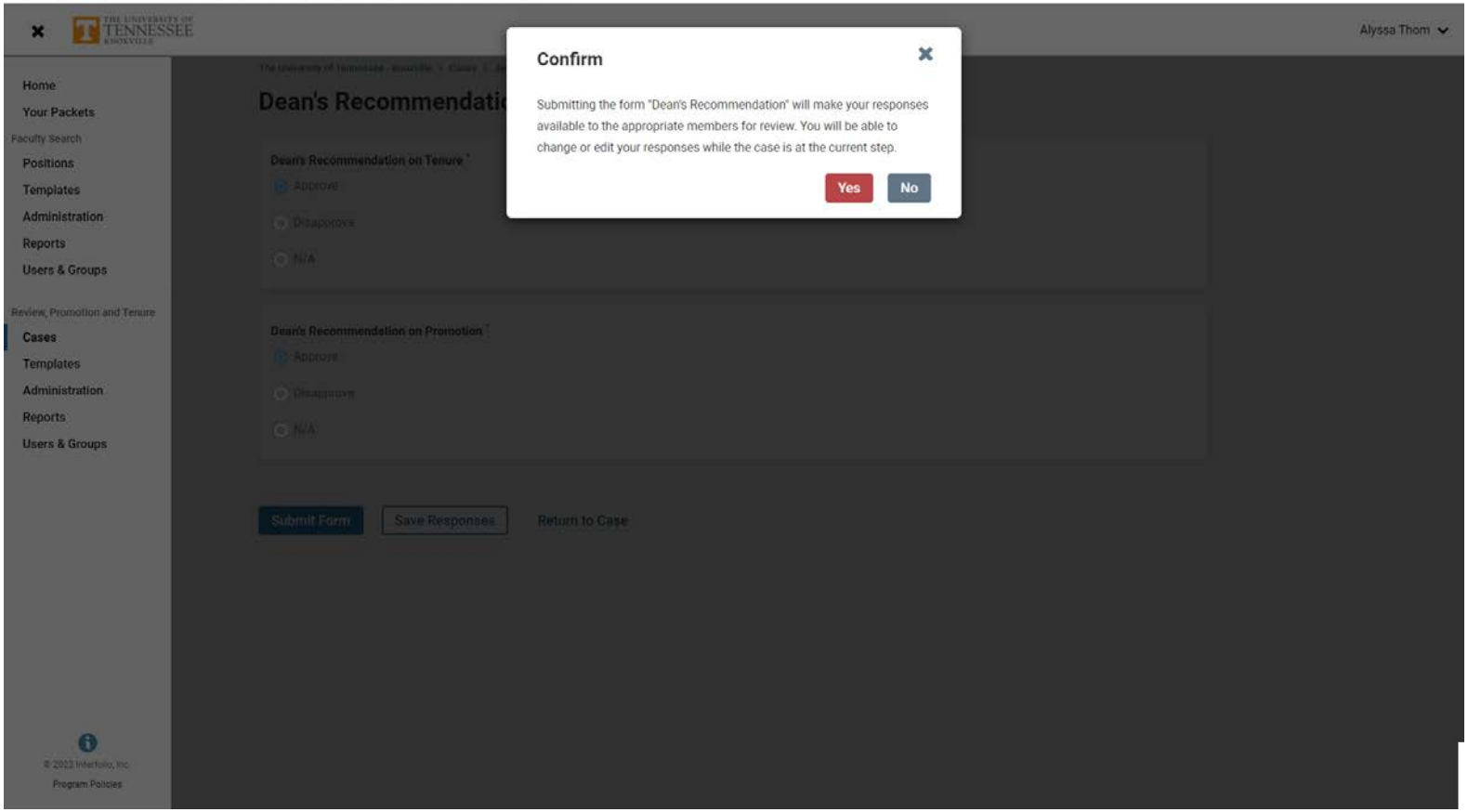
Dean’s Report



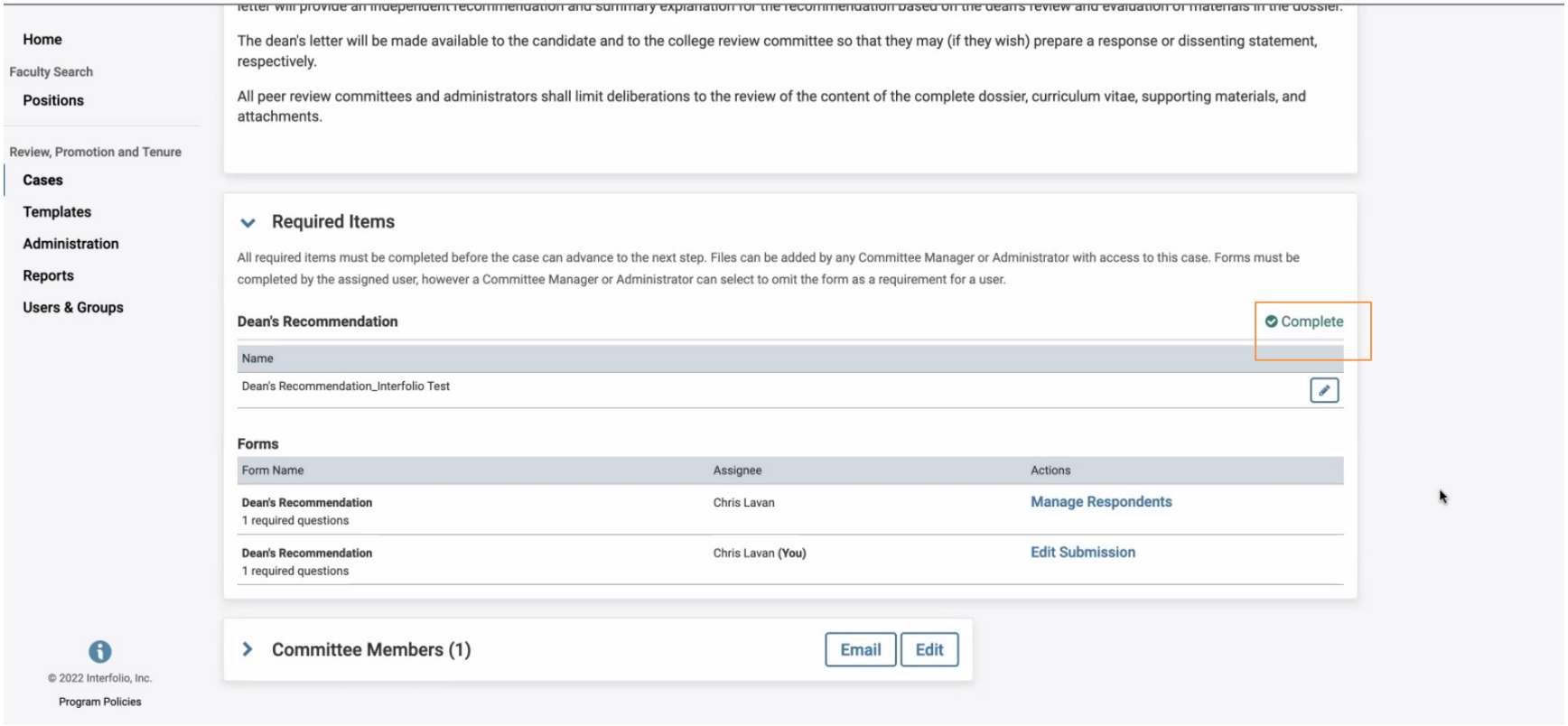
Dean’s Report



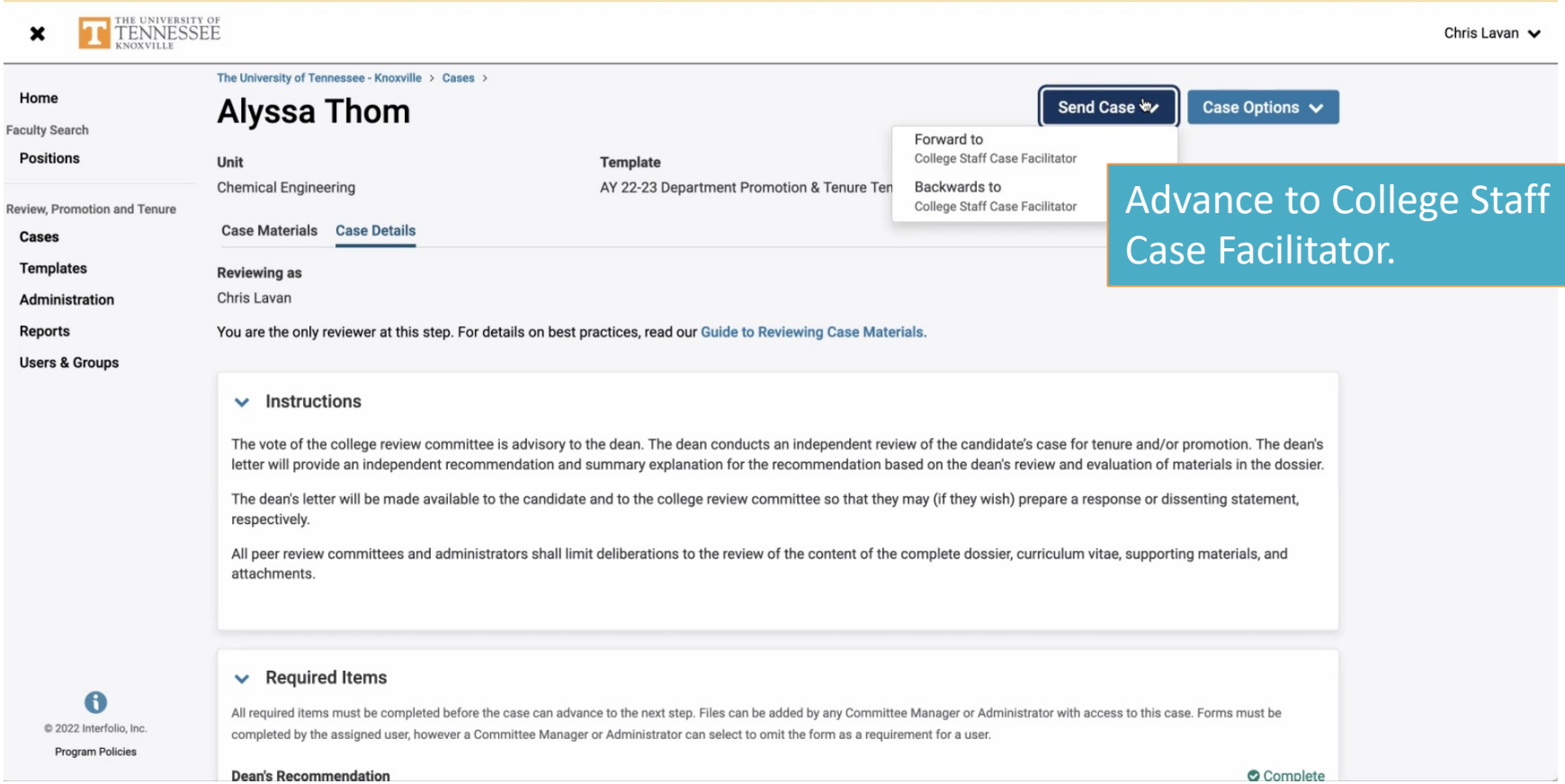
Dean’s Recommendation



Dean’s Report

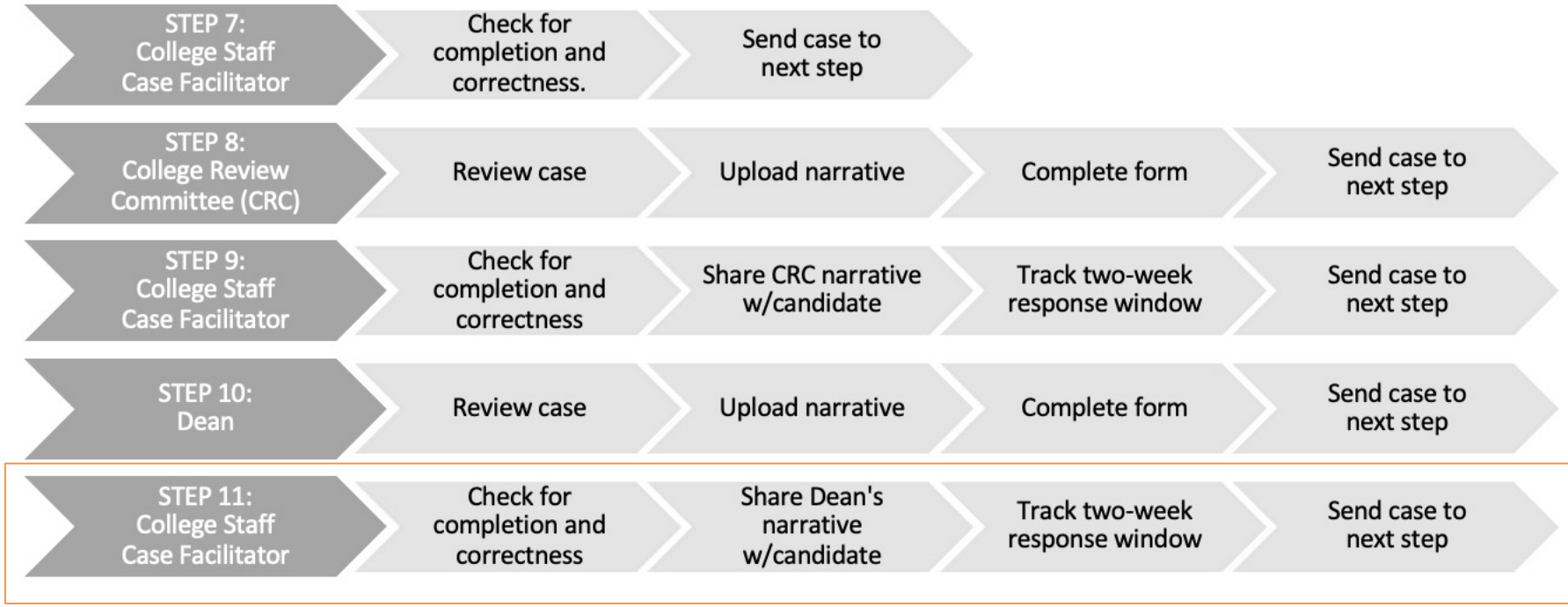


Dean’s Report

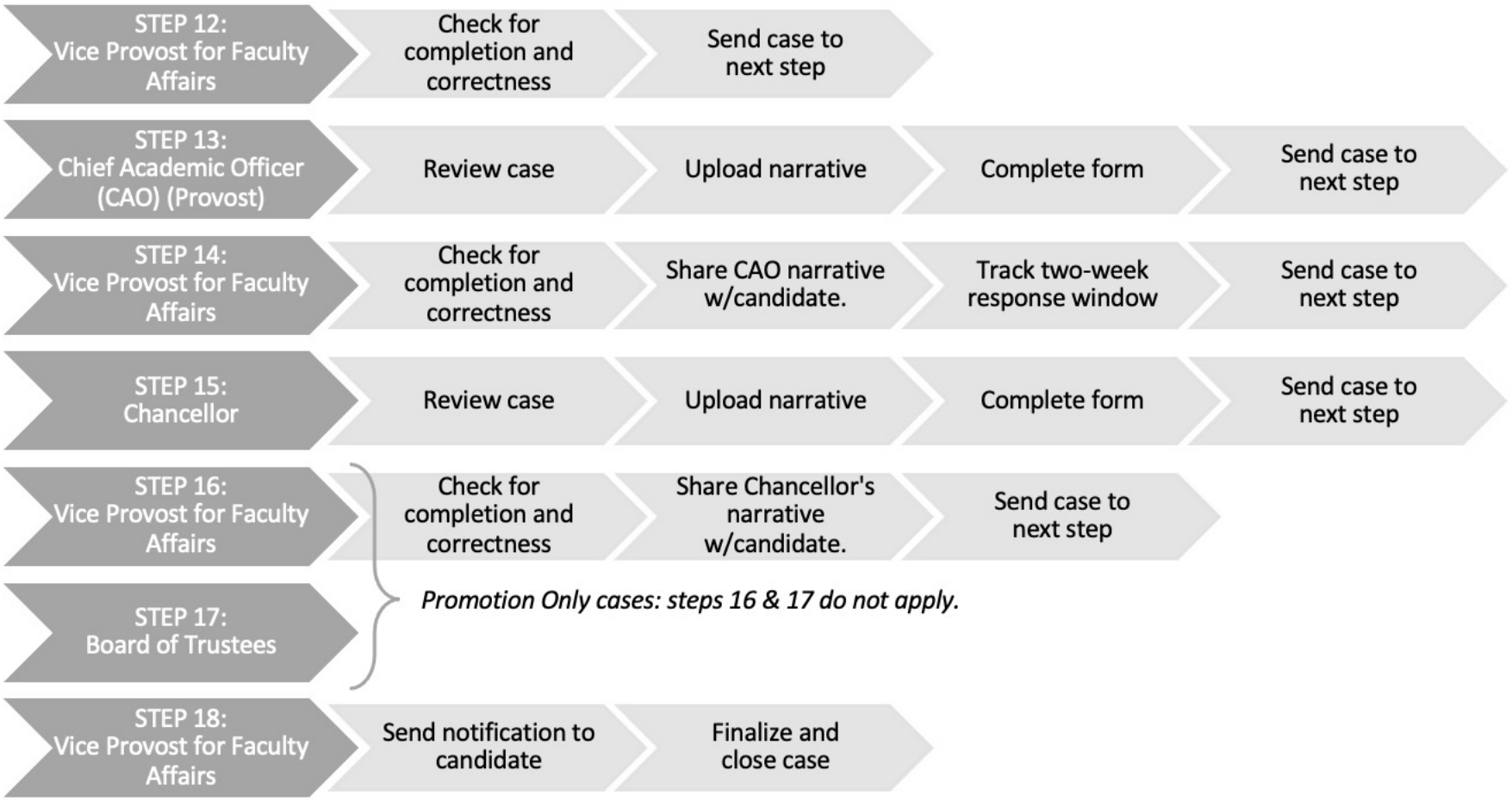


Advance to College Staff Case Facilitator.

College Review



Provost & Chancellor Review



Resources and Help

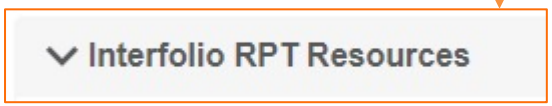
- Interfolio quick link

  http://tiny.utk.edu/interfolio

- Resources

  https://provost.utk.edu/tenure-promotion-unit-head-resources/

  Click on the "Interfolio RPT Resources" dropdown



- Important Dates

Roll Out	May 2
Office Hours	June 1 – August 17 Every Wednesday 2:00 – 3:00 pm
NTTF Promotion	Roll out planned for fall

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!

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