Interfolio P&T Module

Faculty 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 Information System
Lifecycle Management
Data Service
Researchfish

Current & Future Launch

Faculty Search
Review, Promotion & Tenure
Dossier

Our Interfolio URL: https://tiny.utk.edu/interfolio
Variety of local practices that need to be unified so that faculty cases are handled consistently and fairly.

Current practices in Faculty Handbook 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><strong>Candidate</strong></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><strong>Departmental Review Committee (DRC)</strong></td>
</tr>
<tr>
<td>College Staff Case Facilitator (CSCF)</td>
</tr>
<tr>
<td><strong>College Review Committee (CRC)</strong></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>
Workflow
Create and Build Case (Step 0)

Candidate emails DSCF & DH documents for External Evaluators

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 Email DSCF & DH

These 3 steps can be happening simultaneously.
Department Review

**STEP 1:** Department Staff Case Facilitator
- Check for completion and correctness
- Send case to next step

**STEP 2:** College Staff Case Facilitator
- Check for completion and correctness
- Send case to next step

**STEP 3:** Departmental Review Committee (DRC)
- Review case
- Upload narrative
- Complete form
- Send case to next step

**STEP 4:** Department Staff Case Facilitator
- Check for completion and correctness
- Share DRC narrative w/candidate
- Track two-week response window
- Send case to next step

**STEP 5:** Department Head (DH)
- Review case
- Upload narrative
- Complete form
- Send case to next step

**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
# College Review

<table>
<thead>
<tr>
<th>STEP 7: College Staff Case Facilitator</th>
<th>Check for completion and correctness</th>
<th>Send case to next step</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 8: College Review Committee (CRC)</td>
<td>Review case</td>
<td>Upload narrative</td>
</tr>
<tr>
<td>STEP 9: College Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
<td>Share CRC narrative w/candidate</td>
</tr>
<tr>
<td>STEP 10: Dean</td>
<td>Review case</td>
<td>Upload narrative</td>
</tr>
<tr>
<td>STEP 11: College Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
<td>Share Dean's narrative w/candidate</td>
</tr>
</tbody>
</table>
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
Candidate Perspective
Candidate Receives Email

Your tenure and promotion case has been created

To: Kelly, Diane

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

VIEW CASE

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
Candidate Adds Files

Packet View
Candidate Adds Files
Candidate Adds Files
Success!

Candidate Adds Files
Candidate View

Preview Packet
Packet View

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
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., August 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?

Assistant 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

Return to Previous View
Candidate Submits
Candidate Submits
Candidate Submits
Meanwhile …

Department Head is Soliciting External Letters
Department Head’s View
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
Toole 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/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., August 1, 2018)
08/01/2018

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

What is your current 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?
2000

Return to Previous View
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
- 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 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 9-10 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 chief academic officer may ask the department head to solicit additional letters in order to meet the typical 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 to 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
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- 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 *  
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

deianek@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 we 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!
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

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Requested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential Evaluation</td>
<td>The University of Tennessee - Knoxville</td>
</tr>
</tbody>
</table>

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

An evaluation has not yet been added in response to this request.

Submit
External Reviewer View
External Reviewer View
External Reviewer View

Confidential Evaluation Request for

Alyssa Thom

Thank you for submitting your evaluation.
If you have any questions, please contact aorrissa@tennessee.edu.
Back to Department Head’s View
The DH will inform the Department Staff Case Facilitator (outside the system) once the External Evaluations section is complete so they can move the case forward.
Candidate emails DSCF & DH documents for External Evaluators

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 Email DSCF & DH

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

<table>
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<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>Step 1</td>
<td>Department Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
<td>Send case to next step</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 2</td>
<td>College Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
<td>Send case to next step</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 3</td>
<td>Departmental Review Committee (DRC)</td>
<td>Review case</td>
<td>Upload narrative</td>
<td>Complete form</td>
<td>Send case to next step</td>
<td>Send case to next step</td>
<td></td>
</tr>
<tr>
<td>Step 4</td>
<td>Department Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
<td>Share DRC narrative w/candidate</td>
<td>Track two-week response window</td>
<td>Send case to next step</td>
<td>Send case to next step</td>
<td></td>
</tr>
<tr>
<td>Step 5</td>
<td>Department Head (DH)</td>
<td>Review case</td>
<td>Upload narrative</td>
<td>Complete form</td>
<td>Send case to next step</td>
<td>Send case to next step</td>
<td></td>
</tr>
<tr>
<td>Step 6</td>
<td>Department Staff Case Facilitator</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>Send case to next step</td>
<td>Send case to next step</td>
<td></td>
</tr>
</tbody>
</table>

*See “Department Head Narrative Flowchart” handout for details
Status of Case
Department Review Committee (DRC) View
Step 3
DRC Members Receive Email

The University of Tennessee - Knoxville <noreply@interfolio.com>

To review

To: Frymier, Paul

If there are problems with how this message is displayed, click here to view it in a web browser.

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
DRC Member View

Alyssa Thom

Unit: Chemical Engineering

Template: AY 22-23 Department Promotion & Tenure Template

Status

Cases

Search case materials by title

Expand All  Collapse All

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
**DRC Member View**

**Case Details**

**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 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.
DRC Form 1/4

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 99.

For

Against

Abstain

Recuse
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? *
- Yes
- No

* If yes, please attach with committee report.
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
DSCF Sends Report to Candidate

- 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.

- Department Head's Recommendation

- College or Intercollegiate Promotion and Tenure Committee Recommendation

- Dean's Recommendation
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/](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
Department Head’s View

Scroll down to access Internal Sections.

<table>
<thead>
<tr>
<th>Home</th>
<th>Faculty Search</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Review, Promotion and Tenure

Cases

Unit
Chemical Engineering

Template
AY 22-23 Department Promotion & Tenure Template

Status

Case Materials

Case Details

Search case materials by title

Read Case

Expand All
Collapse All

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
Click here to access DRC report and voting form.

Click here to view letters.

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)
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

Alyssa Thom

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. Once completed by the assigned user, the Committee Manager or Administrator can select to email the form as a requirement for a user.

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 Recommendation

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

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

Submit Form  Save Responses  Return to Case
Department Head’s View

Alyssa Thom

Unit
Chemical Engineering

Template
AY 22-23 Department Promotion & Tenure Tenure

Case Materials Case Details

Reviewing as
Abebe Rorissa

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. [https://provost.utk.edu/tenure-promotion-unit-head-resources/]
Step 6: DSCF Shares DH Report

**STEP 5: Department Head (DH)**
- Review case
- Upload narrative
- Complete form
- Send case to next step

**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 CH's minutes
with Candidate & DRC

Two week response time begins.

Continue

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

DRCC

Responds

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

Candidate

Share response w/ Candidate

New two-week response time begins

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

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

Select file to share.
Candidate’s View

(Still Step 6)
Candidate & DRC Receives Email

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
Candidate’s View

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

- Departmental Review Committee Report_Interfolio Test
  - 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

- Department Head's Recommendation_Interfolio Test
  - Copy to Dossier
  - Download

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

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

Alyssa Thom has responded to the files you shared.

VIEW FILES

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

<table>
<thead>
<tr>
<th>STEP 7: College Staff Case Facilitator</th>
<th>Check for completion and correctness</th>
<th>Send case to next step</th>
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<tr>
<td>STEP 8: College Review Committee (CRC)</td>
<td>Review case</td>
<td>Upload narrative</td>
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<td>STEP 9: College Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
<td>Share CRC narrative w/candidate</td>
</tr>
<tr>
<td>STEP 10: Dean</td>
<td>Review case</td>
<td>Upload narrative</td>
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<tr>
<td>STEP 11: College Staff Case Facilitator</td>
<td>Check for completion and correctness</td>
<td>Share Dean's narrative w/candidate</td>
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</tbody>
</table>

Preview Process Repeats
Provost & Chancellor Review

**STEP 12:** Check for completion and correctness
Send case to next step

**STEP 13:** Review case
Upload narrative
Complete form
Send case to next step

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

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

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

**STEP 17:** Promotion Only cases: steps 16 & 17 do not apply.

**STEP 18:** 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
  
  Check Interfolio RPT Resources

• Important Dates

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