UTK Faculty Development Leave in Interfolio
Case Facilitator Submission Instructions

1. Log into Interfolio at tiny.utk.edu/interfolio.
2. Under “Review, Promotion, and Tenure – Cases” select the option to create a case in the upper right corner.

3. Enter the appropriate faculty member and your unit (dept/college) name.

4. Select the appropriate template for your area

5. Select Case Step 4 – “Case Review Steps” – on the right of the page

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6. To enter the correct reviewer(s) at each step, select “edit”.

7. Select the option to “add members”

8. Search for the appropriate individual(s) to be added at that step and select “+Add”. Repeat until everyone has been added.

   a. A chair will need to be designated at each step, even if there is only one person in the step.

9. Return to case review steps.
10. This process will need to be completed at the following steps:

1 – Departmental Case Facilitator
2 – Dept/College Review
3 – Department Head Review
4 – College Case Facilitator
5 – Dean Review
7 – Faculty FDL Report (Faculty receiving leave)
8 – Department Head FDL Report Review (Department Head)
9 – College FDL Report Review (Dean/Associate Dean)

11. Once each step has been entered, select “continue.” Review the case summary and return to case in the top right corner.

12. Select the option “Send Case – Notify Candidate” to notify the faculty. This will route the case to the faculty for the upload of materials and complete the necessary forms.