

How to Create an Emeritus Case in Interfolio

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

The University of Tennessee - Knoxville >


Cases

Search cases

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

Add New Case

Selected Candidate *

 Jennifer Western
jedwar75@tennessee.edu

[Change selected candidate](#)

Will the candidate be involved in this evaluation? *

This setting cannot be changed after this step. [Learn more about candidate involvement.](#)

Yes, the candidate will be involved during the case.

No

Unit for Case *

Please select an organizational unit for this case.

The University of Tennessee - Knoxville
Knoxville Academic Units
College of Architecture and Design
School of Architecture
School of Design
School of Interior Architecture
School of Landscape Architecture
College of Arts and Sciences

4. Select the appropriate template for your area.

 Emeritus Request (Colleges with Departments) Template for request emeritus status for retiring faculty.	Preview
 Emeritus Request (Colleges W/O Dept) Template for request emeritus status for retiring faculty.	Preview

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

Creating a Case

- 1 Case Information
- 2 Candidate Requirements
- 3 Internal Case Sections
- 4 Case Review Steps**
- 5 Case Summary

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

1 Department Recommendation [Edit](#) | [Delete](#)

Academic Level:

Emeritus DH (0)

Includes Instructions No Required Documents 1 Required Form

7. Select the option to “add members”

▼ Department Head (Emeritus Case) Options ▾

Ad Hoc Committee (0)

[Manage Members](#) [Instructions](#) [Required Documents](#) [Required Forms](#) [Settings](#)

No Members

[Add Members](#)

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

Add Members ✕

🔍 finnegan Sort By Name ▾ 👤 New

First Name	Last Name	Email	
Melanie	Finnegan	mdixon@tennessee.edu	+ Add

Close

- a. You will need to "star" a chair, even if only one individual is at this step. This person will be required to complete the form.
9. Return to case review steps
 10. This process will need to be completed at each case review step ***prior to the Faculty Affairs Review Step.***
 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.