NTTF Promotion Interfolio Case Review Steps

Colleges without Departments

CASE CREATION:
College Staff Case Facilitator
- Create case
- Notify candidate
- Upload documents & lock dean sections
- Optional external evaluation process
- Candidate begins building dossier

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

STEP 1:
College Staff Case Facilitator
- Review for completion and correctness
- Send case to next step

STEP 2:
College Review Committee (CRC)
- Review case
- Upload narrative
- Complete form
- Send case to next step

STEP 3:
College Staff Case Facilitator
- Review for completion and correctness
- Share CRC narrative w/candidate
- Track two-week response window
- Send case to next step

STEP 4:
Dean
- Review case
- Upload narrative
- Complete form
- Send case to next step

STEP 5:
College Staff Case Facilitator
- Review for completion and correctness
- Share Dean’s narrative w/candidate
- Track two-week response window
- Send case to next step

STEP 6:
Faculty Affairs Office
- Review for completion and correctness
- Send case to next step

STEP 7:
Provost
- Review case
- Upload narrative
- Complete form
- Send case to next step

STEP 8:
Faculty Affairs Office
- Send notification to candidate
- Finalize and close case

These 3 steps can be happening simultaneously.