Periodic Post-Tenure Performance Review (PPPR)

A Session for Reviewees and Reviewers

Diane Kelly | Vice Provost for Faculty Affairs | dianek@utk.edu
What is PPPR?

- Periodic Post-Tenure Performance Review (PPPR) is part of BT0006 Policies Governing Academic Freedom Responsibility and Tenure.
- UTK is required to conduct these reviews to comply with Board of Trustees (BT) policy.
- This is the third time PPPR has been conducted at UTK.
What is PPPR?

Each tenured faculty member must undergo some form of **comprehensive review** no less often than every six years.

UTK has an obligation to have all faculty on a six-year (or less) cycle by 2026.

A faculty member who serves in a majority administrative appointment is not eligible.

A faculty member who submits a written and binding commitment to retire no later than on year after the year in which the PPPR was scheduled is not eligible.
What is considered in PPPR?

- **Faculty member provides**
  - CV (or Elements reports)
  - 2-page narrative that reviews accomplishments during the review period and future plans

- **Department head provides**
  - TN Voice results (Spring 2020 only if used in Fall 2020 APRR)
  - Performance expectations from bylaws
  - Peer teaching observation (if any have been conducted)

- **Provost’s Office provides**
  - last six APPRs
# Structure of Narrative (Example)

<table>
<thead>
<tr>
<th>Opening Paragraph</th>
<th>Introduction of major areas of responsibility and accomplishments during review period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragraphs 2+</td>
<td>“Detailed” overview of each area of responsibility and major accomplishments.</td>
</tr>
<tr>
<td>Closing Paragraph</td>
<td>Works-in-progress and future goals for next six-year review period.</td>
</tr>
</tbody>
</table>
What is the review period?

Six Academic Years

- 2016-2017
- 2017-2018
- 2018-2019
- 2019-2020
- 2020-2021
- 2021-2022
Who forms the PPPR Committee?

Each PPPR committee includes three members:

- Department Colleague
- Committee Chair
- Third Member

All members must be tenured full-time faculty members who are at the same or higher rank as the faculty member being reviewed.
What is the PPPR Committee’s Charge?

(1) Reviews materials.
(2) Holds meeting and anonymous vote.
(3) Decides if faculty member’s performance:
   - Satisfies Expectations for Rank
   - Does Not Satisfy Expectations for Rank
(4) Creates narrative explaining decision.
(5) Tracks time spent conducting review.
What is the PPPR Committee’s Charge?

- Find evidence of continuing professional growth.
- Committee must be fair and objective.
- Review is to be based on documents provided.
- All information derived from documents and all discussion is to be held in strictest confidence.
Example 1
Major responsibilities are research and teaching.

Example 2
Has been an effective department head until 2018.

Example 3
In every evaluation period, Dr. Shark’s performance rating has been exceeded or far exceeded expectations.
As the only tenured professor of Zoology at UT, Professor Sunshine has had extraordinary demands on her time since earning tenure. She has met those demands with uniform excellence. During the period under review, Professor Sunshine has excelled in research, teaching, and service. She has distinguished herself as a scholar of zoological management and education. Besides speaking at universities internationally since publishing her first book, she has published two peer-reviewed essays from her second book (in progress), with another forthcoming this year. She has also delivered eleven public lectures, two peer-reviewed conference papers, and nine invited workshop presentations based on her research for this book. She has won several research-related awards, including a Canadian Foundation Research Fellowship, a UT Professional and Scholarly Development Award, and the Chancellor’s Grant for Faculty Research Award. She also serves regularly as a peer reviewer for top journals in her field. Her teaching is similarly impressive. She has earned high TNVoice scores (mid- to high 4s) and advised numerous honors theses, several of which have won awards. She chaired the animal services program (2015-2021) and the undergraduate certificate in zoological studies (2016-2019, 2020-2021).
## What are the steps and timeline?

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 21</td>
<td>Provost Selects Faculty for Review and Appoints Review Committees</td>
</tr>
<tr>
<td>December 16</td>
<td>Faculty (CV, Narrative)</td>
</tr>
<tr>
<td>December 16</td>
<td><strong>Dept Head</strong> (Bylaws, TNVoice Reports, Peer Observations)</td>
</tr>
<tr>
<td>December 16</td>
<td>Provost’s Office (APPRs)</td>
</tr>
<tr>
<td>January 13 – March 10</td>
<td>Review Committees Evaluate; Committee Chairs Complete Evaluation Form</td>
</tr>
<tr>
<td>March 27</td>
<td>Faculty Response (14 days)</td>
</tr>
<tr>
<td>March 27</td>
<td>Dept Head Response (14 days)</td>
</tr>
<tr>
<td>April 10</td>
<td>Dean Response (14 days)</td>
</tr>
<tr>
<td>April 24</td>
<td>Faculty Response (14 days)</td>
</tr>
<tr>
<td>Late-May</td>
<td>Provost Finalizes Review</td>
</tr>
</tbody>
</table>
How do I submit? PPPR System
Faculty Reviewees
How will I know when my case is ready?

The “View Case” link is only active for 30 days. You can log in directly to Interfolio at any time to work on your case: https://tiny.utk.edu/interfolio

You’ve got (e)mail!

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

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.
# Interfolio Home Screen

**My Tasks**

<table>
<thead>
<tr>
<th>Title</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Diane Kelly</strong></td>
<td></td>
</tr>
</tbody>
</table>
Periodic Post-Tenure Performance Review Screen: Faculty Packet Overview
Periodic Post-Tenure Performance Review
Screen: Faculty Packet
Overview

1- Periodic Post-Tenure Performance Review (PPPR)

Documents Provided by the Faculty Member Undergoing Review
Not Yet Submitted Unlocked

Documents Provided by Department
Not Yet Submitted Unlocked

Documents Provided by Faculty Affairs
Not Yet Submitted Unlocked

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate’s Packet Guide.
Periodic Post-Tenure Performance Review
Screen: Faculty Packet Overview

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet.

To learn more, read the Candidate's Packet Guide.

Documents Provided by the Faculty Member Undergoing Review
Not Yet Submitted Unlocked

- CV or Elements Report: 1 required
- Narrative: 1 required
- PPPR Faculty Form: 6 required

Documents Provided by Department
Not Yet Submitted Unlocked

- Expectations of Rank from Unit Bylaws: 1 required
- End of Course Survey Forms (TnVoice): 1 required
- Peer Teaching Evaluations: 0 required

Documents Provided by Faculty Affairs
Not Yet Submitted Unlocked

- Faculty APPR Materials: 1 required
Periodic Post-Tenure Performance Review Screen: Faculty Packet
Documents Provided by the Faculty Member Undergoing Review

CV or Elements Report 1 required, 0 added

Please upload a current CV or an Elements report covering the review period. This review period is the 2016-2017 academic year through the 2021-2022 academic year.

No files have been added yet.

Narrative 1+ required, 0 added

Please upload a narrative, not to exceed two pages, describing your milestone achievements and accomplishments for the review period as well as your goals for the next review period.

If this is not your first PPPR, please also upload a copy of the narrative you submitted as part of your previous PPPR.

No files have been added yet.

PPPR Faculty Form 6 required questions,

This form has not been completed.
### Periodic Post-Tenure Performance Review

#### Screen: Faculty Packet

<table>
<thead>
<tr>
<th>Documents Provided by Department</th>
<th>Not Yet Submitted</th>
<th>Unlocked</th>
<th>Submit</th>
<th>0 of 2</th>
<th>Required Files</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expectations of Rank from Unit Bylaws</strong></td>
<td>1 required, 0 Added</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please only include the section of your bylaws that describes the expectations for faculty who hold the same rank as the one being reviewed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No files have been added yet.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>End of Course Survey Forms (TNVoice)</strong></td>
<td>1 required, 0 Added</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No files have been added yet.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Peer Teaching Evaluations</strong></td>
<td>0 Added</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: If the faculty member has not received a peer teaching evaluation during the review period, it is not necessary to conduct one.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No files have been added yet.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documents Provided by Faculty Affairs</th>
<th>Not Yet Submitted</th>
<th>Unlocked</th>
<th>Submit</th>
<th>0 of 1</th>
<th>Required Files</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty APPR Materials</strong></td>
<td>1 required, 0 Added</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No files have been added yet.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Adding Files

1- Periodic Post-Tenure Performance Review (PPPR)

Unit: Provost Office
Type: Review
Packet Deadline Type: Hard Deadline
Packet Due Date:

Overview Packet

Documents Provided by the Faculty Member Undergoing Review

CV or Elements Report 1 required, 0 Added
Not Yet Submitted Unlocked

Please upload a current CV or an Elements report covering the review period. This review period is the 2016-2017 academic year through the 2021-2022 academic year.

No files have been added yet.

Narrative 1+ required, 0 Added

Please upload a narrative, not to exceed two pages, describing your milestone achievements and accomplishments for the review period as well as your goals for the next review period.

If this is not your first PPPR, please also upload a copy of the narrative you submitted as part of your previous PPPR.

No files have been added yet.

PPPR Faculty Form 6 required questions,

This form has not been complete.

0 of 2 Required Files

Submit Add

Add
Adding Files

Select Add New File
Adding Files

Documents Provided by the Faculty Member Undergoing

Review

Not Yet Submitted

CV or Elements Report: 1 required, 1 Added

Please upload a current CV or an Elements report covering the review period. This review period is the 2016-2017 academic year through the 2021-2022 academic year.

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>sample_cv</td>
<td>Added</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oct 25, 2022</td>
<td></td>
</tr>
</tbody>
</table>

Narrative: 1 required, 6 Added

Please upload a narrative, not to exceed two pages, describing your milestone achievements and accomplishments for the review period as well as your goals for the next review period.

If this is not your first PPPR, please also upload a copy of the narrative you submitted as part of your previous PPPR.

No files have been added yet.

PPPR Faculty Form: 6 required questions,

This form has not been complete.

[Submit]
First and Last Name *
Diane Kelly

College *
Communication and Information

Department *
Information Sciences

Current Rank *
Professor

Years at Rank *
10

Please estimate the amount of time you spent on this review in half hour increments. Please enter this value in minutes (e.g. 30, 60, 90) and only enter a numeric value in the box. *
90
Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate’s Packet Guide.

### Documents Provided by the Faculty Member Undergoing Review

<table>
<thead>
<tr>
<th>Type</th>
<th># Required</th>
<th># Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV or Elements Report</td>
<td>1 required</td>
<td>1</td>
</tr>
<tr>
<td>Narrative</td>
<td>1 required</td>
<td>1</td>
</tr>
<tr>
<td>PPPR Faculty Form</td>
<td>0 required</td>
<td>0</td>
</tr>
</tbody>
</table>

### Documents Provided by Department

<table>
<thead>
<tr>
<th>Type</th>
<th># Required</th>
<th># Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expectations of Rank from Unit Bylaws</td>
<td>1 required</td>
<td>0</td>
</tr>
<tr>
<td>End of Course Survey Forms (T/N/voice)</td>
<td>1 required</td>
<td>0</td>
</tr>
<tr>
<td>Peer Teaching Evaluations</td>
<td>0 required</td>
<td>0</td>
</tr>
</tbody>
</table>
Submitting Your Files
Submitting Your Files

1- Periodic Post-Tenure Performance Review (PPPR)

Documents Provided by the Faculty Member Undergoing Review

Locked

Submitted

Preview

2 of 2 Required Files
Submission Notes

- Individual file names should match the name of the section it is being uploaded to and should include any necessary identifying information
  - E.g., "Candidate's CV").
  - Individual file names will become the bookmark names in the final packet.
- There are no specific requirements with respect to document formatting.
  - Avoid decorative fonts and font sizes that are excessively small or large.
    Fonts such as Times New Roman and Calibri and sizes such as 11 and 12 are good choices.
  - Page numbering is not longer necessary, thanks to Interfolio's automatic organization.
Viewing Your Packet

1- Periodic Post-Tenure Performance Review (PPPR)

Overview

- Documents Provided by the Faculty Member Undergoing Review
- Submitted Locked

2 of 2 Required Files
# Timeline & Faculty Response

<table>
<thead>
<tr>
<th>October 21</th>
<th>December 16</th>
<th>January 13 – March 10</th>
<th>March 27</th>
<th>April 10</th>
<th>April 24</th>
<th>Late-May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost Selects Faculty for Review and Appoints Reviews Committees</td>
<td><strong>Faculty</strong> (CV, Narrative)</td>
<td>Review Committees Evaluate; Committee Chairs Complete Evaluation Form</td>
<td><strong>Faculty Response</strong> (14 days)</td>
<td><strong>Dean Response</strong> (14 days)</td>
<td><strong>Faculty Response</strong> (14 days)</td>
<td>Provost Finalizes Review</td>
</tr>
<tr>
<td><strong>Dept Head</strong> (Bylaws, TNVoice Reports, Peer Observations)</td>
<td>Dept Head Response (14 days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Provost’s Office</strong> (APPRs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Timeline:**
- October 21: Provost Selects Faculty for Review and Appoints Reviews Committees
- December 16: Faculty (CV, Narrative)
- January 13 – March 10: Review Committees Evaluate; Committee Chairs Complete Evaluation Form
- March 27: Faculty Response (14 days)
- April 10: Dean Response (14 days)
- April 24: Faculty Response (14 days)
- Late-May: Provost Finalizes Review
Faculty Review of PPPR Report & Response

The “View Case” link is only active for 30 days. You can log in directly to Interfolio at any time to work on your case: https://tiny.utk.edu/interfolio

You’ve got (e)mail!
Submitting an Optional Response to Review

Clicking on the link in the email takes you to this view. You can also log in to Interfolio and view the file and submit a response.
PPPR Committees
How will I know when cases are ready for my review?

You can log in directly to Interfolio at any time to work on your cases:
https://tiny.utk.edu/interfolio
Step 1: View Faculty Case Materials
Step 2: View Committee Page

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.
Diane Kelly

Step 2: View Committee Page

Instructions

Review Due Date: March 10, 2023

The PPPR Committee is charged with assessing the faculty member's performance during the review period and determining whether the faculty member's performance satisfies the expectations for the faculty member's discipline and academic rank. The review period covers the 2016-2017 academic year through the 2021-2022 academic year.

- The PPPR Committee's voting must be conducted by anonymous ballots. All conclusions and recommendations shall be adopted upon the vote of a simple majority of the PPPR Committee.

- No member of the PPPR Committee may abstain or recuse themselves from voting.

- Based on the judgment of its members, the PPPR Committee must conclude either: (1) That the faculty member's performance satisfies the expectations for the faculty member's discipline and academic rank, or (2) That the faculty member's performance does not satisfy the expectations for the faculty member's discipline and academic rank.

Each committee is also responsible for:

- Providing a narrative summary describing their deliberations and decision. In cases where there is a dissenting vote, the reason for the dissenting vote.

- Keeping track of the time they spent on the review and submitting the total time as part of the review.

- Identifying any incongruences between the faculty member's performance and their annual evaluations.

The committee can also:

- Provide a statement of additional concerns or actions recommended.

- Recognize areas of extraordinary contribution or performance.

Required Items

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Assignee</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPPR Review Committee Form</td>
<td>Committee Managers</td>
<td>Manage Respondents</td>
</tr>
<tr>
<td></td>
<td>Diane Kelly</td>
<td>Fill Out Form</td>
</tr>
</tbody>
</table>

Committee Members (1)
Step 3: Committee Chair Completes Form

PPPR Review Committee Form

Votes
Please record the number of votes for each option below, even if the number of votes is zero.

Satisfies expectations for discipline and academic rank.

Does not satisfy expectations for discipline and academic rank.

Rationale for Decision
Please provide a rationale for the committee's decision below. The rationale should be about 300-500 words in length and reflect the committee's deliberations.

Optional Observations

Statement of any incongruences observed between the faculty member's performance and their annual evaluations.

Statement of any additional concerns or actions recommended.

Areas of extraordinary contribution or performance.

Total hours spent by the committee reviewing this case

Submit Form  Save Responses  Return to Case
Step 4: Committee Chair Sends Case Forward

Default message is fine. We welcome positive affirmations.

Must complete!
Department Head and Dean Review
Department Head & Dean Review

Step 0: You’ve got (e)mail! Click on email link or go to https://tiny.utk.edu/interfolio

Step 1: View faculty Case Materials (default tab; can also click Read Case).

Step 2: View PPPR Report (scroll down; see next slide).

Step 3: Select Case Details tab to submit your review.
Department Head & Dean Review

Step 0: You’ve got (e)mail!
Click on email link or go to https://tiny.utk.edu/interfolio

Step 1: View faculty case materials (can click Read Case).

Step 2: View PPPR Report (scroll down!).

Step 3: Select Case Details tab to submit your review.
Department Head & Dean Review

Step 0: You’ve got (e)mail! Click on email link or go to https://tiny.utk.edu/interfolio

Step 1: View faculty Case Materials (default tab; can also click Read Case).

Step 2: View PPPR Report (scroll down; see next slide).

Step 3: Select Case Details tab to submit your review.
Step 3: Complete and Submit Form

Diane Kelly

Unit: Provost Office
Template: 1-Periodic Post-Tenure Performance Review (PUPP)
Status: Select Status

Case Materials: Case Details

Reviewing as: Dept Head

Required Items
All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Assignee</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPPR Department Head Form</td>
<td>Committee Managers</td>
<td>Manage Respondents</td>
</tr>
<tr>
<td>2 required questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPPR Department Head Form</td>
<td>Diane Kelly (You)</td>
<td>Fill Out Form</td>
</tr>
<tr>
<td>2 required questions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Committee Members (1)
Step 3: Complete and Submit Form

PPPR Department Head Form

Please select one option below:

- [ ] I accept the PPPR Committee's conclusion regarding the faculty member's performance.
- [ ] I reject the PPPR Committee's conclusion regarding the faculty member's performance.

Optional Response to PPPR Committee Report

This section is not required, but feel free to use this space to provide a response to the PPPR Committee report.

Please estimate the amount of time you spent on this review in half-hour increments. Please enter this value in minutes (e.g., 30, 60, 90) and only enter a numeric value in the box. *
Step 3: Complete and Submit Form

Dean Form

PPPR Dean Form

PPPR form for Dean Review

Please select one option below:

☐ I accept the PPPR Committee’s conclusion regarding the faculty member’s performance.

☐ I reject the PPPR Committee’s conclusion regarding the faculty member’s performance.

Supporting Reason(s) for Decision (if needed)

If the PPPR Committee report is not unanimous, or if you do not accept the PPPR Committee’s determination, then please provide a rationale for your decision below. This rationale is required if either condition is met. You are also free to use this space to provide additional comments about this faculty member’s performance.

Please estimate the amount of time you spent on this review in half-hour increments. Please enter this value in minutes (e.g., 30, 60, 90) and only enter a numeric value in the box.

Submit Form  Save Responses  Return to Case
Step 4: Department Head and Dean Send Case **Forward**

Default message is fine.
We welcome positive affirmations.

**Must complete!**
## What are the steps and timeline?

<table>
<thead>
<tr>
<th>October 21</th>
<th>December 16</th>
<th>January 13 – March 10</th>
<th>March 27</th>
<th>April 10</th>
<th>April 24</th>
<th>Late-May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost Selects Faculty for Review and Appoints Reviews Committees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty (CV, Narrative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept Head (Bylaws, TNVoice Reports, Peer Observations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost’s Office (APPRs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Committees Evaluate; Committee Chairs Complete Evaluation Form</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Response (14 days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept Head Response (14 days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean Response (14 days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Response (14 days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost Finalizes Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Resources

Periodic Post-Tenure Performance Reviews

Each tenured faculty member must undergo Periodic Post-Tenure Performance Review (PPPR) no less often than every six years following a comprehensive review (e.g., promotion review, EPPR). Further details about this process can be found in the UTK Faculty Handbook:

UT Knoxville Procedures for Periodic Post-Tenure Performance Review

https://provost.utk.edu/pppr/
Getting Assistance

• Find out who in your department and/or college is responsible for managing Interfolio cases.

• Visit the Faculty Affairs Office Hours:
  • Every Tuesday 10:00-11:00 AM
  • Every Wednesday 2:00-3:00 PM
  • Email vpfacultyaffairs@utk.edu to get the Zoom link
The amazing Faculty Affairs Academic Personnel Service Team!

Melanie Finnegan
Director of Academic Personnel Services
Melanie serves to oversee key processes and actions related to faculty, including hiring, review, as well as tenure and promotion.

Jenn Western
Academic Personnel Specialist
Jenn serves as the internal and external point of contact for scheduling for the vice provost for faculty affairs, and assists the Faculty Affairs team with faculty employment action processes.

Alyssa Thom
Academic Personnel Specialist
Alyssa serves as the point contact for processing faculty appointments, non-tenure track and UTIA searches in Interfolio, and other faculty employment actions, as well as data tracking and projects.
Questions?