

1 - AY 23-24 Promotion Only Template (Colleges w/ Departments)

Unit	Type	Packet Deadline Type	Packet Due Date
Provost Office	Promotion	Soft Deadline	

Overview

Packet

☐

Expand All

☐

Collapse All

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▼

Start Here: Click the "Packet" tab above and complete Instructions and Guidelines Section

0 of 0

Required Files

Not Yet Submitted

Unlocked

GENERAL INSTRUCTIONS

Congratulations on reaching this step in your career! You are now ready to assemble your dossier for review. Please review the following instructions before getting started. Once you've reviewed these instructions, you will need to complete the acknowledgement form found at the bottom of this section. After you've done this, you should speak with your department head and administrative support staff to learn about internal workflows, expectations, and deadlines, including for materials that will be shared with external reviewers.

Dossier Overview

- The sections below form the main part of your dossier. The sections for which you are responsible are labeled, "Provided by Faculty." The sections for which your unit's administrators are responsible are labeled, "Provided by Administrator."
- Required sections are marked. Some optional sections might be required if you have accomplishments to report (e.g., optional indicators of excellence). Some optional sections are not relevant to all faculty (e.g., administrative memos).
- Your college and/or department might require additional items. Please check with your unit's administrative staff about any additional requirements. There is a special section for these items.
- When you are ready to share an individual section of your dossier with your unit's administrative staff to check, you will need to press the "Submit" button for the section. Please confirm with your unit's administrative staff about when and how they would like you to share sections with them (piecemeal or all at once).
- Once you submit a section for review you will not be able to edit it until your unit's administrators send it back to you.
- Once your unit's administrator determines your dossier is complete, you will need to complete the Candidate Signature Statement. They will then forward it to Faculty Affairs who will start the internal review process.
- You will be notified by email as your case moves through the review process. Each internal review will be shared with you, and you will have the option to upload a response to Interfolio.

Interfolio Quick Guide

- The default screen when you first log in ("Overview") provides a dashboard of the items you need to provide and visual indicators of your progress. The visuals are not always helpful since they will show optional items as being complete.
- The "Packet" view (see "Packet" tab next to "Overview" tab) provides more information about what is needed in each section and allows you to upload files (if you are reading this you are in the "Packet" view). We recommend you work in the "Packet" view. You will need to change to this view each time you log in since "Overview" is the default view. Clicking on "Edit" will also take you to the "Packet" view.
- The "Preview Packet" button will compile all the files you upload into a single document and launch a PDF-type viewer. From this viewer, you can download a copy of your packet.
- As you work, you can change the state of a section from "Unlocked" to "Locked" by clicking on the unlocked/locked button, which toggles between the two states. Locking a section temporarily changes the section to read-only.

Formatting Guidelines

- Use a standard font type and size.
- Use the section headings and/or sub-headings listed below in the documents you upload.
- You do not need to add page numbers as these will be added when all your materials are compiled into the final packet.
- PDFs work best, but you can also use other file formats.
- Clearly name your files as file names will become bookmarks in the final packet.

Special Note: Materials that should not be included in the dossier unless permission has been granted by your Dean.

The dossier should *not* contain the following items unless unusual circumstances prevail and the materials are necessary for making an assessment and recommendation. (This judgment shall be made by the dean.):

- Evaluative statements written by the candidate, other than the required statements at the head of each factual section of the dossier;
- Statements about a candidate's personal life unless they are germane to the quality of the candidate's work;
- Letters of appreciation or thanks except when they include an explanation of the contribution made to teaching, research/scholarship/creative activity, or service;
- Course syllabi, outlines, and other course materials; course evaluation forms.

Questions?

If you have questions or need help, please contact the administrative support staff in your department. You will also find resources at the [Faculty Affairs website](#) and a list of workshops that might be useful to you. You can find further guidance on the Promotion and Tenure review process in the [Faculty Handbook](#).

Promotion and/or Tenure: Instructions and Guidelines 1 required questions,

Fill Out Form

This form has not been completed.

✓ Cover Sheet (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

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Required Files

Promotion and/or Tenure - Cover Sheet 9 required questions,

Fill Out Form

This form has not been completed.

▼

Early Consideration, Suspension, Extension and Other Memos

(Provided by Faculty and/or Administrator - Optional)

Not Yet Submitted Unlocked

Submit

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Required Files

■

If your case is being considered **early**, please upload the approval memo.

■

If you received one or more **suspensions** to your tenure clock, please upload the approval memo(s).

- If you received one or more **extensions** to your tenure clock and have taken at least one year of extension, please upload the approval memo(s).
- If you were granted an extension, but are not using it, then you do **not** need to upload the memo.
- If there are other administrative memos or documents related to your case, they can also be uploaded here.

Early Consideration Memo 0 Added

Add

No files have been added yet.

Suspension Memo(s) 0 Added

Add

No files have been added yet.

Extension Memo(s) 0 Added

Add

No files have been added yet.

Other Memos 0 Added

Add

No files have been added yet.

Additional Documents 0 Added

Add

No files have been added yet.

Statement of Responsibilities, Criteria Statements, and Other Documentation (Provided by Administrator)

Not Yet Submitted

Unlocked

Submit

0 of 2

Required Files

Statement of Responsibilities 1 required, 0 Added

Add

PROVIDED BY ADMINISTRATOR

The department head, in consultation with the faculty member, shall prepare a statement of the candidate's responsibilities. It is recommended that the statement be composed within the first six months of employment and updated annually. The statement should describe the areas of responsibility assigned to the faculty member in regard to the criteria used in promotion and tenure reviews.

No files have been added yet.

Department and College Statements of Criteria and Expectations 1-3 required, 0 Added

PROVIDED BY ADMINISTRATOR

Each department and college must include a description of the criteria used to appoint and evaluate faculty in their respective units as outlined in the *Faculty Handbook* 3.11.4.

No files have been added yet.

The candidate describes the candidate's teaching philosophy and reflects on teaching ability and effectiveness.

No files have been added yet.

Scheduled Classes Taught and Advising Responsibilities 1 required, 0 Added

Add

A list of courses taught at UTK for each term or semester (including summer term). Include the following information:

- enrollment;
- percent effort for co-taught classes;
- identify honors courses;
- identify clinical assignments or other forms of direct student supervision, if appropriate; and
- list advising responsibilities.

No files have been added yet.

Quantitative End-of-Course Student Surveys 1 required, 0 Added

Add

A concise tabulation of results of end-of-course student surveys or documented evaluation of candidate's programs, activities, and skills. Please use [this template](#) to compile this information.

No files have been added yet.

Peer Review of Teaching Reports 1+ required, 0 Added

Add

Peer review of teaching reports and any other faculty input concerning teaching effectiveness, including any statements from colleagues who have visited the candidate's classroom for the purpose of evaluating teaching, or who are in good position to evaluate fairly and effectively clinical or field assignments or advising. Internal letters about teaching effectiveness should be included in this section.

IMPORTANT! Applicants for tenure are required to have two peer reviews of teaching that have been completed during the probationary period. Applicants for promotion only are required to have one peer review of teaching that has been completed since the last promotion.

No files have been added yet.

Other Indicators of Teaching Quality 0 Added

Add

If any of the items below are part of your accomplishments and activities, this section is required.

- statements from administrators that attest to the candidate's teaching and advising effectiveness;
- other documentation of evidence of teaching and advising effectiveness (e.g., performance of students in subsequent courses, tangible results and benefits);
- honors and awards received for teaching;
- a list of supervised graduate dissertations (or equivalent) required for graduate degrees with types of degrees and years granted;
- membership on graduate degree candidates' committees;
- a list of supervised undergraduate honor theses or research;
- evidence of international or intercultural instructional activities.

No files have been added yet.

Teaching Ability & Effectiveness (Provided by Administrator)

Not Yet Submitted Unlocked

Submit

0 of 0
Required Files

Narrative end-of-course surveys 0 Added

Add

PROVIDED BY ADMINISTRATOR

If a summary of student comments from end-of-course student surveys is included, the summary should be broadly representative of all the student comments received. These comments should be compiled by the department head from standard end-of-course students surveys. Please **DO NOT** upload TNVoice reports or provide a synthesis of the comments. **This section is limited to three pages.**

No files have been added yet.

No files have been added yet.

List of Scholarly Publications and/or Creative Activity 1 required, 0 Added

Add

*Please check with your department and/or college for expectations regarding "standard bibliographic form" below. The Office of the Provost does not require a specific format; we only require that some disciplinary standard format is used (e.g., APA, MLA).

Scholarly Publications

Publications should be listed in standard bibliographic form. Citations should include beginning and ending page numbers or total number of pages, where appropriate. For multiple-authored works, the contribution of the candidate should be clearly indicated (e.g., principal author, supervised person who authored the work, etc.). Publications should be grouped in the following categories and in the order given:

- Articles published in refereed journals;
- Books;
- Scholarly and/or creative activity published through a refereed electronic venue;
- Contributions to edited volumes;
- Papers published in refereed conference proceedings;
- Papers or extended abstracts published in conference proceedings (refereed on the basis of abstract);
- Articles published in popular press;
- Articles appearing in in-house organs;
- Research reports submitted to sponsors;
- Articles published in non-refereed journals;
- Manuscripts accepted for publication (include letters of acceptance).
- Manuscripts submitted for publication (include where and when submitted).

Creative Activity

This section should also document exhibitions, installations, productions, or publications of original works of architecture, dance, design, electronic media, film, journalism, landscape architecture, literature, music, theatre, and visual art. Performance of original dance, literary, musical visual arts, or theatrical works, or works from traditional and contemporary repertoires of the performing arts should be chronicled with critiques.

No files have been added yet.

Projects, Grants, Commissions, and Contracts 0 Added

Add

If this section is relevant to you and part of your accomplishments and activities, it is required.

These should be grouped in the following categories and in the order given:

- Completed;
- Funded and in progress;
- Under review.

For each item, provide the date, title, agency, and amount.

Note that "submitted but not funded" is excluded from the Faculty Handbook as a specific item; check with your college or department about whether you should include this information.

No files have been added yet.

Presentations, Invitations to, and/or Participation in Seminars and Workshops 0 Added

Add

If any of the items below are part of your accomplishments and activities, this section is required.

- Papers Presented at Technical and Professional Meetings
 - List the meeting and paper titles chronologically in standard bibliographic form and indicate whether the candidate was the presenter, whether the paper was refereed, and whether the paper was invited.
- Record of Participation In, and Description of, Seminars and Workshops
 - Provide a short description of the activity, with titles, dates, sponsor, etc. and indicate your role in seminar or workshop (e.g., student, invited participant, etc.)
- Record of Invitations to Conduct Workshops, Master Classes, Seminars, etc. at Other Institutions

No files have been added yet.

Other indicators of research/scholarship/creative activity quality 0 Added

Add

If any of the items below are part of your accomplishments and activities, this section is required.

You may include the following other indicators of quality, as appropriate:

- Other evidence of research or creative accomplishments (patents, new product development, international and intercultural expertise or experience, new art forms, new computer software programs developed, notable citations and / or reviews of creative work or scholarship, etc.);
- Honors or awards for research/scholarship/creative achievement;
- Grants and contracts for instruction or for training programs, with an indication of the candidate's role in preparing and administering the grants and contracts.

No files have been added yet.

▼

Link to External Repository of Scholarly/Creative Works

(Provided by Faculty)

Not Yet Submitted Unlocked

Submit

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Required Files

If you need to include example scholarly and/or creative works as part of your review materials, please upload a document that contains a hyperlink to an external repository or collection (e.g., OneDrive, Google drive). Please make sure you describe what can be found at the hyperlink in the document you upload as this document will become part of your dossier. Do not upload scholarly materials directly to your Interfolio case as it is not designed to accommodate this type and volume of material.

Please check with your department head and/or unit's administrative staff to determine if this section is required for you.

Document with Link to External Repository 0 Added

Add

No files have been added yet.

▼

Institutional, Disciplinary, and/or Professional Service

(Provided by Faculty)

Not Yet Submitted Unlocked

Submit

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Required Files

The material in this section documents the candidate's achievement in institutional, disciplinary, and/or professional service.

Candidate's Statement: 1 required, 0 Added

Add

Candidates Statement

1 Required, 0 Added

The statement will describe the candidate's achievement in institutional, disciplinary, and/or professional service.

No files have been added yet.

Institutional, Disciplinary, and Professional Service Activities 1 required, 0 Added

Add

Institutional Service

- Record of committee work at department, college, and university levels;
- Participation in university-wide governance bodies and related activities;
- Record of contributions to the University's programs, at home and abroad, to enhance equal opportunity, cultural diversity, and international and intercultural awareness.

Disciplinary Service

Record of membership and active participation in professional and learned societies related to academic discipline (e.g., offices held, committee work, journal refereeing, and other responsibilities).

Professional Service

- Service to public and private organizations or institutions in which the candidate uses their professional expertise;
- Service to governmental agencies at the international, federal, state and local levels;
- Service to industry, e.g., training, workshops, consulting;
- Participation in community affairs as a representative of the University.

Other Indicators of Quality

Honors or awards for service activity within the institution, discipline, and/or profession.

No files have been added yet.

▼ Departmental and/or College Requested Documentation
(Provided by Faculty)

Not Yet Submitted Unlocked

Submit

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Required Files

Please check with your college and/or department to find out if you are expected to provide additional information in this section.

Supporting Materials 0 Added

Add

No files have been added yet.

Additional Documents 0 Added

Add

No files have been added yet.

Additional Documents 0 Added

Add

No files have been added yet.

Annual Performance and Planning Review Reports (Provided by Administrator)

Not Yet Submitted

Unlocked

Submit

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Required Files

PROVIDED BY ADMINISTRATOR

Instructions

- The material in this section can be obtained from the Online Faculty Review System.
- Only include materials that were part of the original review and are in the Online Faculty Review System.
- Only include APPRs that have been completed since the last promotion.
- Please create a unique PDF for each review year, with the items listed below combined together into one file. The number of PDFs you upload in this section will be equivalent to the number of reviews the candidate has had in the review period.
- Include the four digit year the review took place at the start of each file name.
- Do not include Elements reports, CVs, etc.

For each review year, include:

1. The APRR report (see "Printable Annual Review" button in the Online Faculty Review System).
2. The faculty member's narrative describing their progress and goals.
3. Any and all APRR narratives provided by administrators (e.g., department head, dean).
4. Any response from the faculty member to any and all APRR reviews.

After you've uploaded all the files, please use the drag-and-drop functionality in Interfolio to chronologically order the files. This will facilitate review at all levels and is greatly appreciated. Thank you!

Annual Performance and Planning Review Reports 1+ required, 0 Added

Add

No files have been added yet.

Curriculum Vitae 1 required, 0 Added

Add

No files have been added yet.

Promotion and/or Tenure - Candidate Signature Statement 3 required questions, [Fill Out Form](#)

This form has not been completed.