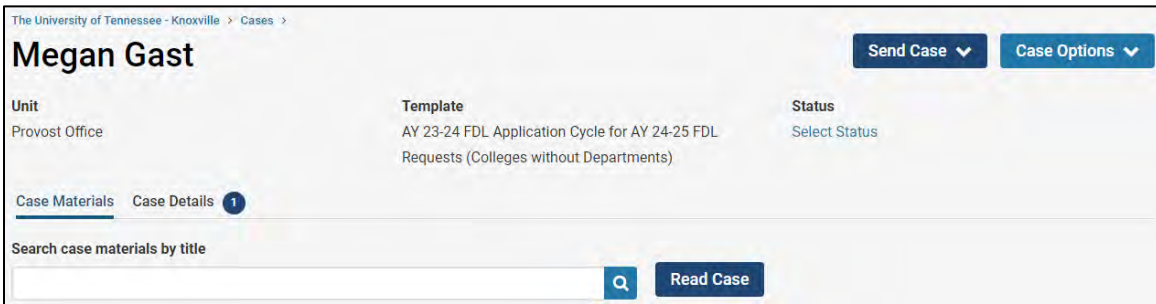


Step-by-Step Guide for Deans in Colleges without Departments Reviewing a Candidate’s FDL Application

Step 1: Review a candidate’s FDL application

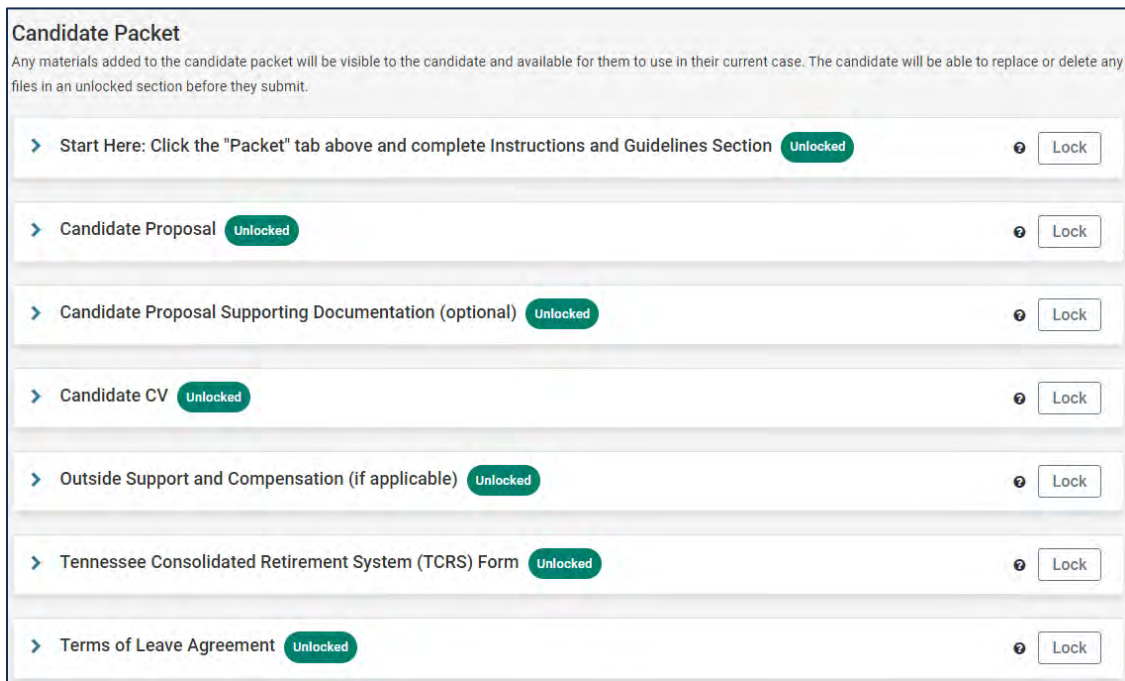
You will receive an email notifying you that the faculty member’s case is ready for your review. Access the case through Interfolio’s email notification by selecting “Review.” You can also log in directly to Interfolio at tiny.utk.edu/interfolio. If you need assistance logging in to Interfolio, please see [this guide](#).

After selecting the faculty member’s case, you will be brought to the “Case Materials” tab:



Case Materials Tab: this view will allow you to review all of the candidate’s materials – candidate proposal and any supporting documentation, CV, any outside support and compensation and forms. (NOTE - The TCRS form will not be uploaded until a later step and will not be available at this point.)

To review the materials, select the blue “Read Case” button shown above or drop down the section and select the document. From either option, the documents will open in a PDF format.



Step 2: Fill out the Recommendation Form

To access the recommendation form, you will need to select the “Case Details” tab.

Case Details Tab: this view will show you instructions and the required form to complete.

Case Materials Case Details 1

Reviewing as
College Dean/Associate Dean FA

Instructions

The dean should affirm the importance and significance of the proposed work and how it will assist the faculty in advancing their career and benefit the university. The dean will determine if any further recommendations are appropriate prior to forwarding the application to the provost.

Required Items 1 missing

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.

Form Name	Assignee	Actions
AY 23-24 FDL - Dean Recommendation 1 required questions	Committee Managers	Manage Respondents
AY 23-24 FDL - Dean Recommendation 1 required questions	Megan Gast (You)	Fill Out Form

Select “Fill Out Form” to open the form in which you will provide your recommendation.

AY 23-24 FDL - Dean Recommendation 1 required questions	Megan Gast (You)	Fill Out Form
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You can edit this form as many times as you like before you submit it. Just remember to click “Save Response” each time. Once you have completed the form, select “Submit Form” and then “Return to Case:”

Submit Form Save Responses Return to Case

Step 3: Move the Case Forward to the College Budget Director

When you have completed your review of the case and completed the form, you will advance the case forward or send the case backwards if edits are needed.

At the top right of the page, select “Send Case” and “Forward to College Budget Director (TCRS Form):”

A screenshot of a software interface showing a dropdown menu. At the top right of the menu is a dark blue button with the text "Send Case" and a downward-pointing chevron. Below the button, the menu is open, showing two options: "Forward to College Budget Director (TCRS Form)" and "Backwards to College Case Facilitator". An orange arrow points from the right towards the first option.

If the case needs to be returned for revisions to the College Case Facilitator, you can select “Backwards to College Case Facilitator”

A screenshot of the same software interface as above. The dropdown menu is open, showing the same two options: "Forward to College Budget Director (TCRS Form)" and "Backwards to College Case Facilitator". An orange arrow points from the right towards the second option.

A generic email message will populate and require a subject (we recommend Faculty Development Leave – Faculty Last Name). If you are returning for revisions, please list any changes that need to be made here. Select “Continue” once you have added your message to send the case.


Send Case Forward ✕

Great job! You're sending the case forward to the next step, College Budget Director (TCRS Form). The following reviewers will lose access to the case:

College Dean/Associate Dean FA | 1 members

The following reviewers will gain access to the case:

College Budget Director | 1 members


Send a message to the reviewers gaining access. 

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Faculty Development Leave - Gast

Message *



Dear College Budget Director,

Please review the FDL case for Professor Gast and upload the required TCRS form. Let me know if you have any questions.

Thanks!

body p

Preview Continue Cancel