

## Step-by-Step Guide for Department Heads AY 23-24 Promotion and Tenure

### Access at Department Head's Review Step

#### Reading the Candidate's Case

You will receive an email notification to access the candidate's case for review.

To review the different ways of accessing a candidate's case in Interfolio, please see the [Step-by-Step Interfolio Log In Guide](#).

At this step, you will be asked to review the materials in the candidate's dossier, listed under the Candidate Packet section. To do this, you select the "Read Case" button, boxed in orange below:

The screenshot shows the Interfolio interface for a candidate named Megan Gast. The header includes the University of Tennessee - Knoxville logo and navigation links. The main section displays the candidate's name, unit (Provost Office), template (1 - AY 23-24 P&T Template (Colleges w/ Departments)), and status (Test change). Below this, there are tabs for Case Materials and Case Details. A search bar for case materials by title is present, followed by a search icon and a "Read Case" button, which is highlighted with an orange box. A toolbar at the bottom of the search section includes options like Expand All, Collapse All, Download, Share, Settings, and Move. The "Candidate Packet" section is visible below, with a note about materials added to the packet. A "Start Here" section is also present, indicating that the user should click the "Packet" tab and complete the Instructions and Guidelines Section. A "Locked" status is shown next to this section, and an "Unlock" button is available.

The University of Tennessee - Knoxville > Cases >

### Megan Gast

Unit: Provost Office    Template: 1 - AY 23-24 P&T Template (Colleges w/ Departments)    Status: ● Test change

Case Materials    Case Details

Search case materials by title

☒ Expand All    ☐ Collapse All    Download    Share    Settings    Move

#### 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.

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

#### 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.

You will be brought to a page that looks like this:

The screenshot shows a web interface for a case titled "Blake Stokes". At the top right, there is a "Return to Case" button. Below the header, there are tabs for "Packet" and "Annotations". A "Download" button and a "Search PDF" input field are also present. The left sidebar contains a list of section titles under the "Packet" tab, each preceded by a right-pointing chevron (>). A red box highlights the text "Packet section titles" with a left-pointing chevron (<) icon. The main content area displays the "Promotion and/or Tenure - Cover Sheet" form, which includes fields for Name, College, Department, Degrees, Employment history, and various dates and ranks. At the bottom of the page, there are navigation links for "Previous Material" and "Next Material", with a page indicator "1 / 1" in the center.

From here, you can click on the Candidate Packet section titles located on the left to review the candidate's materials.

You can also access the Candidate Packet information by scrolling through and expanding each tab. To expand a tab, click on the ">" button located on the left of the section title you would like to review.

This close-up screenshot shows a single section title from the sidebar: "Statement of Responsibilities, Criteria Statements, and Other Documentation (Provided by Administrator)". To the left of the title is a blue square button containing a right-pointing chevron (>). To the right of the title, there is a green pill-shaped button labeled "Unlocked" and a grey button labeled "Lock".

To view the documents within the section, click on the blue title of the document. This will bring you to the packet view above.

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

Statement of Responsibilities 1 required Add File

Title	Details	Actions
Interfolio Test	Added by Megan Gast Mar 3, 2023	Edit

Department and College Statements of Criteria and Expectations 1 required Add File

Title	Details	Actions
Interfolio Test	Added by Megan Gast Mar 3, 2023	Edit

### Completing the Department Head's Recommendation Form

Once you have completed your review of the candidate, you will be required to fill out the Department Head's Recommendation.

This form can be located by clicking "Case Details" on the candidate's case home page, boxed in orange below.

If there is a required form that you must fill out, you will have a "1" indicated next to the "Case Details" button as pictured below:

The University of Tennessee - Knoxville > Cases >

## Megan Gast

Send Case Case Options

Unit: Provost Office Template: 1 - AY 23-24 P&T Template (Colleges w/ Departments) Status: Test change

Case Materials Case Details 1

Search case materials by title

Read Case

After clicking on "Case Details," scroll down until you see the "Required Items" section as shown below and then click on "Fill Out Form," boxed in orange.



**Department Head's Narrative**

The department head's narrative can be submitted using the form fields below **OR** it can be uploaded as a separate file from the Candidate Packet screen in the appropriate block under "Internal Sections." Note that you can edit this form as many times as you would like while the case is with the department head - just make sure you press save responses at the bottom of the page each time you work on it. The review will be final when you move the case to the next step. Recommended fields are marked with a black asterisk.

Please select one option below: \*

- ☐ I will upload my narrative as a separate file.
- ☐ I will submit my narrative using the form fields below.

**Candidate Accomplishments**

Please provide an assessment of the candidate's accomplishments in each of the areas listed below.

**Teaching\***

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Table, Insert Video, Insert Audio, Insert Code, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of References, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of References.

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**Research/Scholarship/Creative Work\***

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Table, Insert Video, Insert Audio, Insert Code, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of References, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of References.

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**Service\***

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Table, Insert Video, Insert Audio, Insert Code, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of References, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of References.

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## Annual Performance and Planning Reviews (APPR) and Retention Reviews

### Annual Performance & Planning Reviews and Retention Reviews\*

Provide a brief overview of the candidate's performance and progression towards promotion and/or tenure as reflected in the Annual Performance and Planning Reviews and/or Retention Reviews.

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## External Reviews

### External Reviews\*

Provide an overview of the external reviews and your interpretations of these reviews. Be careful to maintain the anonymity of the external reviewers.

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## Internal Reviews

### Departmental Review Committee Recommendation\*

Provide a summary and interpretation of the departmental review committee's conclusions and recommendations, as well as any minority reports and/or candidate responses.



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## Other Observations and Comments

### Additional Information

Use the space below to provide additional information not accommodated in the boxes above, if needed.



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## Department Head's Overall Assessment and Recommendation

### Assessment and Recommendation\*

Please state your recommendation and summarize the major factors impacting your recommendation.



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## Next Steps Acknowledgement

### Please read the instructions below and complete the acknowledgement. \*

In order to fully complete your review, you will need to forward the case to the Faculty Affairs step. To do this, you will need to select "Submit Form" below. You will then select "Send Case" from the upper right hand corner of your screen. From the dropdown, you will select "Forward to Faculty Affairs." From the resulting box, you will need to enter a subject for the message. We recommend " (Faculty Last Name) P&T/Promotion Only Case". Select "Continue" on the box to fully forward the case.

☐ Got it!


[Submit Form](#)[Save Responses](#)[Return to Case](#)

Once all required fields of the form have been completed, click the “Submit Form” button, boxed in orange.

This will bring up a confirmation box, on which you will click “Yes” to fully submit the form.

*Note – you can continue to edit the form until the case is advanced to the next step.*

## Confirm



Submitting the form "AY 23-24 Promotion and/or Tenure - Department Head's Recommendation" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.

Yes

No

### **Uploading Department Head’s Narrative though a Separate Document**

Keep in mind that if you choose to submit a separate document containing your narrative, you will still have to complete the required fields (any question marked with a red asterisk “\*”) within the Department Head’s Recommendation Form in Interfolio.


Once you have written your narrative, you will need to upload it to the Department Head’s Recommendation Section located within the Internal Sections area.

Internal Sections is located underneath all of the candidate packet information on the case’s home page so you will need to scroll down to reach it.



### Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

 You are asked to submit required items as part of this case. [View](#)

> External Evaluations: General Instructions	<a href="#">Edit</a>	<a href="#">Add File</a>
> External Evaluations: Materials Provided to External Reviewers	<a href="#">Edit</a>	<a href="#">Add File</a>
> External Evaluations: Template Letter	<a href="#">Edit</a>	<a href="#">Add File</a>
> External Evaluations: Log of Communications	<a href="#">Edit</a>	<a href="#">Add File</a>
> External Evaluations: Method of Selection and Qualifications	<a href="#">Edit</a>	<a href="#">Add File</a>
> External Evaluations	<a href="#">Request Evaluation</a>	<a href="#">Add File</a>
> Departmental Review Committee Report	<a href="#">Edit</a>	<a href="#">Add File</a>
> Department Head's Recommendation	<a href="#">Edit</a>	<a href="#">Add File</a>

To expand the section, click on the “>” button, boxed in blue above. To upload a file, click on “Add File” boxed in orange below.

*Note, you can click “Add File” without expanding the section as well.*

Follow the same procedure for uploading a file as outlined in the “Uploading a File” subsection of the [Administrator’s Guide](#).

Once you have completed all your requirements, you will move the case forward to the next step, “Faculty Affairs.” To do this, select “Send Case” located at the top of the candidate’s case home page. From the drop-down that appears, select “Forward to Faculty Affairs.”

After clicking “Forward to Faculty Affairs,” an email template will pop up that will look like this:

You can leave the default message but change the default subject to “P&T Case” before selecting “Continue,” boxed in orange above, to send the message and send the case

Once the case has been moved forward to Faculty Affairs, it will be forwarded on to the next step.