

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

Overview

Packet

Expand All

Collapse All

Start Here: Click the "Packet" tab above and complete

Instructions and Guidelines Section

Not Yet Submitted

Unlocked

GENERAL INSTRUCTIONS

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.

Compilation of Materials

The sections below form the main part of your review materials. The section for which you are responsible is marked "Documents Provided by the Faculty Member Undergoing Review." The other two sections are the responsibility of your unit and Faculty Affairs, respectively.

When you have completed your uploads to your section, you will need to press the "Submit" button for the section.

Once you submit a section for review you will not be able to edit it unless it is unlocked for you. If you need a section unlocked, please contact vpfacultyaffairs@utk.edu.

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 forms you complete and 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 for Files you Upload

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 proposal.

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 Periodic Post-Tenure Performance and Planning review process in the [Faculty Handbook](#).

Instructions and Guidelines Acknowledgement 1 required questions,

Fill Out Form

This form has not been completed.

Submit

0 of 0

Required Files

Documents Provided by the Faculty Member Undergoing Review

Not Yet Submitted

Unlocked

CV or Elements Report 1 required, 0 Added

Add

Please upload a current CV or an Elements report covering the review period. The review period is the length of time since the last comprehensive review. Comprehensive reviews are tenure and/or promotion review, an EPPR, or a PPPR. The review period for *most* faculty will be the last five academic years.

No files have been added yet.

Narrative 1+ required, 0 Added

Add

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 you have undergone PPPR in the past, please also upload copies of all narratives you submitted as part of these reviews.

No files have been added yet.

PPPR Faculty Form 6 required questions,

Fill Out Form

This form has not been completed.

Submit

0 of 2

Required Files

Documents Provided by Department

Not Yet Submitted

Unlocked

Expectations of Rank from Unit Bylaws 1 required, 0 Added

Add

Please only include the section of your bylaws that describes the expectations for faculty who hold the same rank as the one being reviewed.

No files have been added yet.

End of Course Survey Forms (TNVoice) 1 required, 0 Added

Add

Please upload all TNVoice reports from the review period. The review period is the length of time since the last comprehensive review. Comprehensive reviews are tenure and/or promotion review, an EPPR, or a PPPR. The review period for *most* faculty will be the last five academic years. If a faculty member did not grant permission for their spring 2020 course evaluations to be used in their performance reviews, then **do not** include them here.

No files have been added yet.

Peer Teaching Evaluations 0 Added

Add

Note: If the faculty member **has not** received a peer teaching evaluation during the review period, it is **not necessary** to conduct one.

No files have been added yet.

Submit

0 of 2

Required Files

Documents Provided by Faculty Affairs

Not Yet Submitted

Unlocked

Faculty APPR Materials 1 required, 0 Added

Add

No files have been added yet.

Submit

0 of 1

Required Files