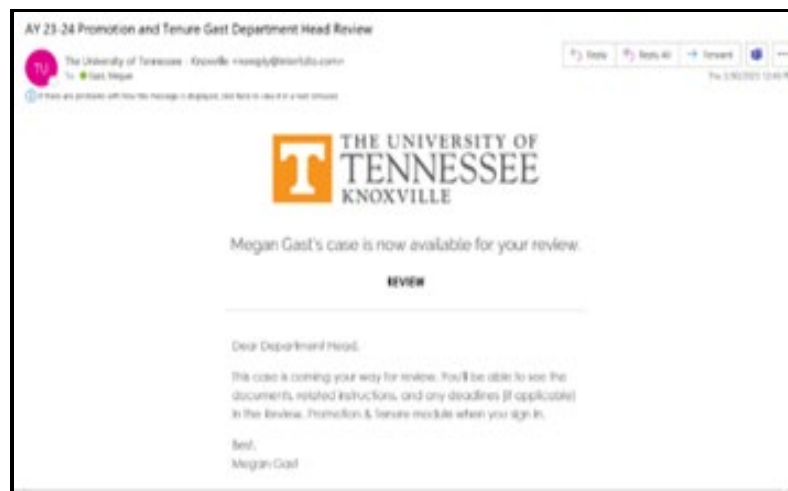


Step-by-Step Guide for Departmental and College Case Facilitators AY23-24 Promotion and Tenure

To Begin

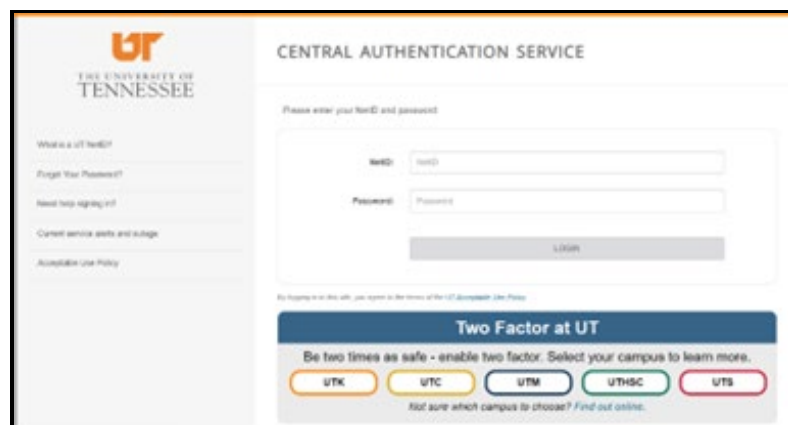
Accessing the Case through Interfolio's Email Notification

You will receive an email similar to the following, letting you know that you have received access to a case to review:



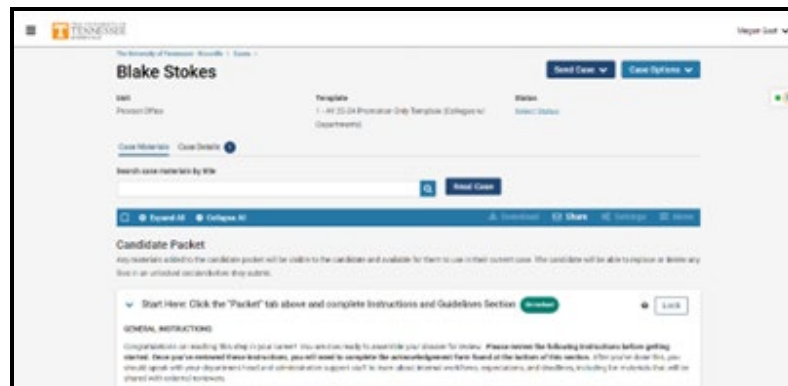
The case can be accessed by clicking “Review” in the email above.

If you are not already logged into Interfolio, you will be asked to log in. After clicking the “Review” link on the email, you will be brought to the following sign-in page:



On this page, enter your NetID and password, click “Log on” and complete the Two Factor Authentication prompt to log in.

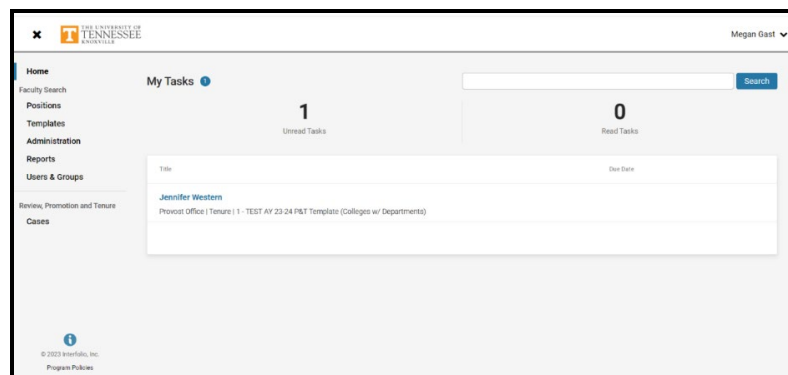
Accessing the case directly through the email will bring you directly into the case. The page will look like this:



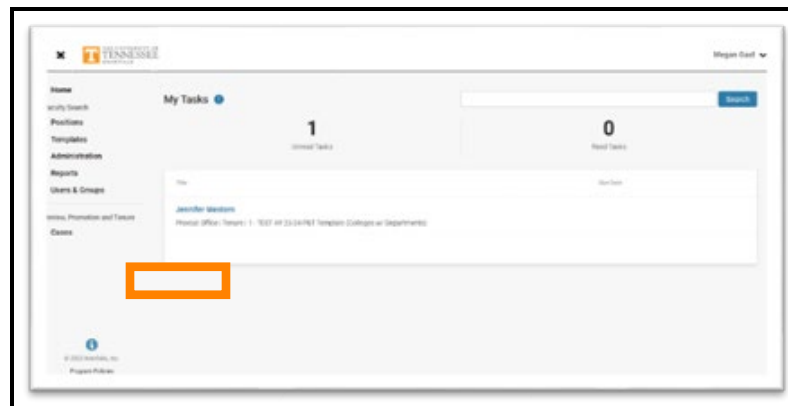
Accessing a Case through UTK's Interfolio URL: tiny.utk.edu/interfolio

Interfolio can also be accessed through the following link: tiny.utk.edu/interfolio.

If you are not already logged into Interfolio, you will need to follow the log-in steps above. After logging in, you will be brought to the Home page. On this page, you will see “My Tasks” which is a list of cases that require your attention.

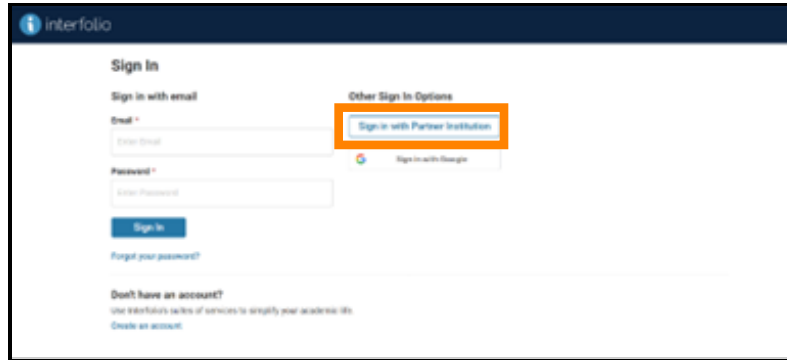


The case you wish to review can be accessed by clicking on the candidate's name. For example, if you wanted to review Jennifer Western's case, you would click on “Jennifer Western” boxed in orange:

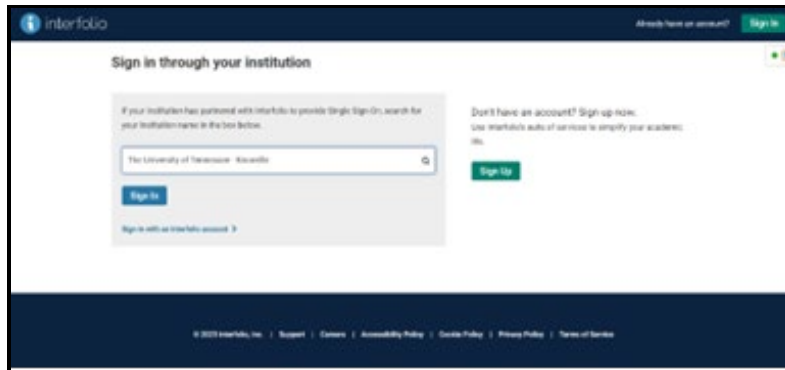


Accessing a Case Directly through Interfolio without using UTK's Direct Link (if you time out of a case, it will default to this sign in page).

When logging into Interfolio without using UTK's direct link, you will need to select "Sign in with Partner Institution" highlighted below:



In the search box, begin typing "University of Tennessee – Knoxville" and select it once it appears. It should look like this:



Click on "Sign In" and complete the sign-in steps above if prompted to do so. You will be brought to the Home page with "My Tasks" shown above, where you will see the tasks that need your attention.

Click on the candidate's name of whom you would like to review to be brought to the candidate's case home page.

Note on logging in: You may not be asked to log in or complete a Two Factor Authentication every time. If you have already logged into Interfolio on a previous occasion and you did not select "Sign Out," you may not have to complete the sign in steps. Additionally, depending on your Two Factor Authentication settings, you may or may not receive a Two Factor Authentication prompt for every time you access Interfolio.

Log in to Interfolio

You will receive an email when the case has been moved to your step.

To access, follow the link in the email. You can also

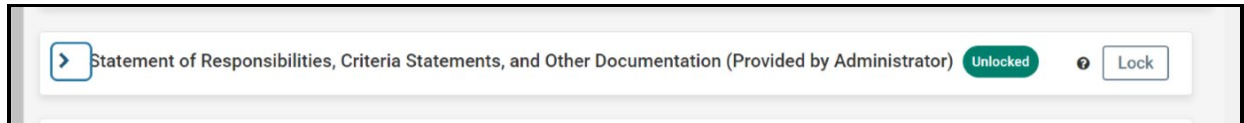
Access at Departmental Materials & External Reviewer Upload Step

Both the Departmental and College Case Facilitators will receive access at the first step of the review process along with the Department Head or Dean in the case of Colleges without departments. At this first step, the candidate will be uploading all relevant materials for consideration in their Promotion and/or Tenure case.

Simultaneously, you as case facilitators as well as the Department Head/Dean will be providing any required documentation to the sections indicated as “Provided by Administrator.”

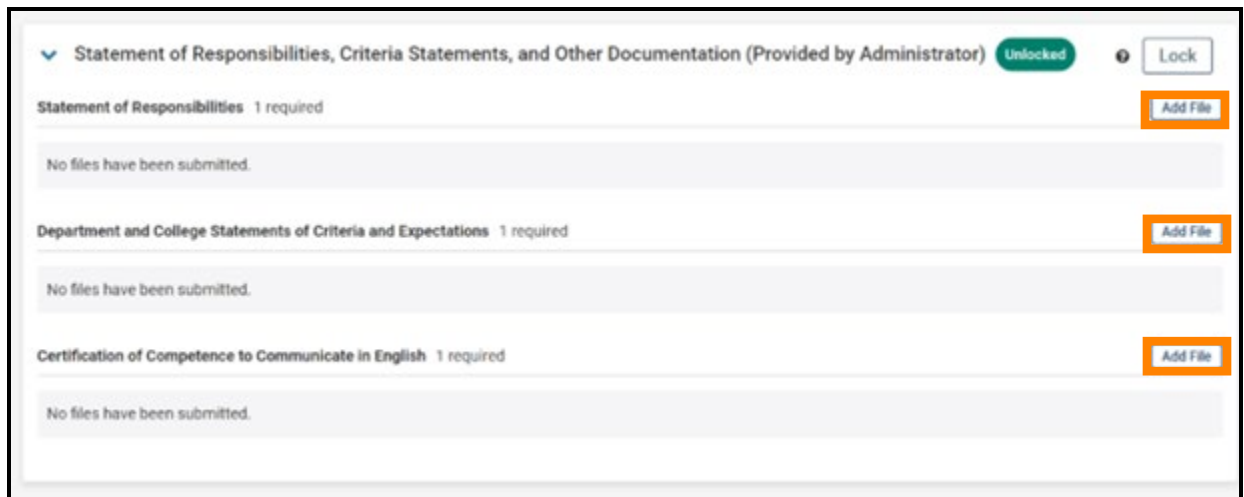
Uploading a file

Scroll down to the section into which you would like to upload a document and click on the “>” button next to the section title to expand the section.

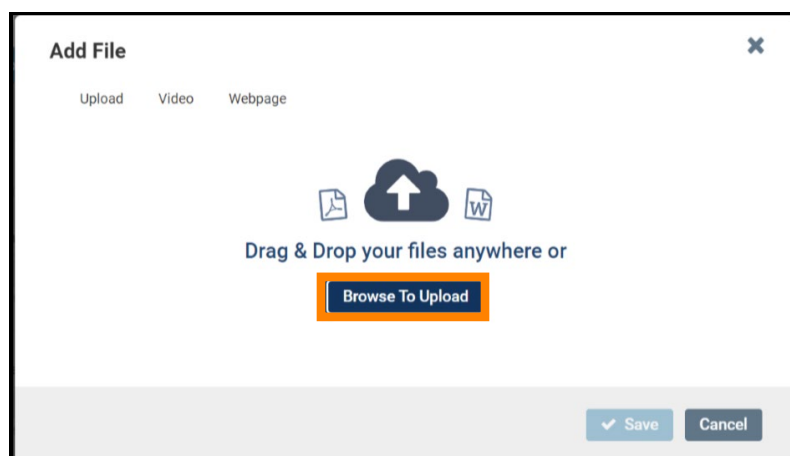


The section will expand so that you can see all the subsections within it.

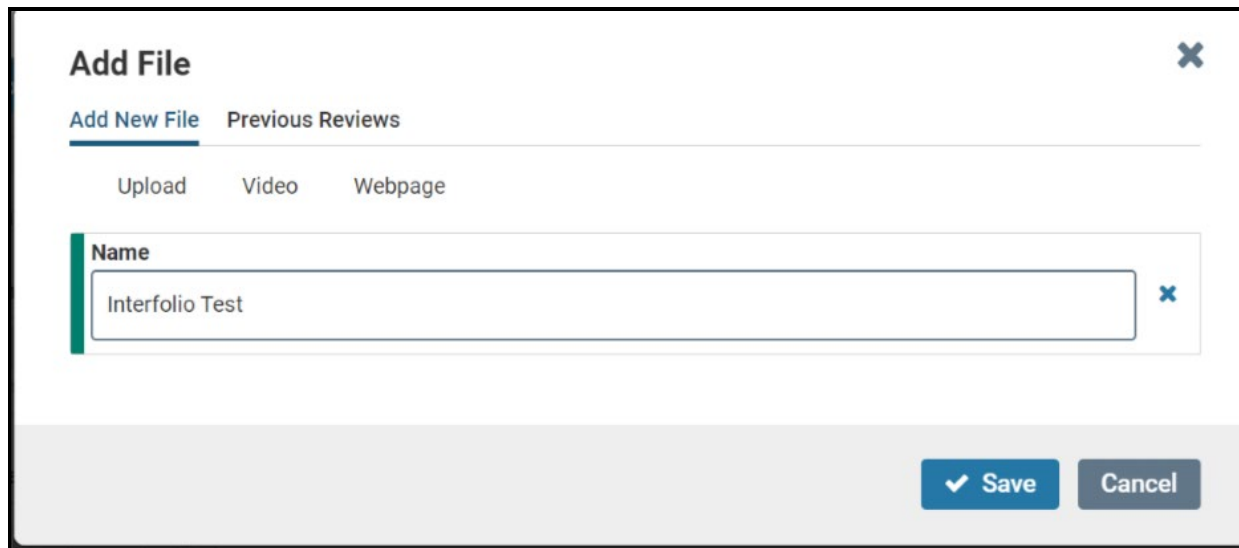
Next to the section into which you would like to add a file, click the “Add File” button, boxed in orange.



Within the resulting pop-up, select “Browse To Upload,” boxed in orange below, to view files saved on your device or from another storage location to which you have access.



Choose the document that you would like to upload and select “open” to continue upload. As an example, a successful upload will look like this:



Select “Save” to save your upload. The saved and uploaded document will now appear under the section to which it was uploaded. For example, in the picture below, Megan Gast successfully uploaded “Interfolio Test” to the “Statement of Responsibilities” section.



Sections of the Candidate Packet that are Provided by Administrator

The following sections are to be provided by the administrator:

Early Consideration, Suspension, Extension and Other Memos (IF APPLICABLE)

Early Consideration, Suspension, Extension and Other Memos (Provided by Faculty and/or Administrator - Optional)

Unlocked

Lock

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 optional

Add File

No files have been submitted.

Suspension Memo(s) optional

Add File

No files have been submitted.

Extension Memo(s) optional

Add File

No files have been submitted.

Suspension Memo(s) optional

Add File

No files have been submitted.

Extension Memo(s) optional

Add File

No files have been submitted.

Other Memos optional

Add File

No files have been submitted.

Additional Documents optional

Add File

No files have been submitted.

Statement of Responsibilities, Criteria Statements, and Other Documentation

▼

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

Unlocked

?

Lock

Statement of Responsibilities

1 required

Add File

No files have been submitted.

Department and College Statements of Criteria and Expectations

1-3 required

Add File

No files have been submitted.

Certification of Competence to Communicate in English

1 required

Add File

No files have been submitted.

Teaching Ability & Effectiveness

A template for what this should look like is provided at the following link: [Teaching Evaluation Summary \(fall 2016 update\)](#)

▼

Teaching Ability & Effectiveness (Provided by Administrator)

Unlocked

?

Lock

Narrative end-of-course surveys

up to 1 optional

Add File

No files have been submitted.

Locking and Unlocking Sections

Once all required and necessary documents in a “Provided by Administrator” section have been added, the section should be locked. Locking a section disables the ability for a candidate to add, edit, or delete documents for that section.

To do this, yourself as a Case Facilitator or the Department Head/Dean will click on the “Lock” option located to the right of the section headings. The lock button for the “Statement of Responsibility, Criteria Statements and Other Documentation (Provided by Administrator)” section is boxed in orange below.

Once a section is locked, it can be unlocked again by yourself or the Department Head/Dean but not by the candidate.



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

Statement of Responsibilities 1 required Add File

Title	Details	Actions
<input type="checkbox"/> 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
<input type="checkbox"/> Interfolio Test	Added by Megan Gast Mar 3, 2023	Edit

For Departmental and College Case Facilitators: Accessing the Case Facilitator Checklist

Once all materials have been uploaded to the candidate’s dossier, you will be asked to verify that all required, necessary, and applicable documents have been included in the appropriate format and areas of the dossier.

To facilitate this, you will be asked to fill out a checklist which serves as the verification that the dossier was checked for correctness. To fill out this form, you will select “Case Details” within the selected candidate’s case, boxed in orange below.

Note that if you have an outstanding required form, there will be a number 1 located next to the “Case Details” button, as in the example picture below.

The University of Tennessee - Knoxville > Cases >

Blake Stokes

Unit: Provost Office

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

Status: Select Status

Case Materials Case Details

Search case materials by title

Read Case

For Departmental Case Facilitators: Filling out the Departmental Case Facilitator Checklist
Once under “Case Details, scroll down the page to the “Required Items” section and click on “Fill out Form,” boxed in orange below, to the right of “Departmental Case Facilitator Checklist”

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
Departmental Case Facilitator Checklist 19 required questions	Committee Managers	Manage Respondents
Departmental Case Facilitator Checklist 19 required questions	Megan Gast (You)	Fill Out Form

Committee Members (1) Email Edit

The form looks as follows:

Departmental Case Facilitator Checklist

Departmental Case Facilitator Checklist for P&T

Checklist

Please utilize this checklist to verify the required and necessary documents are included in the faculty dossier. Once you have reviewed it for completeness, please sign below.

Required Items from the Administrator

Please review for the following attachments required by the administrator: *

- ☐ Statement of Responsibilities
- ☐ Department & College Statements of Criteria and Expectations
- ☐ Certificate of Competence to Communicate in English

Retention Reviews & Annual Performance & Planning Reviews (APPR) *

- ☐ Retention Review Forms (Tenure Only)
- ☐ Retention Review Narratives Provided by Administrator & Peers (Tenure Only)
- ☐ Annual Performance & Planning Review (APPR) Forms
- ☐ APPR Narratives Describing Progress & Goals
- ☐ Faculty Responses to any APPR and/or Retention Review Narratives
- ☐ Dissenting Statements from Faculty Colleagues Regarding Retention Reviews (if applicable)
- ☐ I have checked that these materials have been organized as requested in the instructions.

External Evaluator Materials (Required for All) *

- ☐ Method of Selection of External Evaluators
- ☐ Evaluator Qualifications
- ☐ No Fewer Than 5 Letters from External Evaluators
- ☐ Example of Letter Sent to External Evaluators (if UTK template letter was NOT used)
- ☐ Log of Communications (only required for those who solicit letters OUTSIDE of interfolio)

External Evaluator Letter Check *

- ☐ All external evaluation letters are on the evaluator's institutional letterhead.
- ☐ All external evaluation letters have been signed.

Required Items from Faculty

Required Forms and CV *

- ☐ Promotion and/or Tenure: Instructions and Guidelines Verification
- ☐ Promotion and/or Tenure: Cover Sheet
- ☐ Curriculum Vitae (CV)
- ☐ Promotion and/or Tenure: Candidate Signature Statement

Teaching *

- ☐ Candidate Teaching Ability & Effectiveness Statement
- ☐ List of Scheduled Classes Taught & Advising Responsibilities
- ☐ Table of Quantitative End-Of-Course Student Surveys
- ☐ Peer Review of Teaching Reports (2 required for tenure, 1 required for promotion)

Research/Scholarship/Creative Activity *

- ☐ Candidate's Statement of Research/Scholarship/Creative Activity
- ☐ List of Scholarly Publications and/or Creative Activity

Service *

- ☐ Candidate's Statement on Institutional/Disciplinary/Professional Service
- ☐ List of Institutional/Disciplinary/Professional Service Activities

Optional Items

Please utilize this checklist to verify any relevant optional documents are attached to the faculty dossier.

Early Consideration, Suspension, Extension and Other Memos *

- ☐ File is Attached
- ☐ I have verified this is not applicable to the candidate dossier

Summary of Student Comments from End-Of-Course Surveys *

- ☐ File is Attached
- ☐ I have verified the faculty does not wish to include this in the dossier.

Other Indicators of Teaching Quality *

- ☐ File is Attached
- ☐ I have verified the candidate does not have any activity to report in this area.

List of Projects, Grants, Commissions, and Contracts *

☐ File is Attached

☐ I have verified the candidate does not have any activity to report in this area.

List of Presentations, Invitations to and/or Participation in Seminars and Workshops *

☐ File is Attached

☐ I have verified the candidate does not have any activity to report in this area.

Other Indicators of Research/Scholarship/Creative Activity Quality *

☐ File is Attached

☐ I have verified the candidate does not have any activity to report in this area.

List of Other Indicators of Service Quality *

☐ File is Attached

☐ I have verified the candidate does not have any activity to report in this area.

Link to External Repository of Scholarly/Creative Works (Provided by Faculty) *

☐ File is Attached

☐ Faculty in our area have not been asked to provide this information.

Departmental and/or College Requested Documentation *

☐ File(s) are Attached

☐ Faculty in our area have not been asked to provide any additional information.

Certification

I certify that I have verified the materials above are attached (where applicable) and to my knowledge the dossier is complete at this step.

First and Last Name *

Today's Date *

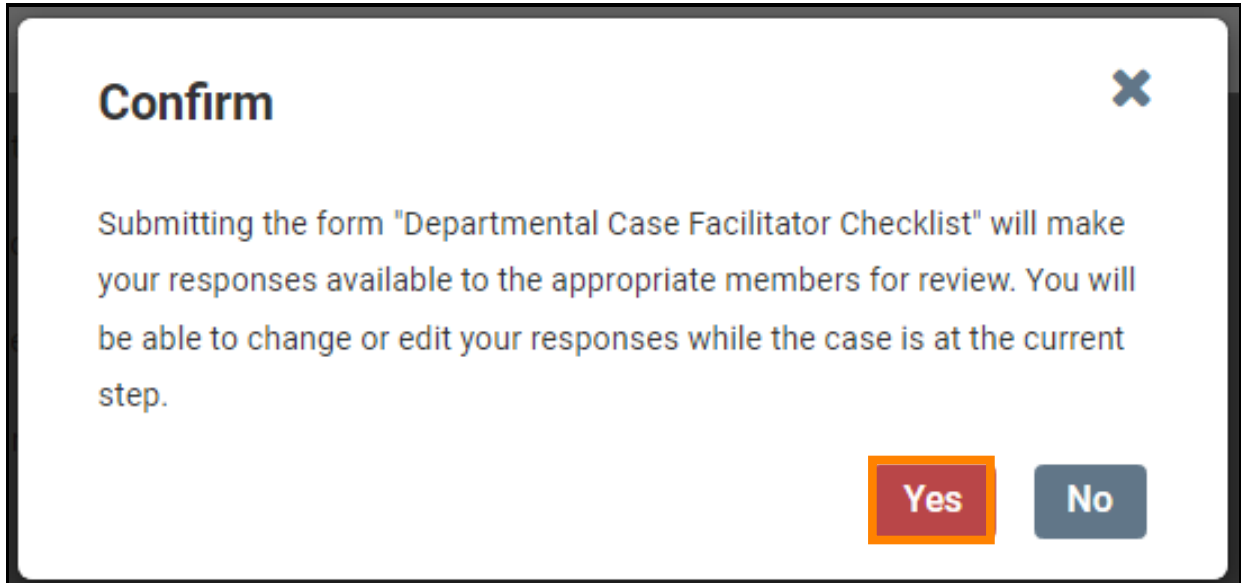
Date *



Submit Form **Save Responses** **Return to Case**

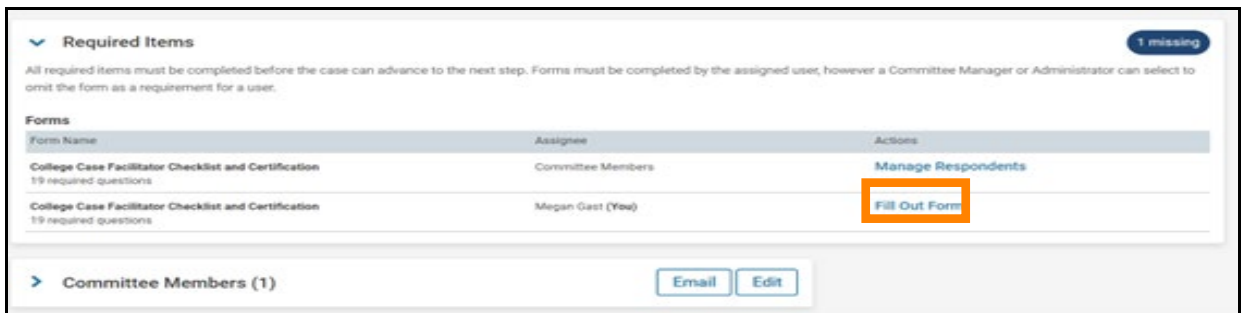
Once all required fields of the form have been completed, click the “Submit Form” button, boxed in orange.

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.



For College Case Facilitators: Filling out the College Case Facilitator Checklist

Once under “Case Details, scroll down the page to the “Required Items” section and click on “Fill out Form,” boxed in orange below, to the right of “College Case Facilitator Checklist”



The form looks as follows:

College Case Facilitator Checklist and Certification

College Case Facilitator Checklist for P&T

Checklist

Please utilize this checklist to verify the required and necessary documents are included in the faculty dossier. Once you have reviewed it for completeness, please sign below.

Required Items from the Administrator

Please review for the following attachments required by the administrator: *

- ☐ Statement of Responsibilities
- ☐ Department & College Statements of Criteria and Expectations
- ☐ Certificate of Competence to Communicate in English

Retention Reviews & Annual Performance & Planning Reviews (APPR) *

- ☐ Retention Review Forms (Tenure Only)
- ☐ Retention Review Narratives Provided by Administrator & Peers (Tenure Only)
- ☐ Annual Performance & Planning Review (APPR) Forms
- ☐ APPR Narratives Describing Progress & Goals
- ☐ Faculty Responses to any APPR and/or Retention Review Narratives
- ☐ Dissenting Statements from Faculty Colleagues Regarding Retention Reviews (if applicable)
- ☐ I have checked that these materials have been organized as requested in the instructions.

External Evaluator Materials (Required for All) *

- ☐ Method of Selection of External Evaluators
- ☐ Evaluator Qualifications
- ☐ No Fewer Than 5 Letters from External Evaluators
- ☐ Example of Letter Sent to External Evaluators (if UTK template letter was NOT used)
- ☐ Log of Communications (only required for those who solicit letters OUTSIDE of Interfolio)

External Evaluator Letter Check *

- ☐ All external evaluation letters are on the evaluator's institutional letterhead.
- ☐ All external evaluation letters have been signed.

Required Items from Faculty

Required Forms and CV *

- ☐ Promotion and/or Tenure: Instructions and Guidelines Verification
- ☐ Promotion and/or Tenure: Cover Sheet
- ☐ Curriculum Vitae (CV)
- ☐ Promotion and/or Tenure: Candidate Signature Statement

<p>Teaching *</p> <p><input type="checkbox"/> Candidate Teaching Ability & Effectiveness Statement</p> <p><input type="checkbox"/> List of Scheduled Classes Taught & Advising Responsibilities</p> <p><input type="checkbox"/> Table of Quantitative End-Of-Course Student Surveys</p> <p><input type="checkbox"/> Peer Review of Teaching Reports (2 required for tenure, 1 required for promotion)</p>
<p>Research/Scholarship/Creative Activity *</p> <p><input type="checkbox"/> Candidate's Statement of Research/Scholarship/Creative Activity</p> <p><input type="checkbox"/> List of Scholarly Publications and/or Creative Activity</p>
<p>Service *</p> <p><input type="checkbox"/> Candidate's Statement on Institutional/Disciplinary/Professional Service</p> <p><input type="checkbox"/> List of Institutional/Disciplinary/Professional Service Activities</p>
<p>Optional Items</p> <p>Please utilize this checklist to verify any relevant optional documents are attached to the faculty dossier.</p>
<p>Early Consideration, Suspension, Extension and Other Memos *</p> <p><input type="checkbox"/> File is Attached</p> <p><input type="checkbox"/> The unit has verified this is not applicable to the candidate dossier.</p>
<p>Summary of Student Comments from End-Of-Course Surveys *</p> <p><input type="checkbox"/> File is Attached</p> <p><input type="checkbox"/> The unit has verified the faculty does not wish to include this in the dossier.</p>
<p>Other Indicators of Teaching Quality *</p> <p><input type="checkbox"/> File is Attached</p> <p><input type="checkbox"/> The unit has verified the candidate does not have any activity to report in this area.</p>

List of Projects, Grants, Commissions, and Contracts *

☐ File is Attached

☐ The unit has verified the candidate does not have any activity to report in this area.

List of Presentations, Invitations to and/or Participation in Seminars and Workshops *

☐ File is Attached

☐ The unit has verified the candidate does not have any activity to report in this area.

Other Indicators of Research/Scholarship/Creative Activity Quality *

☐ File is Attached

☐ The unit has verified the candidate does not have any activity to report in this area.

List of Other Indicators of Service Quality *

☐ File is Attached

☐ The unit has verified the candidate does not have any activity to report in this area.

Link to External Repository of Scholarly/Creative Works (Provided by Faculty) *

☐ File is Attached

☐ Faculty in our area have not been asked to provide this information.

Departmental and/or College Requested Documentation *

☐ File(s) are Attached

☐ Faculty in our area have not been asked to provide any additional information.


Certification

I certify that I have verified the materials above are attached (where applicable) and to my knowledge the dossier is complete at this step.

First and Last Name *

Today's Date *

Date *



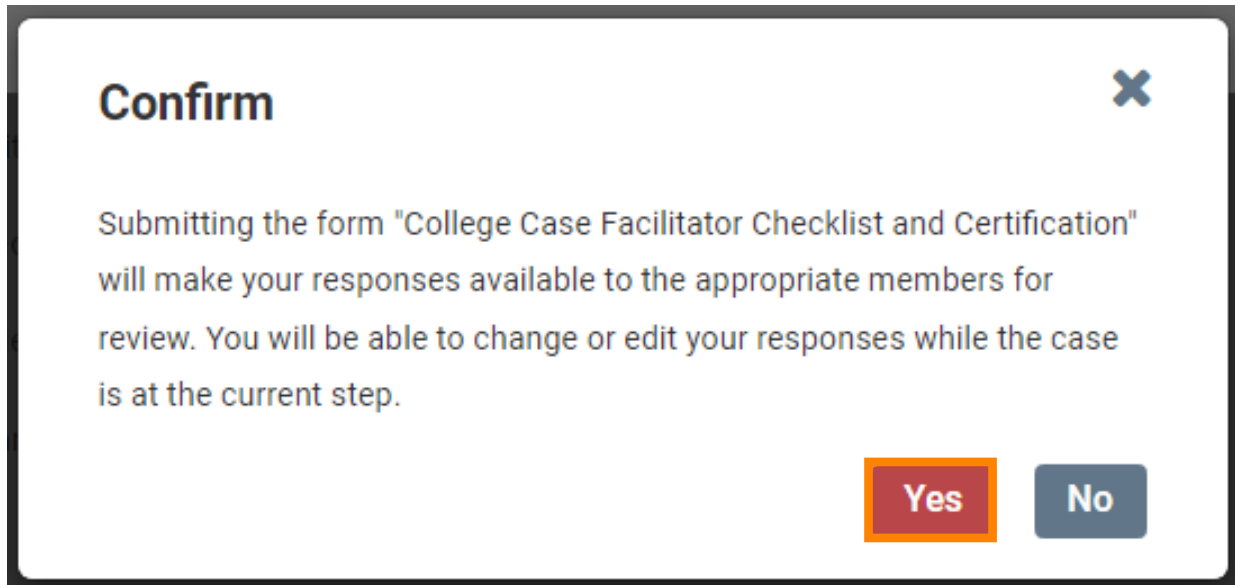
Submit Form

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.

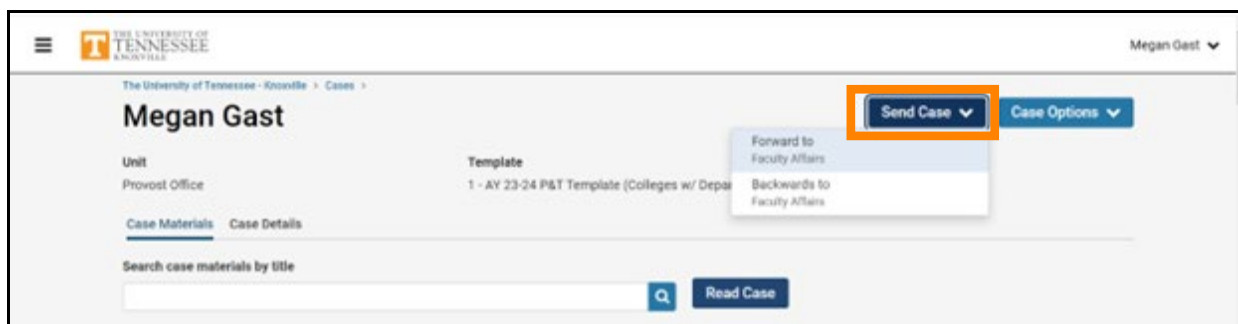


Sending the Case Forward

For Colleges with Departments, Departmental Case Facilitators and College Case Facilitators are responsible for working together to determine who moves the case forward to the next step in the review process once both required checklists have been completed and it has been certified that the dossier is complete.

For Colleges without Departments, College Case Facilitators are responsible for moving the case forward to the next step in the review process once the required checklist has been completed and it has been certified that the dossier is complete.

To move the case forward, 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:

Send Case Forward

Great job! You're sending the case forward to the next step, Faculty Affairs. The following reviewers will lose access to the case:

- Department | 0 members
- Dept Case Facilitator | 0 members
- College Case Facilitator | 0 members

The following reviewers will gain access to the case:

- VPFA Committee | 2 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 *

P&T Case

Message *

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review: Promotion & Tenure when you sign in.

Best,
Megan Gast

[Preview](#) [Continue](#) [Cancel](#)

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 forward.

Once the case has been moved forward to Faculty Affairs, it will be forwarded on to the next step in accordance with the time periods allocated within the Faculty Handbook.

Access at Later Steps

For Departmental Case Facilitators, you will be given access at Step 3: Departmental Review Committee and Step 5: Department Head Review. While you will not have any responsibilities, as it is the responsibility of the Committee Chair at Step 3 and the Department Head at Step 5 to complete all required forms and documentation, you will have viewing access to support the Committee or Department Head where necessary. For example, you may need to assist the Committee Members or Department Head with how to read a candidate’s case. The steps for this are shown below.

For College Case Facilitators, you will be given access at the College Review Committee step and the Dean’s Review step. While you will not have any responsibilities, as it is the responsibility of the Committee Chair of the College Review Committee and the Dean at the Dean’s Review step

to complete all required forms and documentation, you will have viewing access to support the Committee or Dean where necessary. For example, you may need to assist the Committee Members or Dean with how to read a candidate's case. The steps for this are shown below.

Reading the Candidate's Case

To review the materials in the candidate's dossier, listed under the Candidate Packet section, you select the "Read Case" button, boxed in orange below:

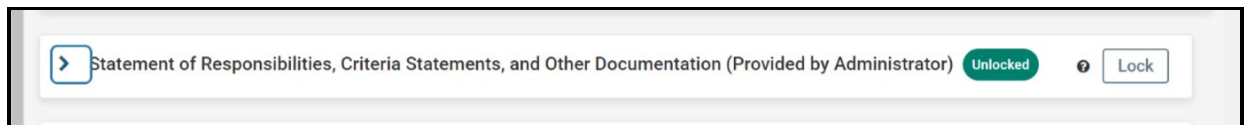
The screenshot shows the 'Blake Stokes' case page. At the top, there's a header with the UTK logo and the name 'Blake Stokes'. Below this, there are tabs for 'Case Materials' and 'Case Details'. A search bar is present with a 'Read Case' button highlighted in orange. Below the search bar, there are buttons for 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. The main content area is titled 'Candidate Packet' and contains a section for 'GENERAL INSTRUCTIONS'.

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

The screenshot shows the 'Blake Stokes' case page. At the top, there's a header with the UTK logo and the name 'Blake Stokes'. Below this, there are tabs for 'Packet' and 'Annotations'. A search bar is present with a 'Return to Case' button. Below the search bar, there are buttons for 'Download', 'Search PDF', and 'Search'. The main content area is titled 'Candidate Packet' and contains a section for 'GENERAL INSTRUCTIONS'. The 'Packet section titles' are highlighted with an orange box.

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.



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

