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:

VY 23-24 Promotion and Tenure Gast Department Head Review	1	Testa (P)	Inc. il	- Invest	
The University of Terminan - Knowlin - Heavyly@inivitate.com	1.2	1.0			1001 1249-94
of them are problem, with the two the real age is displace, such that is used for a new structure					
	VERSITY OF NESSEE LE				
Megan Gast's case is now av	allable for your review.				
tevew					
Dear Department Head.					
This case is conning your way for mole documents related indiractions, and is the lawless. Promotion & layers me	any deadlines (if applicable)				
Bent. Mingram Grant					

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:

UT TENNESSEE	CENTRAL AUTH	IENTICATION SERVICE
TENNESSEE	Please error your fortD and y	anna st
Works a UT hereit?	840	(web
Nexal Tracy, signing (r.f.	Password	Passet4
Cartest partice parts and subspe		Line
Acaptalie Cor Policy	To found in the late, on other 1.0	eners of the 12 december line Price
		Two Factor at UT
	Be two times as	safe - enable two factor. Select your campus to learn more. UTC UTM UTHSC UTS Not sore short campus to choose? Find out online.

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.

Home aculty Search	My Tasks 🌒		Search
Positions Templates Administration	1 Utread Tasks	D Read Tasks	
Reports Users & Groups	Tale	Due Date	
teview, Promotion and Tenure Cases	Jennifer Western Provost Office Terure 1 - TEST AV 23 24 P&T Template (Colloges w/ Departments)		

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:

Hama andy Search	My Tasks 🔹	Sept
Positions Templates Administration	1 International	0 Read Series
Reports Uners & Groups	-	and an
entrus, Promotion and Tanuar Games	Janobe Western Process (More Towari 1, 1937 or 2534/947 Tempton Colleges or Departments	
- -		

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:

🚯 interfolio	
Sign In	
Bigs in with email Deal * Core that Passand * Enter heaved Passand Pa	Other Sign In Options Sign in with Partner Institution C Inge in with Reage of washing in

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

🚯 interfolic		Analytan ar ann ef	Signile
	Sign in through your institution		• 8
	F year institution has partness of with institution is provide longin lage (by a search for year institution reason in the two features The convention of lanemascone discussion Convention of lanemascone discussion Convention Conve	Durit have an account? Sign up noixe: Use multich wite of announ to simplify par scattere: Inc. Bige 10	
	Ege is all as itselfde annel 3		
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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.

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

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.

 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 required	Add File
No files have been submitted.	
Certification of Competence to Communicate in English 1 required	Add File
No files have been submitted.	

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.

Ad	d File				×
	Upload	Video	Webpage		
			Drag & Drop your files anywhere or		
				✓ Save	Cancel

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:

d New File	Previous F	eviews	
Upload	Video	Webpage	
Name			
Interfolio T	est		
			✓ Save Cance

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.

 Statement of Responsibilities, Criteria St 	tatements, and Other Documentation (Provided by Administr	rator) Unlocked	Lock
tatement of Responsibilities 1 required			Add F
Fitle	Details	Actions	
Interfolio Test	Added by Megan Gast Mar 3, 2023	Edit	
	ectations 1 required		Add F
epartment and College Statements of Criteria and Exp			
Pepartment and College Statements of Criteria and Exp	Details	Actions	

F

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 O 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)	• 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: <u>Teaching Evaluation</u> <u>Summary (fall 2016 update)</u>

Teaching Ability & Effectiveness (Provided by Administrator)	• Lock
Narrative end-of-course surveys up to 1 optional	Add File
No files have been submitted.	

Retention Reviews and Annual Performance and Planning Reviews (for Promotion and Tenure cases only)

 Retention Reviews and Annual Performance and Planning Reviews (Provided by Administrator) Unlocked 	Lock
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. Please create a unique PDF for each retention review year, with the items listed below combined together into one file. The number of PDFs you be equivalent to the number of retention reviews the candidate has had. Include the four digit year the review took place at the start of each file name. Do not include Elements reports, CVs, etc. 	upload in this section will
For each review year, include:	
 The retention review report, which shows the retention votes and decisions at each level of review (see "Printable Retention Review" button in the System). The APPR report (see "Printable Annual Review" button in the Online Faculty Review System). The faculty member's narrative describing their progress and goals. Any and all APPR and/or retention review narratives provided by administrators and peers (e.g., faculty report, department head, dean). Any response from the faculty member to any and all APPR and/or retention review narratives. 	e Online Faculty Review
6. Any and all dissenting statements from faculty regarding the retention review. 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 appreciated. Thank you!	w at all levels and is greatly
Retention Reviews and Annual Performance and Planning Reviews 1+ required	Add File

Annual Performance and Planning Review Reports (for Promotion Only cases only)

 Annual Performance and Planning Review Reports (Provided by Administrator) Unlocked 	• Lock
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 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. 	in this section will be
For each review year, include:	
 The APPR report (see "Printable Annual Review" button in the Online Faculty Review System). The faculty member's narrative describing their progress and goals. Any and all APPR narratives provided by administrators (e.g., department head, dean). Any response from the faculty member to any and all APPR 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 revi appreciated. Thank you!	ew at all levels and is greatly
Annual Performance and Planning Review Reports 1+ required	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 Sta	tements, and Other Documentation (Provided by Adminis	trator) Unlocked
tatement of Responsibilities 1 required		Ad
itle	Details	Actions
Interfolio Test	Added by Megan Gast Mar 3, 2023	Edit
epartment and College Statements of Criteria and Exped	stations 1 required	Ad
		A set set
itle	Details	Actions

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.

Megan Gast 🐱			TENNESSEE
			The University of Tennessee - Knowlife + Cases +
	Send Case 🗸 Case Options 🗸		Blake Stokes
• 🖪	Status	Template	Unit
	Select Status	1 - AY 23-24 Promotion Only Template (Colleges w/ Departments)	Provost Office
			Case Materials Case Details
		100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100	Search case materials by title
		Q 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"

Il required items must be completed before the case can adv mit the form as a requirement for a user.	ance to the next step. Forms must be completed by the assi	gned user, however a Committee Manager or Administrator can select to
orms		
form Name	Assignee	Actions
Departmental Case Facilitator Checklist 9 required questions	Committee Managers	Manage Respondents
Pepartmental Case Facilitator Checklist 9 required questions	Megan Gast (Yew)	Fill Out Form

The form looks as follows:

Departmental Case Facilitator Checklin Departmental Case Facilitator Checklint for Pist	st
Checklist Please utilize this checklist to verify the required and necessary documents are included	I in the flaculty dossiler. 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	e*
Statement of Responsibilities	
Department & College Statements of Criteria and Expectations	
Certificate of Competence to Communicate in English	

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Retention Reviews & Annual Performance & Planning Reviews (APPR)

Retention Review Forms (Tenure Only)

C 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 Reivew 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

Anape utilize this checklist to verify any relevent 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.

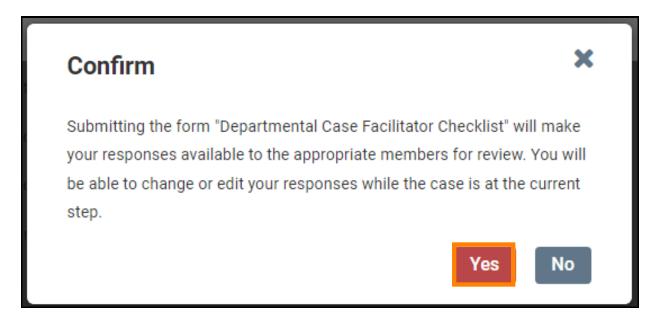
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List of Projects, Grants, Commissions, and Contracts	
File is Attached	
I have verified the candidate does not have any activity to report in this area.	
List of Presentations, Invitations to and/or Participation in Seminars and Workshops "	
File is Atlached	
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 Scholarty/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	

Certification I certify that I have verified the materials above are attached (where applicable) and to my knowledge the dosaler 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"

 Required items All required items must be completed before the case can advance omit the form as a requirement for a user. 	to the next step. Forms must be completed by the assi	gned user, however a Committee Manager or Administrator can select to
Forms		
Form Name	Assignee	Actions
College Case Facilitator Checklist and Certification 19 required questions	Committee Members	Manage Respondents
College Case Facilitator Checklist and Certification 19 required questions	Megan Gast (Yee)	Fill Out Form
 Committee Members (1) 	Email	dit

The form looks as follows:

College Case Facilitator Checklist and Certification

College Case Facilitator Checklist for P&T

Checklist

Please utilize this checklist to setly the required and necessary documents are included in the faculty docsier. 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 Reivew 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

lease utilize this checklist to verify any relevent optional documents are attached to the faculty dossier.

Early Consideration, Suspension, Extension and Other Memos

File is Attached

The unit has verified this is not applicable to the candidate dossier.

Summary of Student Comments from End-Of-Course Surveys

File is Attached

The unit has verified the faculty does not wish to include this in the dossier.

Other Indicators of Teaching Quality*

File is Attached.

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

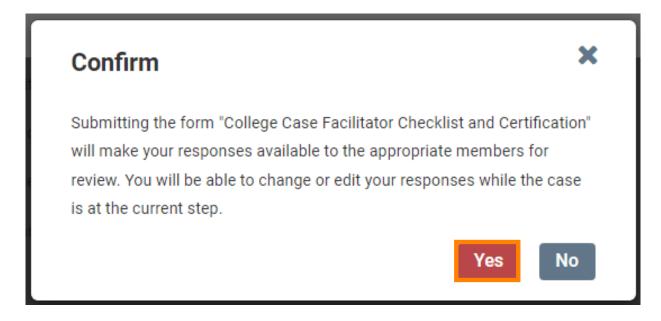
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List of Projects, Grants, Commissions, and Contracts
File is Attached
The unit has verified the candidate does not have any activity to report in this area.
List of Presentations, Invitations to and/or Participation in Seminars and Workshops "
File 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."

The University of Tennessoe - Knowlife > Cases >				
Megan Gast			Send Case 🗸	Case Options 🗸
Unit	Template	Forward to Foculty Affairs		· · · · · · · · · · · · · · · · · · ·
Provost Office	1 - AY 23-24 P&T Template (Colleges w/ Depar	Beckwards to		
Case Materials Case Details		Faculty Affairs		
Search case materials by title				

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

Sreat ja	b) You're sending the case forward to the next step, Faculty Affairs. The following reviewers will lose acce	55
o the c		
Depart	ment 0 members	
Dept C	ase Facilitator (0 members	
Colleg	e Case Facilitator J 0 members	
he fol	lowing reviewers will gain access to the case:	
VPFA	Convenitive 2 members	
se 🖬	nd a message to the reviewers gaining access.	
Ifre	cipients respond to this message, their response will come directly to your email inbox.	
Rubjec		_
PATO	lase	
1.121		-
lessa	pe *	
8.0	$\Omega = [I \chi \mid \mu = \pi] = \pi] = 0$	
Dear	committee members.	
The sign	cate is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you is	
Dest.		
Megi	in Gast	
		4

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:

=	TENNESSEE			Megan Gast 👻
	The University of Tennessee - Knowlife + Cases +			
	Blake Stokes		Send Case 💙 Case Options 🗸	
	Unit	Template	Status	• 🖬
	Provost Office	1 - AY 23-24 Promotion Only Template (Colleges w/ Departments)	Select Status	
	Case Materials Case Details			
	Search case materials by title	Q Read Case		
	O Expand All O Collapse All		Download 😥 Share 📽 Settings 📰 Move	
	Candidate Packet			
	Any materials added to the candidate packet will b files in an unlocked section before they submit.	e visible to the candidate and available for them to use in their cur	ment case. The candidate will be able to replace or delete any	
	 Start Here: Click the "Packet" tab. 	above and complete Instructions and Guidelines Sec	tion Unlocked 0 Lock	
	GENERAL INSTRUCTIONS			
	started. Once you've reviewed these instruction	reer! You are now ready to assemble your dossier for review. Plea s, you will need to complete the acknowledgement form found at ministrative support staff to learn about internal workflows, expect	t the bottom of this section. After you've done this, you	

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

=		▲ Download	Search PUP
Packet Annotations	 Packet section titles 		
START HERE CLICK THE TRICKET' TAB ABOVE AND COMPLETE INSTRUCTIONS AND GUDELINES SECTION	Packet Section titles		
COVER SHEET (PROVIDED BY FACULTY)	Promotion and	/or Tenure - Cover Sheet	
EARLY CONSIDERATION, SUSPENSION, EXTENSION AND OTHER MEMOS (PROVIDED BY FACULTY AND/OR ADMINISTRATOR - OPTIONAL)	Nor New New Disp		
STATEMENT OF RESPONSIBILITIES, CRITERIA STATEMENTS, AND OTHER DOCUMENTATION (PROVEED BY ADMINISTRATOR)	Callaga has and San Bayerine and Again Department and the Again spect		
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