

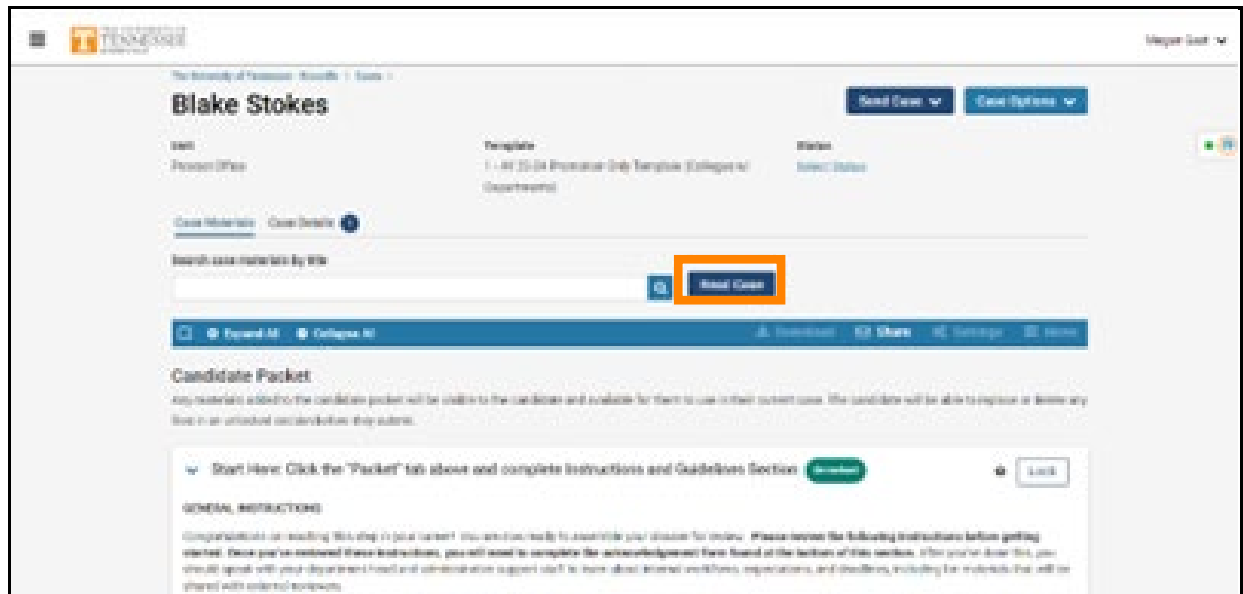
## Step-by-Step Guide for Deans AY23-24 Promotion and Tenure Access at Dean's Review Step

### Reading the Candidate's Case

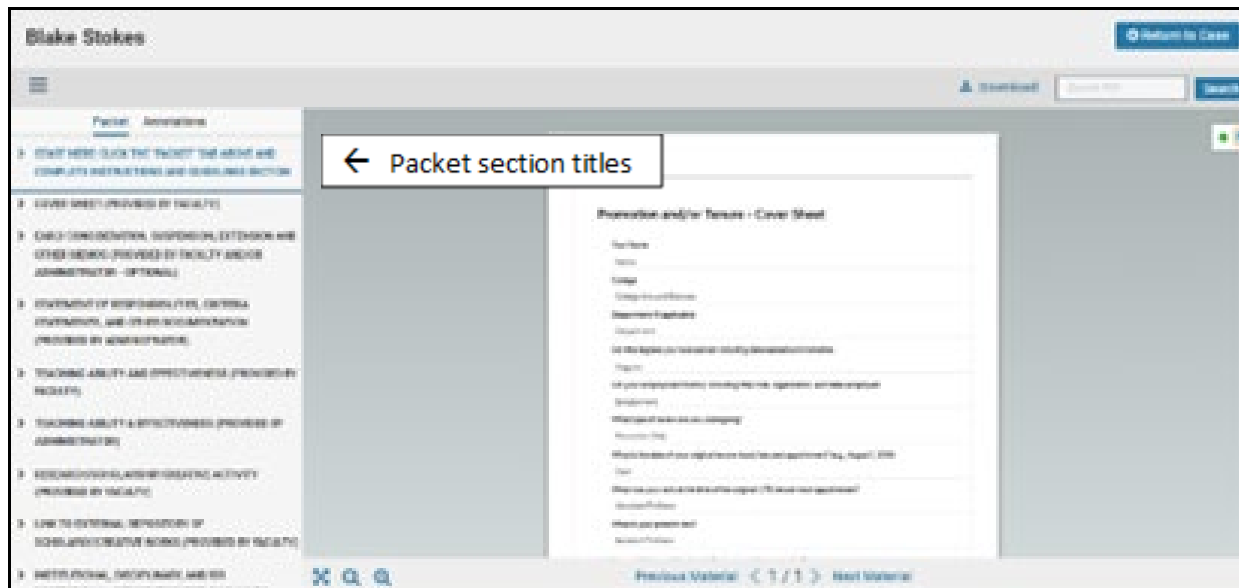
You will receive an email notification to access the candidate's case for review.

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:

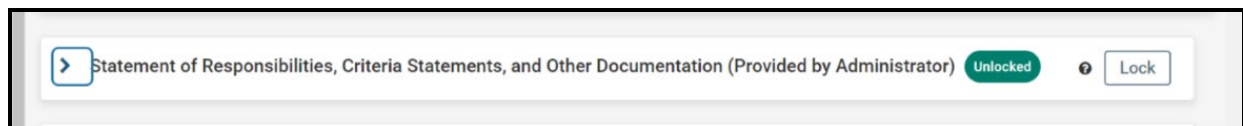


You will be brought to a page that looks like this:

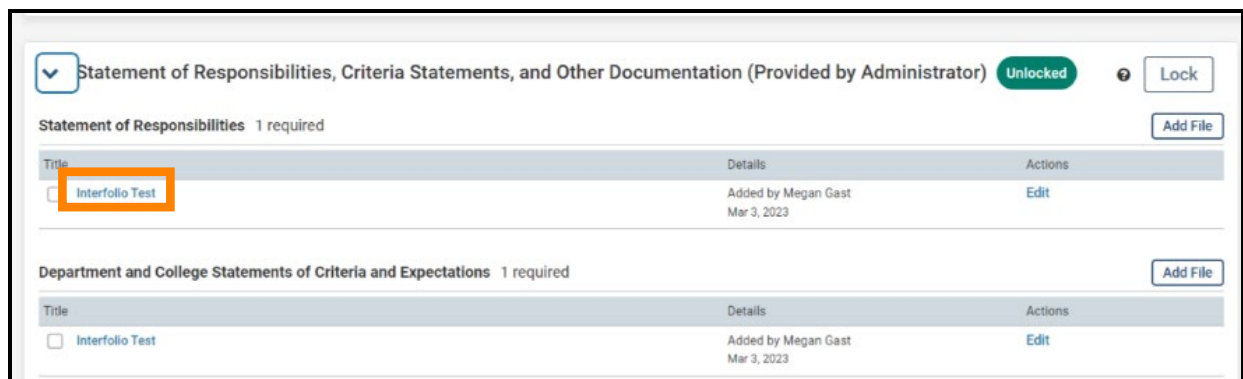


From here, you can click on the Candidate Packet section titles located on the left to review the candidate's materials.

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 below.



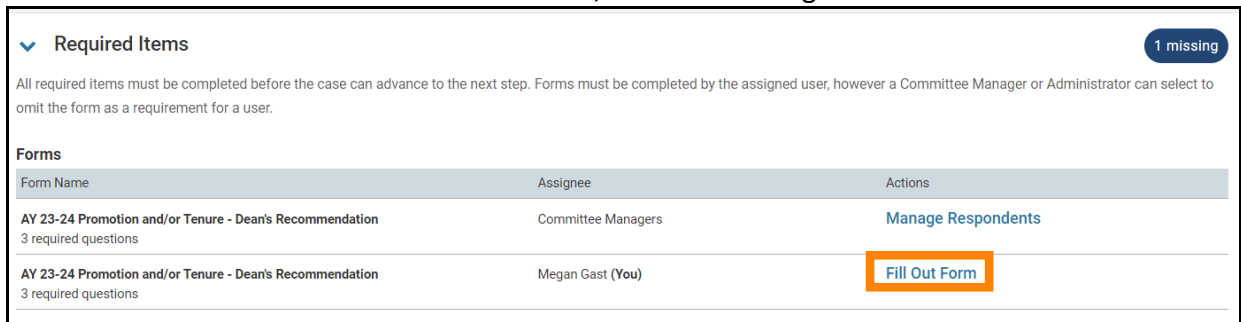
## Completing the Dean's Recommendation Form

Once you have completed your review of the candidate, you will be required to fill out the Dean'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:



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.



This year, we are giving the Deans the option to complete their narrative either using the fields of the Dean's Recommendation Form or by uploading a separate file, as has been done in past years.

Regardless of how you choose to submit their narrative, you must complete all of the fields of the form marked as required in Interfolio (designated by a red \*) before the case can be moved forward.

If you choose to submit the narrative using the fields in the Interfolio form, all fields designated with a black \* are also required.

The form looks as follows:

## AY 23-24 Promotion and/or Tenure - Dean's Recommendation

### Dean's Recommendation on Tenure \*

- ☐ Approve
- ☐ Disapprove
- ☐ N/A

### Dean's Recommendation on Promotion \*

- ☐ Approve
- ☐ Disapprove
- ☐ N/A

## Dean's Narrative

The dean's narrative can be submitted using the form fields below OR it can be uploaded as a separate file from the Case Details page (the same place you accessed this form). Note that you can edit this form as many times as you would like while the case is with the dean - 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 statement.
- ☐ 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\*

0 / 8000 characters

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

**B**
*I*
U
<sup>^</sup>
<sub>v</sub>
~~X~~
 $\pi$ 
 $\infty$ 
 $\Omega$

0 / 8000 characters

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**Service\***

**B**
*I*
U
<sup>^</sup>
<sub>v</sub>
~~X~~
 $\pi$ 
 $\infty$ 
 $\Omega$

### 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 as reflected in the Annual Performance and Planning Reviews and/or Retention Reviews.







0 / 8000 characters

## 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.

  **B** *I* U        

0 / 8000 characters

## Internal Reviews

### Internal Review Committee Recommendations\*

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

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### Department Head Recommendation\*

(Deans of colleges without departments can skip this item.)

Provide a summary of the department head's recommendation, as well as any dissenting reports and/or candidate responses.

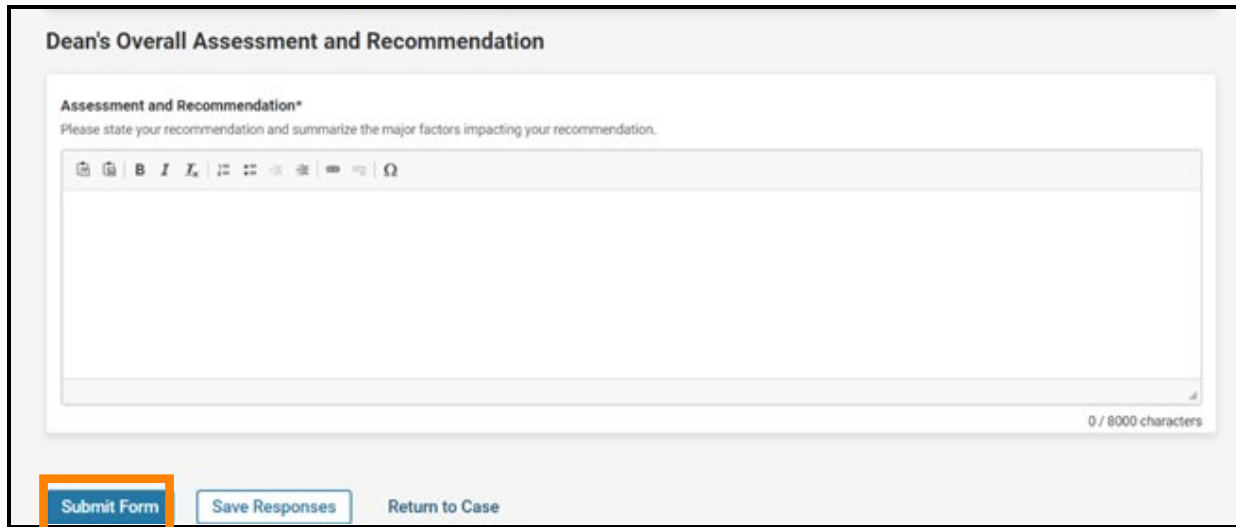
0 / 8000 characters

## Other Observations and Comments

### Additional Information

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

0 / 8000 characters



**Dean's Overall Assessment and Recommendation**

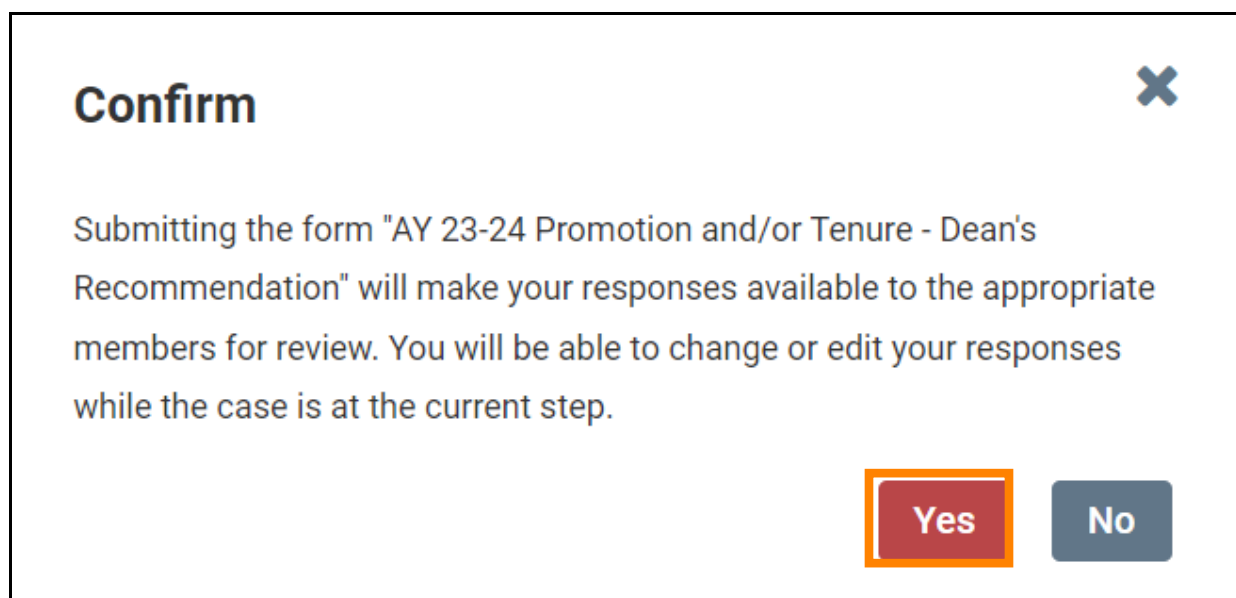
**Assessment and Recommendation\***  
Please state your recommendation and summarize the major factors impacting your recommendation.

0 / 8000 characters

**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 - Dean'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.

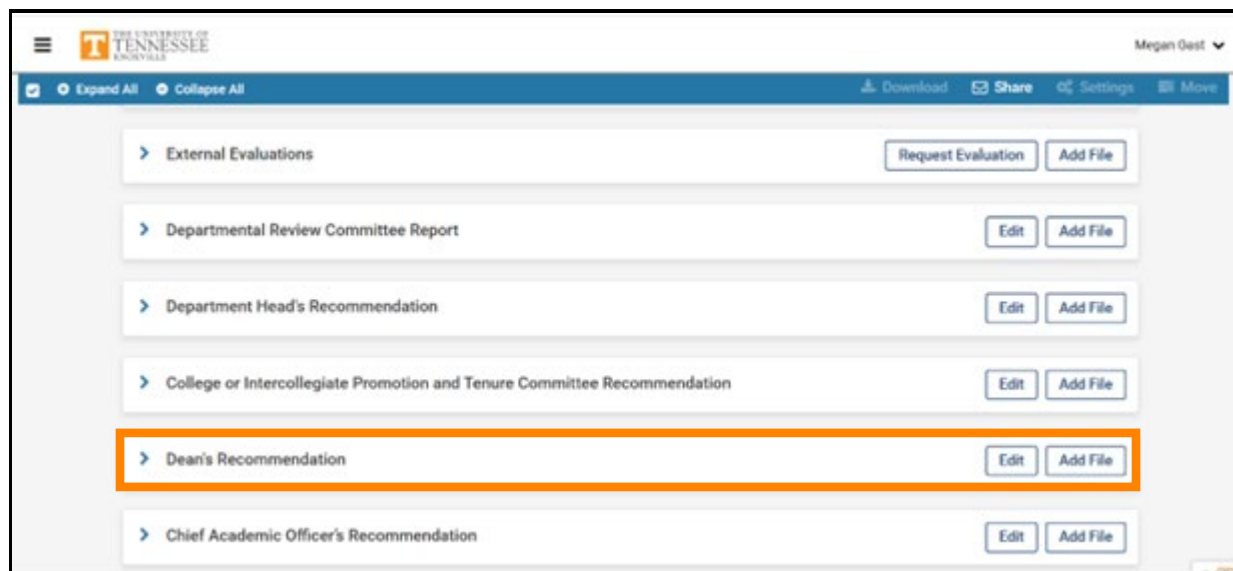
**Yes** **No**

### Uploading Dean’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 Dean’s Recommendation Form in Interfolio.

Once you have written your narrative, you will need to upload it to the Dean'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.



To expand the section, click on the ">" button.

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 [Administrators 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."




Megan Gast

The University of Tennessee - Knoxville > Cases >

## Megan Gast

**Unit**  
 Provost Office

**Template**  
 1 - AY 23-24 P&T Template (Colleges w/ Depa

Send Case

Case Options

Forward to Faculty Affairs

Backwards to Faculty Affairs

Case Materials

Case Details

Search case materials by title
 

Q

Read Case

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

**Send Case Forward** [X]

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.