Creating an Emeritus Case in Interfolio

- 1. Log into tiny.utk.edu/interfolio
- 2. 2. Under "Review, Promotion, and Tenure Cases" select the option to create a case in the upper right corner.

The University of Tennessee - Knoxville >	
Cases	Create Case 🗸
Search cases	
Filter	

3. Enter the appropriate faculty member and your unit (dept/college) name

Add New Case	×
Selected Candidate * Jennifer Western jedwar75@tennessee.edu Change selected candidate	
Will the candidate be involved in this evaluation? *	
This setting cannot be changed after this step. Learn more about candidate involvement.	
 Yes, the candidate will be involved during the case. No 	
Unit for Case *	
Please select an organizational unit for this case.	
-	
The University of Tennessee - Knoxville	
Knoxville Academic Units	
College of Architecture and Design	
School of Architecture	Ц
School of Design	
School of Interior Architecture	
School of Landscape Architecture	
College of Arts and Sciences	

4. Select the appropriate template for your area.

Te	Emeritus Request (Colleges With Departments) Femplate for request emeritus status for retiring faculty.	Preview
E E	Emeritus Request (Colleges W/O Dept)	Preview

5. Select Case Step 4 – "Case Review Steps" – on the right of the page



6. To enter the correct reviewer(s) at each step, select "edit".

1 D A	Department Recommendation	Edit Delete
X	Emeritus DH (0) Includes Instructions ON Required Documents 1 Required Form	

7. Select the option to "add members"

✓ Departmen Ad Hoc Comm	t Head (Emeritu hittee (0)	us Case)						Opti	ons 🗸
Manage Members	Instructions Re	quired Documents	Required Forms	Sett	ings				
Ho Members									

8. Search for the appropriate individual(s) to be added at that step and select "+Add". Repeat until everyone has been added

Add Members	6		x
Q finnegan			Sort By Name 🗸 💄 New
First Name	Last Name	Email	
Melanie	Finnegan	mdixon@tennessee.edu	+ Add
			Close

- a. You will need to "star" a chair, even if only one individual is at this step. This person will be required to complete the form.
- 9. Return to case review steps
- 10. This process will need to be completed at each case review step *prior to the Faculty Affairs Review Step.*
- 11. Once each step has been entered, select "continue." Review the case summary and return to case in the top right corner.
- 12. Select the option "Send Case Notify Candidate" to notify the faculty. This will route the case to the faculty for the upload of materials and complete the necessary forms.