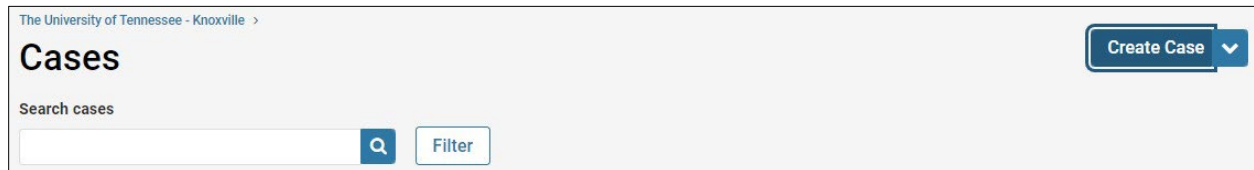
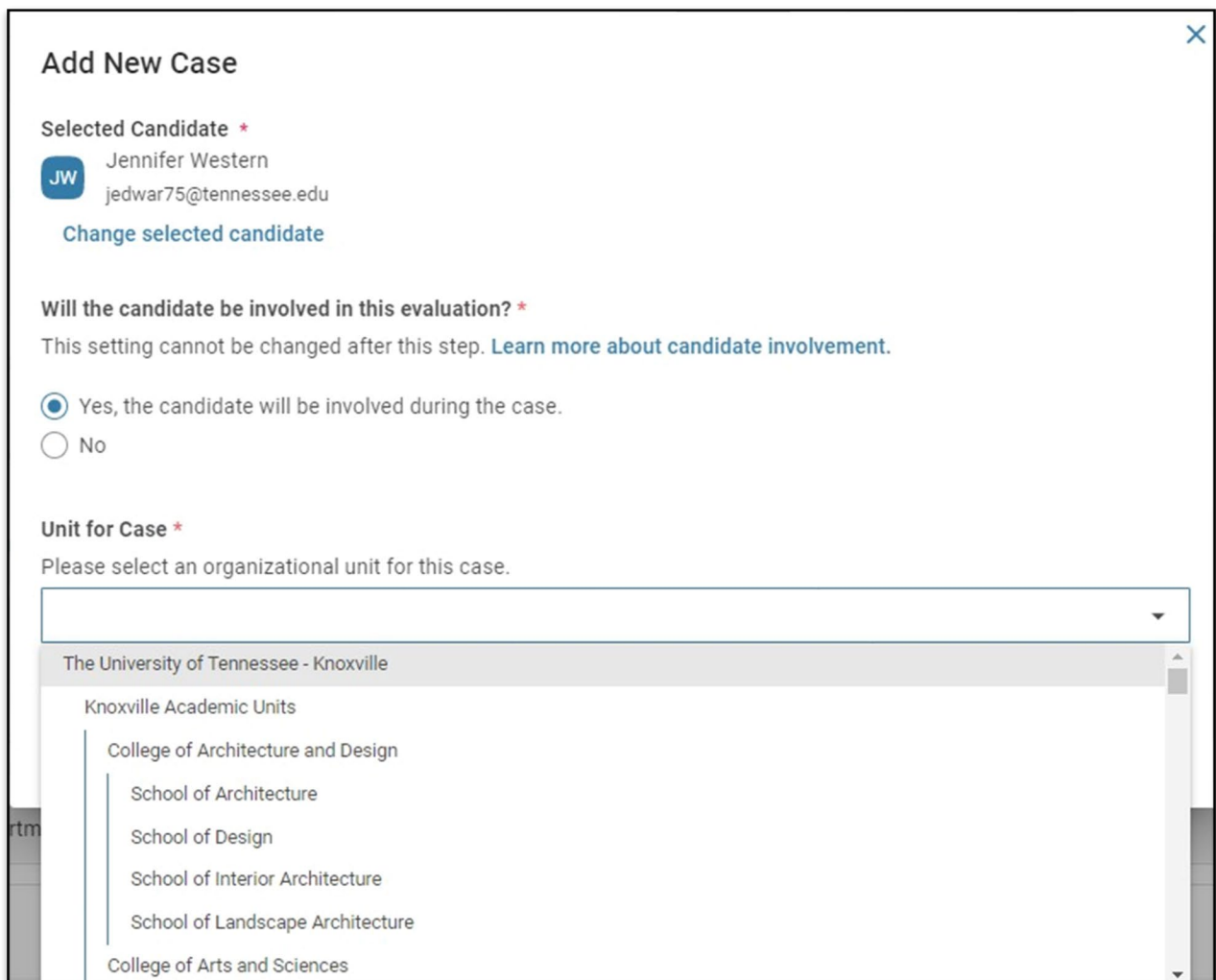


Creating an Emeritus Case in Interfolio

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



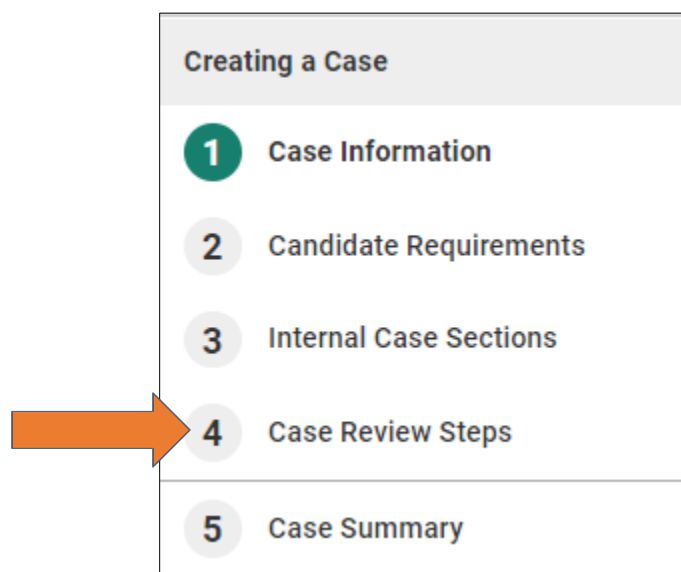
3. Enter the appropriate faculty member and your unit (dept/college) name



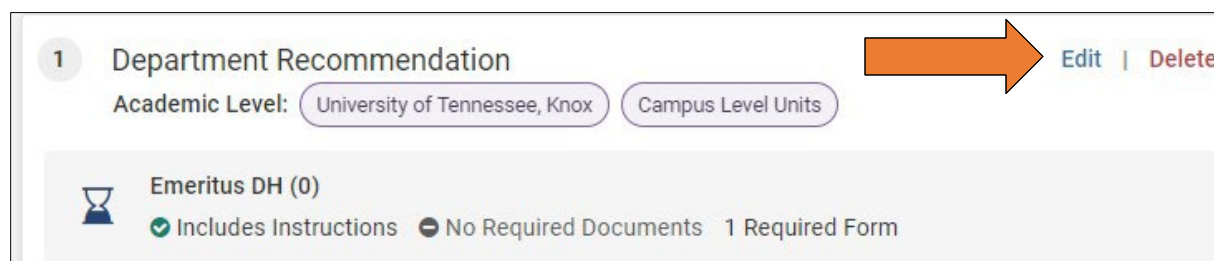
4. Select the appropriate template for your area.

	Emeritus Request (Colleges with Departments) Template for request emeritus status for retiring faculty.	Preview
	Emeritus Request (Colleges W/O Dept) Template for request emeritus status for retiring faculty.	Preview

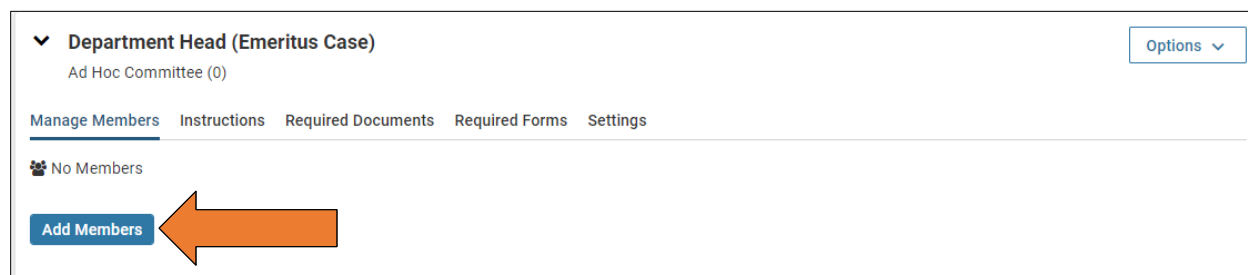
5. Select Case Step 4 – “Case Review Steps” – on the right of the page



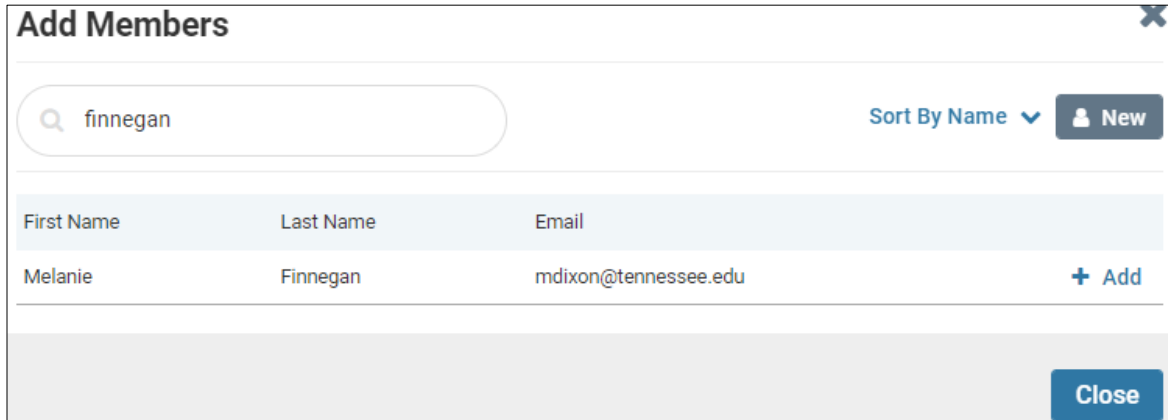
6. To enter the correct reviewer(s) at each step, select “edit”.



7. Select the option to “add members”



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



First Name	Last Name	Email	
Melanie	Finnegan	mdixon@tennessee.edu	+ Add

- 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.