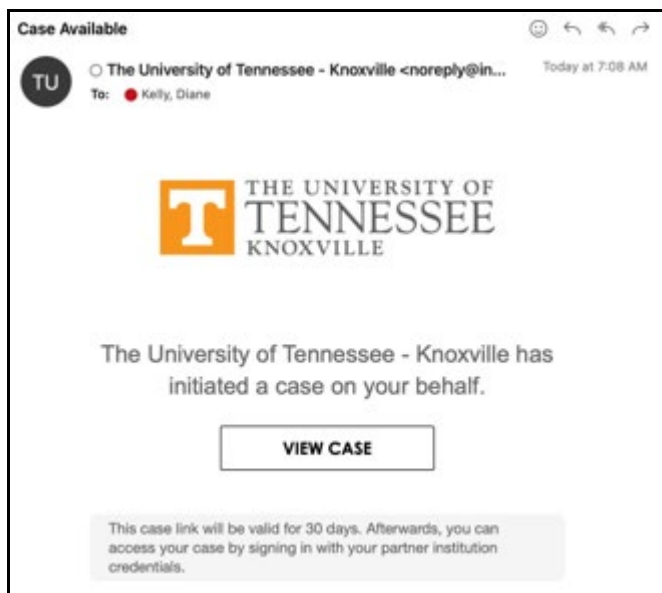


Step-by-Step Guide for Faculty Candidates Promotion and Tenure Case Preparation in Interfolio

If your name has been submitted to Faculty Affairs by your college as someone who will be considered for promotion and/or tenure in the upcoming academic year, a case will be created for you in Interfolio in the spring semester before the academic year in which your case will be reviewed. You will receive an email notification when your case has been created. You can access your case in three ways:

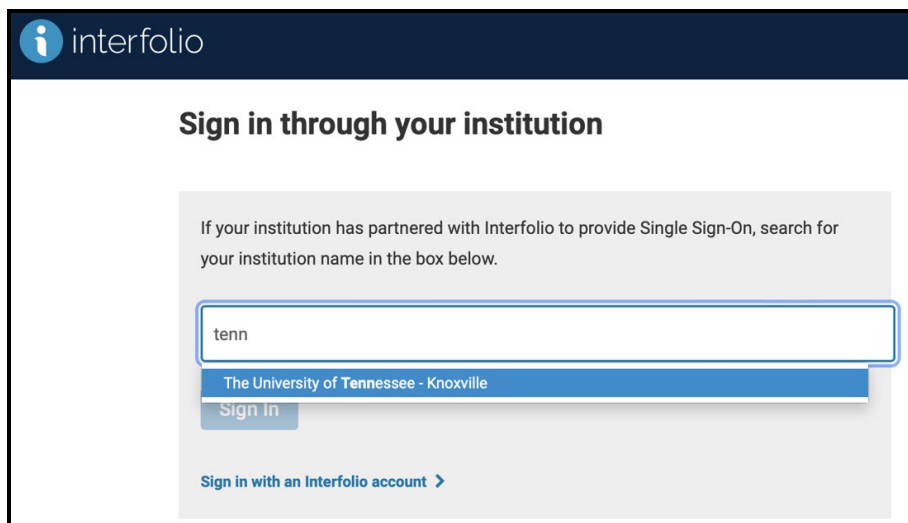
- (1) Via the email you received when your case was initiated in the system (warning: the link is only active for 30 days):



- (2) By visiting <http://tiny.utk.edu/interfolio> which will take you to the standard UTK central authentication service.
- (3) By visiting <http://interfolio.com> and signing into our institutional account:



Click “Sign in with Partner Institution” and then search for and select the University of Tennessee – Knoxville:



interfolio

Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

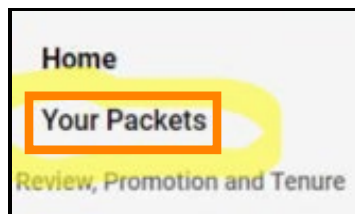
The University of Tennessee - Knoxville

Sign In

[Sign in with an Interfolio account >](#)

Depending on when you last authenticated, you may or may not need to complete the UTK central authentication process.

If you followed the email link, you will be taken directly to your packet. Otherwise, once you are logged in you can find and open your dossier/case packet by selecting “Your Packets” in the menu on the left of the page.



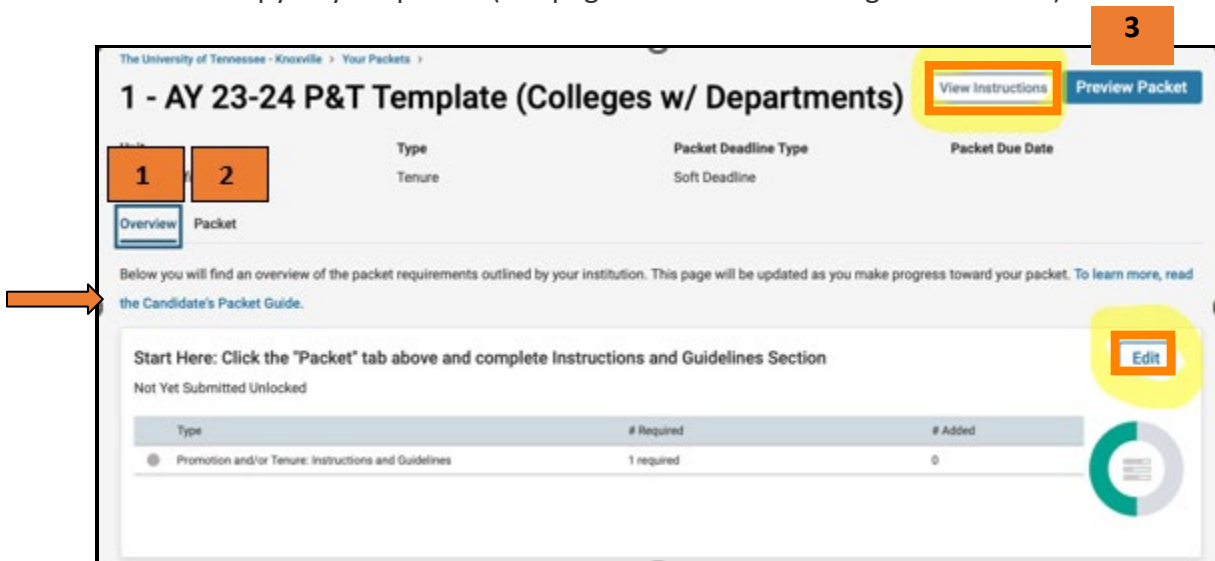
In Your Packets, select the packet that corresponds to your promotion and tenure case:

| Your Packets | | | | |
|---|--------|---------------|----------|----------------------|
| Active | | | | |
| Packet | Type | Status | Due Date | |
| Provost Office | Tenure | Not Submitted | – | View |
| 1 - AY 23-24 P&T Template (Colleges w/ Departments) | | | | |

Reviewing and Building your Case

You will see the screen below when you open your case. There are three major ways to view your case:

- (1) The default screen when you first log in (“Overview”) provides a dashboard of the items you need to provide and visual indicators of your progress. **The visuals are not always helpful** since they will show optional items as being complete.
- (2) The “Packet” view (see "Packet" tab next to "Overview" tab) provides more information about what is needed in each section and allows you to upload files. We recommend you work in the “Packet” view. You will need to change to this view each time you log in since "Overview" is the default view. Clicking on “Edit” will also take you to the “Packet” view.
- (3) The “Preview Packet” button will compile all the files you upload into a single document and launch a PDF-type viewer. From this viewer, you can download a copy of your packet (see page 6 below for an image of this view).



The “View Instructions” button has some brief instructions; the most extensive set of instructions are provided in the first section of your packet: “Start Here: Click the “Packet” tab above and complete the Instructions and Guidelines Section.”

When you click on the “Packet” tab or the “Edit” button, you will see the following screen:

The University of Tennessee - Knoxville > Your Packets >

1 - AY 23-24 P&T Template (Colleges w/ Departments)

View Instructions Preview Packet

| Unit | Type | Packet Deadline Type | Packet Due Date |
|----------------|--------|----------------------|-----------------|
| Provost Office | Tenure | Soft Deadline | |

Overview Packet

Expand All Collapse All

Start Here: Click the “Packet” tab above and complete Instructions and Guidelines Section

Not Yet Submitted Unlocked Submit 0 of 0 Required Files

GENERAL INSTRUCTIONS

Congratulations on reaching this step in your career! You are now ready to assemble your dossier for review. Please review the following instructions before getting started. Once you’ve reviewed these instructions, you will need to complete the acknowledgement form found at the bottom of this section. After you’ve done this, you should speak with your department head and administrative support staff to learn about internal workflows, expectations, and deadlines, including for materials that will be shared with external reviewers.

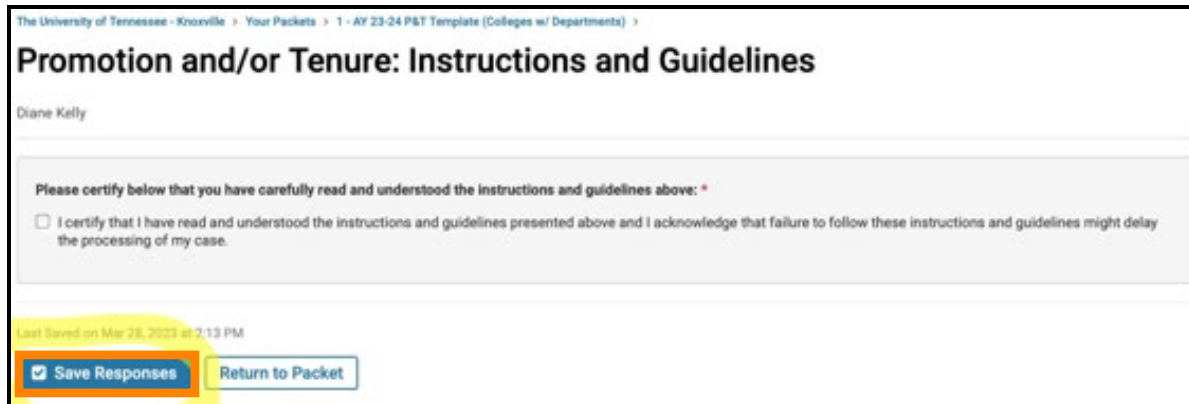
Please carefully review these instructions as they provide information about completing and submitting your dossier. They also explain the main Interfolio interface features you will need to use to build and submit your case. You will be asked to complete an acknowledgement form found at the bottom of the section after you’ve reviewed the instructions. Click on “Fill Out Form:”

Promotion and/or Tenure: Instructions and Guidelines 1 required questions,

Fill Out Form

This form has not been completed.

And then complete the acknowledgement. Be sure to click “Save Response” at the bottom of the form:



The University of Tennessee - Knoxville > Your Packets > 1 - AY 23-24 P&T Template (Colleges w/ Departments) >

Promotion and/or Tenure: Instructions and Guidelines

Diane Kelly

Please certify below that you have carefully read and understood the instructions and guidelines above: *

☐ I certify that I have read and understood the instructions and guidelines presented above and I acknowledge that failure to follow these instructions and guidelines might delay the processing of my case.

Last Saved on Mar 28, 2023 at 7:13 PM

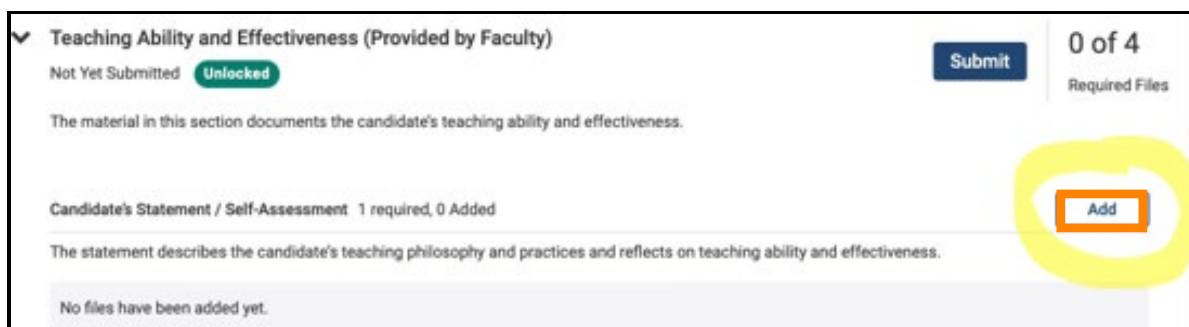
[Save Responses](#) [Return to Packet](#)

After you've done this, you should speak with your department head and administrative support staff to learn about internal workflows, expectations, and deadlines, including for materials that will be shared with external reviewers.

In total there are three forms you will need to complete:

- (1) The **Instructions Acknowledgement** form shown above.
- (2) The **Cover Sheet**, which provides basic information about your case.
- (3) The **Candidate Signature Statement**, which is found at the bottom of the page. This should be the very last action you take before your case moves to the next step.

For the remainder of the sections, you will upload files, by clicking the “Add” button:



✓ Teaching Ability and Effectiveness (Provided by Faculty)

Not Yet Submitted **Unlocked** [Submit](#) 0 of 4 Required Files

The material in this section documents the candidate's teaching ability and effectiveness.

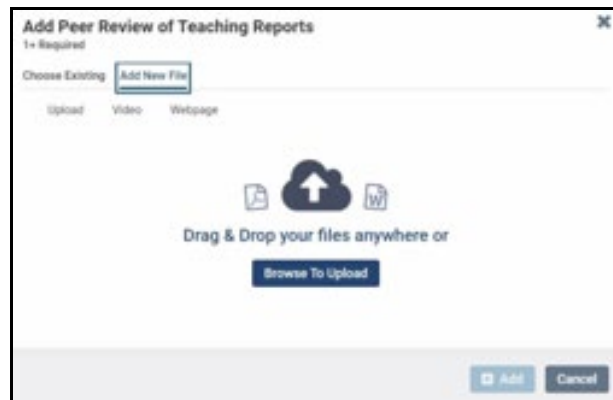
Candidate's Statement / Self-Assessment 1 required, 0 Added

The statement describes the candidate's teaching philosophy and practices and reflects on teaching ability and effectiveness.

No files have been added yet.

[Add](#)

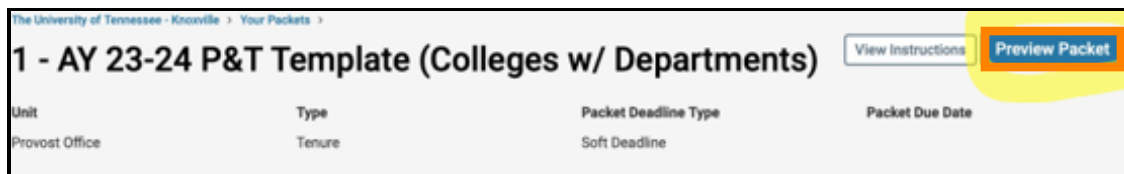
Clicking “Add” will open this window:



From this window you will be able to navigate to the file you want to upload.

Preview Packet

The third and final view is “Preview View.” You can find this button in the top right-hand corner of the screen from both the “Overview” and “Packet” views:



Clicking this button will compile all the forms you’ve completed and all the documents you’ve uploaded into a single file and launch a PDF-type viewer (you can download this compilation for your records from the viewer):

The screenshot shows the UTK Faculty Affairs system interface for Alyssa Thom. The 'Download' button is highlighted with a yellow circle. The interface includes a sidebar with a list of packets and annotations, a main content area displaying the 'Cover Sheet - Promotion and/or Tenure Review' form, and a top navigation bar with a 'Return to Case' link and a search bar.

When you upload files, please make sure the file names clearly describe the contents of the file as the file names will become additional bookmarks in the PDF and this will make it easier for those reviewing your case to understand where things are:

The screenshot shows the UTK Faculty Affairs system interface for Alyssa Thom. The 'Section Title' and 'Document Names' are highlighted with orange arrows. The interface includes a sidebar with a list of packets and annotations, a main content area displaying the 'Cover Sheet - Promotion and/or Tenure Review' form, and a top navigation bar with a 'Return to Case' link and a search bar.

You are now ready to log in to Interfolio and start building your case. Again, please check with your departmental and/or college administration to learn about any internal deadlines and expectations.

Questions?

If you have questions or need help, please contact the administrative support staff in your department. You will also find resources at the [Faculty Affairs website](#) and a [list of workshops](#) that might be useful to you. You can find further guidance on the Promotion and Tenure review process in the [Faculty Handbook](#).