

# Megan Gast

Send Case

Case Options

## Unit

Provost Office

## Template

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

## Status

Select Status

Case Materials Case Details 1

### Reviewing as

Instructions Screenshots [change](#)

#### Instructions

##### Guidelines from UTK Faculty Handbook

**General Approach.** Reviews at the college level bring broader faculty and administrative judgments to bear and also monitor general standards of quality, equity, and adequacy of procedures used. Collegiate reviews are based on criteria for promotion and/or tenure as set forth in departmental and collegiate bylaws and this handbook.

All peer review committees and administrators shall limit deliberations to the review of the content of the complete dossier, curriculum vitae, supporting materials, and attachments.

**Recusals.** A faculty member serving on the college review committee shall recuse themselves from the discussion of a colleague from their department and shall not participate in the college review committee vote on that faculty member.

**Minority Report / Dissenting Statements to Committee Report.** Committee members may individually or collectively submit a minority report/dissenting statement to the committee recommendation. Dissenting reports should be based on an evaluation of the record and can be submitted to the College Review Committee Chair who can upload the report to Interfolio.

**Right of the faculty member to respond.** The faculty member being reviewed may prepare a written response to the recommendation and vote of the college or intercollegiate review committee. Faculty Affairs will share the committee's report with the candidate so the committee does not have to take this action.

##### Submitting the Recommendation in Interfolio

- Only the committee chair can submit the recommendation in Interfolio.
- The voting form, which can be accessed by clicking on "Fill Out Form" below, is required.
- The voting form has several required items (marked with a red asterisks) and also has *optional* fields where the committee can provide their narrative evaluation.
- The committee also has the option to upload a narrative response instead of entering their narrative review in the form fields (some items on the voting form are still required though).
  - If this option is chosen, the committee narrative must be uploaded into the appropriate Internal Sections area, found under the “Case Materials” tab.
  - For colleges with departments, the College Review Committee will upload their narrative to the “College Promotion and Tenure Committee Recommendation” section.
  - For colleges without departments, the Intercollegiate Review Committee will upload their narrative to the “Intercollegiate Promotion and Tenure Committee Recommendation” section.
  - To upload a file, click on “Add File” and then “Browse To Upload” to choose the correct file for the narrative.
  - Select “Open” and then “Save” to save your upload. The saved and uploaded document will now appear under the section to which it was uploaded.
- Please check with your college about their expectations regarding how the narrative is submitted.
- It the committee chair needs to communicate with members of the committee, they can use the email function in the appropriately marked section below.
- Once the committee is ready to finalize the review and move the case to the next step, the chair should click on the "Send Case" button in the upper right corner of the screen and then select "Forward to Faculty Affairs."
- An email template will pop-up. Enter a subject line, which is required ("P&T Case" is fine). Click "continue" to move the case forward.
- The Faculty Affairs office will then share the report with the candidate and move the case to the next review step when it is ready.

#### Required Items

1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

### Forms

Form Name	Assignee	Actions
AY 22-23 Promotion and/or Tenure - College/Intercollegiate Review Committee Recommendation 13 required questions	Committee Managers	Manage Respondents
AY 22-23 Promotion and/or Tenure - College/Intercollegiate Review Committee Recommendation 13 required questions	Diane Kelly (You)	Fill Out Form

#### Committee Members (2)

Email

Edit