

Megan Gast

Send Case ▼

Case Options ▼

Unit	Template	Status
Provost Office	1 - AY 23-24 P&T Template (Colleges w/ Departments)	Select Status

- Case Materials
- Case Details1

Reviewing as

Instructions Screenshots [change](#)

▼ Instructions

Guidelines from UTK Faculty Handbook

The vote of the tenured faculty is advisory to the department head. The department head conducts an independent review of the candidate’s case for tenure and/or promotion. The department head’s letter will provide an independent recommendation and summary explanation for the recommendation based on the department head’s review and evaluation of materials in the dossier.

If the head’s recommendation differs from the recommendation of the departmental review committee, the summary must explain the reasons for the differing judgment.

The department head’s letter will be made available to the candidate and to the departmental review committee by Faculty Affairs staff so that they may (if they wish) prepare a response or dissenting statement, respectively.

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.

Submitting the Recommendation in Interfolio

- The recommendation form, which can be accessed by clicking on "Fill Out Form" below, is required.
- The recommendation form has several required items (marked with a red asterisks) and also has *optional* fields where you can provide your narrative evaluation.
- You also have the option to upload a narrative response instead of entering your narrative review in the form fields (some items on the voting form are still required though).
 - If this option is chosen, the Department Head’s narrative must be uploaded into the “Department Head’s Recommendation” section of the Internal Sections found under the “Case Materials” tab.
 - 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.
- Once you are ready to finalize your review and move the case to the next step, you 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 your report with the candidate and the departmental review committee 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 23-24 Promotion and/or Tenure - Department Head's Recommendation 3 required questions	Committee Managers	Manage Respondents
AY 23-24 Promotion and/or Tenure - Department Head's Recommendation 3 required questions	Diane Kelly (You)	Fill Out Form

➤ Committee Members (2)

Email Edit