

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

General Approach. Careful professional judgment of the accomplishments, productivity, and potential of each candidate is expected at each level of review. All levels of review are also concerned with procedural adequacy and equity. **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 as forwarded.**

Role of Department Head in Departmental Review. Department heads may attend the discussion of a tenure and/or promotion candidate by the departmental review committee; however, since the department head has an independent review to make, **the department head shall not participate in the discussion except to clarify issues and assure that proper procedure is followed.**

Faculty vote on the candidate. Tenured faculty with the appropriate rank will participate in a formal vote upon the candidate according to departmental bylaws. All votes will be anonymous. **Ballots, regardless of format, must have space for written comments on the candidate’s strengths and weaknesses along with a way to record the vote.**

Statement from the faculty. A representative of the departmental review committee, selected according to departmental bylaws, shall prepare a written summary of the faculty discussion. The written summary of the discussion and the vote of the review committee constitute the faculty recommendation. In cases where the vote is not unanimous, a minority report can also be submitted. The written recommendation, and any minority report, will be made available to the candidate so that they may (if they wish) prepare a response (in Interfolio, the department staff case facilitator will perform this action once the committee submits its report). The recommendation, the vote, any minority report, and any response from the candidate will become part of the dossier.

In the context of the departmental review, the UTK Faculty Handbook (3.11.6.1.E.1.b.4) states, "When a candidate has not received a unanimous committee vote, the statement must include a discussion of the reasons for the divergent opinions."

Minority Report / Dissenting Statements to Faculty Report. Faculty members may individually or collectively submit a minority report/dissenting statement to the faculty recommendation. Dissenting reports should be based on an evaluation of the record and should be submitted to the committee chair who will upload the report to Interfolio.

Dissenting Statements to Department Head Report. Once the department head completes their review, Faculty Affairs will share it with all members of the review committee. Faculty members may individually or collectively submit dissenting statements to the department head’s recommendation. Dissenting reports should be based on an evaluation of the record and can be uploaded to Interfolio by following the link the email notification.

Candidate Responses. The candidate is given the opportunity to respond to all reports and dissenting statements, including those written by the voting faculty in response to the department head's recommendation. The process of sharing these reports is managed by Faculty Affairs so the committee and/or department does not need to take action once they have submitted their recommendations. Members of the departmental review committee are not allowed to submit responses to the candidate's responses.

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 Unit Review Committee will be the Departmental Review Committee and will upload their narrative to the “Departmental Review Committee Report” section.
 - For colleges without departments, the Unit Review Committee will be the College Review Committee and will upload their narrative to the “College Review Committee Report” 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 department and/or 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.

Thank you!

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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 - Unit Review Committee Recommendation 13 required questions	Committee Managers	Manage Respondents
AY 23-24 Promotion and/or Tenure - Unit Review Committee Recommendation 13 required questions	Diane Kelly (You)	Fill Out Form

Committee Members (2)

Email

Edit