## Overview of Promotion and Tenure Process in Interfolio For Colleges With Departments

Key
DCF – Departmental Case
Facilitator
CCF – College Case Facilitator

FA – Faculty Affairs

CASE SETUP (Done by Faculty Affairs (FA)) FA Team creates case and sends it forward Step 1: Materials Upload Candidate uploads Step 1a documents Step 1b: "Provided by DCF and CCF complete Department Head Attach documents FA team sends case to . Administrator' solicits external checklists and move and lock sections DRC Material Upload case forward to FA reviews STEP 2: Departmental Review Committee (DRC) FA shares narrative Receives and reviews FA sends case to Sends case to FA step and tracks response Department Head case period FA shares narrative Sends case to DH receives and and tracks response FA sends case to CRC reviews case FA step period STEP 4: College Review Committee (CRC) FA shares narrative CRC receives and Sends case to and tracks response FA sends case to Dean reviews case FA step period FA shares narrative FA sends case to their Dean receives and Sends case to and tracks response next step reviews case review period STEP 6: Vice Provost of Faculty Affairs (FA) FA team receives and Shares Dean's Tracks two-week Sends case to narrative w/candidate CAO step reviews case response period STEP 11: Chief Academic Office (CAO) (Provost) FA shares narrative CAO receives and Send case to Sends case to and tracks response FA step Chancellor step reviews case period Chancellor receives Send case to FA shares letter and reviews case FA step Skip UT System and Step 12a: Promotion **Board of Trustees** Only Cases directly to Step 14 Step 12b: Positive FA sends case to UT **Tenure Cases** System Send notification to Finalize and candidate close case