

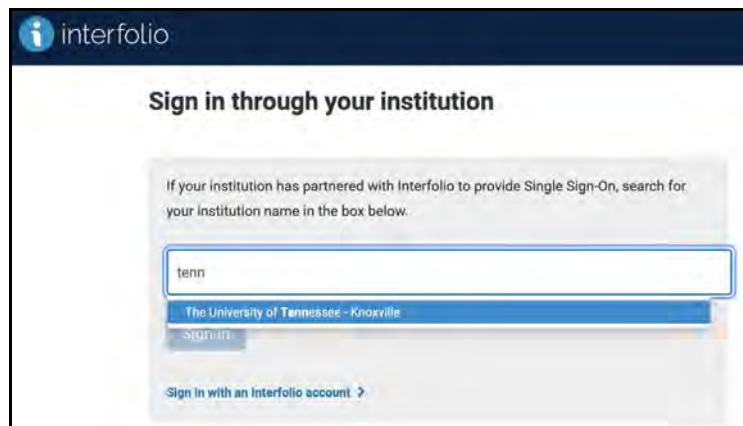
Step-by-Step Guide for Faculty Candidates Non-Tenure Track Faculty Promotion Case Preparation in Interfolio

If your name has been submitted to Faculty Affairs by your college as someone who will be considered for promotion in the upcoming academic year, a case will be created for you in Interfolio in the fall semester of the academic year in which your case will be reviewed (cases are reviewed in the spring semester). 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):

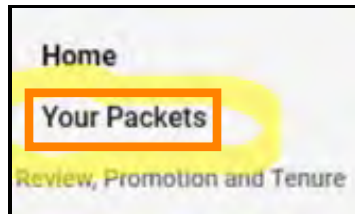


- (2) By visiting <http://tiny.utk.edu/interfolio> which will take you to the standard UTK central authentication service.
- (3) By visiting <http://interfolio.com> and signing into our institutional account. Click “Sign in with Partner Institution” and then search for and select the University of Tennessee – Knoxville:



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:



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 University of Tennessee - Knoxville > Your Packets >

AY 23-24 NTTF Promotion Template (Colleges w/ Departments)

1 **2** Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

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

Not Yet Submitted Unlocked

Type	# Required	# Added
NTTF Instructions and Guidelines Acknowledgement	0 required	0

3 View Instructions Preview Packet

Edit

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 >

AY 23-24 NTTF Promotion Template (Colleges w/ Departments)

Unit: Provost Office Type: Promotion Packet Deadline Type: Soft Deadline Packet Due Date:

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.

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:”

NTTF Instructions and Guidelines Acknowledgement 1 required questions,

This form has not been completed.

Fill Out Form

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

The University of Tennessee - Knoxville > Your Packets > AY 23-24 NTTF Promotion Template (Colleges w/ Departments) >

NTTF Instructions and Guidelines Acknowledgement

Megan Gast

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 Aug 2, 2023 at 10:26 AM

☒ Save Responses
 Return to Packet

After you’ve done this, you should speak with your department head/dean and administrative support staff to learn about internal workflows, expectations, and deadlines.

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:

Cover Letter (Provided by Faculty)
Not Yet Submitted
Unlocked

Submit
0 of 1
Required Files

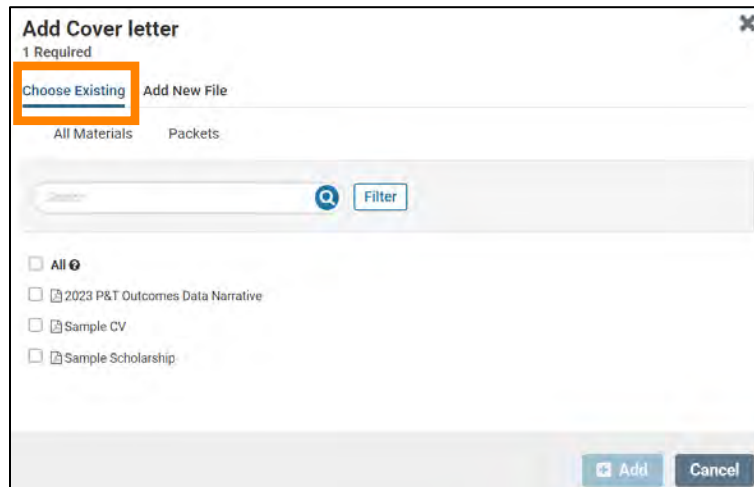
Cover letter 1 required, 0 Added

Add

Please upload a cover letter that describes your principal assignment and any secondary assignments over the course of the evaluation period. The letter should provide a brief overview of your achievements in each of the relevant areas of effort (teaching, research/service/creative activity, service). A more extensive description of achievements should be provided in your overview statements, which come at the beginning of each of the areas of effort.

No files have been added yet.

Clicking “Add” will open this window:



The default option on the window above is to select from existing documents that you have uploaded to Interfolio (“Choose Existing” shown above).

More than likely, you will be uploading new files, so select “Add New File:”



Drag and drop the desired files from your computer into the window or click on “Browse to Upload” to navigate to files saved on your computer. Click “Add” to complete the upload.

Preview Packet

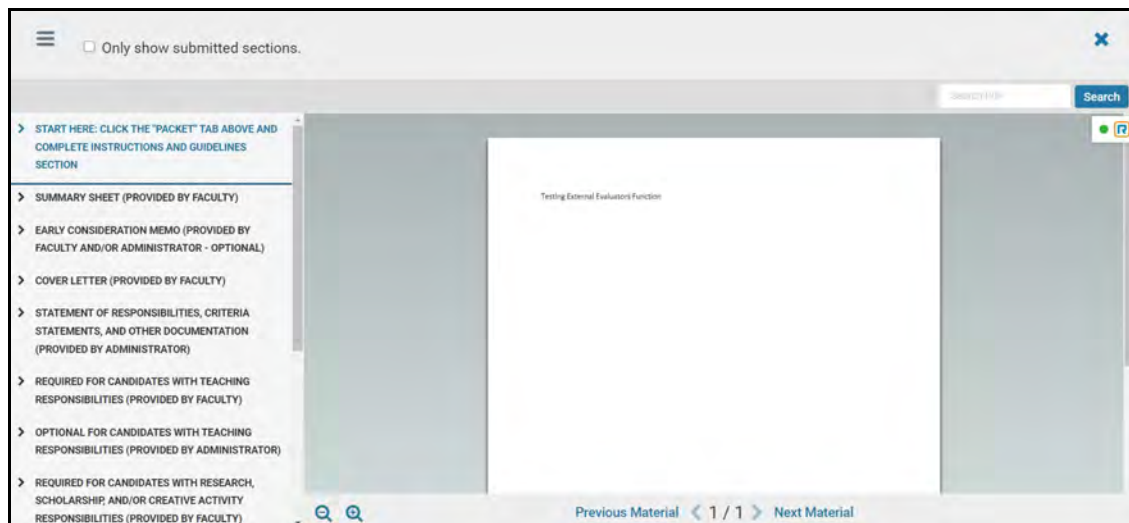
The third and final view is “Preview View.” You can find this button in the top right-hand corner of the screen from both the “Overview” and “Packet” views:

The University of Tennessee - Knoxville > Your Packets >

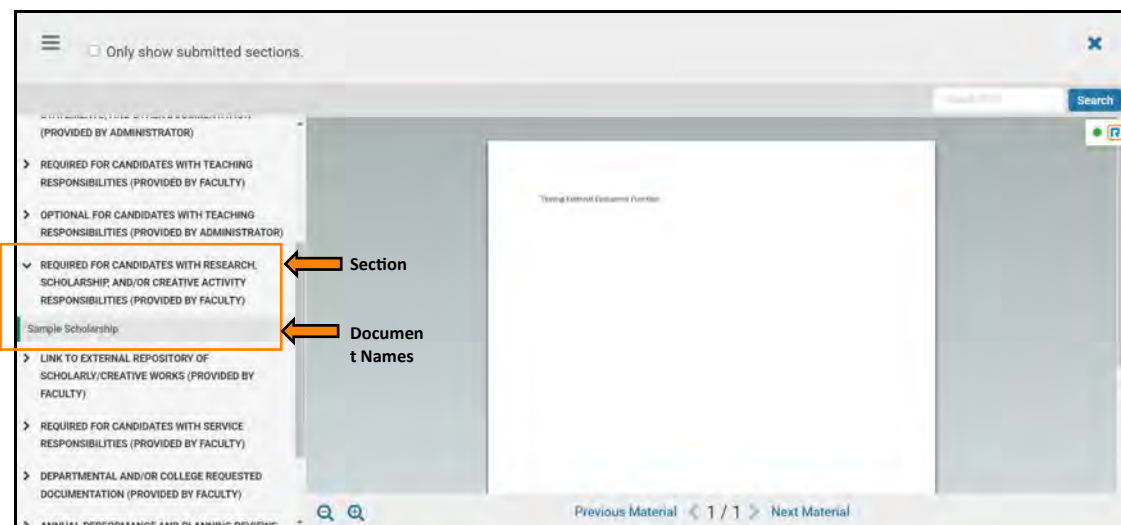
AY 23-24 NTTF Promotion Template (Colleges w/ Departments)

Preview Packet

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:



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:



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](#).