

Step-by-Step Guide for Administrators

AY 23-24 Non-Tenure Track Faculty Promotion

Access at Departmental Materials Upload Step

You will receive an email to access the case at the first step of the review process along with the Departmental Case Facilitator and/or the College Case Facilitator. To access the case, follow the link in the email. You can also log in directly to Interfolio at <https://tiny.utk.edu/interfolio>. If you need assistance logging in to Interfolio, please see [this guide](#).

At this first step of the review process, the candidate will be uploading all relevant materials for consideration in their promotion case. Simultaneously, you and the case facilitators will provide any required documentation to the sections indicated as “Provided by Administrator.”

Step 1: Upload Required Documents

After selecting the faculty member’s case, you will be brought to the “Case Materials” tab:

The screenshot shows the Interfolio interface for a case named 'Megan Gast'. The page has a header with 'The University of Tennessee - Knoxville' and 'Cases'. Below the case name, there are buttons for 'Send Case' and 'Case Options'. The page is divided into sections: 'Unit' (Provost Office), 'Template' (AY 23-24 NTTF Promotion Template (Colleges w/ Departments)), and 'Status' (Select Status). The 'Case Materials' tab is selected, and there is a search bar for 'Search case materials by title'.

Scroll through the “Case Materials” tab to view the following sections, which are indicated as “Provided by Administrator:”

- Early Consideration Memo
- Statement of Responsibilities, Criteria Statements, and Other Documentation
- Optional for Candidates with Teaching Responsibilities
- Annual Performance and Planning Reviews

Identify the section to which you would like to add a file and expand the section by selecting the blue “>” button:

The screenshot shows a section titled 'Statement of Responsibilities, Criteria Statements, and Other Documentation (Provided by Administrator)'. The section is expanded, and there is a blue '>' button on the left. To the right of the title, there is a green 'Unlocked' button and a 'Lock' button.

Select “Add File” next to the appropriate subsection:

✓ Statement of Responsibilities, Criteria Statements, and Other Documentation (Provided by Administrator) **Unlocked** **Lock**

Statement of Responsibilities 1 required **Add File**

No files have been submitted.

Applicable Appointment Letter and Any Subsequent Modifications 1+ required **Add File**

No files have been submitted.

Department and College Criteria for Promotion 1-3 required **Add File**

No files have been submitted.

Department and/or College's Investments in Professional Development up to 1 optional **Add File**

No files have been submitted.

The default option on the window that pops up is to select from existing documents that you have uploaded to Interfolio (“Choose Existing”):

Add Cover letter 1 Required

Choose Existing Add New File

All Materials Packets

Search ID 1 **Filter**

☐ All ☒

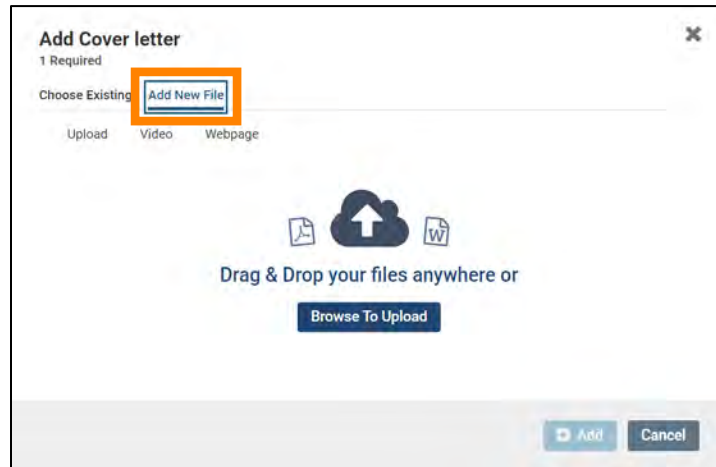
☐ 2023 P&T Outcomes Data Narrative

☐ Sample CV

☐ Sample Scholarship

Add **Cancel**

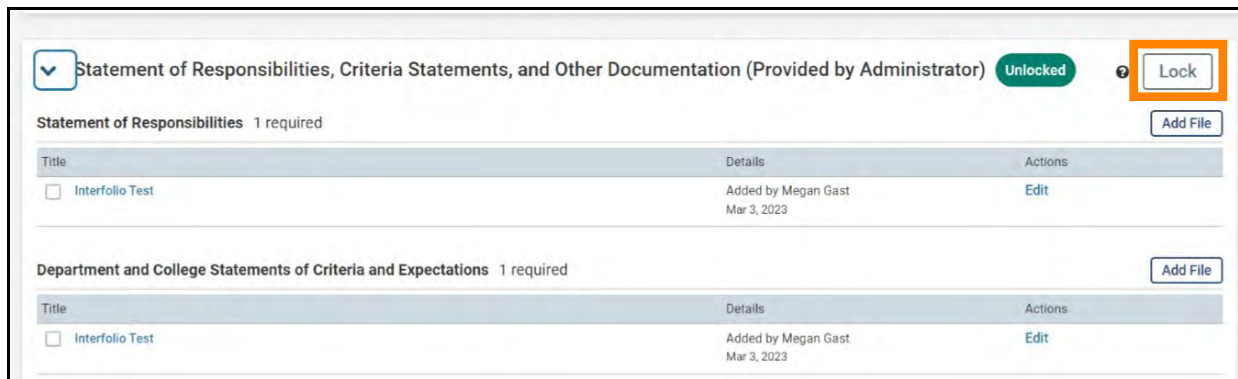
More than likely, you will be uploading new files, so select “Add New File:”



Then 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.

Step 2: Locking and Unlocking Sections

Once all relevant documents in a “Provided by Administrator” section have been added, the section should be locked. Locking a section disables the ability for a candidate to add, edit, or delete documents for that section. To do this, click on the “Lock” option located to the right of the section headings:



Once a section is locked, it can be unlocked again by you or the Department or College Case Facilitator but not by the candidate.

When you have uploaded all the required materials

The departmental and/or college case facilitators will verify that the dossier is complete by completing a required checklist form. Once both facilitators have completed their respective forms, the case will be advanced to faculty affairs.