

## Step-by-Step Guide for Departmental and College Case Facilitators AY 23-24 Non-Tenure Track Faculty Promotion Access at Departmental Materials & External Reviewer Upload Step

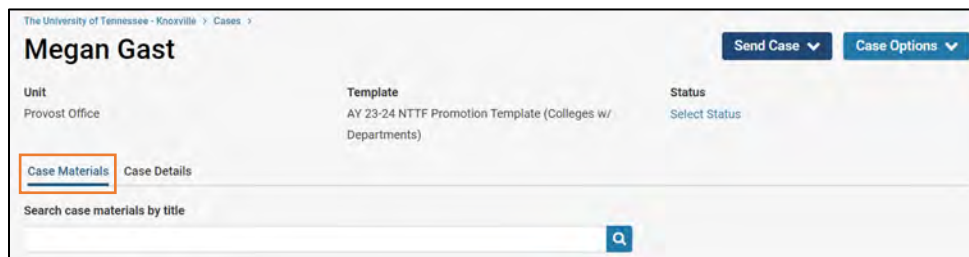
Both the Departmental and College Case Facilitators will receive access at the first step of the review process along with the Department Head or Dean in the case of colleges without departments. At this first step, the candidate will be uploading materials to their case.

Simultaneously, you as case facilitators as well as the Department Head/Dean will be providing any required documentation to the sections indicated as “Provided by Administrator.”

You will receive an email notification when the case is ready for you to add materials. To access the case, follow the link in the email. You can also log in direction to Interfolio at <https://tiny.utk.edu/interfolio>. If you need assistance logging in to Interfolio, please see [this guide](#).

### Step 1: Upload Required Documents

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

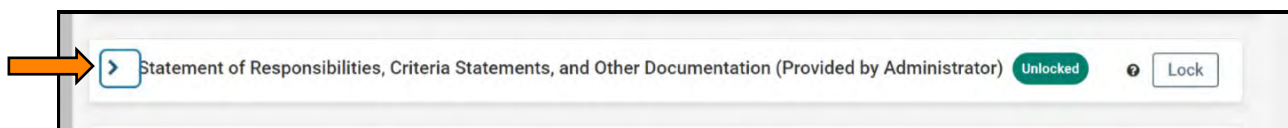


The screenshot shows the Interfolio interface for a case named "Megan Gast". At the top, there are two buttons: "Send Case" and "Case Options". Below these, there are three tabs: "Case Materials" (which is highlighted with a red box), "Case Details", and "Case History". Under the "Case Materials" tab, there is a search bar labeled "Search case materials by title" and a magnifying glass icon. The interface also displays the "Unit" as "Provost Office", the "Template" as "AY 23-24 NTTF Promotion Template (Colleges w/ Departments)", and the "Status" as "Select Status".

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:

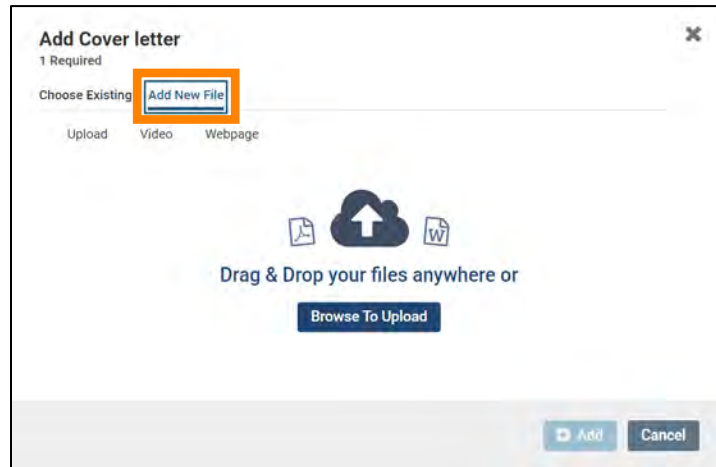


The screenshot shows a section titled "Statement of Responsibilities, Criteria Statements, and Other Documentation (Provided by Administrator)". To the left of the title is a blue square button with a white right-pointing chevron (>). To the right of the title are two buttons: a green "Unlocked" button and a grey "Lock" button. An orange arrow points to the blue chevron button.

Select “Add File” next to the appropriate subsection:

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

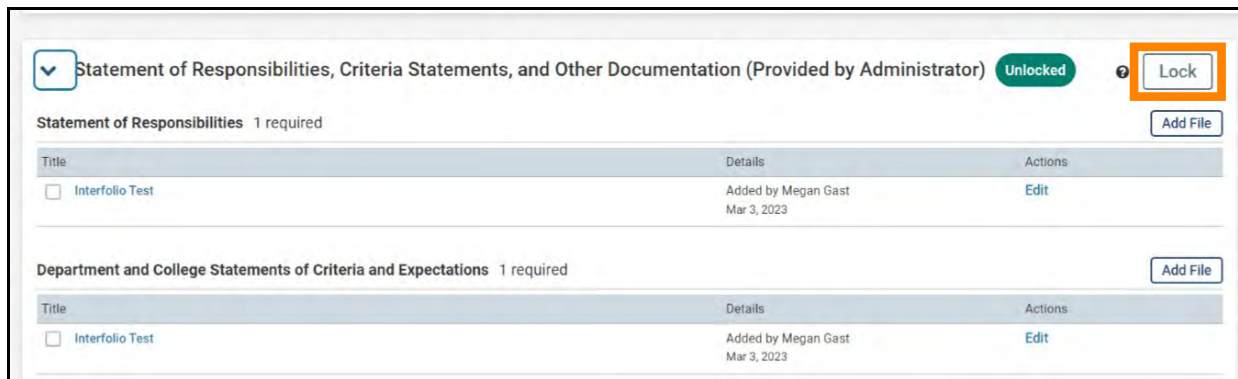
More than likely, you will be uploading new files, so select “Add New File:”



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 required and necessary 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 only be unlocked by you or the Department Head/Dean but not by the candidate.

## Step 3: Accessing the Case Facilitator Checklist

Once all materials have been uploaded to the candidate’s dossier, both the Departmental and College Case Facilitators will be asked to verify that all required, necessary, and applicable documents have been included in the appropriate format and areas of the dossier.

To facilitate this, you will be asked to fill out a checklist which serves as the verification that the dossier was checked for correctness. To fill out this form, you will select “Case Details” within the selected candidate’s case:

The University of Tennessee - Knoxville > Cases >

## Megan Gast

**Unit**  
Provost Office

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

**Status**  
[Select Status](#)

**Case Materials** **Case Details** [1](#)

[Send Case](#) [Case Options](#)

Scroll down the page to the “Required Items” section and click on “Fill out Form:”

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.

Form Name	Assignee	Actions
NTTF Promotion Departmental Case Facilitator Checklist 15 required questions	Committee Managers	<a href="#">Manage Respondents</a>
NTTF Promotion Departmental Case Facilitator Checklist 15 required questions	Megan Gast (You)	<a href="#">Fill Out Form</a>

You can edit this form as many times as you like before you submit it. Just remember to click “Save Response” each time. You can also print checklist to assist you as you build the case. Once you have completed the form, select “Submit Form” and then “Return to Case.”

[Submit Form](#) [Save Responses](#) [Return to Case](#)

#### Step 4: Sending the Case Forward

For colleges with departments, Departmental Case Facilitators and College Case Facilitators are responsible for working together to determine who moves the case forward to the next step in the review process once both required checklists have been completed and the candidate has certified that the dossier is complete.

For colleges without departments, College Case Facilitators are responsible for moving the case forward to the next step in the review process once the required checklist has been completed and the candidate certified that the dossier is complete.

To move the case forward, select “Send Case” and from the drop-down that appears, select “Forward to Faculty Affairs:”



The University of Tennessee - Knoxville > Cases > Megan Gast

**Megan Gast**

Unit: Provost Office

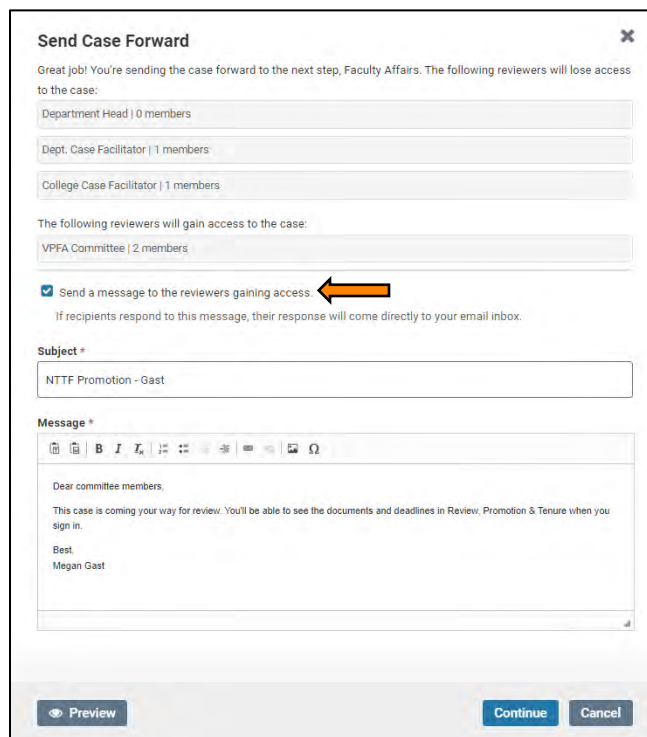
Template: AY 23-24 NTTF Promotion Template (College of Arts and Sciences)

Case Materials Case Details

Send Case Forward to Faculty Affairs

From the resulting pop-up, select the checkbox next to “Send a message to the reviewers gaining access.”

A generic email message will populate and require a subject (we recommend NTTF Promotion – Faculty Last Name).



**Send Case Forward**

Great job! You're sending the case forward to the next step, Faculty Affairs. The following reviewers will lose access to the case:

- Department Head | 0 members
- Dept. Case Facilitator | 1 members
- College Case Facilitator | 1 members

The following reviewers will gain access to the case:

- VPFA Committee | 2 members

☒ Send a message to the reviewers gaining access. ←

If recipients respond to this message, their response will come directly to your email inbox.

**Subject \***

NTTF Promotion - Gast

**Message \***

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review: Promotion & Tenure when you sign in.

Best,  
Megan Gast

Preview Continue Cancel

Once the case has been moved forward to Faculty Affairs, it will be forwarded on to the next step in accordance with the review process described in the Faculty Handbook.

### Access at Later Steps

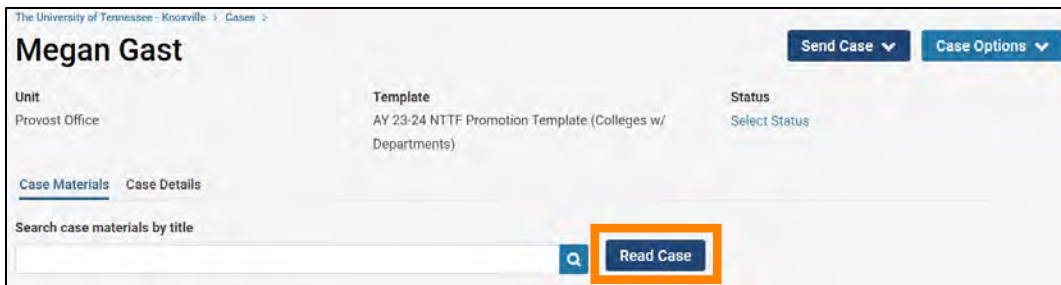
For Departmental Case Facilitators, you will be given access at Step 3: Departmental Review Committee and Step 5: Department Head Review. While you will not have any responsibilities, as it is the responsibility of the Committee Chair at Step 3 and the Department Head at Step 5 to complete all required forms and documentation, you will have viewing access to support the Committee or Department Head where necessary. For example, you may need to assist the

Committee Members or Department Head with how to read a candidate's case. The steps for this are shown below.

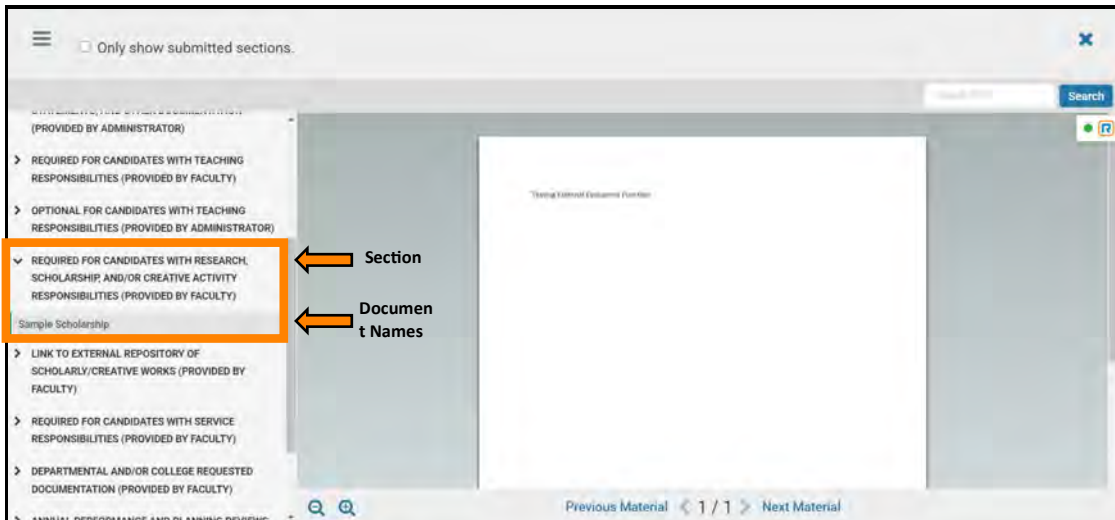
For College Case Facilitators, you will be given access at the College Review Committee step and the Dean's Review step. While you will not have any responsibilities, as it is the responsibility of the Committee Chair of the College Review Committee and the Dean at the Dean's Review step to complete all required forms and documentation, you will have viewing access to support the Committee or Dean where necessary. For example, you may need to assist the Committee Members or Dean with how to read a candidate's case. The steps for this are shown below.

### Reading the Candidate's Case

To review the materials in the candidate's dossier, listed under the Candidate Packet section, select the "Read Case" button:




You will be brought to a page that looks like this:



From here, you can click on the Candidate Packet section titles located on the left to review the candidate's materials.

You can also access the Candidate Packet information by scrolling through and expanding each tab on the main page. To expand a tab, click on the “>” button located on the left of the section title you would like to review.

To view the documents within the section, click on the blue title of the document. This will bring you to the packet view above.



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

Statement of Responsibilities 1 required Add File

Title	Details	Actions
<input type="checkbox"/> Interfolio Test	Added by Megan Gast Mar 3, 2023	Edit

Department and College Statements of Criteria and Expectations 1 required Add File

Title	Details	Actions
<input type="checkbox"/> Interfolio Test	Added by Megan Gast Mar 3, 2023	Edit