## Overview of Non-Tenure Track Faculty Promotion Process in Interfolio For Colleges With Departments

Key

DCF – Departmental Case Facilitator

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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					
Step 1a	Candidate uploads documents				
Step 1b: "Provided by Administrator" Material Upload	Attach documents and lock sections	Department H solicits exter reviews (if appli	rnal checklists	and move	O
STEP 2: Departmental Review Committee (DRC)	Receives and reviews case	Sends case to FA	FA shares narrative and tracks response period		
STEP 3: Department Head (DH)	DH receives and reviews case	Sends case to FA	FA shares narrative and tracks response period		
STEP 4: College Review Committee (CRC)	CRC receives and reviews case	Sends case to FA	FA shares narrativ and tracks respons period	-	
STEP 5: Dean	Dean receives and reviews case	Sends case to FA	FA shares narrativ and tracks respons period	FΛ cends case torward	
STEP 6: Chief Academic Officer (CAO) (Provost)	CAO receives and reviews case	FA notifies candidate of outcome			