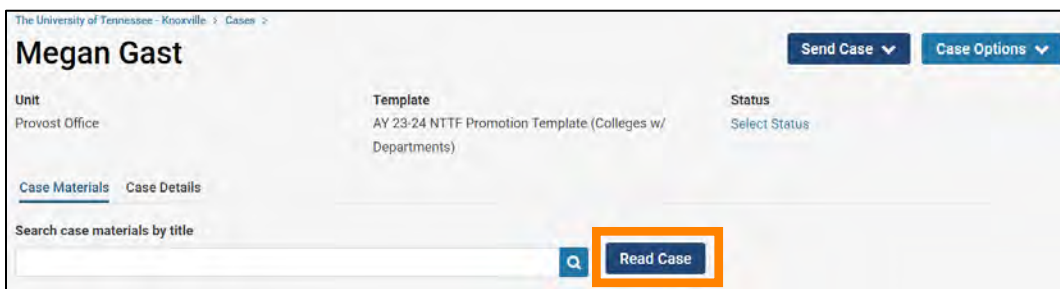


Step-by-Step Guide for Deans AY 23-24 Non-Tenure Track Faculty Promotion

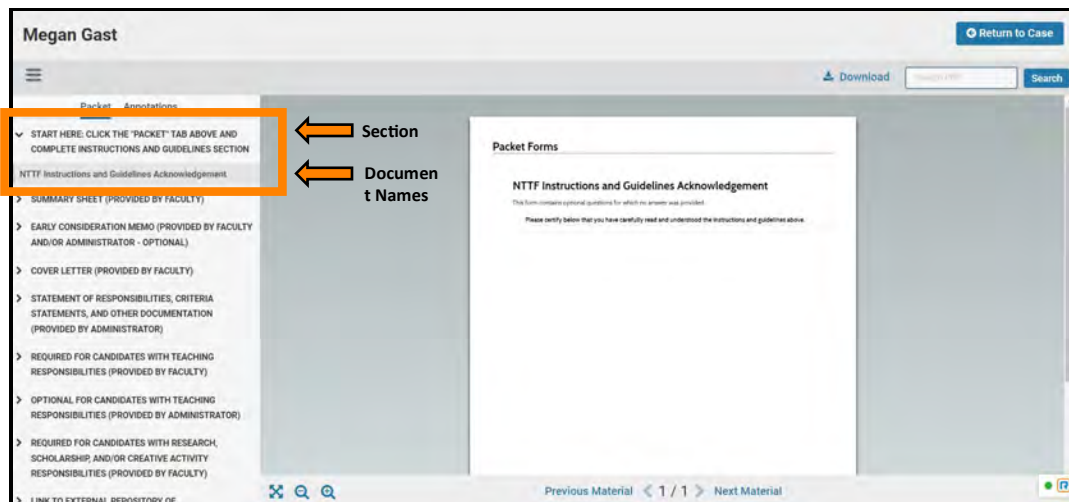
Step 1: Reviewing the Candidate's Case

You will receive an email notification when the case is ready for review. You can follow the link in the email to access the case or log in directly to Interfolio. To review the different ways of accessing a candidate's case in Interfolio, please see the [Step-by-Step Interfolio Log In Guide](#).

You will be asked to review the materials in the candidate's dossier. The easiest way to do this is to select "Read Case:"



You will be brought to a page that looks like this where you can navigate through the different sections of the dossier:



You can also access the Candidate Packet information by scrolling through and expanding each tab on the main page by clicking 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.

Step 2a: Completing the Dean’s Recommendation Form in the Interfolio Form

Once you have completed your review of the candidate, you will be required to fill out the Department Head’s Recommendation form, which can be located by clicking “Case Details:”

Scroll down to the “Required Items” section click on “Fill Out Form:”

This year, we are giving the Deans the option to complete their narrative either using the fields of the Dean’s Recommendation Form or by uploading a separate file, as has been done in past years.

Regardless of how you choose to submit their narrative, you must complete all of the fields of the form marked as required in Interfolio (designated by a red *****) before the case can be moved forward.

If you choose to submit the narrative using the fields in the Interfolio form, all fields designated with a black ***** are also required. Since NTTF have different combinations of responsibilities you

will also want to skip sections that are not relevant. For example, if the candidate's responsibilities are 100% teaching, then you should not complete the research field.

You can edit this form as many times as you like before you submit it. Just remember to click "Save Response" each time. Once you have completed the form, select "Submit Form" and then "Return to Case:"

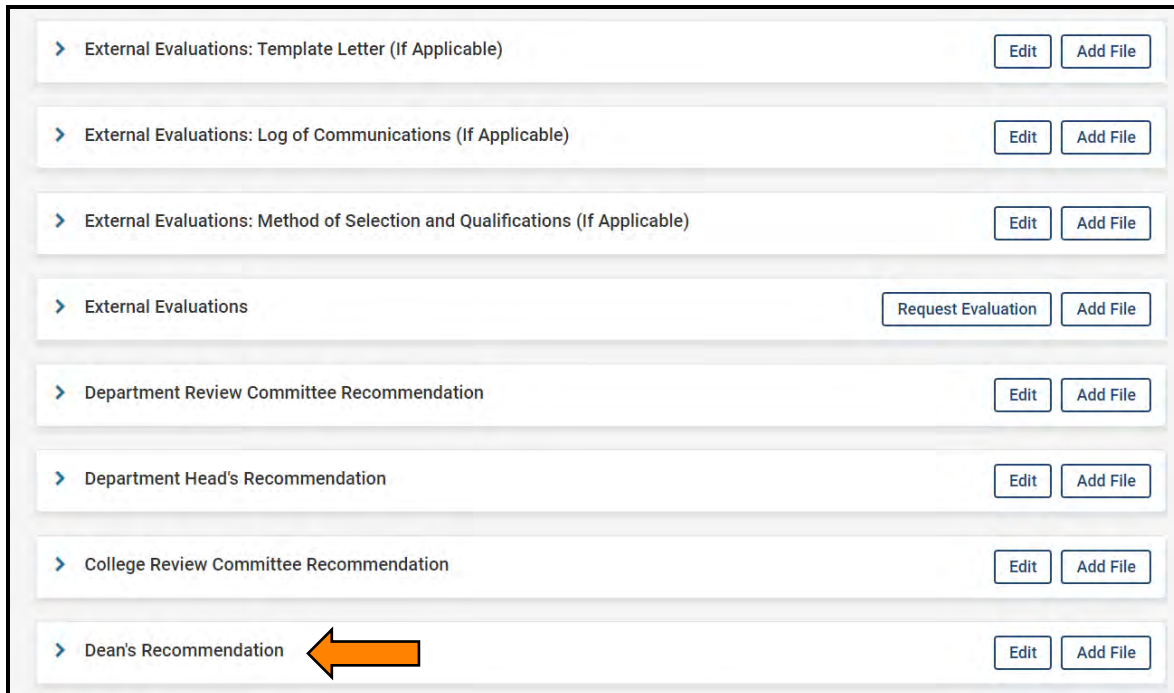
A horizontal row of three buttons. The first button is blue with white text and is labeled "Submit Form". The second button is light blue with a blue border and blue text, labeled "Save Responses". The third button is light blue with a blue border and blue text, labeled "Return to Case".

Step 2b: Uploading Dean's Narrative though a Separate Document

Keep in mind that if you choose to submit a separate document containing your narrative, you will still have to complete the required fields (any question marked with a red asterisk "**") within the Department Head's Recommendation Form in Interfolio.

Once you have prepared the narrative outside of Interfolio, you will need to scroll down to the appropriate Internal Sections area of the case, which is found in the "Case Materials" tab:

A screenshot of the Interfolio case management interface. At the top, it says "The University of Tennessee - Knoxville > Cases >". Below this is the name "Megan Gast". To the right of the name are two buttons: "Send Case" and "Case Options", both with dropdown arrows. Below the name, there are three sections: "Unit" with the value "Provost Office", "Template" with the value "AY 23-24 NTTF Promotion Template (Colleges w/ Departments)", and "Status" with the value "Select Status". At the bottom, there are two tabs: "Case Materials" and "Case Details". The "Case Materials" tab is highlighted with an orange border, and the "Case Details" tab has a blue circle with the number "1" next to it.



The screenshot shows a list of sections for a faculty promotion application. Each section has an 'Edit' button and an 'Add File' button. An orange arrow points to the 'Dean's Recommendation' section.

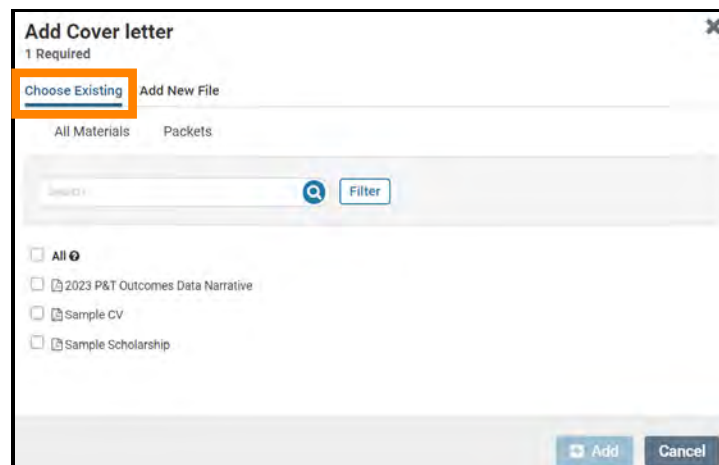
Section	Edit	Add File
External Evaluations: Template Letter (If Applicable)	Yes	Yes
External Evaluations: Log of Communications (If Applicable)	Yes	Yes
External Evaluations: Method of Selection and Qualifications (If Applicable)	Yes	Yes
External Evaluations	Request Evaluation	Yes
Department Review Committee Recommendation	Yes	Yes
Department Head's Recommendation	Yes	Yes
College Review Committee Recommendation	Yes	Yes
Dean's Recommendation	Yes	Yes

Select "Add File" for the appropriate section:



A close-up of the 'Dean's Recommendation' section. The 'Add File' button is highlighted with an orange box.

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



The screenshot shows the 'Add Cover letter' window. The 'Choose Existing' tab is selected, and the 'Add New File' tab is also visible. The window displays a list of existing documents with checkboxes next to them.

Add Cover letter
1 Required

Choose Existing | Add New File

All Materials | Packets

Search: [] [Filter]

☐ All

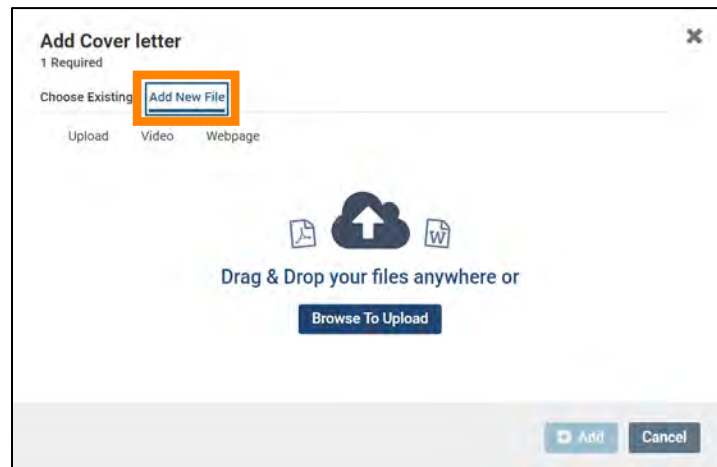
☐ 2023 P&T Outcomes Data Narrative

☐ Sample CV

☐ Sample Scholarship

[Add] [Cancel]

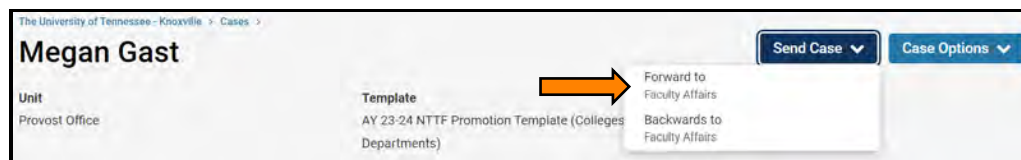
More than likely, you will be uploading new files, so select "Add New File:"



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 3: Sending the Case Forward

Once you have completed all your requirements, you will move the case forward to the next step, “Faculty Affairs.” Select “Send Case” and from the drop-down that appears, select “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, VPFA. The following reviewers will lose access to the case:

Dean | 1 members

College Case Facilitator | 0 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 Faculty Affairs,

Professor Gast's NTTF Promotion case is ready for your review.

Thankst

Preview

Continue

Cancel

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