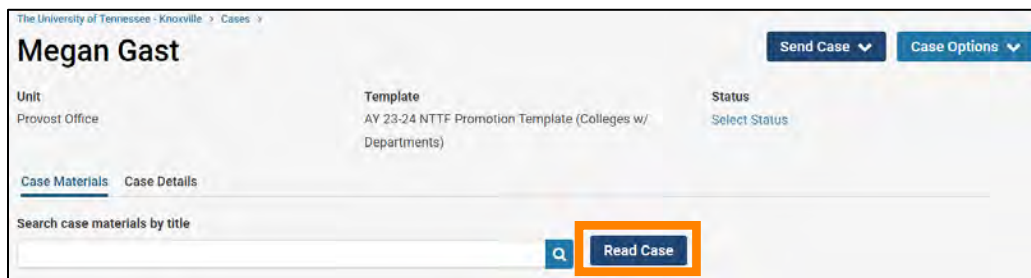


## Step-by-Step Guide for Department Heads AY 23-24 Non-Tenure Track Faculty Promotion

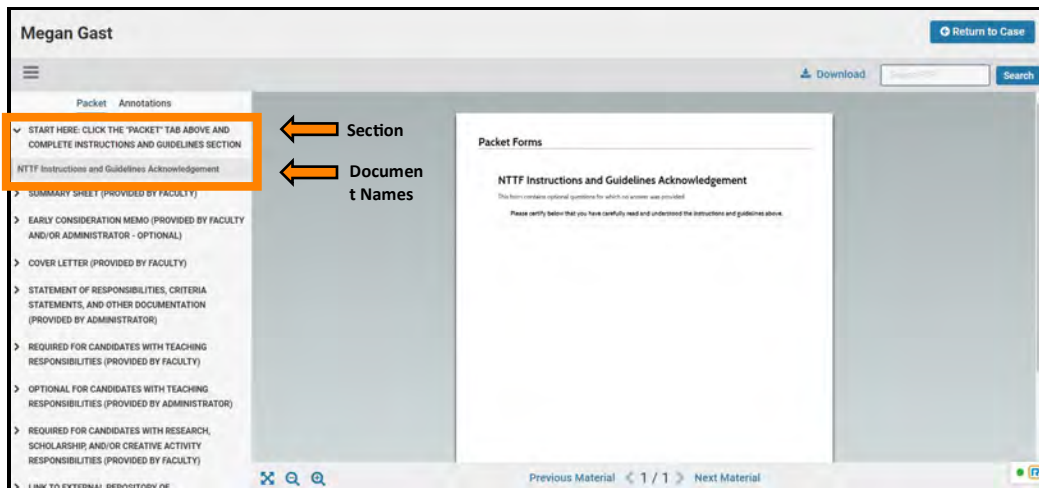
### Step 1: Reviewing the Candidate's Case

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.

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

### Step 2a: Completing the Department Head's Recommendation 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:"

The University of Tennessee - Knoxville > Cases >

**Megan Gast** Send Case Case Options

Unit: Provost Office  
Template: AY 23-24 NTTF Promotion Template (Colleges w/ Departments)  
Status: Select Status

Case Materials: Case Details 1

Scroll down 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
AY 23-24 NTTF Promotion - Department Head Recommendation 2 required questions	Committee Members	Manage Respondents
AY 23-24 NTTF Promotion - Department Head Recommendation 2 required questions	Megan Gast (You)	Fill Out Form

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

Regardless of how you choose to submit your narrative, you must complete all 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 the recommendation 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:”



### Step 2b: Uploading Department Head’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:



> External Evaluations: General Instructions (If Applicable)	Edit	Add File
> External Evaluations: Materials Provided to External Reviewers (If Applicable)	Edit	Add File
> External Evaluations: Template Letter (If Applicable)	Edit	Add File
> External Evaluations: Log of Communications (If Applicable)	Edit	Add File
> External Evaluations: Method of Selection and Qualifications (If Applicable)	Edit	Add File
> External Evaluations	Request Evaluation	Add File
> Department Review Committee Recommendation	Edit	Add File
> Department Head's Recommendation	Edit	Add File
> College Review Committee Recommendation	Edit	Add File

Select "Add File" for the appropriate section:

> Department Head's Recommendation	Edit	Add File
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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

Filter

All

2023 P&T Outcomes Data Narrative

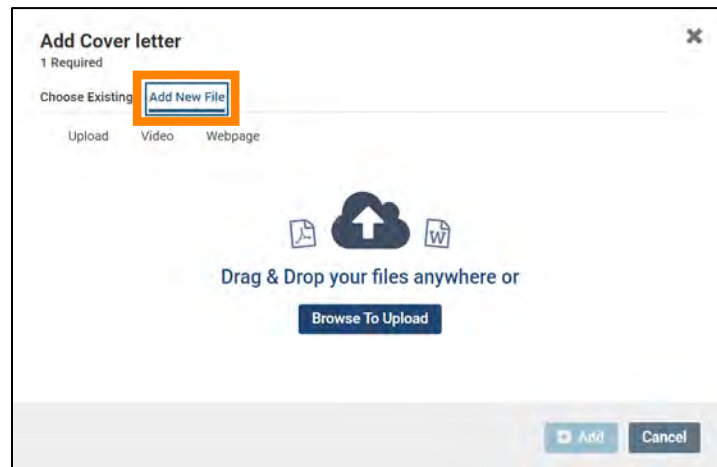
Sample CV

Sample Scholarship

Add

Cancel

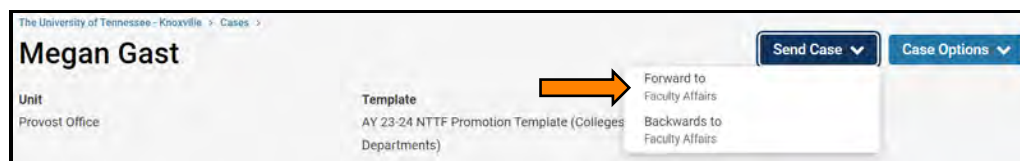
More than likely, you will be uploading new files, so select "Add New File:"



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, Faculty Affairs. The following reviewers will lose access to the case:

- Department Head | 1 members
- Dept. 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.

Thank!

 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.