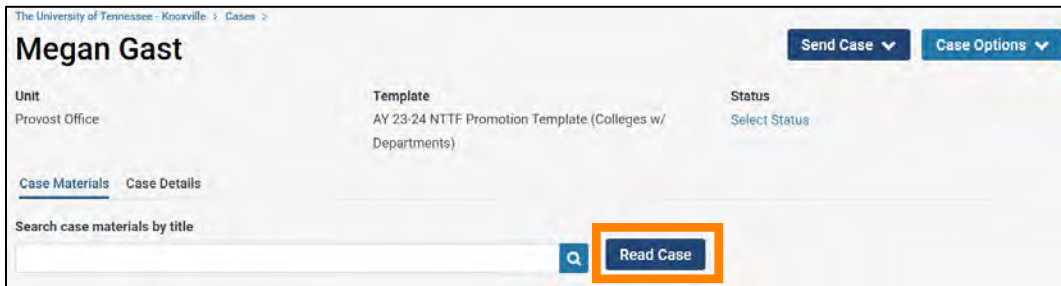


Step-by-Step Guide for Departmental and College Review Committees AY 23-24 Non-Tenure Track Faculty Promotion

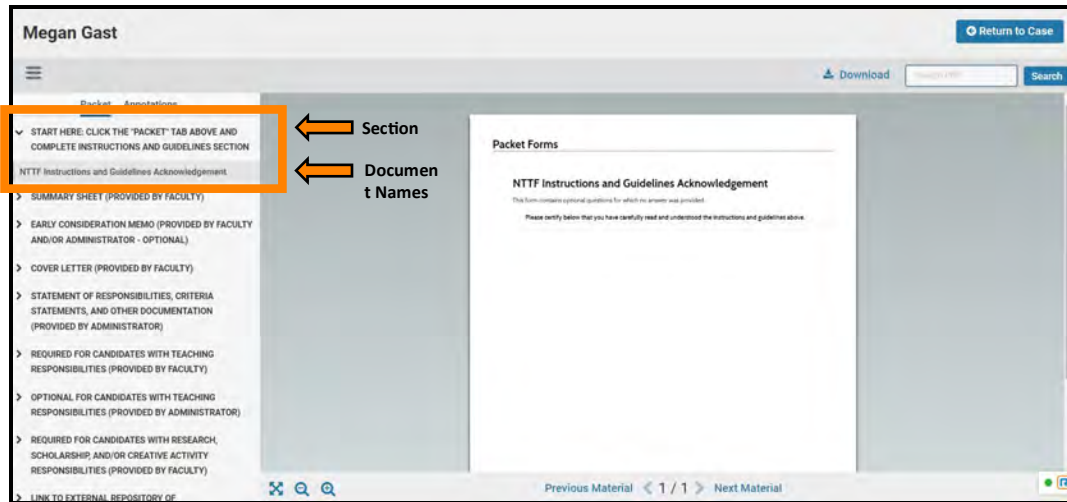
Step 1: Reviewing the Candidate's Case

All committee members 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](#).

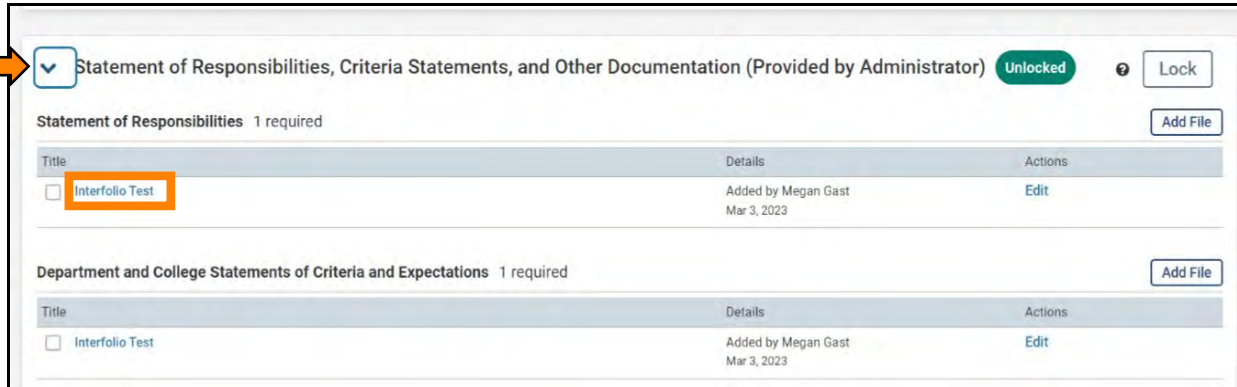
As a committee member, you will be asked to review the materials in the candidate's dossier. The easiest way to do this is to select "Read Case:"



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 checked="" 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 checked="" type="checkbox"/> Interfolio Test	Added by Megan Gast Mar 3, 2023	Edit

Step 2a: For Committee Chairs - Completing the Committee Narrative in the Interfolio Form

Once the committee has completed its review of the candidate, the Committee Chair will be required to fill out the recommendation form. This form 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 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.

Forms

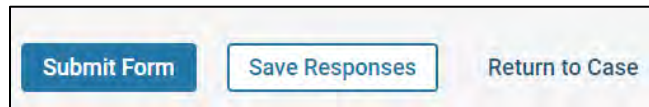
Form Name	Assignee	Actions
AY 23-24 NTTF Promotion - College Review Committee Recommendation 12 required questions	Committee Managers	Manage Respondents
AY 23-24 NTTF Promotion - College Review Committee Recommendation 12 required questions	Megan Gast (You)	Fill Out Form

This year, we are giving review committees the option to complete their narrative either using the fields of the recommendation form or by uploading a separate file, as has been done in past years.

Regardless of how you choose to submit the committee 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 committee 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.

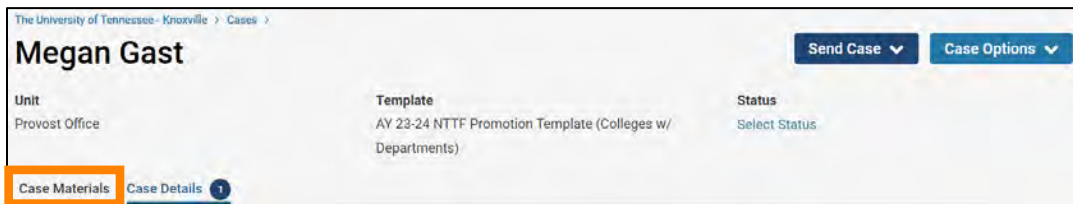
You can edit the recommendation form as many times as you like before you submit it. Just remember to click "Save Response" each time. Once you have completed the form, select "Submit Form" and then "Return to Case:"

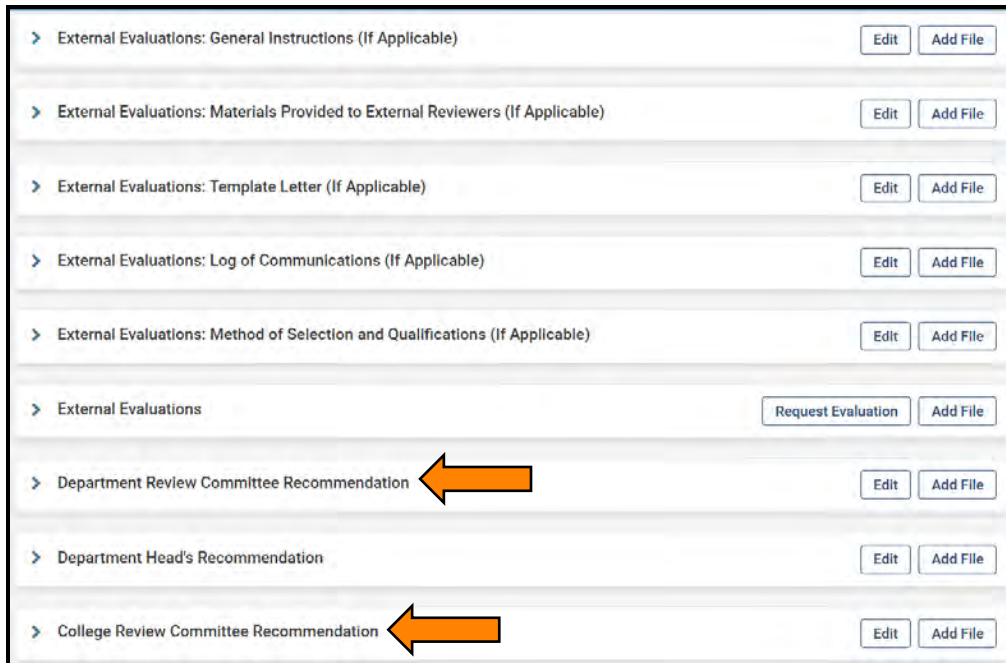
A horizontal row of three buttons. The first button is dark blue with white text "Submit Form". The second button is light blue with a dark blue border and dark blue text "Save Responses". The third button is light blue with a dark blue border and dark blue text "Return to Case".

Step 2b: Uploading the Review Committee's Narrative though a Separate Document

Keep in mind that if you choose to submit a separate document containing the committee's narrative, you will still have to complete the required fields of the recommendation form (any question marked with a red asterisk "*").

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 a web interface for a case named "Megan Gast". At the top, there is a breadcrumb "The University of Tennessee - Knoxville > Cases >". Below the name, there are two buttons: "Send Case" and "Case Options", both with dropdown arrows. The page is divided into three columns. The first column is labeled "Unit" and contains "Provost Office". The second column is labeled "Template" and contains "AY 23-24 NTTF Promotion Template (Colleges w/ Departments)". The third column is labeled "Status" and contains "Select Status". At the bottom, there are two tabs: "Case Materials" (highlighted with an orange border) and "Case Details" (with a blue circle containing the number 1).



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

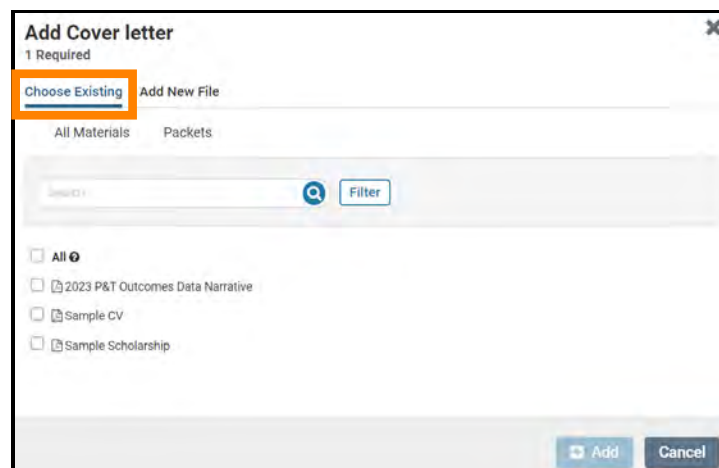
College Review Committee Recommendation Edit Add File

Select "Add File" for the appropriate section:



College Review Committee Recommendation Edit Add File

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

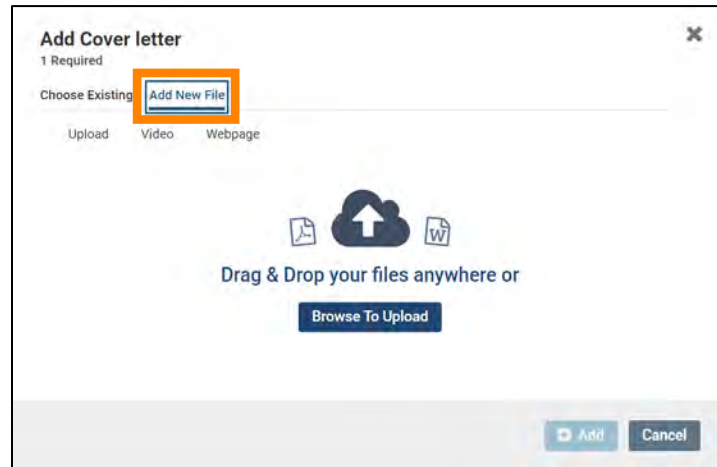
2023 P&T Outcomes Data Narrative

Sample CV

Sample Scholarship

Add Cancel

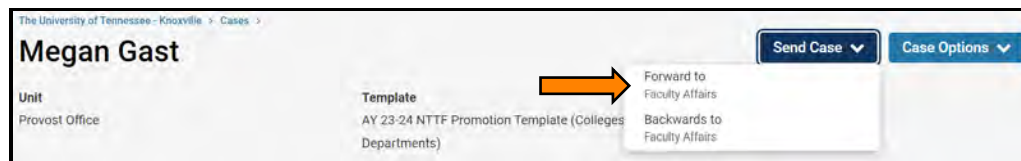
More than likely, you will be uploading a new file, so select "Add New File:"



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:

- College Review Committee | 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.
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.