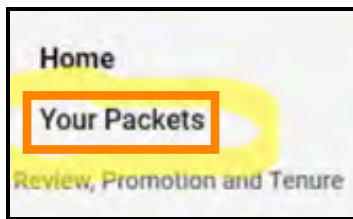


## Step-by-Step Guide for Faculty Members

### Periodic Post-Tenure Performance Review Case Preparation in Interfolio

If your name has been submitted to Faculty Affairs by your college as someone who will be considered for review in the upcoming academic year, a case will be created for you in Interfolio by Faculty Affairs. You will receive an email notification when your case has been created. 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](#).

If you followed the email link, you will be taken directly to your packet. Otherwise, once you are logged in you can find and open your PPPR packet by selecting “Your Packets” in the menu on the left of the page.



In Your Packets, select the packet that corresponds to your Periodic Post-Tenure Performance Review case:

Provost Office	Review	Not Submitted	View
1- Periodic Post-Tenure Performance Review (PPPR)			

### Reviewing and Building your Case

You will see the screen below when you open your case. There are three major ways to view your case:

- (1) The default screen when you first log in (“Overview”) provides a dashboard of the items you need to provide and visual indicators of your progress. **The visuals are not always helpful** since they will show optional items as being complete.
- (2) The “Packet” view (see “Packet” tab next to “Overview” tab) provides more information about what is needed in each section and allows you to upload files. We recommend you work in the “Packet” view. You will need to change to this view each time you log in since “Overview” is the default view. Clicking on “Edit” will also take you to the “Packet” view.
- (3) The “Preview Packet” button will compile all the files you upload into a single document and launch a PDF-type viewer. From this viewer, you can download

a copy of your packet (see page 6 below for an image of this view).

The University of Tennessee - Knoxville > Your Packets >

## 1- Periodic Post-Tenure Performance Review (PPPR)

[View Instructions](#) [Preview Packet](#)

1 Overview 2 Packet

Type: Review Packet Deadline Type: Hard Deadline Packet Due Date: 3

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

**Start Here: Click the "Packet" tab above and complete Instructions and Guidelines Section**

Not Yet Submitted Unlocked

Type	# Required	# Added
Instructions and Guidelines Acknowledgement	1 required	0

[Edit](#)

**Documents Provided by the Faculty Member Undergoing Review**

Not Yet Submitted Unlocked

[Edit](#)

The “View Instructions” button has some brief instructions; the most extensive set of instructions are provided in the first section of your packet: “Start Here: Click the “Packet” tab above and complete the Instructions and Guidelines Section.”

When you click on the “Packet” tab or the “Edit” button, you will see the following screen:

The University of Tennessee - Knoxville > Your Packets >

## 1- Periodic Post-Tenure Performance Review (PPPR)

[View Instructions](#) [Preview Packet](#)

Unit: Provost Office Type: Review Packet Deadline Type: Hard Deadline Packet Due Date:

Overview **Packet**

☐ Expand All ☐ Collapse All

☐ **Start Here: Click the "Packet" tab above and complete Instructions and Guidelines Section** [Submit](#) 0 of 0 Required Files

Not Yet Submitted **Unlocked**

**GENERAL INSTRUCTIONS**

Please review the following instructions before getting started. Once you've reviewed these instructions, you will need to complete the acknowledgement form found at the bottom of this section.

**Compilation of Materials**

- The sections below form the main part of your review materials. The section for which you are responsible is marked "Documents Provided by the Faculty Member Undergoing Review." The other two sections are the responsibility of your unit and Faculty Affairs, respectively.
- When you have completed your uploads to your section, you will need to press the "Submit" button for the section.
- Once you submit a section for review you will not be able to edit it unless it is unlocked for you. If you need a section unlocked, please contact [unfacultyaffairs@utk.edu](mailto:unfacultyaffairs@utk.edu)

**Please carefully review these instructions as they provide information about completing and submitting your PPPR packet.** They also explain the main Interfolio interface features you will need to use to build and submit your case. You will be asked to complete an acknowledgement form found at the bottom of the section after you've reviewed the instructions. Click on “Fill Out Form:”

Instructions and Guidelines Acknowledgement 1 required questions,

Fill Out Form

This form has not been completed.

And then complete the acknowledgement. Be sure to click “Save Response” at the bottom of the form:

The University of Tennessee - Knoxville > Your Packets > 1 • Periodic Post-Tenure Performance Review (PPPR) >

### Instructions and Guidelines Acknowledgement

Megan Gast

Please certify below that you have carefully read and understood the instructions and guidelines above: \*

☐ I certify that I have read and understood the instructions and guidelines presented above and I acknowledge that failure to follow these instructions and guidelines might delay the processing of my case.

Last Saved on Aug 11, 2023 at 4:15 PM

☒ Save Responses [Return to Packet](#)

In total there are two forms you will need to complete:

- (1) The **Instructions Acknowledgement** form shown above.
- (2) The **PPPR Faculty Form**, which provides basic information about your case.

For the remainder of the sections, you will upload files, by clicking the “Add” button:

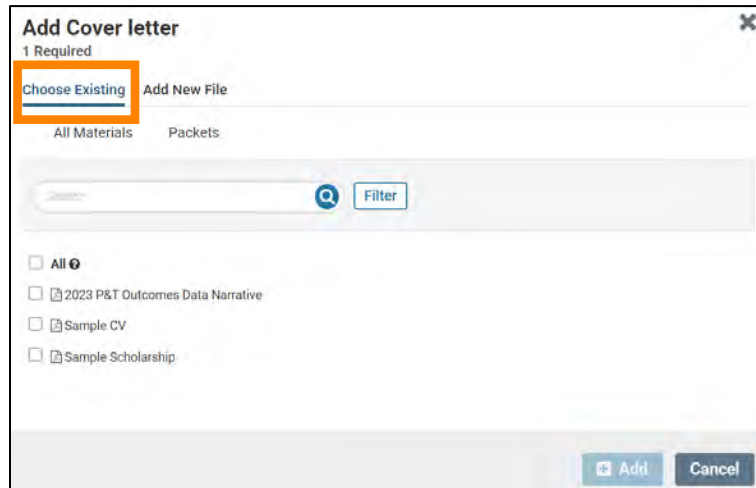
CV or Elements Report 1 required, 0 Added

Add

Please upload a current CV or an Elements report covering the review period. The review period is the past five academic years prior to the academic year in which this review is taking place.

No files have been added yet.

Clicking “Add” will open this window:



The default option on the window above is to select from existing documents that you have uploaded to Interfolio ("Choose Existing" shown above).

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



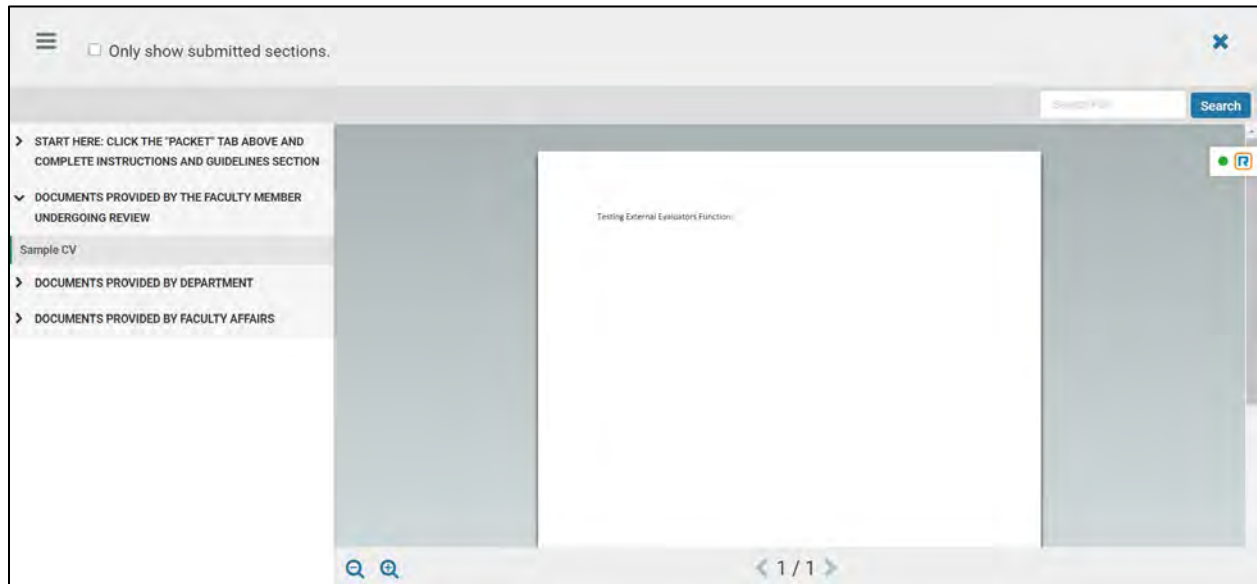
Drag and drop the desired files from your computer into the window or click on "Browse to Upload" to navigate to files saved on your computer. Click "Add" to complete the upload.

### Preview Packet

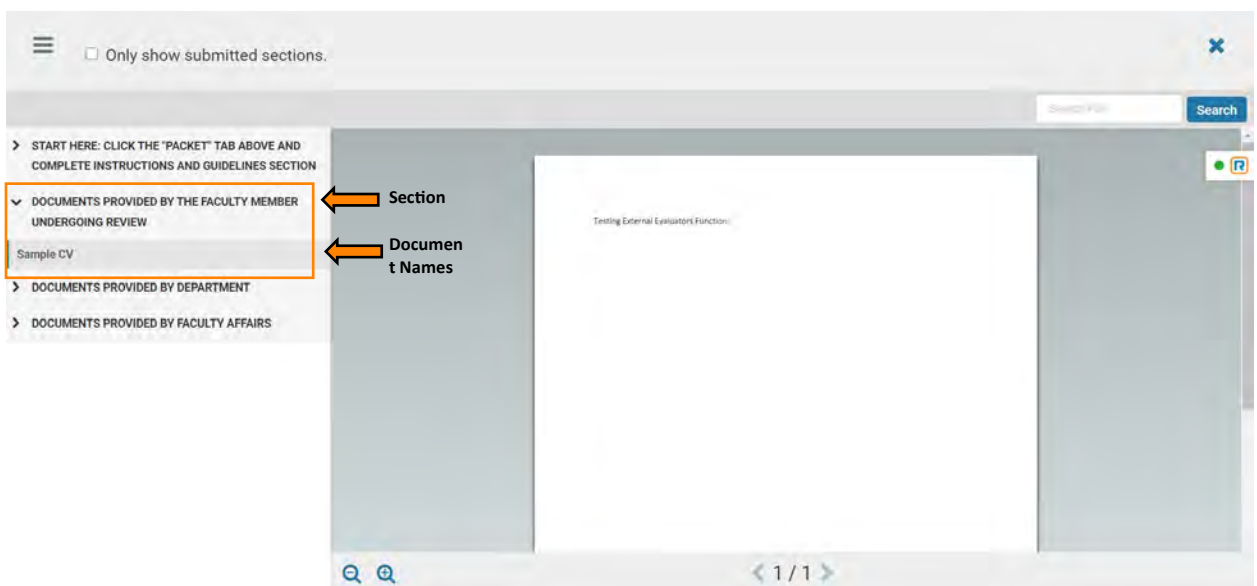
The third and final view is "Preview View." You can find this button in the top right-hand corner of the screen from both the "Overview" and "Packet" views:



Clicking this button will compile all the forms you've completed and all the documents you've uploaded into a single file and launch a PDF-type viewer:



When you upload files, please make sure the file names clearly describe the contents of the file as the file names will become additional bookmarks in the PDF and this will make it easier for those reviewing your case to understand where things are:



You are now ready to log in to Interfolio and start building your case.

## Questions?

If you have questions or need help, please contact the administrative support staff in your department. You will also find resources at the [Faculty Affairs website](#) and a [list of workshops](#) that might be useful to you. You can find further guidance on the Periodic Post-Tenure Performance Review process in the [Faculty Handbook](#).