Step-by-Step Guide for Administrators
AY 23-24 Periodic Post-Tenure Performance Review
Access at Departmental Materials Upload Step

You will receive an email to access the case at the first step of the review process. 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.
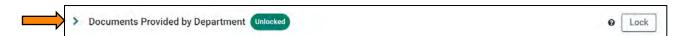
At this first step of the review process, the faculty member will be uploading all relevant materials for consideration in their PPPR packet. Simultaneously, you and the case facilitators will be providing any required documentation to the "Documents Provided by Department" section.

Step 1: Upload Required Documents

After selecting the faculty member's case, you will be brought to the "Case Materials" tab:
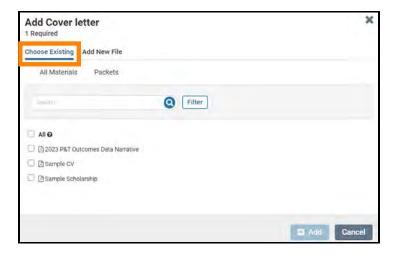

Scroll through the "Case Materials" tab to view the "Documents Provided by Department" section. Select the section to which you would like to add a file and expand the section by selecting the blue ">" button:

Select "Add File" next to the appropriate subsection:

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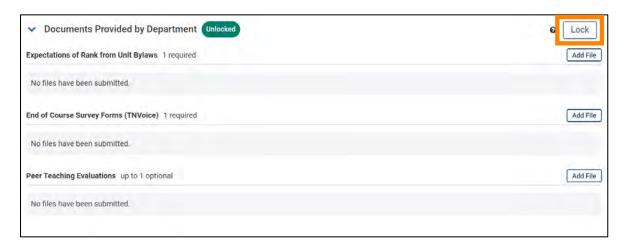

More than likely, you will be uploading new files, so select "Add New File:"

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 2: Locking and Unlocking Sections
Once all required documents in the "Documents Provided by Department" section have been added, the section should be locked. Locking a section disables the ability for a faculty member to add, edit, or delete documents for that section. To do this, you will click on the "Lock" option located to the right of the section headings:

Once a section is locked, it can be unlocked again by an administrator but not by the faculty member.

Once all materials have been submitted, **both by the faculty member and by the unit**, Faculty Affairs will upload the required APPR materials and move the case forward to the next step in the review process.