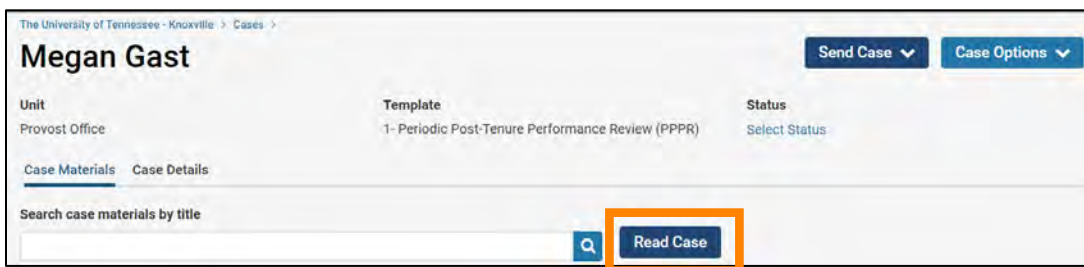


Step-by-Step Guide for Department Heads AY 23-24 Periodic Post-Tenure Performance Review Access at Department Head's Review Step

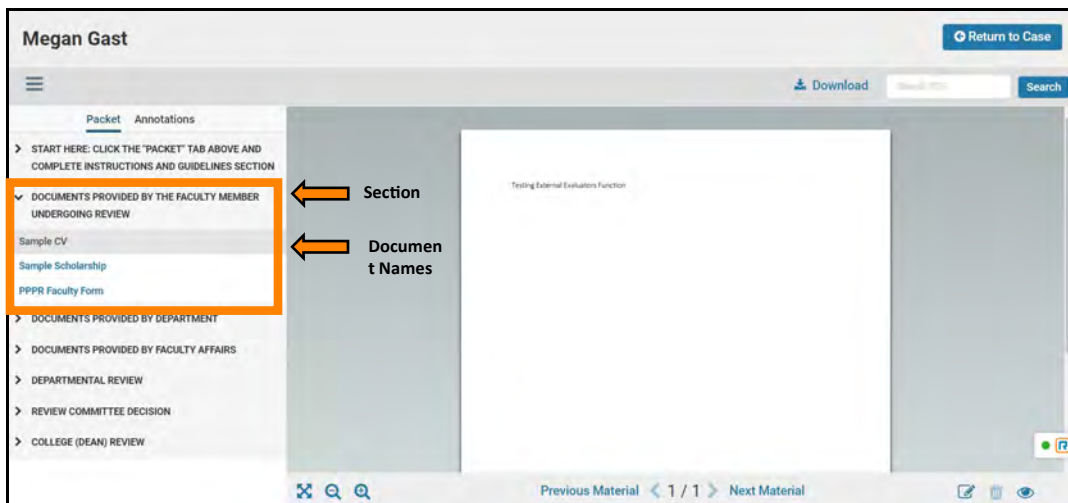
Step 1: Reviewing the Faculty Member's PPPR

You will receive an email notification when a faculty member's case is ready for you to review. Follow the link in the email to access the case. To review other ways of accessing cases in Interfolio, please see the [Step-by-Step Interfolio Log In Guide](#).

Once you are in Interfolio, the easiest way to view the materials is to click "Read Case:"



You will be brought to a page that looks like this:



Use the navigation panel on the left to review different parts of the PPPR packet.

You can also access the materials by scrolling through and expanding each tab on the main Interfolio page. To expand a tab, click on the ">" button located to the left of the section title you would like to review and click on the blue title of the document. This will launch the packet navigator shown above.

Documents Provided by the Faculty Member Undergoing Review Locked Unlock

CV or Elements Report 1 required Add File

Title	Details	Actions
<input type="checkbox"/> Sample CV	Submitted by Megan Gast Aug 14, 2023	Edit

Narrative 1+ required Add File

Title	Details	Actions
<input type="checkbox"/> Sample Scholarship	Submitted by Megan Gast Aug 14, 2023	Edit

PPPR Faculty Form
Form | 6 Questions, 6 responses

Title	Details
PPPR Faculty Form	Submitted by Candidate, Aug 14, 2023 at 9:11 AM

Step 2: Completing the Department Head's Recommendation in the Interfolio Form

Once you have reviewed the materials, you will be required to fill out the Department Head's Recommendation. This form can be located by clicking "Case Details:"

The University of Tennessee - Knoxville > Cases >

Megan Gast

Unit: Provost Office | Template: 1 - Periodic Post-Tenure Performance Review (PPPR) | Status: Select Status

Send Case Case Options

Case Materials: Case Details

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
PPPR Department Head Form 2 required questions	Committee Managers	Manage Respondents
PPPR Department Head Form 2 required questions	Megan Gast (You)	Fill Out Form

PPPR Department Head Form
PPPR form for DH Review

Please select one option below: *

☐ I accept the PPPR Committee's conclusion regarding the faculty member's performance.

☐ I reject the PPPR Committee's conclusion regarding the faculty member's performance.

Optional Response to PPPR Committee Report
This section is not required, but feel free to use this space to provide a response to the PPPR Committee report.

0 / 8000 characters

Please estimate the amount of time you spent on this review in half-hour increments. Please enter this value in minutes (e.g., 30, 60, 90) and only enter a numeric value in the box. *

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.”

Submit Form Save Responses Return to Case

Step 3: Sending the Case Forward

Once you have completed your review, you will move the case forward to the next step, “Faculty Affairs.” Select “Send Case” and then “Forward to VPFA.”

The University of Tennessee - Knoxville > Cases >

Megan Gast

Unit: Provost Office

Template: 1- Periodic Post-Tenure Performance Review

Forward to VPFA

Backwards to VPFA

Send Case Case Options

From the resulting pop-up, make sure the checkbox next to “Send a message to the reviewers gaining access” is selected so we will get an email notification that the case is ready. A generic email message will populate and require a subject (we recommend PPPR – 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:

Dept Head | 1 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 *

PPPR - Gast

Message *

Dear Faculty Affairs,

The PPPR for Professor Gast is ready for your review. Please let me know if you have any questions!

Thanks!

body p

Preview

Continue

Cancel

Once the case has been moved forward to Faculty Affairs, it will be reviewed by the Dean.