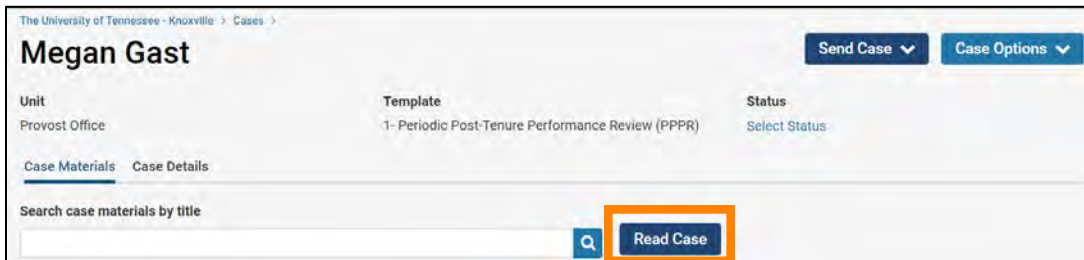


## Step-by-Step Guide for Periodic Post-Tenure Performance Review Committee Members and Committee Managers AY 23-24 Periodic Post-Tenure Performance Review Access at PPPR Committee Review Step

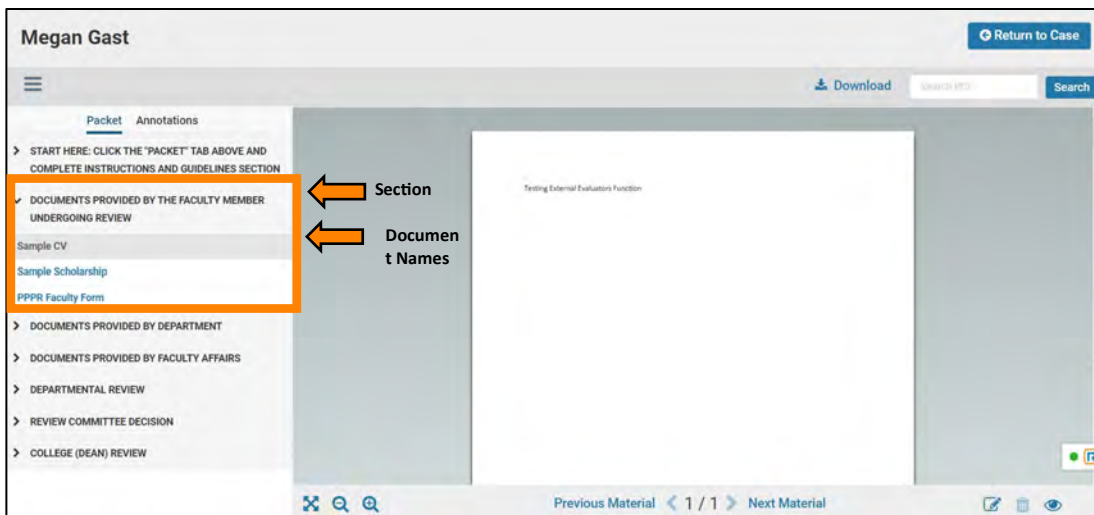
### Step 1: Reviewing the Faculty Member's PPPR

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  
Submitted by Candidate.  
Aug 14, 2023 at 9:11 AM

## Step 2: For Committee Managers - Completing the Committee Review in the Interfolio Form

Once you have reviewed the materials, you will be required to fill out the PPPR Committee's Recommendation. 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**  
1- Periodic Post-Tenure Performance Review (PPPR)

**Status**  
Select Status

**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.

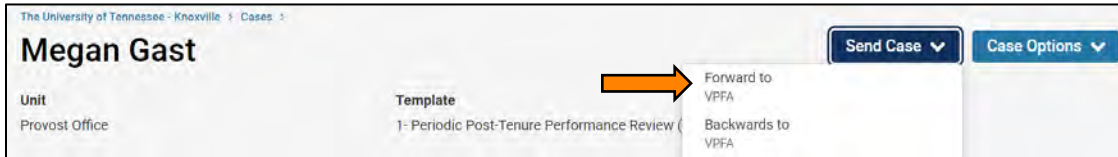
Form Name	Assignee	Actions
PPPR Review Committee Form 4 required questions	Committee Managers	Manage Respondents
PPPR Review Committee Form 4 required questions	Megan Gast (You)	<span>Fill Out Form</span>

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."

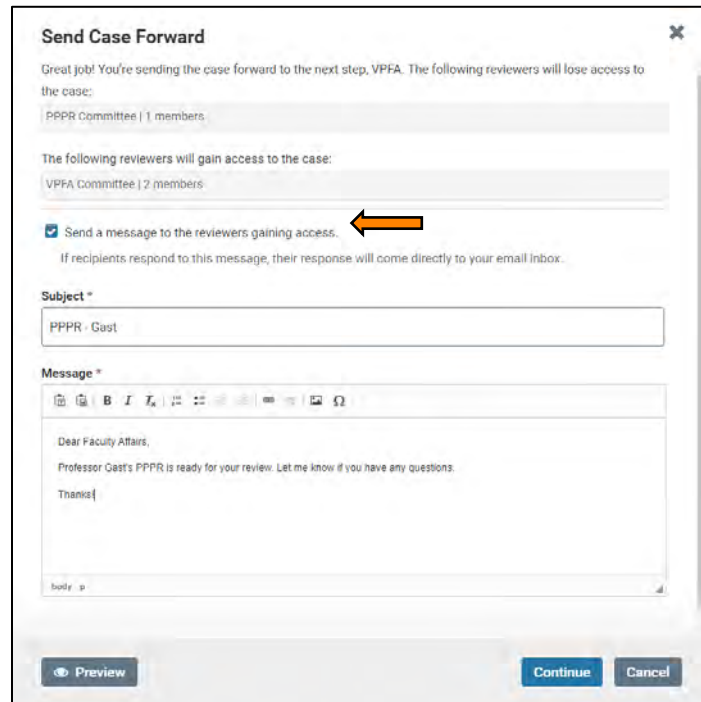
Submit Form Save Responses Return to Case

### 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:”



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).



Once the case has been moved forward to Faculty Affairs, it will be reviewed by the Department Head (for colleges with departments) or the Dean (for colleges without departments).