

Unit	Type	Packet Deadline Type	Packet Due Date
Provost Office	Promotion	Soft Deadline	

Overview **Packet**

Expand All Collapse All

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

Not Yet Submitted

Unlocked

Submit

0 of 0
Required Files

GENERAL INSTRUCTIONS

Congratulations on reaching this step in your career! You are now ready to assemble your dossier for review. **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.** After you've done this, you should speak with your department head and administrative support staff to learn about internal workflows, expectations, and deadlines.

Dossier Overview

- The sections below form the main part of your dossier. The sections for which you are responsible are labeled, "Provided by Faculty." The sections for which your unit's administrators are responsible are labeled, "Provided by Administrator."
- Required sections are marked. Other sections are optional but you **must** complete them if you have responsibilities in the area.
- Your college and/or department might require additional items. Please check with your unit's administrative staff about any additional requirements. There is a special section for these items.
- When you are ready to share an individual section of your dossier with your unit's administrative staff to check, you will need to press the "Submit" button for each section. Please confirm with your unit's administrative staff about when and how they would like you to share sections with them (piecemeal or all at once).
- Once you submit a section for review you will not be able to edit it until your unit's administrators unlock it for you.
- Once your unit's administrator determines your dossier is complete, you will need to complete the Candidate Signature Statement. They will then forward it to Faculty Affairs who will start the internal review process.
- You will be notified by email as your case moves through the review process. Each internal review will be shared with you, and you will have the option to upload a response to Interfolio.

Interfolio Quick Guide

- 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.
- 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 (if you are reading this you are in the "Packet" view). 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.
- 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.
- As you work, you can change the state of a section from "Unlocked" to "Locked" by clicking on the unlocked/locked button, which toggles between the two states. Locking a section temporarily changes the section to read-only.

Formatting Guidelines

- Use a standard font type and size.
- Use the section headings and/or sub-headings listed below in the documents you upload.
- You do not need to add page numbers as these will be added when all your materials are compiled into the final packet.
- PDFs work best, but you can also use other file formats.
- Clearly name your files as file names will become bookmarks in the final packet.

Special Note: Materials that should not be included in the dossier unless permission has been granted by your Dean.

The dossier should **not** contain the following items unless unusual circumstances prevail and the materials are necessary for making an assessment and recommendation. (This judgment shall be made by the dean.):

- Evaluative statements written by the candidate, other than the required statements at the head of each factual section of the dossier;
- Statements about a candidate's personal life unless they are germane to the quality of the candidate's work;
- Letters of appreciation or thanks except when they include an explanation of the contribution made to teaching, research/scholarship/creative activity, or service;
- Course syllabi, outlines, and other course materials; course evaluation forms.

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 Non-Tenure Track Promotion review process in the [Faculty Handbook](#).

NTTF Instructions and Guidelines Acknowledgement 1 required questions,

Fill Out Form

This form has not been completed.

Summary Sheet (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

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Required Files

AY 23-24 NTTF Promotion - Summary Sheet 13 required questions,

Fill Out Form

This form has not been completed.

Early Consideration Memo (Provided by Faculty and/or Administrator - Optional)

Not Yet Submitted

Unlocked

Submit

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Required Files

If your case is being considered **early**, please upload the approval memo issued by the Office of the Provost.

If there are other administrative memos or documents related to your case, they can also be uploaded here.

Early Consideration Memo 0 Added

Add

No files have been added yet.

Other Memos 0 Added

Add

No files have been added yet.

Cover Letter (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

0 of 1
Required Files

Cover letter 1 required, 0 Added

Add

Please upload a cover letter that describes your principal assignment and any secondary assignments over the course of the evaluation period. The letter should provide a brief overview of your achievements in each of the relevant areas of effort (teaching, research/service/creative activity, service). A more extensive description of achievements should be provided in your overview statements, which come at the beginning of each of the areas of effort.

No files have been added yet.

Statement of Responsibilities, Criteria Statements, and Other Documentation (Provided by Administrator)

Not Yet Submitted

Unlocked

Submit

0 of 3
Required Files

Statement of Responsibilities 1 required, 0 Added

Add

PROVIDED BY ADMINISTRATOR

The department head, in consultation with the faculty member, shall prepare a statement of the candidate's responsibilities. It is recommended that the statement be composed within the first six months of employment and updated annually. The statement should describe the areas of responsibility assigned to the faculty member in regard to the criteria used in promotion reviews.

No files have been added yet.

Applicable Appointment Letter and Any Subsequent Modifications 1+ required, 0 Added

Add

PROVIDED BY ADMINISTRATOR

Each department and college must include a copy of applicable appointment letters and any subsequent modifications to the appointment letter for the review period (the last five years of performance or the entire time since the last promotion review) including assigned percentages of effort distribution in each area of effort (teaching, research/scholarship/creative activity, service).

No files have been added yet.

Department and College Criteria for Promotion 1-3 required, 0 Added

Add

PROVIDED BY ADMINISTRATOR

Each department and college must include a statement of criteria used to promote and evaluate faculty in their respective units as outlined in *Faculty Handbook* 4.5.2.

No files have been added yet.

Department and/or College's Investments in Professional Development 0 Added

Add

PROVIDED BY ADMINISTRATOR

Each department and college can include documentation of department and/or college's investments in the faculty member's professional development and/or service activities including conference and workshop travel support, course-load reductions, etc. If no packet has been provided, you can skip this section.

No files have been added yet.

Required for Candidates With Teaching Responsibilities (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

0 of 0
Required Files

If you have assigned responsibilities in teaching, this section is required.

Candidates for promotion must include in their promotion dossiers appropriate documentation of their achievements during the review period (the last five years of performance or the entire time since the last promotion review) in their assigned performance areas only.

Candidate's Statement / Self-Assessment 0 Added

Add

The statement describes the candidate's teaching philosophy and practices, reflects on teaching ability and effectiveness, and includes the percentage of effort assigned to this category.

No files have been added yet.

Scheduled Classes Taught 0 Added

Add

A list of courses taught at UTK for each term or semester (including summer term). Include the following information:

- Enrollment;
- Percent effort for co-taught classes;
- Identify honors courses;
- Identify clinical assignments or other forms of direct student supervision, if appropriate.

No files have been added yet.

Quantitative End-of-Course Student Surveys 0 Added

Add

A complete tabulation of results of end-of-course student surveys or documented evaluation of candidate's programs, activities, and skills. Please use [this template](#) to compile this information. Candidates may provide a contextualized and interpretation of these data according to best practices for survey data analysis.

No files have been added yet.

Peer Review of Teaching Reports 0 Added

Add

At least **two** formal peer review of teaching reports for promotion to the senior or associate ranks and **one** for promotion to the distinguished or professor ranks; and any other faculty input concerning teaching effectiveness, including any statements from colleagues who have visited the candidate's classroom for the purpose of evaluating his/her teaching, or who are in good position to evaluate fairly and effectively clinical or field assignments or advising. Internal letters about teaching effectiveness should be included in this section.

No files have been added yet.

Other Indicators of Teaching Quality 0 Added

Add

If any of the items below are part of your accomplishments and activities, this section is required.

- other documentation of evidence of teaching and advising effectiveness (e.g., performance of students in subsequent courses, tangible results and benefits);
- honors and awards received for teaching;
- a list of supervised graduate dissertations (or equivalent) required for graduate degrees with types of degrees and years granted;
- membership on graduate degree candidates' committees;
- a list of supervised undergraduate honor theses or research;
- evidence of international or intercultural instructional activities.

No files have been added yet.

Optional for Candidates With Teaching Responsibilities (Provided by Administrator)

Not Yet Submitted

Unlocked

Submit

0 of 0
Required Files

Narrative end-of-course surveys (summary of student comments) 0 Added

Add

PROVIDED BY ADMINISTRATOR

If a summary of student comments from end-of-course student surveys is included, the summary should be broadly representative of all the student comments received. These comments should be compiled by the department head from standard end-of-course students surveys. Please **DO NOT** upload TNSVoice reports or provide a synthesis of the comments. **This section is limited to three pages.**

No files have been added yet.

Required for Candidates With Research, Scholarship, and/or Creative Activity Responsibilities (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

0 of 0
Required Files

If you have assigned responsibilities in research, scholarship, and/or creative activity, this section is required.

Candidates for promotion must include in their promotion dossiers appropriate documentation of their achievements during the review period (the last five years of performance or the entire time since the last promotion review) in their assigned performance areas only.

Candidate's Statement 0 Added

Add

The statement describes the candidate's research/scholarship/creative achievement approach and/or agenda and includes the percentage of effort assigned to this category.

No files have been added yet.

List of Scholarly Publications and/or Creative Activity 0 Added

Add

*Please check with your department and/or college for expectations regarding "standard bibliographic form" below. The Office of the Provost does not require a specific format; we only require that some disciplinary standard format is used (e.g., APA, MLA).

Scholarly Publications

Publications should be listed in standard bibliographic form. Citations should include beginning and ending page numbers or total number of pages, where appropriate. For multiple-authored works, the contribution of the candidate should be clearly indicated (e.g., principal author, supervised person who authored the work, etc.). Publications should be grouped in the following categories and in the order given:

- Articles published in refereed journals;
- Books;
- Scholarly and/or creative activity published through a refereed electronic venue;
- Contributions to edited volumes;
- Papers published in refereed conference proceedings;
- Papers or extended abstracts published in conference proceedings (refereed on the basis of abstract);
- Articles published in popular press;
- Articles appearing in in-house organs;
- Research reports submitted to sponsors;
- Articles published in non-refereed journals;
- Manuscripts accepted for publication (include letters of acceptance at the end of this section);
- Manuscripts submitted for publication (include where and when submitted).

Creative Activity

This section should also document exhibitions, installations, productions, or publications of original works of architecture, dance, design, electronic media, film, journalism, landscape architecture, literature, music, theatre, and visual art. Performance of original dance, literary, musical visual arts, or theatrical works, or works from traditional and contemporary repertoires of the performing arts should be chronicled with critiques.

No files have been added yet.

Projects, Grants, Commissions, and Contracts 0 Added

Add

If this section is relevant to you and part of your accomplishments and activities, it is required.

These should be grouped in the following categories and in the order given:

- Completed;
- Funded and in progress;
- Under review.

For each item, provide the date, title, agency, and amount.

Note that "submitted but not funded" is excluded from the Faculty Handbook as a specific item; check with your college or department about whether you should include this information.

No files have been added yet.

Presentations, Invitations to, and/or Participation in Seminars and Workshops 0 Added

Add

If any of the items below are part of your accomplishments and activities, this section is required.

- Papers Presented at Technical and Professional Meetings
 - List the meeting and paper titles chronologically in standard bibliographic form and indicate whether the candidate was the presenter, whether the paper was refereed, and whether the paper was invited.
- Record of Participation In, and Description of, Seminars and Workshops
 - Provide a short description of the activity, with titles, dates, sponsor, etc. and indicate your role in seminar or workshop (e.g., student, invited participant, etc.)
- Record of Invitations to Conduct Workshops, Master Classes, Seminars, etc. at Other Institutions

No files have been added yet.

Other Indicators of Research/Scholarship/Creative Activity Quality 0 Added

Add

If any of the items below are part of your accomplishments and activities, this section is required.

You may include the following other indicators of quality, as appropriate:

- Other evidence of research or creative accomplishments (patents, new product development, international and intercultural expertise or experience, new art forms, new computer software programs developed, notable citations and / or reviews of creative work or scholarship, etc.);
- Honors or awards for research/scholarship/creative achievement;
- Grants and contracts for instruction or for training programs, with an indication of the candidate's role in preparing and administering the grants and contracts.

No files have been added yet.

Link to External Repository of Scholarly/Creative Works (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

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Required Files

If you need to include example scholarly and/or creative works as part of your review materials, please upload a document that contains a hyperlink to an external repository or collection (e.g., OneDrive, Google drive). Please make sure you describe what can be found at the hyperlink in the document you upload as this document will become part of your dossier. Do not upload scholarly materials directly to your Interfolio case as it is not designed to accommodate this type and volume of material.

Please check with your department head and/or unit's administrative staff to determine if this section is required for you.

Document with Link to External Repository 0 Added

Add

No files have been added yet.

Required for Candidates With Service Responsibilities (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

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Required Files

If you have assigned responsibilities in service, this section is required.

Candidates for promotion must include in their promotion dossiers appropriate documentation of their achievements during the review period (the last five years of performance or the entire time since the last promotion review) in their assigned performance areas only.

Candidate's Statement 0 Added

Add

The statement describes the candidate's achievements in institutional, disciplinary, and/or professional service, and includes the percentage of effort assigned to this category.

No files have been added yet.

Institutional, Disciplinary, and Professional Service Activities 0 Added

Add

Institutional Service

- Service to the department, including mentoring or coordinating GTAs for large-enrolling, multi-section classes, or other course coordination;
- Records of committee work and/or leadership at department, college, and university levels;
- Accounts of participation in university-wide governance bodies and related activities;
- Records of contributions to the University's programs, at home and abroad, to enhance equal opportunity, cultural diversity, and international and intercultural awareness.

Disciplinary Service

- Records of membership and/or leadership, and active participation in professional and learned societies related to the academic discipline (e.g., offices held, committee work, journal refereeing, and other responsibilities);
- A list of honors or awards for service activity within the academic discipline.

Professional Service

- Records of service to public and private organizations or institutions in which the candidate uses their professional expertise;
- Accounts of service to governmental agencies at the international, federal, state, and local levels;
- Accounts of service to industry, e.g., training, workshops, consulting;
- Participation in community affairs as a representative of the university

Other Indicators of Quality

Honors or awards for service activity within the institution, discipline, and/or profession.

No files have been added yet.

Departmental and/or College Requested Documentation (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

0 of 0
Required Files

Please check with your college and/or department to find out if you are expected to provide additional information in this section.

Please do not include full journal articles, books, etc. If large documents such as these need to be viewed by the committees, please make them available via a different sharing platform (i.e. Teams, Sharepoint, OneDrive).

Supporting Materials 0 Added

Add

No files have been added yet.

Additional Documents 0 Added

Add

No files have been added yet.

Additional Documents 0 Added

Add

No files have been added yet.

Annual Performance and Planning Reviews (Provided by Administrator)

Not Yet Submitted

Unlocked

Submit

0 of 1
Required Files

PROVIDED BY ADMINISTRATOR

Instructions

- The material in this section can be obtained from the Online Faculty Review System.
- Only include materials that were part of the original review and are in the Online Faculty Review System.
- Please create a unique PDF for each APPR review year, with the items listed below combined together into one file. The number of PDFs you upload in this section will be equivalent to the number of APPR reviews the candidate has had.
- Include the four digit year the review took place at the start of each file name.
- Do not include Elements reports, CVs, etc.

For each review year, include:

- The APPR report (see "Printable Annual Review" button in the Online Faculty Review System).
- The faculty member's narrative describing their progress and goals.
- Any and all APPR narratives provided by administrators and peers (e.g., faculty report, department head, dean).
- Any response from the faculty member to the reviews.

After you've uploaded all the files, please use the drag-and-drop functionality in Interfolio to chronologically order the files. This will facilitate review at all levels and is greatly appreciated. Thank you!

Annual Performance and Planning Reviews 1+ required, 0 Added

Add

No files have been added yet.

Curriculum Vitae (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

0 of 1
Required Files

Curriculum Vitae 1 required, 0 Added

Add

No files have been added yet.

Finish Here: Candidate Signature (Provided by Faculty)

Not Yet Submitted

Unlocked

Submit

0 of 0
Required Files

The dossier should contain a statement, signed by the candidate, attesting that the candidate has reviewed all of the above sections of the dossier for accuracy and completeness, including those provided by administrators. This step should happen **after** your local administrators have approved the packet and are ready to submit your case to Faculty Affairs.

AY 23-24 NTTF Promotion Candidate Signature Statement 3 required questions,

Fill Out Form

This form has not been completed.