Overview

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2024 UTIA P&T Workshop
Interfolio: What is it?

Interfolio is a secure online system used for shared governance processes.
What processes do we use it for?

- Faculty Search Module
  - Faculty search
- Review, Promotion and Tenure Module
  - Promotion and Tenure (P&T)
  - Requests for Early Consideration of P&T
  - Non-Tenure Track Faculty Promotion
  - Periodic Post-Tenure Performance Reviews (PPPR)
  - Enhanced Tenure-Track (i.e., Mid-Cycle) Reviews (beta)
  - Faculty Development Leave/Educational Leave of Absence Requests
  - Parental/Family Modified Duties Assignment Requests
  - Emeritus Requests

UTK Only
What do we not use it for?

• Annual Performance and Planning Review (APPR)
  – Online Faculty Performance Review System -
    https://webapps.utk.edu/Provost/FacultyReview/Public/landing.aspx
  – DASH?

• Faculty Activity Reporting
  – AgResearch Intranet
    https://taes.tennessee.edu/dynamic/default.asp
  – Super
  – Elements
    https://provost.utk.edu/facultyaffairs/elements/
Who needs to know how to use it?

- Faculty candidates
- Departmental administrators (aka “Department Case Facilitators”)
- Department Heads
- Department and college P&T review committees
- Deans
- SVC/SVP
What’s the best way to learn how to use it?

• Guides provided by the Provost’s Office on the Employee Hub
  – Organized by user type
    • Resources for All
    • Resources for Faculty Candidates
    • Resources for Review Committee Members
    • Resources for Administrators and Case Facilitators
Resources for Faculty Candidates

Getting Started

- Step-by-Step Interfolio Guide for Faculty Candidates

Interfolio Candidate Packet and Dossier Screen Shots

- Promotion and Tenure Overview (default view)
- Promotion and Tenure Candidate Packet View (best view)
- Promotion Only Overview (default view)
- Promotion Only Packet View (best view)

End-of-Semester Teaching Evaluation Scores Template

- Please email The Office of Institutional Effectiveness at TNVoice@utk.edu and ask for a report of your course evaluation scores for your dossier. This report may be used directly in your dossier. If you have pre-2016 reports as well, please talk to IE about getting these reports as well.

Educational History and Employment History

- Educational History and Employment History Example
How else can you learn how to use it?

• UTIA Workshop(s)
  – Faculty candidates
  – Departmental administrators

• Office of the Provost Workshops (FA?)
What can you do now?

Candidates can convert their dossiers into files matching the Interfolio sections for easy uploading.
What else can you do now?

• P&T cases are available (except for those requesting early consideration), so faculty candidates and department heads/administrators can begin filling out forms and uploading materials
  – Consult the Step-by-Step Guide!
Questions?

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