

Assistant Professor 2- and 4-year Review Guide

1. Email Jeffrey Keever, copying the Chair of the Department, to initiate a case in Interfolio. The timeline and deadlines for each faculty member's review are detailed in the appointment/reappointment letters, as well as the VUSE Faculty Affairs Deadlines document.
2. Chair, Senior Administrative Officer (SAO), or Administrative Manager (AM) will email the Assistant Professor asking for the following documents to be prepared and submitted to the AM by a certain date (To be determined by the Chair in conjunction with deadlines outlined in appointment/reappointment letter):
 - Research statement
 - Teaching Statement
 - Service Statement
 - Annotated CV:
 - Individual Contributions
 - Journals or Conferences (acceptance rate)
 - Demarcate papers published before Vanderbilt and prior to the pre-tenure review
 - Grants
 - Course/Student Evaluations
 - Publications (as asked by the Chair)

All files should be uploaded in Interfolio in PDF and in searchable format. *

*To make a PDF in searchable format, follow these steps.

- Open the document
 - Click on tools
 - Click on enhanced scans
 - Click on the Recognize text arrow down
 - Click in this file
 - Click on recognize text
3. While the documents are being obtained by the faculty member, the Chair will create an Ad Hoc Committee to be approved by the Dean. Once approved, the SAO/AM will update the Ad Hoc Committee and Department Tenured Faculty Review steps. The Chair will provide you with the names of the faculty members who will serve on the Ad Hoc Committee.

Update your Ad Hoc Committee in Interfolio by following these steps:

1. Log into Interfolio
2. Go to the case for the faculty member you are working on

3. Click on 'Case Option' and choose 'Edit Case'
4. Click on "Case Review Steps"
5. Next to Ad Hoc Committee, click on 'Edit'
6. Click on 'Add Committee'
7. Name the committee 'Dr. XXXX's Ad Hoc Committee'
8. Add the approved members and click save

Follow the same steps as outlined above to update your Department Tenured Faculty (the list should be populated).

4. Once all documents have been received from the Assistant Professor, the SAO/AM will upload them in Interfolio.
5. After the documents have been uploaded and the Ad Hoc Committee and Department Tenured Faculty have been updated (outlined in Step 3), the AM will push the case forward to the Ad Hoc Committee to review.
6. Once the Ad Hoc Committee reviews the case, the committee will provide a written report to the Chair of the Department and SAO/AM evaluating the candidate's scholarly accomplishments, teaching and mentoring effectiveness, and service. The SAO/AM will then upload the Ad Hoc Committee report to the Interfolio case.
7. After the Ad Hoc Committee report is uploaded, the SAO/AM will push the case forward to the Department Tenured Faculty Review.
8. After the Department Tenured Faculty Review is complete, the Chair will set a departmental meeting to discuss and vote on the case. The minutes of this meeting will then need to be uploaded in Interfolio. The SAO/AM will push the case forward to the Department Chair Review.
9. The Department Chair will review all the materials from the Ad Hoc Committee and Department Tenured Faculty Review and draft the following:
 - A Memo to the Dean
 - Counseling Memo
10. Once completed, the materials from the Chair will be uploaded to the correct field in Interfolio by either the Chair or SAO/AM.
11. After the Department Chair has completed their review and recommendation, the SAO/AM will confirm that all necessary materials are correctly uploaded in Interfolio before pushing the case forward to the Dean's Office for further review.

After the case is pushed to the Dean's Office, you will lose access to the case while it is reviewed by the Dean's Office and Office of Faculty Affairs. Should any revisions or additional materials be needed, the Dean's Office will reach out to the department requesting the updates.