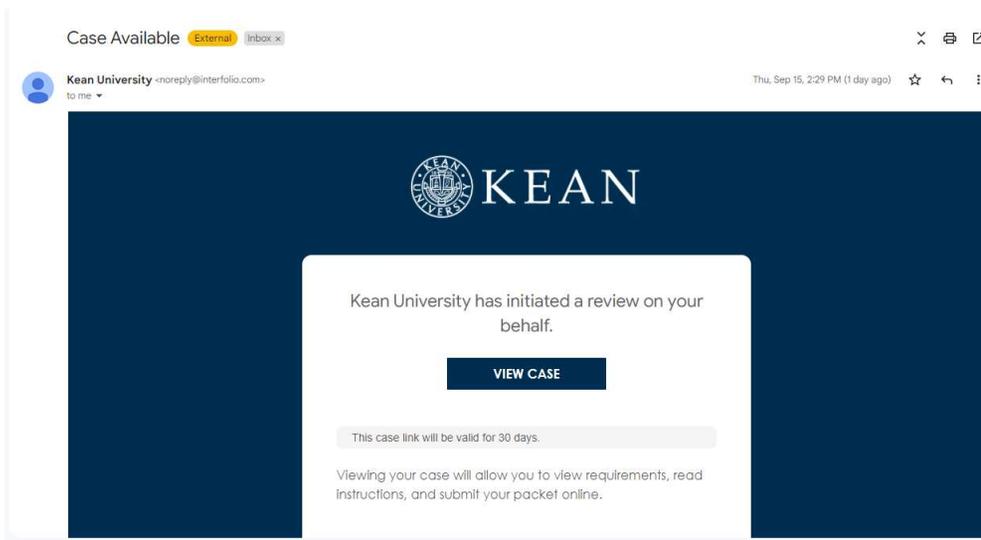


# Submitting a 1<sup>st</sup> Year Reappointment Packet through Interfolio



You will receive an email from ***noreply@interfolio.com*** with a link to your case packet.

You can also log-in to Interfolio at any time by following the steps below:

Go to [interfolio.com](https://interfolio.com)

Select Log-In

Select "Sign in with partner institution"

In search box, type Kean University and sign in using your Kean credentials.

Home - Interfolio | <https://home.interfolio.com/12677> | Cougar Kean

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3 Unread Tasks | 2 Read Tasks

| Title   | Due Date     |
|---|--------------|
| <b>Cougar Kean</b><br>A-328 2021-2022   Kean USA   Review   | Feb 18, 2022 |
| <b>Cougar Kean</b><br>2nd Year Faculty Reappointment Evaluation   Kean University   Tenure            | Sep 7, 2022  |
| <b>Cougar Kean</b><br>Promotion for AY 2023-2024   Kean University   Promotion                        | Oct 5, 2022  |
| <b>Cougar Kean</b><br>First Year Tenure Track 2023   Kean University   Reappointment (circled in red) | Nov 18, 2022 |
| <b>Maria Shah</b><br>Kean University   Other   Released Time for Research                             |              |

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After logging into Interfolio, you will be taken to your dashboard. You can select the “First Year Tenure Track” case packet from the dashboard in the middle of the screen (“My Tasks”) or by selecting “Your Packets” on the left side

Your Packets - Apply - Interfolio x +

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**KEAN** Your Packets Screen Cougar Kean

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| Packet   | Type          | Status        | Due Date              |                      |
|--|---------------|---------------|-----------------------|----------------------|
| <a href="#">Kean USA</a><br>A-328 2021-2022                                  | Review        | Not Submitted | Case due Feb 18, 2022 | <a href="#">View</a> |
| <a href="#">Kean University</a><br>2nd Year Faculty Reappointment Evaluation | Tenure        | Not Submitted | Case due Sep 7, 2022  | <a href="#">View</a> |
| <a href="#">Kean University</a><br>Promotion for AY 2023-2024                | Promotion     | Not Submitted | Case due Oct 5, 2022  | <a href="#">View</a> |
| <a href="#">Kean University</a><br>First Year Tenure Track 2023              | Reappointment | Not Submitted | Case due Nov 18, 2022 | <a href="#">View</a> |

### Completed

| Packet  | Type   | Responded    | Completed    |                      |
|---|--------|--------------|--------------|----------------------|
| <a href="#">Kean USA</a><br>Lecturer Evaluation 2020        | Review | -            | Jan 12, 2021 | <a href="#">View</a> |
| <a href="#">Kean University</a><br>Lecturer Evaluation 2020 | Review | Feb 10, 2021 | Feb 5, 2021  | <a href="#">View</a> |
| <a href="#">Kean University</a><br>A-328 2021-2022          | Review | -            | Apr 26, 2021 | <a href="#">View</a> |

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Click the "Kean University" link for the 1<sup>st</sup> Year Packet

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# First Year Tenure Track 2023

| Unit            | Type          | Packet Deadline Type | Packet Due Date |
|-----------------|---------------|----------------------|-----------------|
| Kean University | Reappointment | Soft Deadline        | Nov 18, 2022    |

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

## Candidate Documents

Not Yet Submitted Unlocked

| Type                                      | # Required | # Added |
|---|------------|---------|
| Curriculum Vitae                          | 1 required | 0       |
| Peer Observations                         | 2 required | 0       |
| Statement of Teaching Interest            | 1 required | 0       |
| Current Research and Scholarly Activities | 1 required | 0       |
| Research Plan for the Next Academic Year  | 1 required | 0       |
| Optional Statement                        | 0 required | 0       |
| First Year Tenure Track Verification Form | 7 required | 0       |



[View Instructions](#) [Preview Packet](#)

Click "View Instructions" to view information about the evaluation process

**Candidate Instructions**

Due: Nov 18, 2022

**REVIEW AND REAPPOINTMENT OF FIRST-YEAR FACULTY**

This agreement specifies the evaluation process for newly hired tenure track faculty during their first year of employment.

**1. First Year Evaluation:**

Student and Peer Evaluation: During the first year of employment the faculty member shall be required to undergo both student evaluations and faculty (peer) observations in at least two different courses (or two different sections if only one course is taught) in the fall semester. These evaluations shall not occur before the tenth (10%) week of the semester.

Portfolio Preparation: In addition to student evaluations and peer observations, the faculty member shall prepare a statement of teaching interest, current research and scholarly activity as well as a research plan for the next academic year.

School/Departmental Consultation: Before the end of the fall semester the portfolio shall be reviewed and discussed by the school/department or APTT committee which will prepare a written statement regarding the faculty member's teaching performance and research agenda. This statement shall be forwarded to the Department Chair or Chair of the APTT committee to be used during the consultation with the faculty member and will be included in the faculty member's portfolio. During this consultation the Department Chair or Chair of the APTT committee and the candidate shall review the peer observations and summaries of student evaluations as well as the faculty member plans for research. The Department Chair or Chair of the APTT committee and the candidate shall prepare the research plan for the next academic year.

[Close](#)

Select "Edit" to begin adding the required documents

[Edit](#)

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# First Year Tenure Track 2023

View Instructions | Preview Packet

| Unit            | Type          | Packet Deadline Type | Packet Due Date |
|-----------------|---------------|----------------------|-----------------|
| Kean University | Reappointment | Soft Deadline        | Nov 18, 2022    |

Overview | Packet

Expand All | Collapse All

### Candidate Documents

Not Yet Submitted | Unlocked | Submit | 0 of 6 Required Files

**Curriculum Vitae** 1 required, 0 Added Add

No files have been added yet.

**Peer Observations** 2+ required, 0 Added Add

At least **two (2)** observations. These evaluations shall not occur before the **ninth (9th)** week of the semester (**Nov. 3, 2022**). Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file. If more than two observations are made, these also must be uploaded.

Each evaluation must:

- be signed by the faculty member

Click "Add" next to each required document section to upload a new file. An upload screen will pop-up.

#### Add Curriculum Vitae

1 Required

Choose Existing | Add New File

Upload | Video | Webpage

Test Success

Add | Cancel

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Expand All | Collapse All

| Title               | Details            | Actions       |
|---------------------|--------------------|---------------|
| Teaching Innovation | Added Sep 16, 2022 | Edit   Remove |

Current Research and Scholarly Activities 1+ required, 1 Added Add

| Title               | Details            | Actions       |
|---------------------|--------------------|---------------|
| Interfolio Document | Added Sep 16, 2022 | Edit   Remove |

Research Plan for the Next Academic Year 1+ required, 1 Added Add

| Title | Details            | Actions       |
|-------|--------------------|---------------|
| Test  | Added Sep 16, 2022 | Edit   Remove |

Optional Statement 0 Added Add

No files have been added yet.

First Year Tenure Track Verification Form 7 required questions, Fill Out Form

This form has not been complete.

Kean University > Your Packets > First Year Tenure Track 2023 >

### First Year Tenure Track Verification Form

Cougar Kean

Full Name \*

Current Faculty Rank \*

School/Department \*

College \*

Last Saved on Sep 16, 2022 at 3:25 PM

Save Responses Return to Packet

Once you've added documents to all sections, scroll to the bottom of the page to complete the "First Year Tenure Track Verification Form". Be sure to click "save responses" and then "return to packet"

# First Year Tenure Track 2023

[View Instructions](#)[Preview Packet](#)**Unit**

Kean University

**Type**

Reappointment

**Packet Deadline Type**

Soft Deadline

**Packet Due Date**

Nov 18, 2022

Overview **Packet** [Expand All](#) [Collapse All](#) **▼ Candidate Documents**

Not Yet Submitted

**Unlocked**[Preview](#)[Submit](#)**6 of 6**

Required Files

**Curriculum Vitae** 1 required, 1 Added [Add](#)

| Title                | Details               | Actions                                       |
|----------------------|-----------------------|---|
| <a href="#">Test</a> | Added<br>Sep 16, 2022 | <a href="#">Edit</a>   <a href="#">Remove</a> |

**Peer Observations** 2+ required, 2 Added [Add](#)

At least **two (2)** observations. These evaluations shall not occur before the **ninth (9th)** week of the semester (**Nov. 3, 2022**). Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file. If more than two observations are made, these also must be uploaded.

Each evaluation must:

Check that all required files have been uploaded and select "Preview Packet" to view the compiled documents prior to submitting.

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To return to the packet click the x in the top right.

All uploaded documents will appear on the left side. You can select each document to confirm everything is correct prior to submitting.

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# First Year Tenure Track 2023

View Instructions Preview Packet

| Unit            | Type          | Packet Deadline Type | Packet Due Date |
|-----------------|---------------|----------------------|-----------------|
| Kean University | Reappointment | Soft Deadline        | Nov 18, 2022    |

Overview Packet

Expand All Collapse All

**Confirm**

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time?

Yes No

Candidate Documents  
Not Yet Submitted Unlocked

Preview Submit 6 of 6 Required Files

Curriculum Vitae 1 required, 1 Added Add

| Title | Details               | Actions     |
|-------|-----------------------|-------------|
| Test  | Added<br>Sep 16, 2022 | Edit Remove |

Peer Observations 2+ required, 2 Added Add

At least **two (2)** observations. These evaluations shall not occur before the **ninth (9th)** week of the semester (**Nov. 3, 2022**). Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file. If more than two observations are made, these also must be uploaded.

Click submit to send the packet forward

Each evaluation must:  
Once submitted, candidate documents will show as "locked"

Candidate Documents  
Submitted Locked

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## Active

| Packet   | Type          | Status                         | Due Date              |                      |
|--|---------------|--------------------------------|-----------------------|----------------------|
| <a href="#">Kean USA</a><br>A-328 2021-2022                                  | Review        | Not Submitted                  | Case due Feb 18, 2022 | <a href="#">View</a> |
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## Completed

| Packet  | Type   | Status    | Due Date     |                      |
|---|--------|-----------|--------------|----------------------|
| <a href="#">Kean USA</a><br>Lecturer Evaluation 2020        | Review | Completed | Feb 12, 2021 | <a href="#">View</a> |
| <a href="#">Kean University</a><br>Lecturer Evaluation 2020 | Review | Completed | Feb 10, 2021 | <a href="#">View</a> |
| <a href="#">Kean University</a><br>Lecturer Evaluation 2020 | Review | Completed | Apr 26, 2021 | <a href="#">View</a> |

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Click "Your Packets" to return to the main page to confirm that the status on the packet shows the submission date.