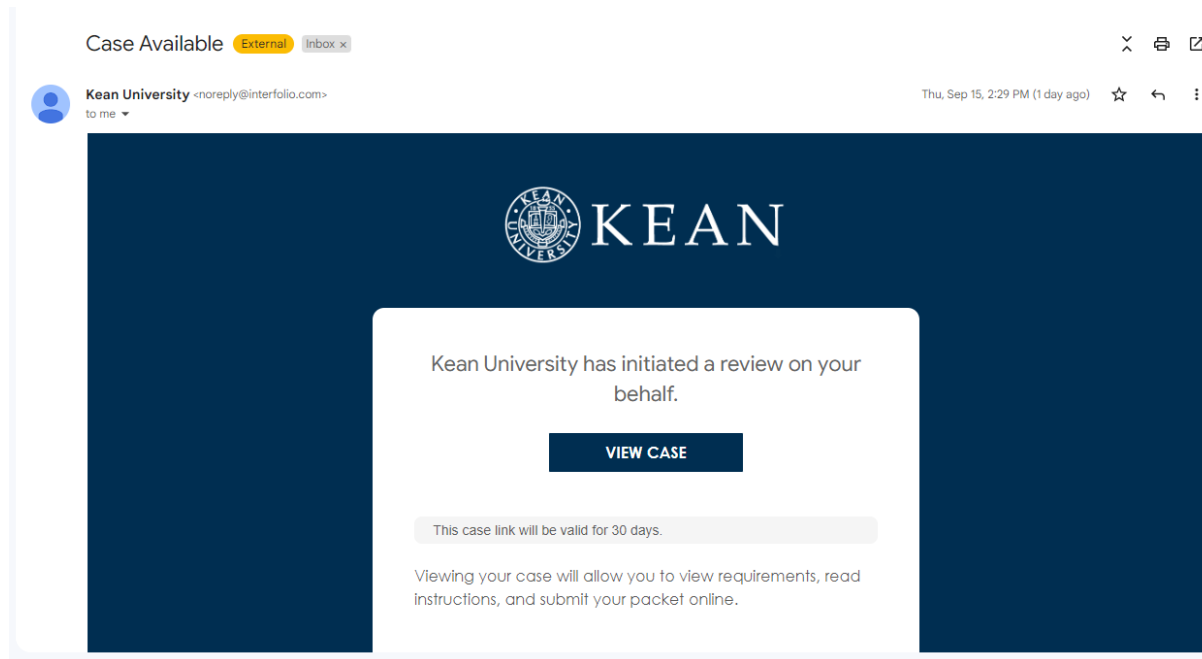


Submitting a 1st Year Reappointment Application through *Interfolio*



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

Select Log-In

Select "Sign in with partner institution"

In search box, type Kean University and sign in using your Kean credentials (*the same username/password used for other SSO applications – Microsoft, Workday, Workvivo, etc.*)

Home - Interfolio x +
https://home.interfolio.com/12677

KEAN Cougar Kean

Home
Your Packets
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My Tasks 5

Dashboard View

3 Unread Tasks

2 Read Tasks

Title	Due Date
Cougar Kean A-328 2021- 2022 Kean USA Review	Feb 18, 2022
Cougar Kean 2nd Year Faculty Reappointment Evaluation Kean University Tenure	Sep 7, 2022
Cougar Kean Promotion for AY 2023-2024 Kean University Promotion	Oct 5, 2022
Cougar Kean First Year Tenure Track 2023 Kean University Reappointment	Nov 18, 2022
Maria Shah Kean University Other Released Time for Research	

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Program Policies

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

[Home](#)

Your Packets


Faculty Activity Reporting

[Announcements & Help](#)

Profile

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Vitas & Biosketches 

Find Colleagues

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Cases



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Your Packets

Active

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

Completed

Packet	Type	Responded	Completed	
Kean USA Lecturer Evaluation 2020	Review	–	Jan 12, 2021	View
Kean University Lecturer Evaluation 2020	Review	Feb 10, 2021	Feb 5, 2021	View
Kean University Lecturer Evaluation 2020	Review	–	Apr 26, 2021	View

Click the Blue Hyperlink for the 1st Year Faculty Reappointment Evaluation Packet

1st Year Tenure Track 2025

Unit
Kean University

Type
Reappointment

Packet Deadline Type
Soft Deadline

Packet Due Date
Nov 21, 2025

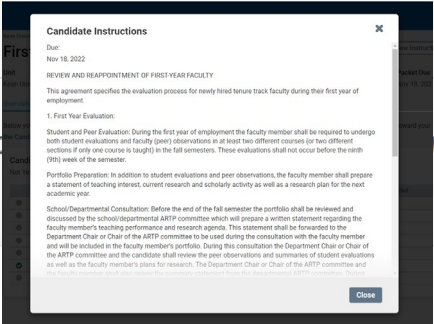
Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as more information becomes available. To learn more, read the Candidate's Packet Guide.

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

View Instructions

Preview Packet



Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0
● Peer Observations	2 required	0
● Holistic Summary on Scholarship/Creative Works, Teaching (& Service*) (1,000-word limit)	1 required	0
✔ Optional Statement	0 required	0
● First Year Tenure Track Verification Form	7 required	0



Edit

Select "Edit" to begin adding the required documents

The 1st Year Reappointment Evaluation Case Packet

contains one submission section:

Candidate Documents:

You will be required to upload several documents in this section:

- Curriculum Vitae
- Two (2) Faculty Peer Observations *(including one from the Chair, evaluations should not occur prior to 5th week of semester)*
- Holistic Summary on Scholarship/Creative Works, Teaching (& Service*) *(1,000 word max.)*

*First year faculty are not required to provide statements on service, but this will be required in Years 2-6

This section also allows you to add an Optional Statement and complete one form:

- First Year Tenure Track Verification Form

In future reappointment cycles, you will be responsible for updating information in the **Faculty Activity Reporting (FAR)** sections of Interfolio (as below).
This is not required for 1st Year Submissions!

The following are the Profile and Activity sections from Faculty Activity Reporting that are generated into your Vita during Years 2-6:

Contact Information
Degrees
Honors and Awards
Professional Licensures & Certifications
Professional Membership
Grants
Current Position

Administrative Appointments
Work Experience
Consulting
Non-Credit Instruction
Professional Development
Advising Load
Mentorship / Supervision

Other Institutional Service
Institutional Committees
External Service
Teaching
Scholarly Contributions/Creative Productions

1st Year Tenure Track 2025

[View Instructions](#)

[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Reappointment	Soft Deadline	Nov 21, 2025

[Overview](#) [Packet](#)

☐ [Expand All](#) [Collapse All](#)

☐

▼

Candidate Documents

Not Yet Submitted Unlocked

Curriculum Vitae

1 required, 0 Added

Please upload a copy of your most up-to-date CV.

No files have been added yet.

Peer Observations

2+ required, 0 Added

At least **two (2)** peer teaching observations, including one from the Departmental ARTP Committee Chairperson, are required. These evaluations shall not occur before the **fifth (5th)** week of the semester (**Oct. 8, 2025**). Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file.

No files have been added yet.

Submit

0 of 4
Required Files

Add

Add

Click the toggle to see the full list if this isn't visible on your screen

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 ExistingAdd New File

UploadVideoWebpage

TestSuccess

AddCancel

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"

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 3:05 PM

☒ Save Responses

[Return to Packet](#)

▼ Candidate Documents

Not Yet Submitted

Unlocked

Submit

0 of 4

Required Files

Curriculum Vitae 1 required, 0 Added

Add

Please upload a copy of your most up-to-date CV.

No files have been added yet.

Peer Observations 2+ required, 0 Added

Add

At least **two (2)** peer teaching observations, including one from the Departmental ARTP Committee Chairperson, are required. These evaluations shall not occur before the **fifth (5th)** week of the semester (**Oct. 8, 2025**). Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file.

No files have been added yet.

Holistic Summary on Scholarship/Creative Works, Teaching (& Service*) (1,000-word limit) 1+ required, 0 Added

Add

Statement by Candidate To Include:

- **Introduction** (100-150 words): Summary of guiding values or philosophy as a scholar educator; be sure to include your name, title, department, and date of hire.
- **Scholarship/Creative Works** (300-350 words): Research agenda and evolution, key publications/creative projects, recognition and impact, and future directions
- **Teaching & Mentoring** (300-350 words): Philosophy and approach, teaching contributions (as applicable), effectiveness and impact, and mentorship and student support (as applicable)
- ***Service & Leadership** (50-100 words), if applicable: Service activities are not expected for first year faculty, but you should include a brief statement on how you intend to incorporate departmental/institutional service and professional/community engagement in future years
- **Closing Statement** (50-100 words): Summary of integrated faculty identity and commitment to continued growth and contribution

Holistic Summary Space Limit: 1,000 words

No files have been added yet.

Optional Statement 0 Added

Add

This optional section allows you to expand upon the materials included above.

No files have been added yet.

First Year Tenure Track Verification Form 7 required questions,

This form has not been completed.

[Fill Out Form](#)

1st Year Tenure Track 2025

[View Instructions](#)

[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Reappointment	Soft Deadline	Nov 21, 2025

[Overview](#) [Packet](#)

☐ [+ Expand All](#) [- Collapse All](#)



▼ Candidate Documents

Not Yet Submitted Unlocked

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

[Preview](#)

[Submit](#)

4 of 4
Required Files

Curriculum Vitae 1 required, 1 Added

[Add](#)

Please upload a copy of your most up-to-date CV.

Title	Details	Actions
CV	Added Sep 23, 2025	Edit Remove

Peer Observations 2+ required, 2 Added

[Add](#)

At least **two (2)** peer teaching observations, including one from the Departmental ARTP Committee Chairperson, are required. These evaluations shall not occur before the **fifth (5th)** week of the semester (**Oct. 8, 2025**). Each observation must be discussed with the Candidate, who has the right to respond in

Packet Preview Screen

The screenshot shows a web browser window with the URL <https://apply.interfolio.com/12677/packets/311429#requirements>. The page has a header with a hamburger menu icon and a checkbox labeled "Only show submitted sections." in the top right corner, which is circled in red. On the left side, there is a sidebar titled "CANDIDATE DOCUMENTS" containing a list of documents: "Test", "Test Document", "Faculty Observation", "Teaching Innovation" (highlighted with a green bar), "Interfolio Document", and "Test". This sidebar is circled in red. The main content area displays a large white box with the text "Teaching Innovation". At the bottom of the page, there is a footer with navigation links: "Previous Material", "< 1 / 1 >", and "Next Material". A magnifying glass icon is circled in red at the bottom left of the page. Three callout boxes provide instructions: one pointing to the sidebar, one pointing to the magnifying glass, and one pointing to the red 'x' icon in the top right header.

First Year Tenure Track 2023 Appi x

https://apply.interfolio.com/12677/packets/311429#requirements

Only show submitted sections.

Search PDF

CANDIDATE DOCUMENTS

- Test
- Test Document
- Faculty Observation
- Teaching Innovation
- Interfolio Document
- Test

Teaching Innovation

Previous Material < 1 / 1 > Next Material

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.

To make the page larger, use the magnifying glass

SUBMITTING THE CASE PACKET

1st Year Tenure Track 2025

View Instructions

Preview Packet

Unit: Kean University
Type: Reappointment
Packet Deadline Type: Soft Deadline
Packet Due Date: Nov 21, 2025

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

Preview Submit

4 of 4

Click submit to send the packet forward

Candidate Documents

Not Yet Submitted Unlocked

Candidate Documents

Submitted Locked

Curriculum Vitae 1 required, 1 Added

Please upload a copy of your most up-to-date CV.

Title	Details	Actions
CV	Added Sep 23, 2025	Edit Remove

Peer Observations 2+ required, 2 Added

Add

At least **two (2)** peer teaching observations, including one from the Departmental ARTP Committee Chairperson, are required. These evaluations shall not occur before the **fifth (5th)** week of the semester (**Oct. 8, 2025**). Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file.

SECTION SUCCESSFULLY SUBMITTED

The section is now available to the appropriate committee members for review.

Once submitted, candidate documents will show as "locked" and a message screen will pop-up on the bottom of the screen confirming submission.

CONFIRMING THE CASE PACKET WAS SUBMITTED

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[Your Packets](#)

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Promotion and Tenure](#)

[Cases](#)

[Kean University](#)
Range Adjustment

Review

Last Submitted on Nov 18, 2022

–

[View](#)

[Kean University](#)
6th Year Faculty Reappointment Evaluation w/External Review

Tenure

Not Submitted

Case due Sep 1, 2023

[View](#)

[Kean University](#)
2nd Year Faculty Reappointment Evaluation

Tenure

Last Submitted on May 22, 2023

Case due Sep 8, 2023

[View](#)

[Kean University](#)
1st Year Tenure Track 2024

Reappointment

Last Submitted on Oct 17, 2023

Case due Nov 17, 2023

[View](#)

[Kean University](#)
Sabbatical Leave

Sabbatical

Last Submitted on Dec 18, 2023

Case due Jan 19, 2024

[View](#)

[Kean University](#)
Lecturer Evaluation 2023

Review

Not Submitted

Case due Jan 24, 2024

[View](#)

[Kean University](#)
Released Time for Research AY 24-25

Other

Last Submitted on Jan 26, 2024

Case due Jan 26, 2024

[View](#)

[Kean University](#)
A-328 2023-2024

Review

Not Submitted

Case due Feb 16, 2024

[View](#)

[Kean University](#)
June Activities: Identification of Unassigned or Unstructured Time

Other

Not Submitted

Case due Mar 22, 2024

[View](#)

[Kean University](#)
RTR Final Progress Report

Other

Last Submitted on May 6, 2024

Case due Jun 30, 2024

[View](#)

[Kean University](#)
1st Year Tenure Track 2024

Reappointment

Last Submitted on Sep 27, 2024

Case due Nov 22, 2024

[View](#)

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

PRO TIPS...

- Make it a best practice to name files in a way that makes it obvious to reviewers (and yourself) what they are. Documents will appear in a list as hyperlinks with the file name used at the time of upload (*example: GE1000 Student Course Evaluation Fall 2024; Holistic Statement Sept. 2025, Peer Observation Dr. X GE1000 FA24*)
- Only upload PDFs or Word documents
- **PREVIEW PACKET!** Before submitting materials – this will show you how your materials appear to be reviewers!
- Plan ahead – materials for Years 2-6 are always submitted at the beginning of September and two (2) new peer observations are required each cycle!
- The FAR Module is available to all faculty, all the time – while not required for 1st year reappointment case packets, you can be proactive in entering information in these sections on an ongoing basis for future reviews

For any questions, contact
interfolio@kean.edu