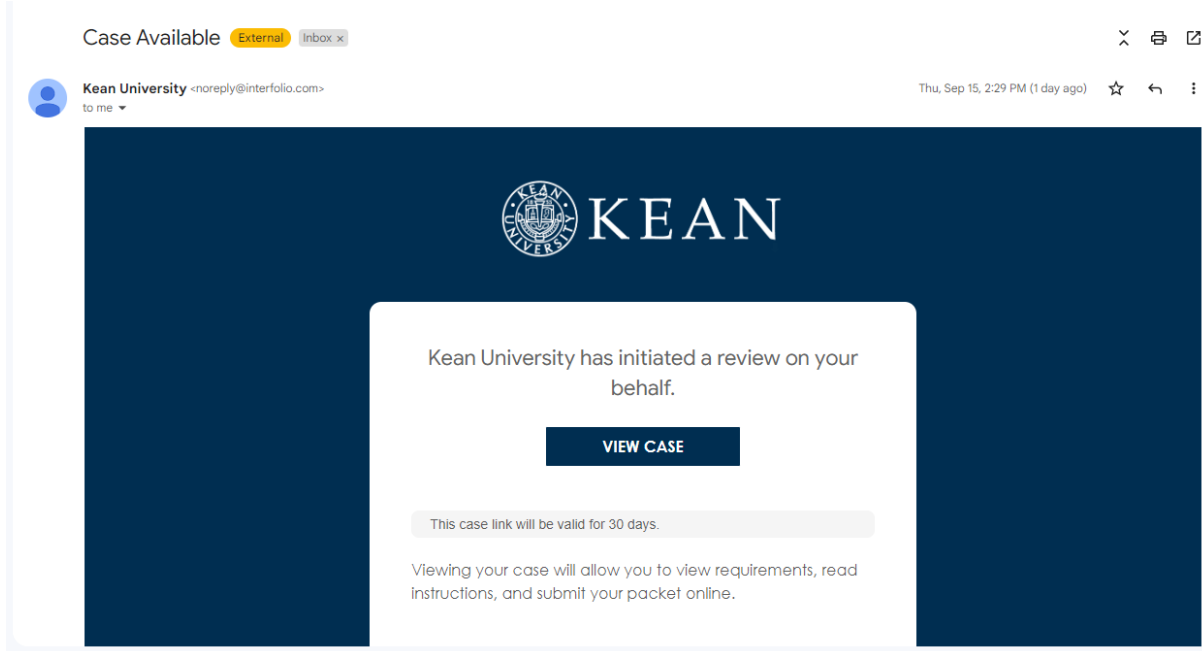


# Submitting a 1<sup>st</sup> Year Reappointment Application through *Interfolio*



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](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 (*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**  
Faculty Activity Reporting  
Announcements & Help  
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Forms & Reports  
Vitas & Biosketches  
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Reappointment, Review, Promotion and Tenure  
Cases

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Program Policies

Dashboard View

My Tasks 5

3 Unread Tasks

2 Read Tasks

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

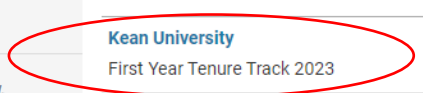
After logging into *Interfolio*, you will be taken to your dashboard. You can select the “First Year Tenure Track” case packet from the dashboard in the middle of the screen (“My Tasks”) or by selecting “Your Packets” on the left side

- Home
  - Your Packets**
  - Faculty Activity Reporting
  - Announcements & Help
  - Profile
  - Activities
  - Forms & Reports
  - Vitas & Biosketches
  - Find Colleagues
  - Account Access
  - Reappointment, Review, Promotion and Tenure
  - Cases
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Program Policies

## Your Packets

### Active

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



Click the Blue Hyperlink for the 1<sup>st</sup> Year Faculty Reappointment Evaluation Packet

### Completed

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

# 1st Year Tenure Track 2025

Unit

Kean University

Type

Reappointment

Packet Deadline Type

Soft Deadline

Packet Due Date

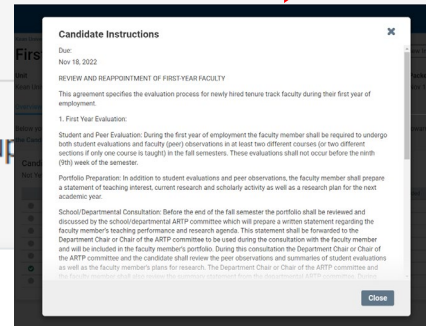
Nov 21, 2025

[View Instructions](#)

[Preview Packet](#)

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

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you progress through the process. 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
● 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](#)

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

Select "Edit" to begin adding the required documents

# The 1<sup>st</sup> 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 5<sup>th</sup> 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 1<sup>st</sup> 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 "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

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

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 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](#)

### ▼ 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: Kean University      Type: Reappointment      Packet Deadline Type: Soft Deadline      Packet Due Date: 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.

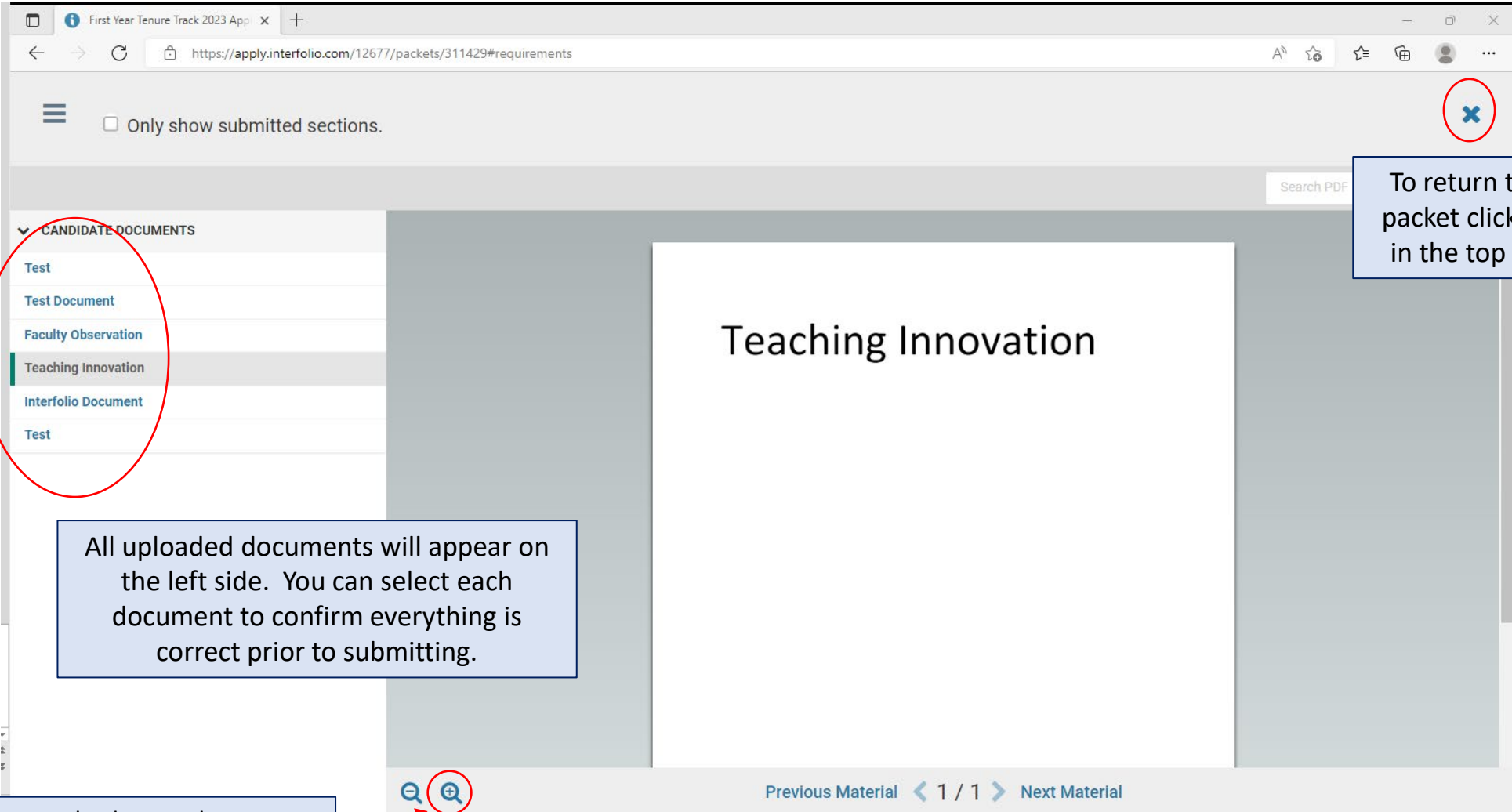
Title	Details	Actions
CV	Added Sep 23, 2025	Edit   Remove

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



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

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

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?

### Candidate Documents

Not Yet Submitted **Unlocked**

### Candidate Documents

Submitted **Locked**

Preview

**Submit**

4 of 4

Required Fields

Click submit to send the packet forward

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 writing for inclusion in the reappointment file.

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

**SECTION SUCCESSFULLY SUBMITTED**

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

## CONFIRMING THE CASE PACKET WAS SUBMITTED

Home

**Your Packets**

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Profile

Activities

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Vitas & Biosketches

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Reappointment, Review,  
Promotion and Tenure

Cases

<a href="#">Kean University</a> Range Adjustment	Review	Last Submitted on Nov 18, 2022	-	<a href="#">View</a>
<a href="#">Kean University</a> 6th Year Faculty Reappointment Evaluation w/External Review	Tenure	Not Submitted	Case due Sep 1, 2023	<a href="#">View</a>
<a href="#">Kean University</a> 2nd Year Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	<a href="#">View</a>
<a href="#">Kean University</a> 1st Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	<a href="#">View</a>
<a href="#">Kean University</a> Sabbatical Leave	Sabbatical	Last Submitted on Dec 18, 2023	Case due Jan 19, 2024	<a href="#">View</a>
<a href="#">Kean University</a> Lecturer Evaluation 2023	Review	Not Submitted	Case due Jan 24, 2024	<a href="#">View</a>
<a href="#">Kean University</a> Released Time for Research AY 24-25	Other	Last Submitted on Jan 26, 2024	Case due Jan 26, 2024	<a href="#">View</a>
<a href="#">Kean University</a> A-328 2023-2024	Review	Not Submitted	Case due Feb 16, 2024	<a href="#">View</a>
<a href="#">Kean University</a> June Activities: Identification of Unassigned or Unstructured Time	Other	Not Submitted	Case due Mar 22, 2024	<a href="#">View</a>
<a href="#">Kean University</a> RTR Final Progress Report	Other	Last Submitted on May 6, 2024	Case due Jun 30, 2024	<a href="#">View</a>
<a href="#">Kean University</a> 1st Year Tenure Track 2024	Reappointment	Last Submitted on Sep 27, 2024	Case due Nov 22, 2024	<a href="#">View</a>

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 1<sup>st</sup> 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](mailto:interfolio@kean.edu)