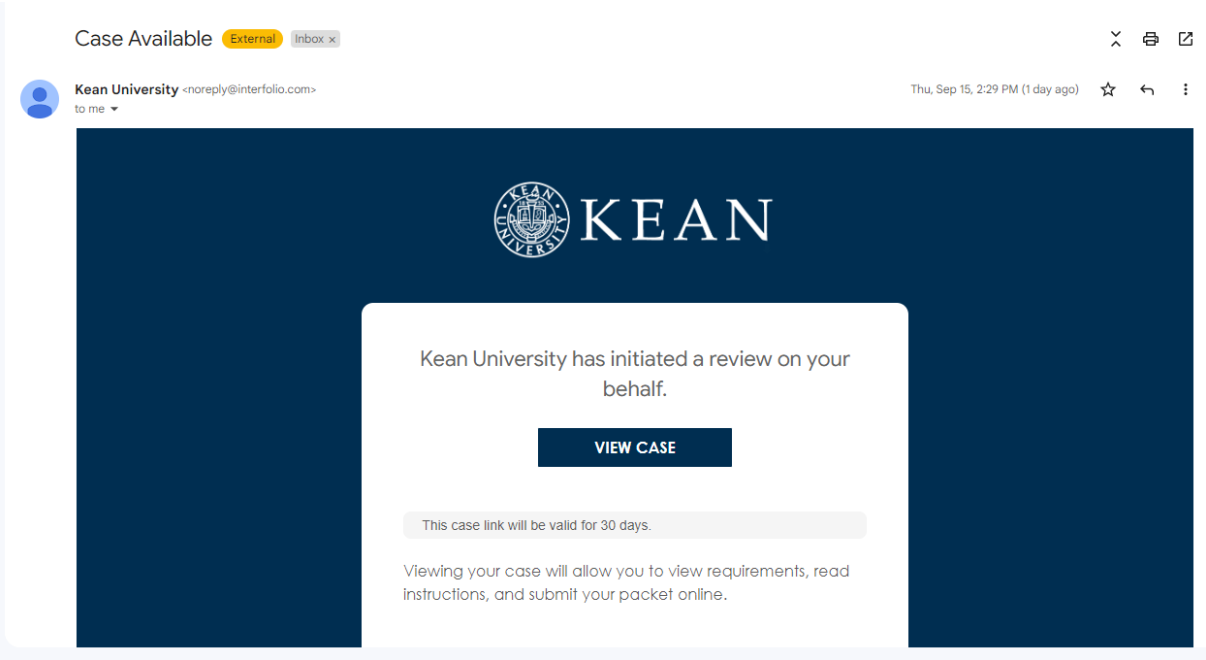
Submitting a 1st Year Reappointment Application through *Interfolio*



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

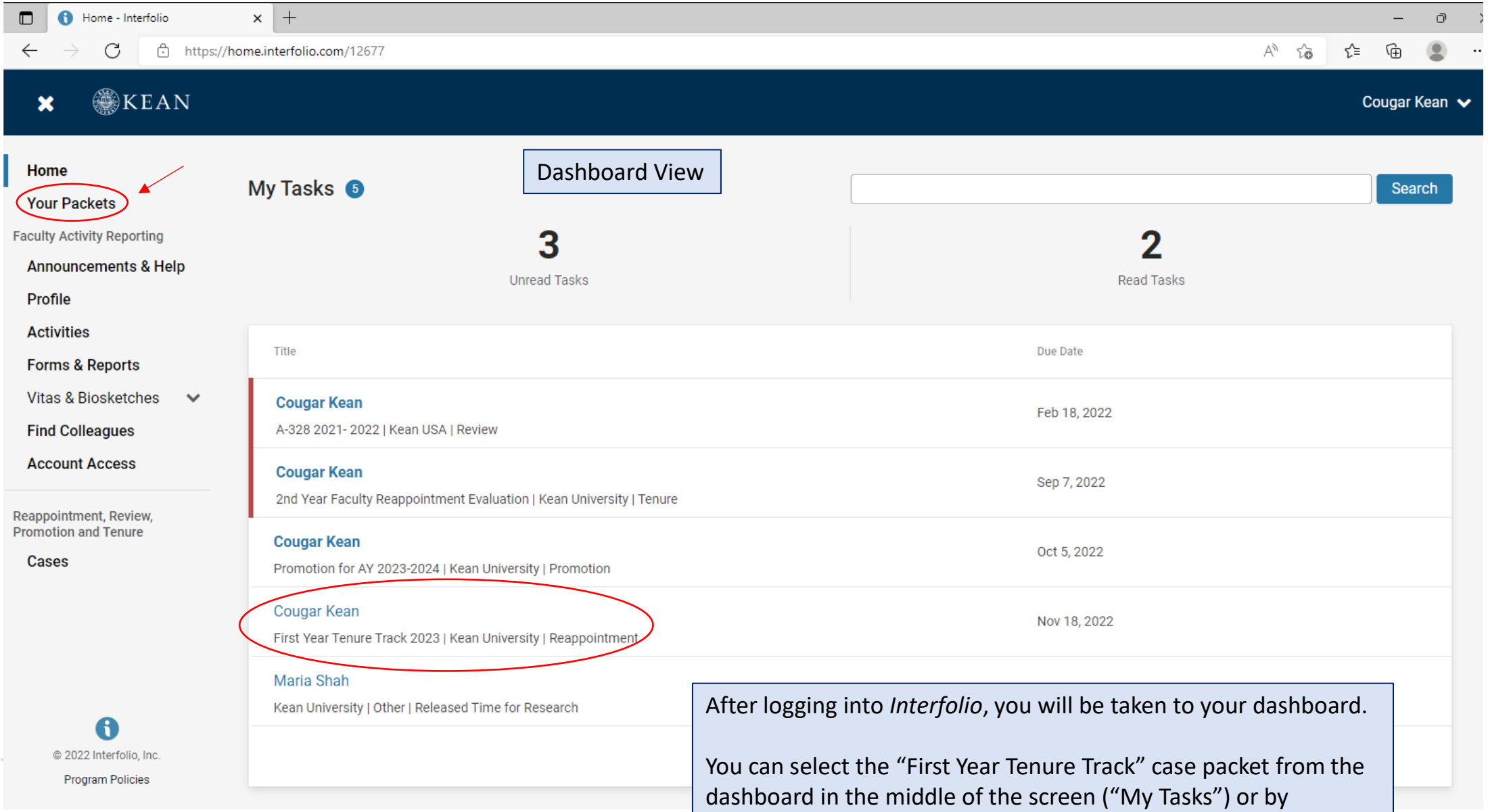
You can also log-in to Interfolio at any time by following the steps below:

Go to interfolio.com

- Select "Interfolio Sign-In“ (top right corner) and "United States"
- Select "Sign in with partner institution"
- In search box, type Kean University
- Sign in using your SSO Kean credentials.

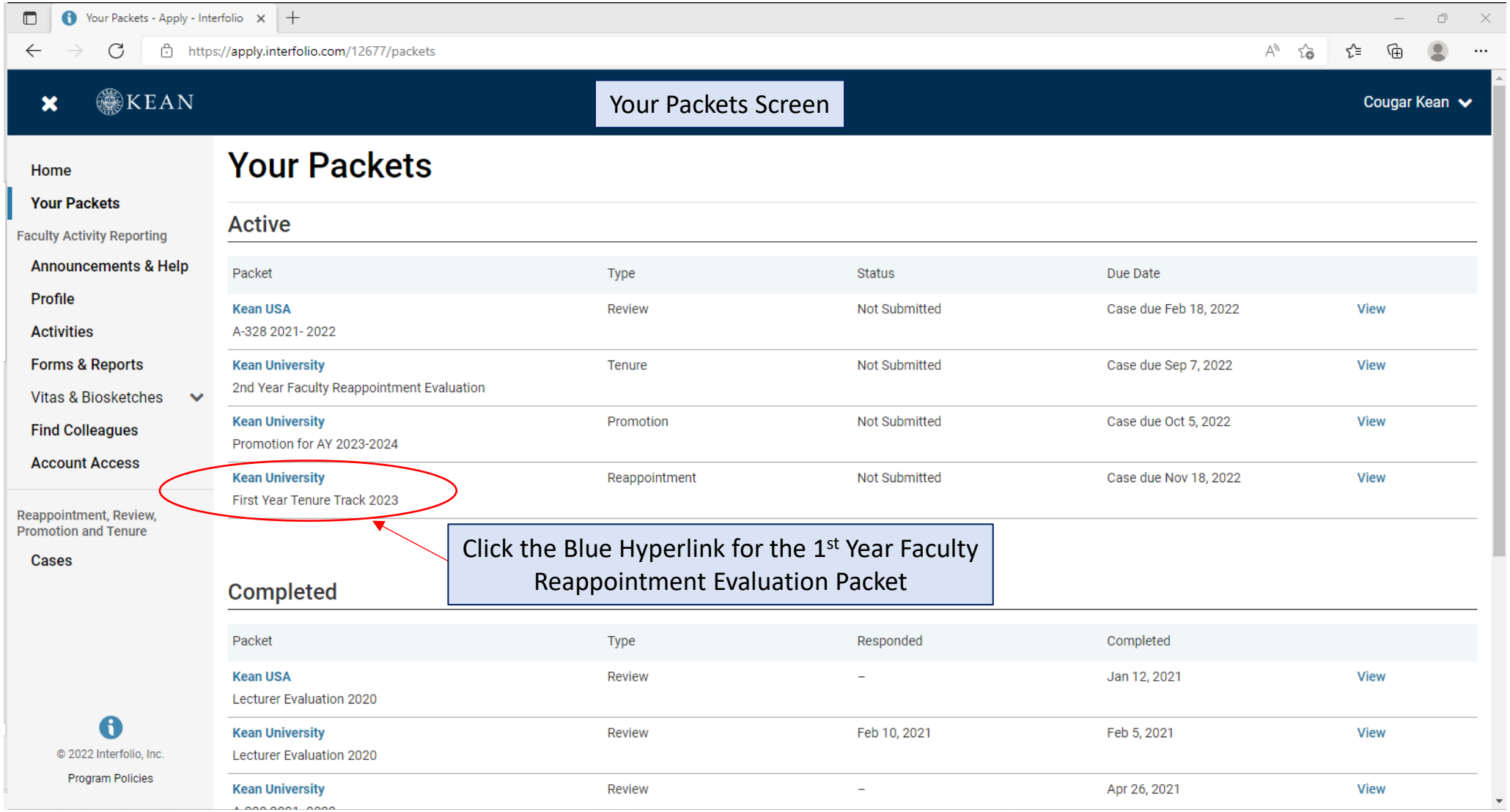
Alternatively, you can log-in by going to **myapps.kean.edu**

- Log-in w/SSO Kean credentials
- Select the *Interfolio* tile from the list of all programs available on myapps.



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
https://apply.interfolio.com/12677/packets
KEAN
Your Packets Screen
Cougar Kean
Home
Your Packets
Faculty Activity Reporting
Announcements & Help
Profile
Activities
Forms & Reports
Vitas & Biosketches
Find Colleagues
Account Access
Reappointment, Review, Promotion and Tenure
Cases
© 2022 Interfolio, Inc.
Program Policies
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
Click the Blue Hyperlink for the 1st Year Faculty Reappointment Evaluation Packet
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
Review
–
Apr 26, 2021
View

Click “View Instructions” to view information about the evaluation process

Kean University > Your Packets >

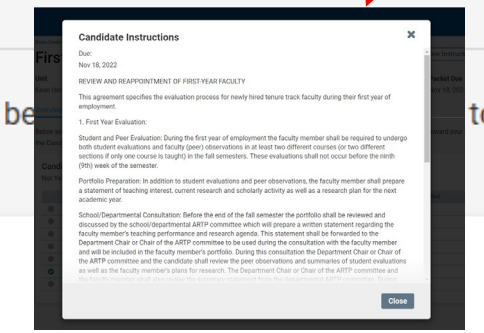
1st Year Tenure Track 2026

View Instructions

Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Reappointment	Soft Deadline	Nov 20, 2026

Overview Packet



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

Candidate Documents

Not Yet Submitted Unlocked

Edit

	Type	# Required	# Added
○	Curriculum Vitae	1 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



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:

1. Curriculum Vitae
2. Holistic Summary on Scholarship/Creative Works, Teaching* (& Service+) *(1,000 word max.)*
   - *First-year faculty participate in informal peer observation and intervisitation. During the Fall semester, they should observe at least one class session (within or outside of their college) of another full-time faculty member (who may be a Lecturer, tenured, or untenured faculty) and invite any full-time faculty colleague to observe their class to provide suggestions for further refinement of their teaching skills. **First-year faculty should include a teaching self-reflection as part of their holistic statement.**
   - +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 semesters
3. First Year Tenure Track Verification Form

This section also allows you to add an Optional Statement

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

Kean University > Your Packets >

1st Year Tenure Track 2026

View Instructions | Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Reappointment	Soft Deadline	Nov 20, 2026

Overview | Packet

Expand All | Collapse All

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

Candidate Documents

Not Yet Submitted **Unlocked**

Submit

0 of 2 Required Files

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

Curriculum Vitae 1 required, 0 Added — Add

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

No files have been added yet.

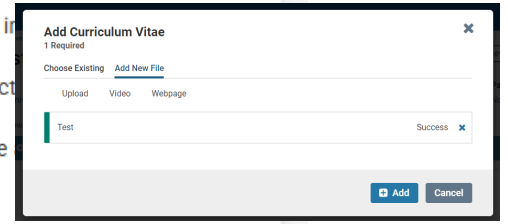
Holistic Summary on Scholarship/Creative Works, Teaching (& Service*) (1,000-word limit) 1+ required, 0 Added — Add

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 ir directions
- **Teaching & Mentoring** (300-350 words): Philosophy and approach, teaching contributions (as applicable), effectiveness and impact student support (as applicable). **Be sure to include a self-reflection of the informal peer observation process here.**
- ***Service & Leadership** (50-100 words), if applicable: Service activities are not expected for first year faculty, but you should include how you intend to incorporate departmental/institutional service and professional/community engagement in future semesters
- **Closing Statement** (50-100 words): Summary of integrated faculty identity and commitment to continued growth and contribution

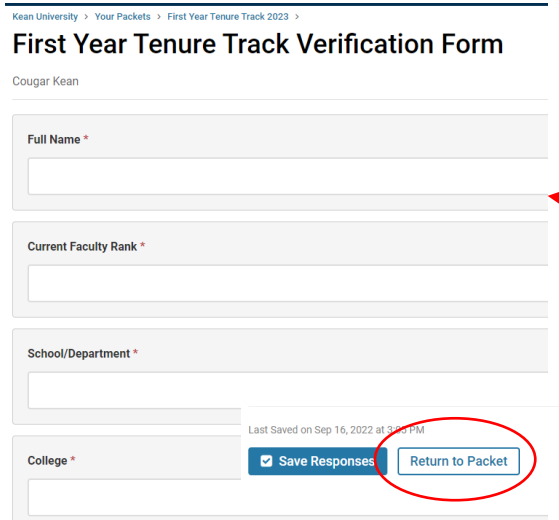
Holistic Summary Space Limit: 1,000 words

No files have been added yet.



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"



Candidate Documents

Not Yet Submitted **Unlocked**

Submit

0 of 2 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.

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). **Be sure to include a self-reflection of the informal peer observation process here.**
- ***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 semesters
- **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

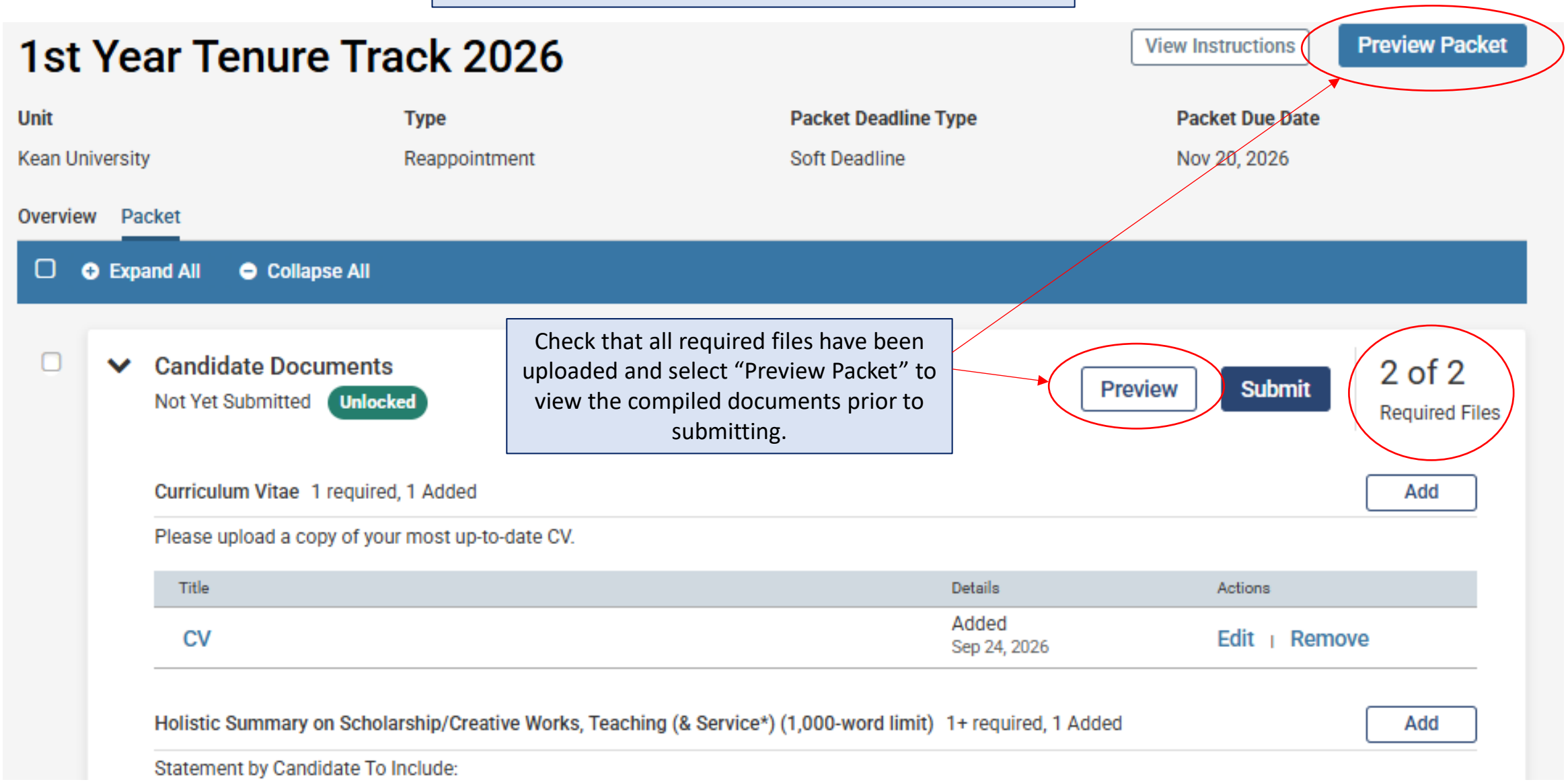
This optional section allows you to expand upon the materials included above.

No files have been added yet.

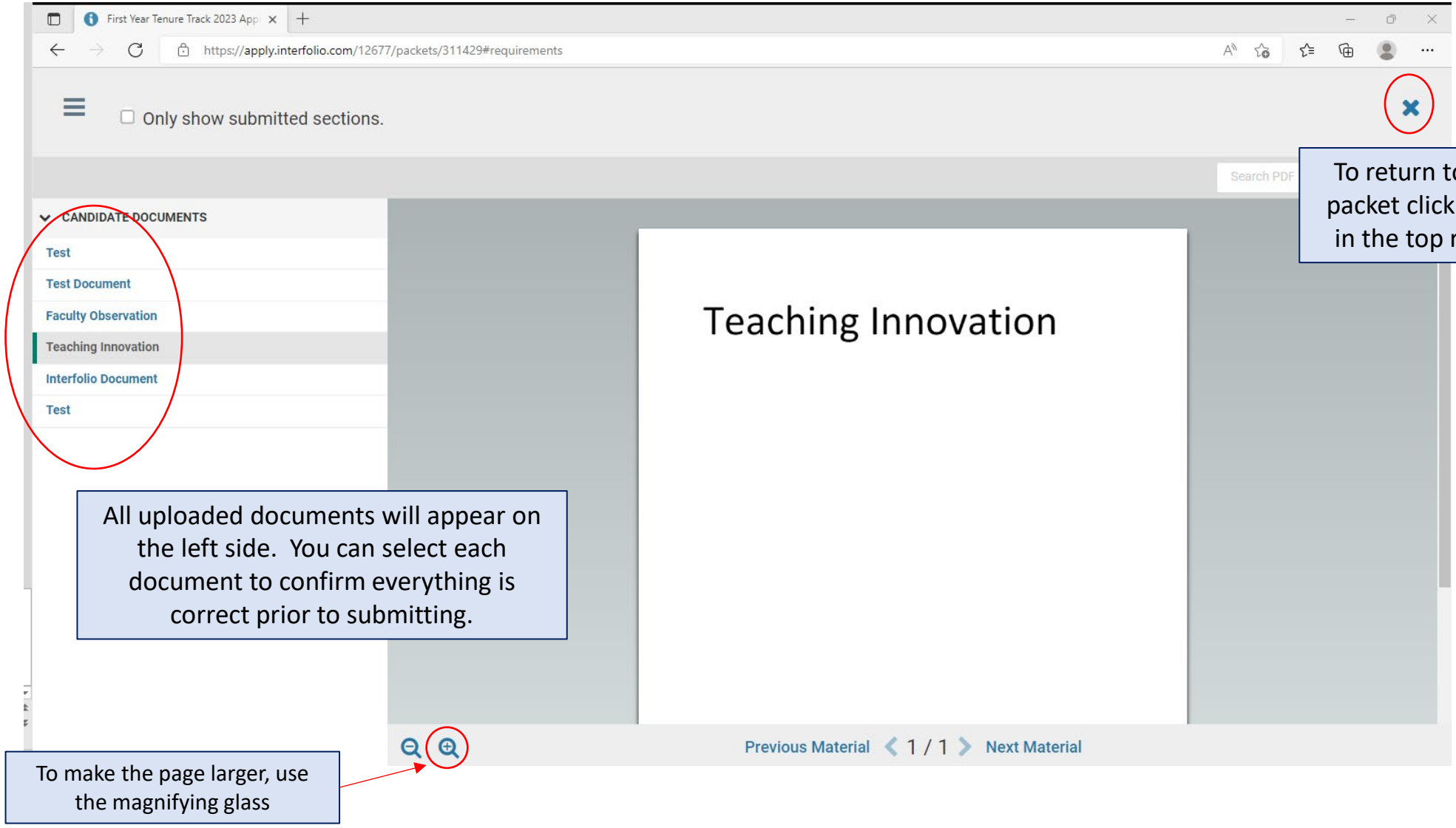
First Year Tenure Track Verification Form 7 required questions, — Fill Out Form

This form has not been completed.

Previewing Materials Before Submission



Packet Preview Screen

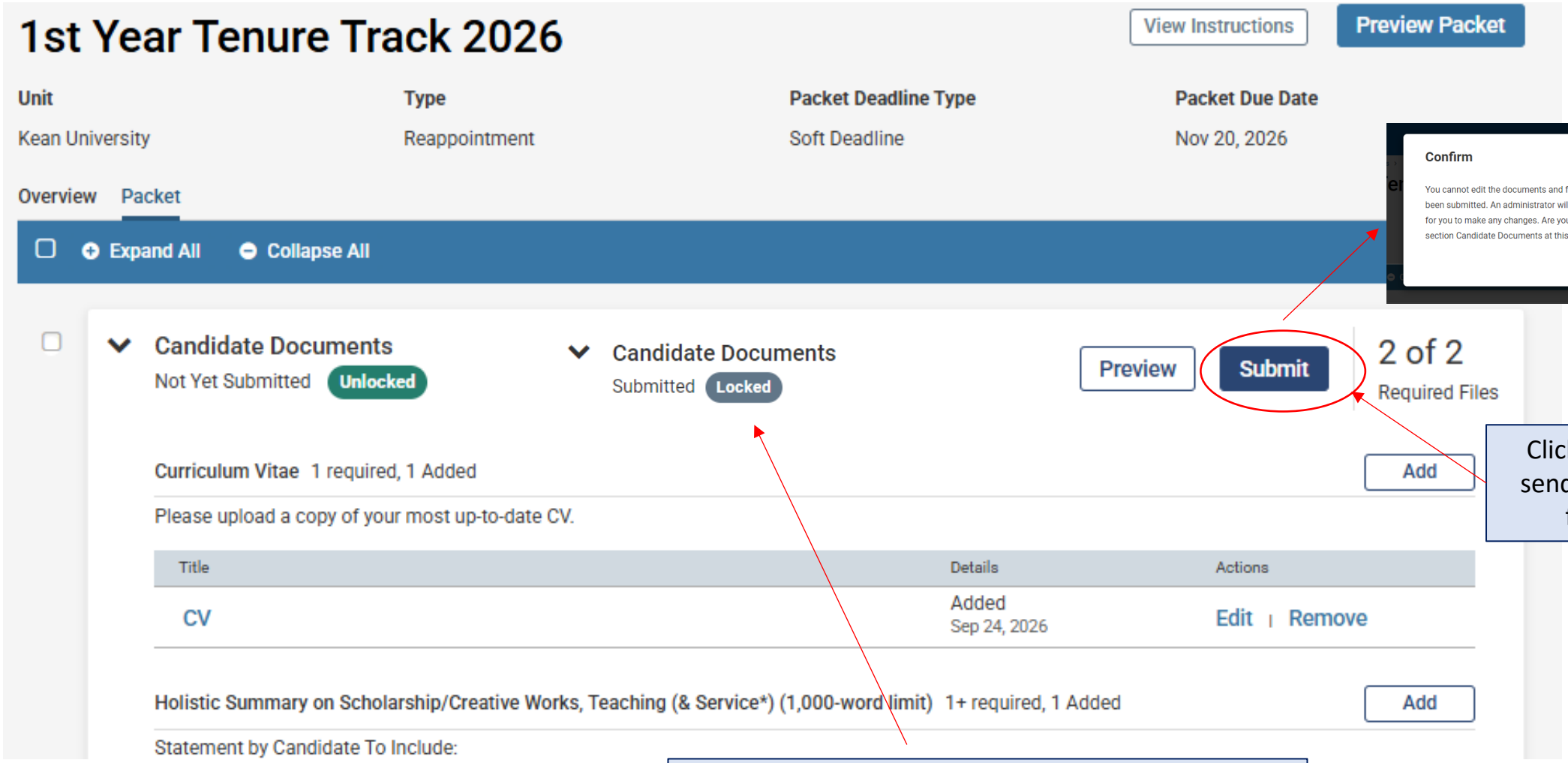


To return to the packet click the x in the top right.

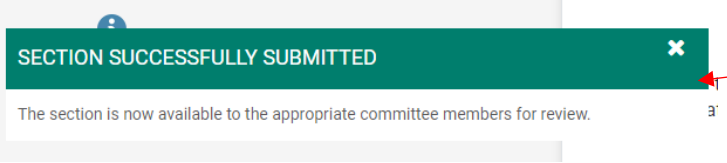
All uploaded documents will appear on the left side. You can select each document to confirm everything is correct prior to submitting.

To make the page larger, use the magnifying glass

SUBMITTING THE CASE PACKET

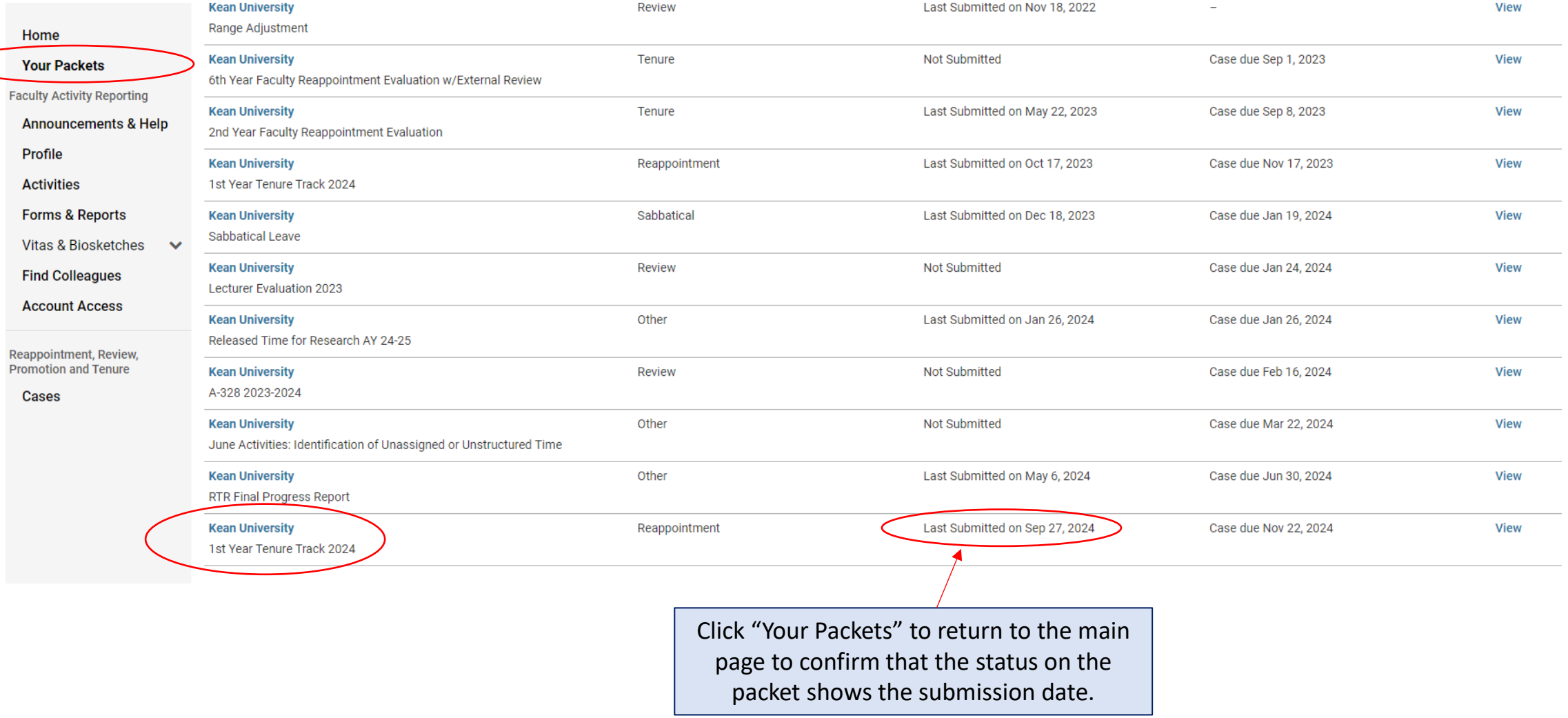


Click submit to send the packet forward



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



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: Holistic Statement Sept. 2026, Faculty Name CV Oct. 2026, GE1000 Student Course Evaluation FA26*)
- Only upload PDFs or Word documents
- **PREVIEW PACKET**! Before submitting materials – this will show you how your materials appear to be reviewers!
- 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