KEAN

Instructions to Candidates for First Year Reappointment Evaluation

UNIVERSITY CRITERIA FOR REAPPOINTMENT *(Source: RTP Guidelines, LOA 34)*

Decisions about academic faculty retention, tenure, and promotion shall be governed by these broad and interrelated factors:

1. **Mastery of subject matter** -- as demonstrated by such things as advanced degrees, licenses, honors, and general reputation in the academic area under consideration, etc.
    a. Earned Degrees
    b. Honors, Awards and Distinguished Achievements
    c. Educational and Professional Experiences

2. **Effectiveness of teaching** – as demonstrated by such things as evaluation by colleagues and students, development of new teaching materials and courses, etc.
    a. Faculty Observations
    b. Student Evaluations
    c. Teaching Innovation

3. **Scholarly abilities** – as demonstrated by such things as research in the academic field, contribution to artistic creation, publication, etc.
    a. Publications, Performances, Exhibitions
    b. Current Professional and Academic Association Memberships

4. **Effectiveness in University and community service** -- as demonstrated by such things as participation in University governance, improvement of Departmental, college, and University programs, service to students, service to the University community and to related professional organizations, etc.
    a. Past and Current Non-Teaching Responsibilities
    b. Community Activities Related to Professional Competence

5. **Continuing growth** -- as demonstrated in a consistently open and emerging pattern of reading, research and service that indicates a capacity for further professional development. Please make sure to include this in your Research, Teaching, and Service statements.

6. Evidence supporting **attainment of additional departmental criteria** (if appropriate) -- to be included only if the Department has formally adopted criteria in addition to University-wide standards.

Differentiation of Reappointment, Tenure and Promotion Expectations for Tenure-Track CLINICAL Faculty

Tenure-track Clinical Faculty (Clinical Assistant, Clinical Associate, and Clinical Full Professors) are hired to teach traditional courses, but also to fulfill essential out-of-class assignments, whether required by prudence, licensure, or accreditation, such as oversight of students and/or faculty and staff in a clinical setting, visits to off-campus instructional sites, maintaining relationships with academic partner institutions, or similar activities. Because these responsibilities require a substantial commitment of time beyond the work typically assigned to a regular tenure-track faculty member, Clinical Faculty are not expected to produce the same volume and/or type of scholarship *en route* to reappointment, tenure and promotion. Clinical scholarship is the integration of theoretical and experiential knowledge encompassing the knowledge and learnings derived from the analytical observation of clients and patients, involving the intellectual activity of thinking, analysis and synthesis, and hypothesis generation and testing, resulting in dissemination of the knowledge generated. If the Clinical Faculty member produces scholarly research published in peer-reviewed academic venues, they would be expected to produce thirty five percent to fifty percent (35%-50%) of the work expected of a regularly appointed tenure-track faculty member during the same period of time. Alternatively, they could produce a volume of work that would match the expectations of regularly appointed tenure-track faculty members, but instead of publishing in scholarly journals, the work could be publications in a professional journal, research reports for government agencies or health care organizations, or engage in other ways in more applied community or professional projects.

FIRST YEAR REAPPOINTMENT DEADLINES/PROCESS

The reappointment calendar is posted on the Faculty Forms website each year. Please note that deadlines are typically similar year-to-year. The steps for review are detailed below:

1. Submission of materials by candidate in *Interfolio*
2. Departmental ARTP Committee Review
3. Consultation with Department Chair/Chair of Dept ARTP
4. College Dean
5. Provost/SVPAA Review and Recommendation to President
6. Presidential Review and nominations sent to the Board of Trustees Academic Policy and Personnel Committee
7. Official action by the Board of Trustees during the March board meeting

After the initial reappointment, the faculty member shall apply for reappointment at the beginning of their second year of employment and subsequently each year until the tenure year as per established procedures for reappointment and tenure.

APPLICATION INSTRUCTIONS

Applications for reappointment are submitted electronically via ***Interfolio***. Faculty will receive an email from the system when a case packet has been opened on their behalf.

Faculty can also log-in to *Interfolio* to update their Faculty Activity Report sections and active cases at any time by following the steps below:

- Go to www.interfolio.com
- Select Log-In
- Select "Sign in with partner institution"
- In search box, type Kean University and sign in using Kean credentials *(the same username/password used for other SSO applications – Microsoft, Workday, Workvivo, etc.)*

The following documents are required for submission through *Interfolio* for Reappointment in the First Year:

1. Curriculum Vitae
2. Holistic Summary on Scholarship/Creative Works, Teaching* (and Service[+]) *(1 required; 1,000 word max.)*
3. Optional Statement
4. *Interfolio* Form: First Year Tenure Track Verification Form

*See below section on faculty peer observations. A self-reflection on teaching must be included in the holistic summary.

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

For Instructions on using *Interfolio* to submit First Year Reappointment Materials, please visit the Faculty Forms website. Detailed guides with screenshots are available on this page, along with the calendar with deadlines for faculty submission and committee reviews.

For any questions or support in using *Interfolio* or for inquiries related to the review process and deadlines, contact interfolio@kean.edu.

FACULTY PEER OBSERVATIONS

First-year faculty on the tenure track participate in informal peer observation and intervisitation without any record of formal evaluation peer feedback. Instead, during their first (Fall) semester, first-year faculty are asked to 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. ****Faculty will be asked to write a teaching self-reflection as part of their holistic statement.**

During the second (Spring) semester of their first-year, faculty are asked to observe one additional class session and have one formal peer observation of a class session conducted by a tenured faculty colleague. This formal peer observation is to be included in their second-year reappointment materials.

Second to sixth-year faculty members who have yet to be granted tenure should be peer- observed by a tenured faculty member twice per academic year. This will include both pre- and post- observation meetings. These will result in two formal peer feedback letters per academic year.

HOLISTIC SUMMARY ON SCHOLARSHIP/CREATIVE WORKS, TEACHING (& SERVICE*)

In brief, this 1000-word synergistic statement should 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

Further details and specifics on what to include in the Holistic Summary are included below:

I. **Introduction** (Approx. 100–150 words)
- Full name, current title, department, and date of hire
- Summary of guiding values or philosophy as a scholar-educator

II. **Scholarship / Creative Works** (Approx. 300–350 words)

A. Research Agenda and Evolution
- Description of core research/creative focus and how it has developed
- Theoretical or disciplinary grounding
- Why your research matters (worded for a non-specialist)

B. Key Publications / Creative Projects
- Highlight status of current works (books, peer-reviewed articles, exhibitions, etc.)
- Note planned publication venues, co-authors if relevant, and your role/contribution

C. Recognition and Impact
- Citations, awards, invited talks, external grants/fellowships, juried shows
- Mentions of how your work contributes to your field and communities; how do you communicate your impact to the public

D. Future Directions
- Brief statement of upcoming projects

III. **Teaching and Mentoring** (Approx. 300–350 words)

A. Philosophy and Approach
- Brief statement of teaching philosophy
- Innovative or signature pedagogies used (active learning, technology integration, etc.)

B. Teaching Contributions, as applicable
- Courses developed/taught/coordinated (including new courses or revisions)
- Interdisciplinary or General Education contributions
- Supervision of student research, theses, or creative work

C. Effectiveness and Impact
- Peer observations, teaching awards, or recognition
- Evidence of student learning or engagement

D. Mentorship and Student Support, as applicable
- Advising and mentorship (undergraduate/graduate, formal/informal)
- Evidence of student success

IV. ***Service and Leadership**, 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 (Approx. 50-100 words)

V. **Closing Statement** (Approx. 50–100 words)
- Summary of integrated faculty identity
- Commitment to continued growth and contribution

STUDENT EVALUATIONS

Student evaluations for all courses are conducted online (*via Watermark*) and are not available until the end of the semester, after the submission deadline for First year reappointment materials. As such, they are not included in first year materials. In future reappointment cycles (2nd-6th Years), student evaluations for all courses taught should be uploaded to the Teaching Activity section under the Faculty Activity Reporting (FAR) module in *Interfolio*. **Faculty must upload the student evaluations themselves as *Interfolio* does not pull them in automatically.** Instructions for adding student evaluations are included in the guidance documents for 2nd-6th year reappointments.