



KEAN

Instructions to Candidates for 2nd-6th 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.

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

Applications for reappointment, submitted via **Interfolio** contain **two (2)** submission sections:

1. Faculty Activity Reporting Vitae
2. Candidate Documents

Information you enter into the **Faculty Activity Reporting (FAR) Profile** and **Activity** sections will be generated into your 2nd - 6th Year Faculty Reappointment Evaluation Vitae which will eliminate duplication efforts. Your statements will be uploaded to the **Candidate Documents** section (*Word or PDF documents only - no Google Documents*). The Candidate Documents section also allows you to amplify or expand upon any information that was generated into your 2nd - 6th Year Faculty Reappointment Evaluation Vitae.

The following are the **Profile** and **Activity** sections from **FAR** that are generated into your 2nd - 6th Year Faculty Reappointment Evaluation Vitae. Please make sure to thoroughly fill out the sections to ensure your application is complete:

- Contact Information
- Degrees
- Current Position
- Administrative Appointment
- Honors and Awards
- Grants
- Professional Licensures & Certifications
- Professional Membership
- Teaching
- Advising Load
- Mentorship/Supervision
- Work Experience
- Consulting
- Scholarly Contributions and Creative Productions
- Non-Credit Instruction
- Other Institutional Service
- Institutional Committees
- External Services
- Professional Development

The following documents should be uploaded to the **Candidate Documents** Section:

1. Curriculum Vitae (*1 required*)
2. Faculty Observations (*2 required*)
3. Holistic Summary on Scholarship/Creative Works, Teaching and Service (*1 required; 1,000 word max.*)
4. Evidence Supporting Attainment of Additional Departmental Criteria, if appropriate (*optional*)
5. Optional Statement by the Candidate (*optional*)

One Form will also need to be completed: Tenure Track Candidate Acknowledgement & Verification Form

INTERFOLIO INSTRUCTIONS & DEADLINES/PROCESS

For Instructions on using *Interfolio* to submit your 2nd-6th Year Reappointment Materials, please visit the [Faculty Forms website](#). Detailed guides with screenshots are available on this page, along with the calendars (once finalized) with deadlines for faculty submission and committee reviews. Please note that deadlines are typically similar year-to-year, with 2nd-6th Year reappointment applications due within the first week of the Fall semester. The steps for review are detailed below:

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

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

FACULTY OBSERVATIONS

Two (2) new peer teaching observations are required for each reappointment cycle. Peer observations are conducted during the prior academic year; one of the observations is conducted by the Departmental ARTP Committee Chairperson.

Each observation must be discussed with the Candidate, who has the right to respond in writing and the right for the response to be included in the reappointment file.

Special Note: Faculty applying for reappointment in Year 2 must also submit two new observations. These observations should be completed after submission of Year 1 reappointment materials (i.e., during late Fall or Spring/Summer semesters).

Each evaluation must:

1. Be signed by the faculty member making the observation
2. Indicate the date of the observation

Note:

1. In order to satisfy the requirements of due process, the class meeting chosen for evaluation should be one in which teaching competence may be fully demonstrated. Thus, examination sessions, class presentations by students, individual private instruction, and similar situations are excluded.
2. Fairness to the Candidate would suggest that the observer be present from the very beginning of the class session so that important information and directions given to the students are not missed.
3. To be helpful to the Candidate as well as to the ARTP Committee, the evaluation should be directed to considerations such as the following:
 - The Candidate's knowledge of the content area of the course:

- the precision and accuracy of information given to the students
- evidence of the Candidate's scholarship observed in the class
- apparent value of the readings and assignments given to the students
- The Candidate's ability to communicate and facilitate learning:
 - organization of the class presentation
 - clarity and relative importance of the objectives of the presentation
 - ability to motivate and guide students in deepening their knowledge
 - openness and facility in responding to questions

HOLISTIC SUMMARY ON SCHOLARSHIP/CREATIVE WORKS, TEACHING & SERVICE

Previous to this reappointment cycle, the Research, Teaching and Service statements had been three individual documents. These criteria are now organized in one (1) holistic summary document, with a 1,000-word limit. This synergistic statement should include:

I. Introduction (Approx. 100–150 words)

- Full name, current title, department, and date of hire
- Statement of candidacy (e.g., seeking tenure and promotion to Associate Professor)
- 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 since last review

- Highlight 3–5 representative works (books, peer-reviewed articles, exhibitions, etc.)
- Note 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

- 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 since last review

- Summary of course evaluation trends and how you have sought out and incorporated received feedback
- Peer observations, teaching awards, or recognition
- Evidence of student learning or engagement

D. Mentorship and Student Support

- Advising and mentorship (undergraduate/graduate, formal/informal)
- Evidence of student success

IV. **Service and Leadership** (Approx. 200–250 words)

A. Departmental and Institutional Service

- Committees, curriculum work, recruitment, assessment, etc.
- Leadership roles (chair, coordinator, etc.)

B. Professional and Community Engagement

- Editorial work, conference organization, professional association involvement
- Community-engaged scholarship or outreach

C. Impact and Values

- Reflection on how service has supported institutional mission and values (e.g., anchor mission, student success)

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 taught during the review period are required and should be uploaded to the Teaching Activity section under FAR. **You must upload the student evaluations to each course in FAR yourself as *Interfolio* does not pull them in automatically.**

Data on all courses taught is uploaded to the Teaching Activity section of FAR each semester based on records in Colleague (the Kean student information system) and is view-only. The enrollment data will be shown when you are the primary instructor or co-instructor. If you feel there are any errors in this section, they should be reported to interfolio@kean.edu.

Starting in Fall 2019, all course evaluations are conducted online. Kean utilizes Anthology as the course evaluations provider (*Campus Labs* is a company within *Anthology* now). To access your Course Evaluations (formerly called *SIR II*), please visit the [Campus Labs](#) website (still in force). You may download and save the evaluations as a PDF prior to uploading them in the Course Attachment section of Teaching Activities for each course. The [Course Evaluations Resources](#) website includes information about accessing your evaluations and who to contact should you need help or support with the system.