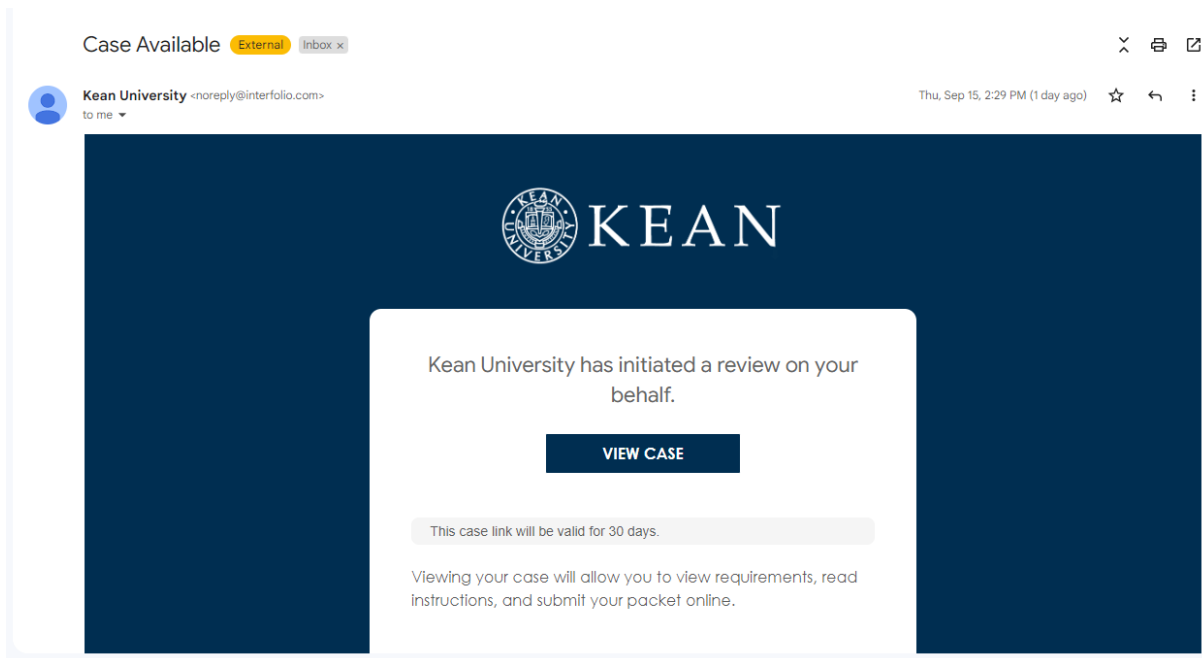


# Submitting a 2<sup>nd</sup>-6<sup>th</sup> Year Reappointment Application through Interfolio



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.*)

# MATERIALS REQUIRED FOR REAPPOINTMENT:

## 2<sup>nd</sup>-6<sup>th</sup> Year Tenure-Track

due **Friday, September 4, 2026** - *anticipated*

1. **FAR Updates!!** – *includes student evaluations, publications, committee work, etc.*

### 2. Candidate Documents:

Historical Curriculum Vitae

Peer Observations - *two (2) required*

Holistic Summary on Scholarship/Creative Works, Teaching & Service (*1,000-word max*)

Student Course Evaluations - *Confirmation of FAR Upload*

Evidence Supporting Attainment of Additional Dept Criteria (*if applicable; optional*)

Optional Statement

Kean University > Your Packets >

## 2nd Year TT Faculty Reappointment Evaluation

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Tenure	Soft Deadline	Sep 4, 2026

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

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the [Candidate's Packet Guide](#).

### Faculty Activity Reporting Vita


Unlocked [Edit](#)

Type
<input checked="" type="checkbox"/> Tenure-Track Reappointment Vita

### Candidate Documents

Not Yet Submitted Unlocked [Edit](#)

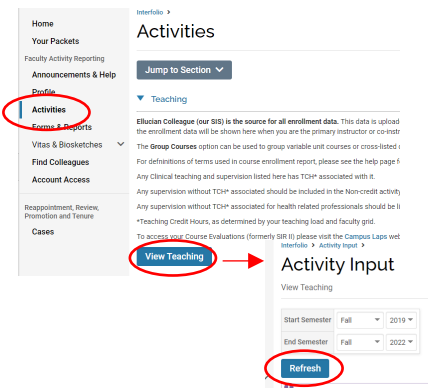
Type	# Required	# Added
<input type="checkbox"/> Curriculum Vitae	1 required	0
<input type="checkbox"/> Faculty Peer Observations	2 required	0
<input type="checkbox"/> Holistic Summary on Scholarship/Creative Works, Teaching & Service (1,000 word max)	1 required	0
<input type="checkbox"/> Student Course Evaluations (Confirmation of FAR Upload)	1 required	0
<input checked="" type="checkbox"/> Evidence Supporting Attainment of Additional Departmental Criteria (if appropriate)	0 required	0
<input checked="" type="checkbox"/> Optional Statement by the Candidate	0 required	0
<input type="checkbox"/> Tenure Track Candidate Acknowledgement & Verification Form	13 required	0



# Student Evaluations & Peer Observations:

**Student Evaluations** take place near the end of the semester for all courses and are not available to instructors until after the semester ends. They are conducted online through **Anthology/Campus Labs** and are **uploaded to Interfolio manually by the instructor (under FAR – Activities – Teaching)**; they are not pulled in automatically! You must download PDF copies of all student evaluations from your Campus Labs account and upload as an attachment to each course in *Interfolio*.

- ❑ Faculty are asked to upload a document under “Candidate Documents” confirming that all student evaluations are in the Teaching Activity section



Course	Course Title	Credit Hours	Instruction Mode	Enrollment	Maximum Enrollment	Days	Time	Lab Hours	Lecture Hours	Location	Student Credit Hours	Teaching Level	Teaching Location	Teaching Type	Additional Course Data
HIST 1062 26	WORLDS OF HISTORY	3	Morning Class	25	25	S	11:00AM - 12:15PM	0	0	KUU	75				Incomplete   View
<b>Totals</b>		3		25	25			0	0		75				

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
HIST 1062 26	-	1	-	-	Add

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

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

# HOLISTIC SUMMARY ON SCHOLARSHIP/CREATIVE WORKS, TEACHING & SERVICE:

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, effectiveness and impact since last review, and mentorship and student support
- **Service & Leadership** (200-250 words): Departmental/institutional service, professional/community engagement, reflection on how service supports institutional mission and values
- **Closing Statement** (50-100 words): Summary of integrated faculty identity and commitment to continued growth and contribution

*Holistic Summary Space Limit: 1,000 words*

# Dashboard View

**Home**

- Your Packets**
- Faculty Activity Reporting
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Reappointment, Review, Promotion and Tenure

**Cases**

**My Tasks** 8

Unread Tasks: 8

Read Tasks: 0

Title	Due Date
<b>Cougar Kean</b> First Year Tenure Track 2023   Kean University   Reappointment	
<b>Cougar Kean</b> EIA Postdoctoral Fellow Reappointment   Kean University   Reappointment	
<b>Cougar Kean</b> A-328 2022-2023   Kean University   Review	
<b>Cougar Kean</b> 2nd Year Faculty Reappointment Evaluation   Kean University   Tenure	Sep 8, 2023
<b>Cougar Kean</b> Range Adjustment   Kean University   Review	
<b>Cougar Kean</b> June Activities: Submission of Application for Existing Resources   Kean University   Other	

**Add Activity**

**Import Activities**

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Interfolio

Cougar Kean

After logging into Interfolio, you will be taken to your dashboard.

You can select the “2<sup>nd</sup>-6<sup>th</sup> Year Faculty Reappointment Evaluation” case packet from the dashboard in the middle of the screen (“My Tasks”) or by selecting “Your Packets” on the left side

# "Your Packets" View

KEAN Cougar Kean

Home **Your Packets** Faculty Activity Reporting Announcements & Help Profile Activities Forms & Reports Vitas & Biosketches Find Colleagues Account Access

## Your Packets

### Active

Packet	Type	Status	Due Date	
<a href="#">Kean University</a> First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	-	<a href="#">View</a>
<a href="#">Kean University</a> EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Range Adjustment	Review	Last Submitted on Nov 18, 2022	-	<a href="#">View</a>
<a href="#">Kean University</a> A-328 2022-2023	Review	Last Submitted on Jan 10, 2023	Case due Mar 3, 2023	<a href="#">View</a>
<a href="#">Kean University</a> June Activities: Submission of Application for Existing Resources	Other	Last Submitted on Mar 9, 2023	-	<a href="#">View</a>
<a href="#">Kean University</a> June Activities: Identification of Unassigned or Unstructured Time	Other	Last Submitted on Mar 9, 2023	-	<a href="#">View</a>
<a href="#">Kean University</a> 2nd Year Faculty Reappointment Evaluation	Tenure	Not Submitted	Case due Sep 8, 2023	<a href="#">View</a>

### Completed

Packet	Type	Responded	Completed	
<a href="#">Kean USA</a> Lecturer Evaluation 2020	Review	-	Jan 12, 2021	<a href="#">View</a>

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Click the Blue Hyperlink for the 2<sup>nd</sup>-6<sup>th</sup> Year Faculty Reappointment Evaluation Packet

# The 2<sup>nd</sup>-6<sup>th</sup> Year Reappointment Evaluation Case Packet contains two submission sections:

## 1. Faculty Activity Reporting Vitae (2<sup>nd</sup> to 6<sup>th</sup> Year Evaluation Vitae)

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections will be generated into your 2<sup>nd</sup>-6<sup>th</sup> Year Faculty Reappointment Evaluation Vitae. Please make sure to thoroughly fill out the sections to ensure your application is complete.

The following are the Profile and Activity sections from Faculty Activity Reporting that are generated into your Vitae:

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

## 2. Candidate Documents

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

- Curriculum Vitae
- Two (2) Faculty Observations
- Holistic Summary on Scholarship/Creative Works, Teaching & Service (1,000 word max.)
- Student Course Evaluations (confirmation of FAR upload)
- Evidence Supporting Attainment of Additional Departmental Criteria, if appropriate

Please upload Word or PDF documents only  
- **no Google Documents**

This section also allows you to upload additional documents to amplify or expand upon any information that was generated into your Faculty Activity Reporting Vitae through the Optional Statement.

This section requires you to complete one form:

- Tenure Track Candidate Acknowledgement & Verification Form

# 3rd Year TT Faculty Reappointment Evaluation

[View Instructions](#)

Click "View Instructions" to view information about the application

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Tenure	Soft Deadline	Sep 5, 2025

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

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

**Candidate Instructions**

Date: Sep 8, 2023

University Criteria for Reappointment (Source: RTP Guidelines, COA 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.
- Earned Degrees
- If the Candidate does not hold the terminal degree, an up-to-date transcript of graduate work and a statement of progress from the graduate college advisor must be uploaded. If the terminal degree is not pertinent to one's field of teaching, the Candidate must present other evidence of professional growth.
- If the candidate is a Master/doctoral student please upload a word document including the institution, semester hours beyond Masters, and field of study.
- The Commission on Higher Education requires that "For persons hired after January 1, 1986 who do not hold the appropriate terminal degree or its equivalent, no reappointment shall be made to the fourth year unless the board of trustees ... determines that for rare and exceptional reasons reappointment is necessary to support the mission of the institution." (Source: NJAC 19:1-8.1(f), Formerly 17:26(b) 1993)
- Hours, Awards and Distinguished Achievements
- 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.
- Faculty Observations: please upload the observations document in the appropriate Candidate Document section.
- Student Evaluations: please upload the course evaluations in the Teaching Activity section.
- Teaching Innovation: please include this topic in your teaching statement.
- 3. **Scholarly abilities** – as demonstrated by such things as research in the academic field, contribution to practice.

Close

## Faculty Activity Reporting Vita

Unlocked

Type
<input checked="" type="checkbox"/> Tenure-Track Reappointment Vita

[Edit](#)

Select "Packet" to view details on the two sections included in the Case Packet

You can also click "edit" on either section

## Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="checkbox"/> Curriculum Vitae	1 required	0
<input type="checkbox"/> Faculty Observations	2 required	0
<input type="checkbox"/> Holistic Summary on Research, Teaching & Service (1,000 word max)	1 required	0
<input checked="" type="checkbox"/> Evidence Supporting Attainment of Additional Departmental Criteria (if appropriate)	0 required	0
<input checked="" type="checkbox"/> Optional Statement by the Candidate	0 required	0
<input type="checkbox"/> Tenure Track Candidate Acknowledgement & Verification Form	13 required	0



# 2nd Year Faculty Reappointment Evaluation

[View Instructions](#) [Preview Packet](#)

Unit: Kean University | Type: Tenure | Packet Deadline Type: Soft Deadline | Packet Due Date: Sep 8, 2023

Overview **Packet**  
 [Expand All](#) [Collapse All](#)

- Home
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- Profile**
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access
- Reappointment, Review, Promotion and Tenure
- Cases

1  **Faculty Activity Reporting Vita**  
Not Yet Submitted **Unlocked**

Information entered in the **Profile & Activities** Tabs (on the left) will be pulled into the 2<sup>nd</sup>-6<sup>th</sup> Year Reappointment Vitae

**Submit**

Title	Details	Actions
<b>2nd - 6th Year Faculty Reappointment Evaluation Vitae</b> Fall 2022 - Summer II 2023   3 attachments included	Generated May 22, 2023	<a href="#">Regenerate</a>

2  **Candidate Documents**  
Not Yet Submitted **Unlocked**

**Submit**

0 of 7  
Required Files

Curriculum Vitae 1 required, 0 Added

No files have been added yet.

**Add**

Faculty Observations 3+ required, 0 Added

At least **three (3)** observations, including one from the Departmental ARTP Co-ordinator, must be discussed with the Candidate, who has the right to respond in writing for inclusion. These also must be uploaded.

**Add**

**Add Curriculum Vitae**  
1 Required

Choose Existing **Add New File**

Upload Video Webpage

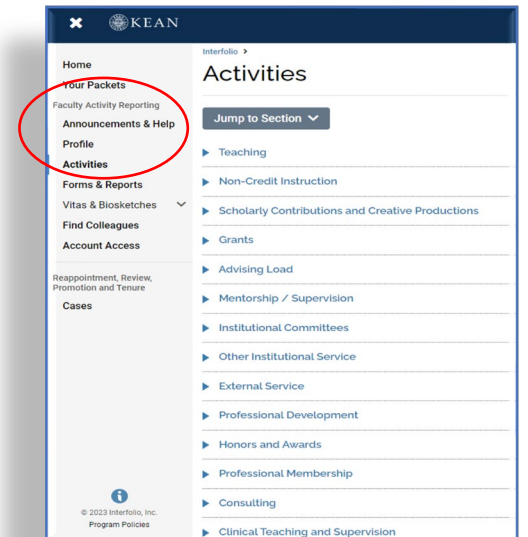
Test Success x

[Add](#) [Cancel](#)

To add Candidate Documents click "Add" next to each document section to upload a new file. An upload screen will pop-up.

# Faculty Activity Reporting (FAR) PROFILE & ACTIVITIES Updates:

- **Teaching; Clinical Teaching/Supervision; Non-Credit Instruction:**
  - Teaching – Includes all courses with associated TCH; **Upload Student Course Evaluations here!**
  - Clinical Teaching/Supervision (health related professionals) & Non-Credit Instruction (non-health related) – any clinical teaching or student supervision not included in the courses listed under the Teaching section (does not have associated TCH)
- **Scholarly Contributions/Creative Productions** – **Copies of manuscripts/creative work are uploaded here!**
- **Grants**
- **Advising Load; Mentorship/Supervision:**
  - Advising Load - Reference *Colleague* (Faculty Portal) and *Navigate* for current undergraduate advisee list; Masters and Doctoral advisees should only include students who you provide academic advisement to
  - Mentorship/Supervision - Masters and Doctoral students whose research or thesis you direct, or any thesis or dissertation committee on which you serve
- **Professional Development** – Includes internal & external activities (CTL workshops, trainings/conferences, continuing professional education, CEU activities etc.)
- **Institutional Committees; Other Institutional Service; External Service**
- **Contact Information; Degrees; Current Position; Administrative Appointments**
- **Honors and Awards; Professional Licensures & Certifications; Professional Memberships**
- **Work Experience; Consulting**



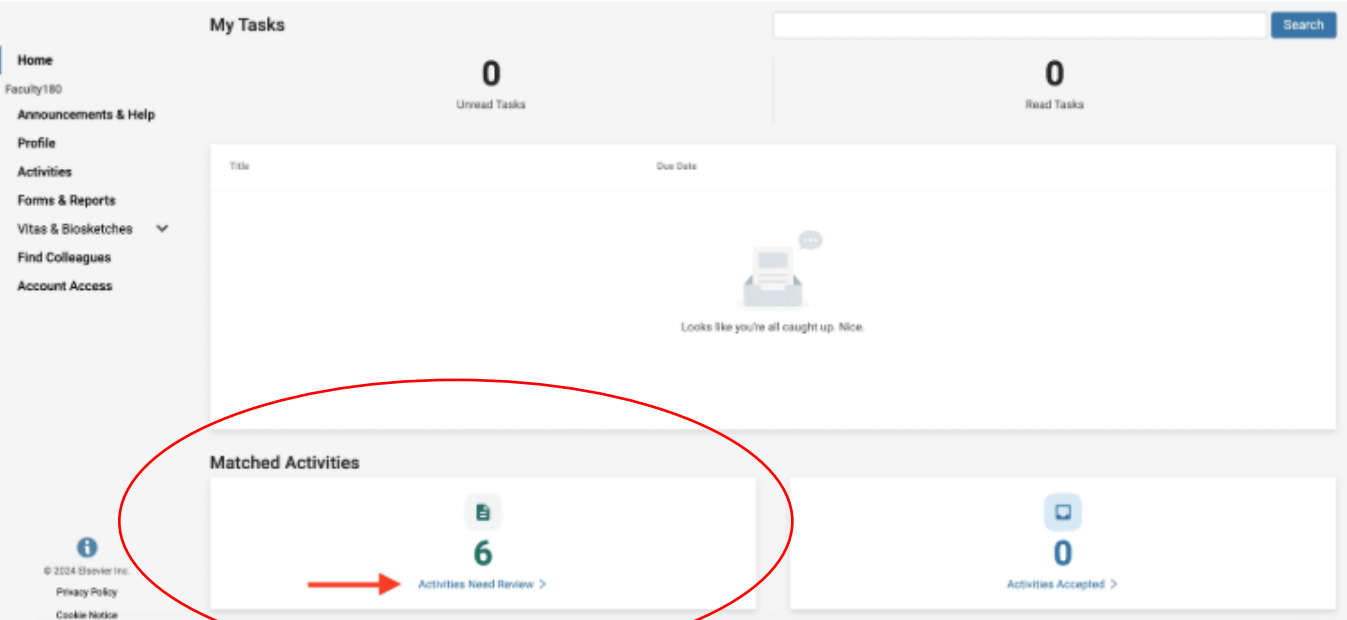
# Introducing New FAR Feature! Interfolio Data Service (IDS)

**IDS combs millions of publication records, cleans up the data behind the scenes, and flags it for validation by you!**

- Throughout the year, IDS seeks out and pulls in data about academic work you have done, including books, book chapters, journal articles, and proceedings publications.
- IDS cleans up the data automatically before you see it.
  - This includes formatting the data, making sure different scholars with similar names are connected with the correct data, and consolidating duplicate records.
- IDS then allows you to validate the matched academic data and saves it to FAR.
- This is all in an effort to **SAVE YOU TIME** in manual entry!

**Step 1**

## Navigate to your Matched Activities



On your Interfolio homepage, scroll down to locate your matched activities. Select *Activities Need Review* to open the *My Records* page.

# Introducing New FAR Feature! Interfolio Data Service (IDS) *Cont.*

## Step 2

### Select a Record to Edit and Add Activity Classifications

Matched Activities

Need Review **25** Accepted **1** Deleted **21**

Review, accept, or delete the activities we found based on your information. Please note a few limitations: the term information is set to the first term used at your institution, and you can process only one page at a time when managing multiple activities. Learn more about how to use the Interfolio Data Service.

Search

1-25 of 25 Results Show 50

ACCEPT ACTIVITIES DELETE

<input type="checkbox"/>	Title of Activity ↑	Type	Date Published	Source	Required fields ⓘ
<input type="checkbox"/>	[OLD CREATE]hacking the bus won't do anything, we need to connect the wireless SMS port! aray! 2022-11-25T13:07:03.159Z	Untagged	2003	Source	Fields need data
<input type="checkbox"/>	[OLD CREATE]if we quantify the matrix, we can get to the COM capacitor through the digital HTTP panel! aray! 2022-11-	Untagged		Source	Fields need data
<input type="checkbox"/>	[OLD CREATE]I'll copy the auxiliary SSL feed, that should pixel the RSS pixel! aray! 2022-11-15T18:15:28.661Z	Proceedings Publication	2001	Source	Complete
<input type="checkbox"/>	[OLD CREATE]I'll override the 1080p SQL card, that should panel the RAM firewall! aray! 2022-11-25T13:06:30.833Z	Proceedings Publication	2003	Source	Complete
<input type="checkbox"/>	[OLD CREATE]I'll program the wireless COM pixel, that should	Untagged	2018	Source	Fields need data

To edit, accept, or delete activities, click the hyperlinked **Title of Activity** to open the *Step 1: Record Information* window on the right-hand side.

## Step 3

### Bulk Accept/Delete Activities

Accept activities

1 selected activity can be accepted and will be placed in Faculty180 for use at your institution.

2 cannot be accepted because they are missing required data. You will need to complete the required fields before accepting.

Activities that can not be accepted

- [OLD CREATE]if we quantify the matrix, we can get to the COM capacitor through the digital HTTP panel! aray! 2022-11-25T13:06:41.487Z
- [OLD CREATE]hacking the bus won't do anything, we need to connect the wireless SMS port! aray! 2022-11-25T13:07:03.159Z

ACCEPT 1 ACTIVITY CANCEL

<input checked="" type="checkbox"/>	Title of Activity ↑	Type	Date Published	Source	Required fields ⓘ
<input checked="" type="checkbox"/>	[OLD CREATE]hacking the bus won't do anything, we need to connect the wireless SMS port! aray! 2022-11-25T13:07:03.159Z	Untagged	2003	Source	Fields need data
<input checked="" type="checkbox"/>	[OLD CREATE]if we quantify the matrix, we can get to the COM capacitor through the digital HTTP panel! aray! 2022-11-	Untagged		Source	Fields need data
<input checked="" type="checkbox"/>	[OLD CREATE]I'll copy the auxiliary SSL feed, that should pixel the RSS pixel! aray! 2022-11-15T18:15:28.661Z	Proceedings Publication	2001	Source	Complete
<input type="checkbox"/>	[OLD CREATE]I'll override the 1080p SQL card, that should panel the RAM firewall! aray! 2022-11-25T13:06:30.833Z	Proceedings Publication	2003	Source	Complete
<input type="checkbox"/>	[OLD CREATE]I'll program the wireless COM pixel, that should	Untagged	2018	Source	Fields need data
<input type="checkbox"/>	[OLD CREATE]I'll transmit the cross-platform USB hard drive, that should transmitter the AGP	Proceedings Publication	2012	Source	Complete
<input type="checkbox"/>	[OLD CREATE]overriding the sensor won't do anything, we need to back up the open-source	Proceedings Publication	2012	Source	Complete
<input type="checkbox"/>	[OLD CREATE]The SAS feed is down, override the mobile transmitter so we can calculate the SQL	Proceedings Publication	2021	Source	Complete

Select the checkboxes next to the activities you want to manage. Click **Accept Activities** or **Delete Selected** to approve or remove the selected activities.

Completed recommendations will be added automatically to FAR, while any incomplete recommendations will be flagged for manual review before acceptance. If you delete an item by mistake, go to the *Deleted* tab and click **Restore** to recover it.

# Updating the PROFILE Section

**\*\*Review all sections of your Faculty Activity Report Profile closely.\*\***

Click the blue triangle to expand a section.  
Select "EDIT" or "ADD" to make updates

Interfolio > Profile

Jump to Section

Personal Information

Contact Information

Academic Position

Work Experience

Degrees

Professional Licensures & Certifications

Rank and Promotion History

Administrative Appointments

Military Experience

Interests

Biography

Quicklinks

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

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https://faculty180.interfolio.com/cv/CV\_Form.oft

First Name

Middle Initial

Last Name

Suffix

Race / Ethnicity

Country of Origin

Languages

Office Number

Office Building

Street 1

Street 2

City

Union

Edit

KEAN

Cougar Kean

Home

Your Packets

Faculty Activity Reporting

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Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Reappointment, Review, Promotion and Tenure

Cases

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Jump to Section

Academic Position

Current Academic Rank

Position Title

Staff

Edit

Work Experience

No activities entered.

Add

Degrees

No activities entered.

Add

Professional Licensures & Certifications

Title

Month / Year Originally Conferred

Month/

Test

January 2020

Add

Description

Activity Classifications

Work Experience Type

P-12 Professional Experience/Credential\*

Publicly Displayed\*

Attachments

Attachment Type

Attachment

File

Upload File

no file uploaded

Add Another

Save

Save and Add Another

Save and Go Back

Cancel

Note that some fields are locked for editing.  
If you notice any discrepancies or missing information  
email [interfolio@kean.edu](mailto:interfolio@kean.edu) for assistance.

After adding new information, select "save and go back"  
to review another section.  
You can also select "save and add another" if you have  
additional information to add to the section.

# Updating the ACTIVITIES Section

**\*\*Review all sections closely.\*\***

Click the blue triangle to expand a section and view instructions.

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

Jump to Section

Teaching  
Non-Credit Instruction  
Scholarly Contributions and Creative Productions

Report your scholarly contributions, including articles, books, creative work, presentations, patents, and more. Note: Conferences attended where you are not presenting scholarly work should be reported in the "Professional Development" section.

Please include Proceeding Publications in the "Conference Proceedings" category.

Co-author(s): When adding a University co-author, choose Select Internal Faculty Member. Note: only University faculty with accounts are included in this search. If your co-author is not in the system, choose Add Other Co-author.

\* Indicates required field.

Citation Preview: The 'Citation Preview' below shows how your item will appear on your CV. Choose an Output Style from the drop-down menu (e.g., APA; MLA; NLM) and click

Search:

Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
Presentation	Test	Test 1	2021	Accepted	Summer II 2021	Manual	[Pencil] [X] [Copy]
Book	Test	Test	2021	Submitted	Winter 2021	Manual	[Pencil] [X] [Copy]
Book	Test			In Progress	Fall 2020	Manual	[Pencil] [X] [Copy]

Add

Select the pencil icon to edit  
"X" will delete an entry

Click "Add" to populate a section with new information

Confirm that the Term column reflects the actual date of the activity. To update the term, select the pencil icon, then "manage status". Once updated you can close the window to see the change reflected.

Input Form

Status\* Accepted for Summer 2021 Manage Status

Type Presentation

Title of Presentation\* Test

Manage Status

Click "Add" to update status. Do not edit a prior status unless it is incorrect.

Status	Semester	Actions
Accepted	Summer II 2021	[Pencil] [X]

Add Cancel

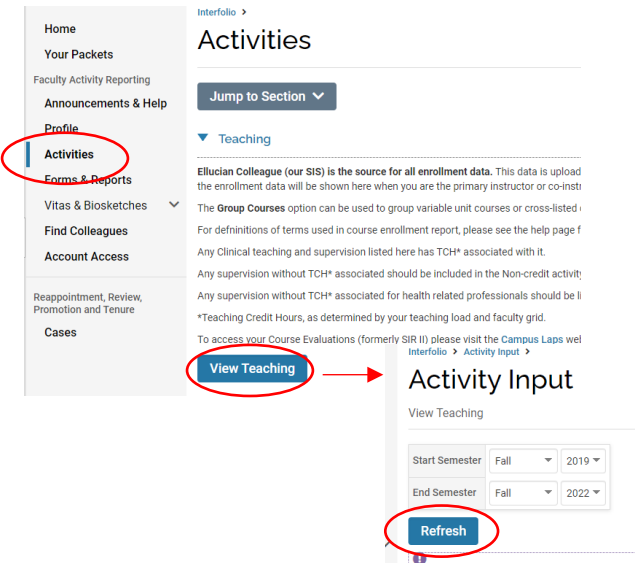
\* Indicates required field

# Updating the TEACHING Activities Section

This is where you will upload **student course evaluations**.  
*You should download copies of your course evaluations from your Campus Labs account*

You should see all courses taught between the time period you indicated listed after selecting “Refresh”  
*(email [interfolio@kean.edu](mailto:interfolio@kean.edu) if you have missing courses).*

**1** Under the Teaching section of the Activities tab, Select “View Teaching” and adjust the start and end dates to reflect the time period you wish to update.

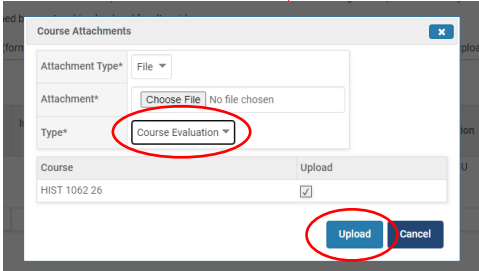


**2** Click “Add” to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload

Course	Course Title	Credit Hours	Instruction Mode	Enrollment	Maximum Enrollment	Days	Time	Lab Hours	Lecture Hours	Location	Student Credit Hours	Teaching Level	Teaching Location	Teaching Type	Additional Course Data
HIST 1062 26	WORLDS OF HISTORY	3	Morning Class	25	25	S	11:00AM - 12:15PM	0	0	KUU	75				Incomplete   View
Totals		3		25	25			0	0		75				

Course Attachments  
Fall 2021  
Course: Syllabus Course Evaluation Peer Evaluation Other Add  
HIST 1062 26

Once uploaded, you can select the number under the heading to view the document



**\*\*Once you finish updating the Profile and Activities Sections, you MUST REGENERATE your faculty activity reporting vitae in order for the updates to be pulled into your 2<sup>nd</sup>-6<sup>th</sup> Year Reappointment vitae**

Kean University > Your Packets >

## 2nd Year Faculty Reappointment Evaluation

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Tenure	Soft Deadline	Sep 8, 2023

Overview **Packet**

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

**Faculty Activity Reporting Vita**  
Not Yet Submitted **Unlocked** [Submit](#)

Title	Details	Actions
<b>2nd - 6th Year Faculty Reappointment Evaluation Vitae</b> Fall 2022 - Summer II 2023   3 attachments included	Generated May 22, 2023	<a href="#">Regenerate</a>

*Note that you may see "processing" for some time but the updates will be pulled in.*

### Regenerate Vita

The vitae was last generated on Sep 19, 2022. Any information added or updates to existing activities after Sep 19, 2022 will not be reflected. Please regenerate the vita to capture any new activities or information.

**Vita Name**  
Promotion for AY 2023-2024

**Term Range**

Start Term	Start Year	End Term	End Year
Fall	2017	Summer II	2022

[Regenerate](#) [Cancel](#)

After regenerating your vitae and uploading all required documents to the Candidate Documents section, scroll to the bottom of the packet to fill out the **required form** – You will not be able to submit your application until the form has been completed.

Evidence Supporting Attainment of Additional Departmental Criteria (if appropriate) 0 Added

Add

To be included only if the Department has formally adopted criteria in addition to University-wide standards.

No files have been added yet.

Optional Statement by the Candidate 0 Added

Add

Optional Statement by the Candidate and other relevant information which may be presented at Candidate's choice to support consideration for reappointment can be uploaded in this section.

No files have been added yet.

Tenure Track Candidate Acknowledgement & Verification Form 13 required questions,

Fill Out Form

This form has not been completed.

After completing each form, select "save responses" and then "return to packet"

West University > Your Packet > 2nd Year Faculty Reappointment Evaluation >  
**Tenure Track: Candidate Verification Form**  
Conger Kean  
Please see [HERE](#) for a help article regarding regenerating your 2nd - 6th Year Faculty Reappointment Evaluation Vitae.

Full Name \*

Current Rank \*

College \*

School/Department \*

Date of Initial Appointment \*

Date  
MM/DD/YYYY

Save Responses Return to Packet

After **regenerating the vita**, and confirming that all documents and forms in the **Candidate Documents** section are complete, select “Preview Packet” to make sure all information has been pulled in and to view the compiled documents prior to submitting.

Kean University > Your Packets >

## 3rd Year TT Faculty Reappointment Evaluation

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Tenure	Soft Deadline	Sep 5, 2025

Overview **Packet**

[Expand All](#) [Collapse All](#)

**Faculty Activity Reporting Vita** Not Yet Submitted Unlocked [Submit](#)

Title	Details	Actions
<a href="#">Tenure-Track Reappointment Vita</a> Summer II 2023 - Summer I 2025   4 attachments included	<a href="#">Generated Jun 9, 2025</a>	<a href="#">Regenerate</a>

**Candidate Documents** Not Yet Submitted Unlocked [Preview](#) [Submit](#) 4 of 4 Required Files

Curriculum Vitae 1 required, 1 Added [Add](#)

Add your most up-to-date historical CV here.

Title	Details	Actions
<a href="#">CV</a>	<a href="#">Added Jun 9, 2025</a>	<a href="#">Edit</a>   <a href="#">Remove</a>

# Packet Preview Screen

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



Only show submitted sections.

Search PDF

- ▼ FACULTY ACTIVITY REPORTING VITAE
  - 2nd - 6th Year Faculty Reappointment Evaluation Vitae
  - ▼ Attachments from 2nd - 6th Year Faculty Reappointment Evaluation Vitae
    - ▼ Scholarly Contributions and Creative Productions
      - Previous Professional Experience.docx
      - Test Document 2.docx
      - Previous Professional Experience.docx
  - > CANDIDATE DOCUMENTS
    - Faculty Observation
    - Faculty Observation
    - Faculty Observation
    - Teaching Innovation
    - Interfolio Document
    - CV
    - Test Document

Cougar Kean  
Fall 2022 - Summer II 2023  
2nd - 6th Year Faculty Reappointment Evaluation Vitae  
Staff  
interfolio@kean.edu

Contact Information  
City: Union  
State or Province: NJ  
Zip / Postal Code: 07983  
Email Address: interfolio@kean.edu

Degrees  
No activities entered.

Honors and Awards  
No activities entered.

Professional Licensures & Certifications  
Test, January 2020, New Jersey

Professional Membership  
No activities entered.

Grants  
No activities entered.

Current Position  
No activities entered.

Administrative Appointments  
No activities entered.

No activities entered.

No activities entered.

Previous Material < 1 / 2 > Next Material

The "2<sup>nd</sup>-6<sup>th</sup> Year Reappointment Evaluation Vitae" link will show you the generated vita – review all sections to confirm the information is complete based on the updates you made within the Profile and Activities sections.

All attached documents within the Faculty Activity Report sections as well as Candidate Documents will appear on the left side. Click the toggles to drill down to each section. You can click on each document to confirm everything is correct prior to submitting.

To make the page larger, use the magnifying glass



# SUBMITTING THE CASE PACKET

Kean University > Your Packets >

## 3rd Year TT Faculty Reappointment Evaluation

[View Instructions](#)

[Preview Packet](#)

<b>Unit</b>	<b>Type</b>	<b>Packet Deadline Type</b>	<b>Packet Due Date</b>
Kean University	Tenure	Soft Deadline	Sep 5, 2025

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

[Expand All](#) [Collapse All](#)

Click submit in **both** sections to send the packet forward

**Faculty Activity Reporting Vita** Not Yet Submitted **Unlocked**  **Faculty Activity Reporting Vita** Submitted **Locked** **Submit**

Title	Details	Actions
<b>Tenure-Track Reappointment Vita</b> Summer II 2023 - Summer I 2025   4 attachments included	Generated Jun 9, 2025	<a href="#">Regenerate</a>

**Candidate Documents** Not Yet Submitted **Unlocked**  **Candidate Documents** Submitted **Locked** [Preview](#) **Submit** 4 of 4 Required Files [Add](#)

**Curriculum Vitae** 1 required, 1 Added  
Add your most up-to-date historical CV here.

Title	Details	Actions
<b>CV</b>	Added Jun 9, 2025	<a href="#">Edit</a>   <a href="#">Remove</a>

Once submitted, both sections will show as "locked"

**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**

# CONFIRMING THE CASE PACKET WAS SUBMITTED

Home

**Your Packets**

Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Reappointment, Review,  
Promotion and Tenure

Cases



## Your Packets

### Active

Packet	Type	Status	Due Date	
<a href="#">Kean University</a> First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	-	<a href="#">View</a>
<a href="#">Kean University</a> EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Range Adjustment	Review	Last Submitted on Nov 18, 2022	-	<a href="#">View</a>
<a href="#">Kean University</a> A-328 2022-2023	Review	Last Submitted on Jan 10, 2023	Case due Mar 3, 2023	<a href="#">View</a>
<a href="#">Kean University</a> June Activities: Submission of Application for Existing Resources	Other	Last Submitted on Mar 9, 2023	-	<a href="#">View</a>
<a href="#">Kean University</a> June Activities: Identification of Unassigned or Unstructured Time	Other	Last Submitted on Mar 9, 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>

### Completed

Packet	Type			
<a href="#">Kean USA</a> Lecturer Evaluation 2020	Review			<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...

- The FAR Module is available to all faculty, all the time – be proactive in entering information on an ongoing basis!
- 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
- **REGENERATE** your vitae after making updates in FAR otherwise they will not pull in
- **PREVIEW PACKET!** Before submitting materials – this will show you how your materials appear to be reviewers!
- Plan ahead – materials are always submitted at the beginning of September and new peer observations are required each cycle!

For any questions, contact  
[interfolio@kean.edu](mailto:interfolio@kean.edu)