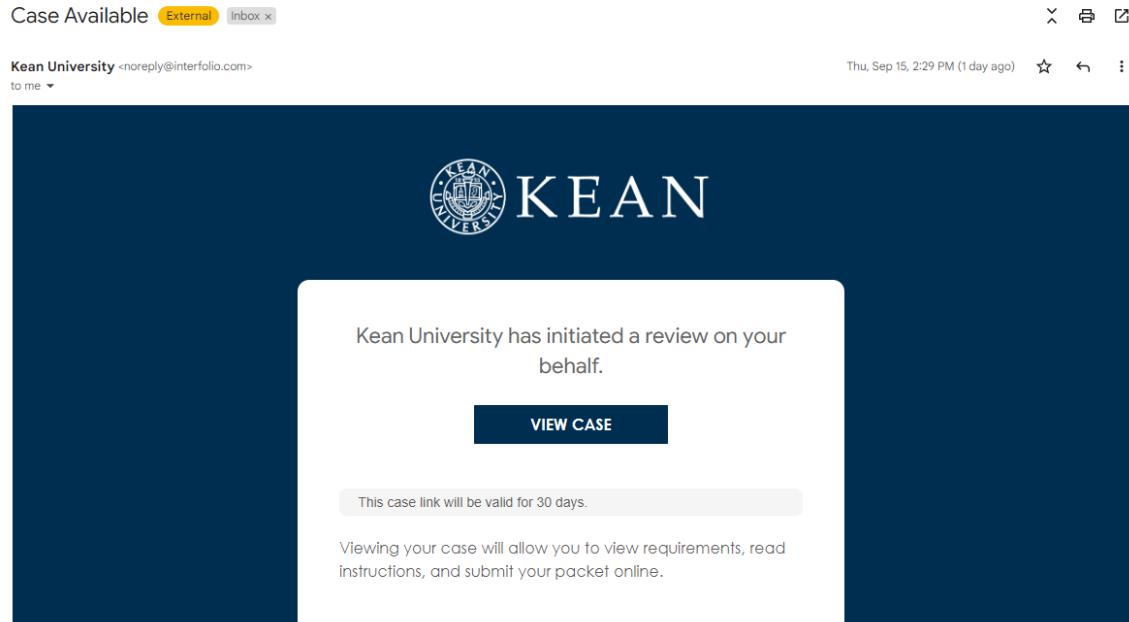


Submitting a 2nd-6th Year Reappointment Application through Interfolio



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 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.*)

Dashboard View

KEAN Cougar Kean ▾

Home
Your Packets (8) 
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Cases

My Tasks 8 

8 Unread Tasks 0 Read Tasks

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

After logging into Interfolio, you will be taken to your dashboard. You can select the “2nd-6th 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

Add Activity Import Activities

Import your scholarly contributions and creative productions from academic sources

© 2023 Interfolio, Inc.
Program Policies 

“Your Packets” View

KEAN

Cougar Kean ▾

Home

Your Packets 

Faculty Activity Reporting

Announcements & Help

Profile

Activities

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Find Colleagues

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Cases

Your Packets

Active

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

Completed

Packet	Type	Responded	Completed	
Kean USA Lecturer Evaluation 2020	Review	-	Jan 12, 2021	View

Click the Blue Hyperlink for the 2nd-6th Year Faculty Reappointment Evaluation Packet 

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Program Policies

3rd Year TT Faculty Reappointment Evaluation

Unit
Kean University

Type
Tenure

Packet Deadline Type
Soft Deadline

[View Instructions](#)

Packet Due Date
Sep 5, 2025

Click “View Instructions” to view information about the application

[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

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

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

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
Curriculum Vitae	1 required	0
Faculty Observations	2 required	0
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
Tenure Track Candidate Acknowledgement & Verification Form	13 required	0



Candidate Instructions
Due: Sep 8, 2023
University Criteria for Reappointment (Source: RTP Guidelines, LOA 34)
Decisions about academic faculty retention, tenure, and promotion shall be governed by these broad and imprecise 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.
2. 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.
3. The candidate must present evidence of teaching effectiveness. This may include a teaching portfolio, semester hours beyond Masters, and field of study.
*The Commission on Higher Education requires that "For persons promoted January 1, 1986 and do not hold the equivalent of the rank of Associate Professor, a teaching portfolio shall be sent to the Board of Trustees... determines that for rare and exceptional reasons reappointment in the fourth year unless the mission of the institution." (Source: AACU 9.1-8.16) Formerly 17 NJR (299).
4. Honors, Awards and Distinguished Achievements
5. Effectiveness of Teaching – 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.
*Innovative abilities are recommended for both faculty retention in the academic field, contribution to scholarly

Close

You can also click “edit” on either section

[Edit](#)

[Edit](#)

The 2nd-6th Year Reappointment Evaluation Case Packet contains two submission sections:

1. Faculty Activity Reporting Vitae (2nd to 6th Year Evaluation Vitae)

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections will be 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.

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

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

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.*)
- 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

2nd Year Faculty Reappointment Evaluation

[View Instructions](#)[Preview Packet](#)[Home](#)[Your Packets](#)[Faculty Activity Reporting](#)[Announcements & Help](#)[Profile](#)[Activities](#)[Forms & Reports](#)[Vitas & Biosketches](#)[Find Colleagues](#)[Account Access](#)[Reappointment, Review, Promotion and Tenure](#)[Cases](#)

Unit

Kean University

Type

Tenure

Packet Deadline Type

Soft Deadline

Packet Due Date

Sep 8, 2023

[Overview](#) [Packet](#) [Expand All](#) [Collapse All](#)1 [Faculty Activity Reporting Vita](#)
Not Yet Submitted Unlocked

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

[Submit](#)

Title

2nd - 6th Year Faculty Reappointment Evaluation Vitae

Fall 2022 - Summer II 2023 | 3 attachments included

Details

Generated
May 22, 2023

Actions

[Regenerate](#)2 [Candidate Documents](#)Not Yet Submitted Unlocked[Submit](#)0 of 7
Required Files

Curriculum Vitae 1 required, 0 Added

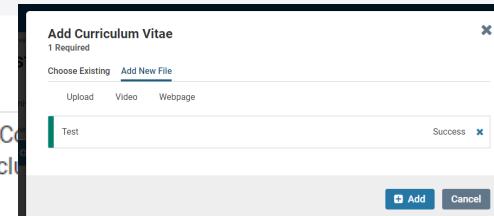
No files have been added yet.

[Add](#)

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

Faculty Observations 3+ required, 0 Added

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

[Add](#)

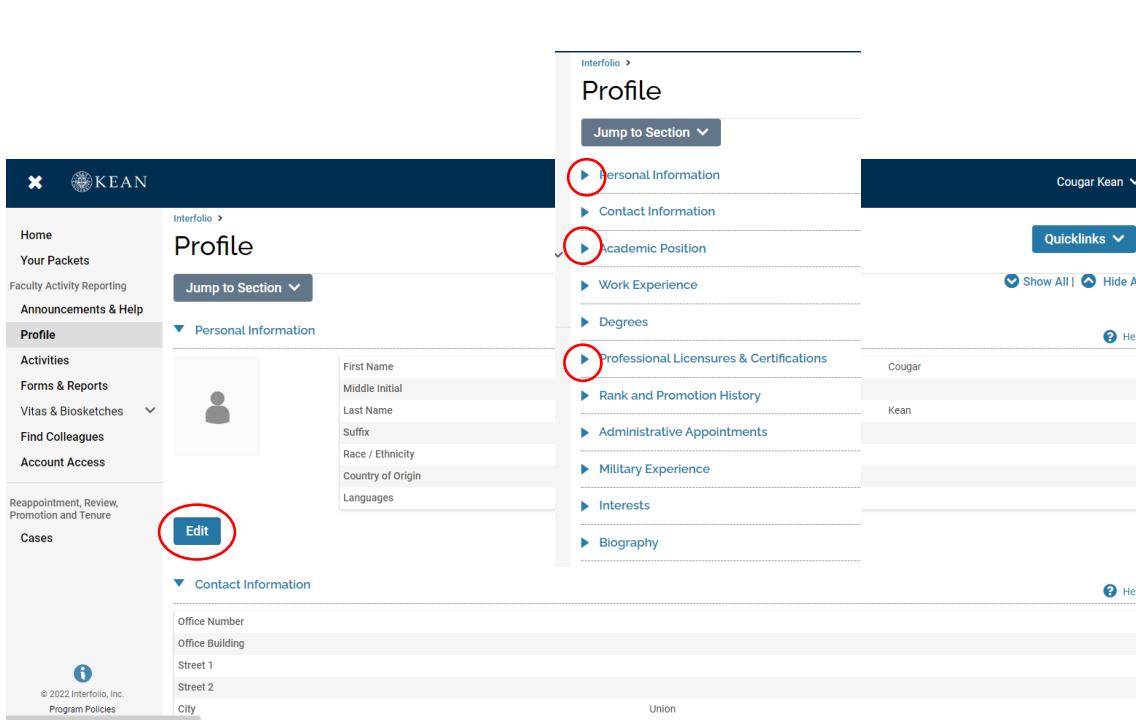
Observation must be made, these observations also must be uploaded.

Updating the PROFILE Section

Review all sections of your Faculty Activity Report Profile closely.

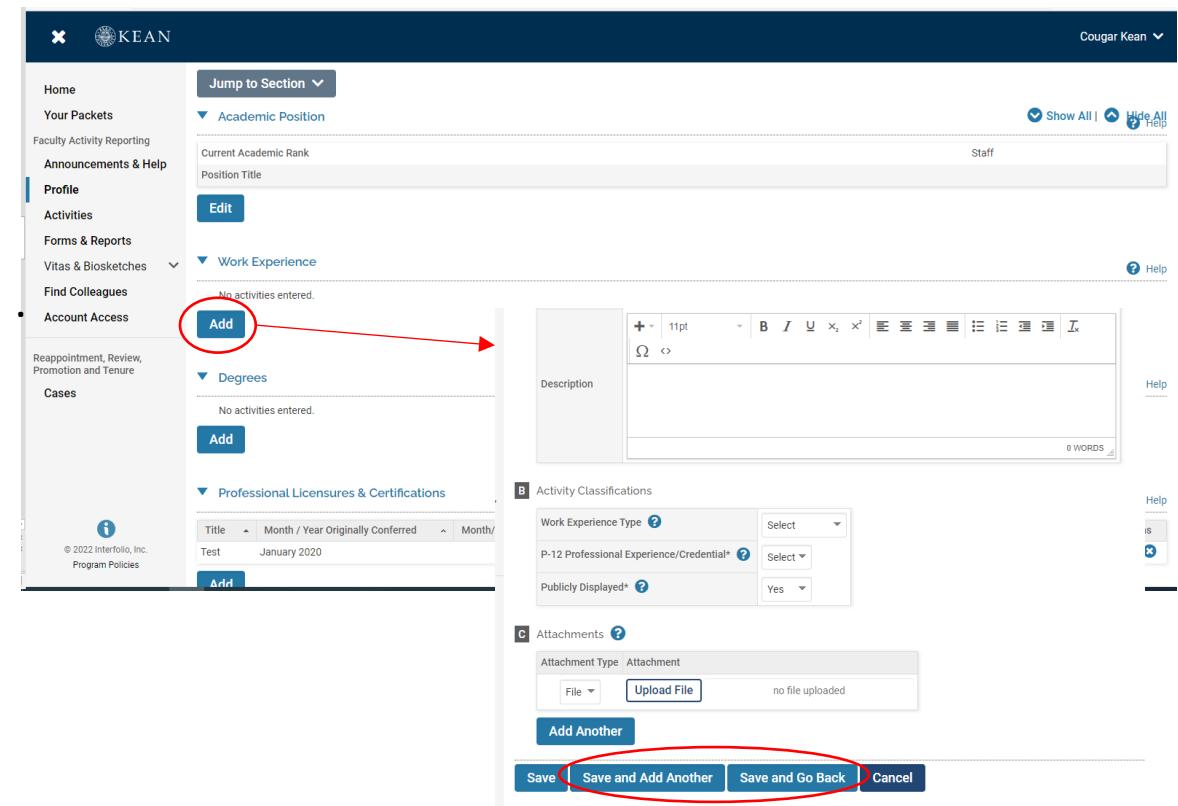
Click the blue triangle to expand a section.

Select “EDIT” or “ADD” to make updates



The screenshot shows the KEAN Interfolio Profile page. The 'Profile' section is selected in the sidebar. The 'Personal Information' section is expanded, showing fields for First Name, Middle Initial, Last Name, Suffix, Race / Ethnicity, Country of Origin, and Languages. An 'Edit' button is highlighted with a red circle. Other sections like 'Contact Information' and 'Academic Position' are also visible.

Note that some fields are locked for editing.
If you notice any discrepancies or missing information
email interfolio@kean.edu for assistance.



The screenshot shows the KEAN Interfolio Academic Position section. The 'Work Experience' sub-section is expanded, showing a message 'No activities entered.' and an 'Add' button highlighted with a red circle. Other sub-sections like 'Degrees' and 'Professional Licensures & Certifications' are also visible.

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.

KEAN

Cougar Kean ▾

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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		
Book	Test	Test	2021	Submitted	Winter 2021	Manual		
Book	Test			In Progress	Fall 2020	Manual		

**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.

Manage Status

Accepted for Summer 2021

Manage Status

Status* Accepted

Type Presentation

Title of Presentation* Test

Accepted for Summer 2021

Manage Status

Status* Accepted

Type Semester

Title of Semester Summer II 2021

Add Cancel

* indicates required field

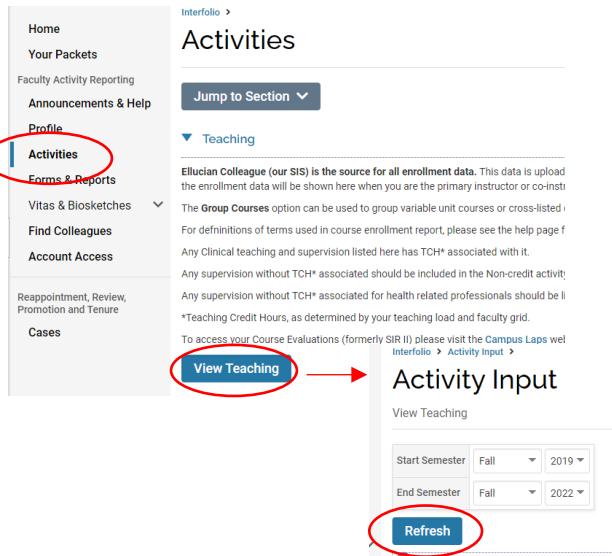
Updating the TEACHING Activities Section

This is where you will upload **student course evaluations**.

You should download copies of your course evaluations from your Campus Labs account

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.



Interfolio >
Activities
Jump to Section ▾

▼ Teaching

Ellucian Colleague (our SIS) is the source for all enrollment data. This data is uploaded and the enrollment data will be shown here when you are the primary instructor or co-instructor. The Group Courses option can be used to group variable unit courses or cross-listed. For definitions of terms used in course enrollment report, please see the help page. Any Clinical teaching and supervision listed here has TCH* associated with it. Any supervision without TCH* associated should be included in the Non-credit activity. Any supervision without TCH* associated for health related professionals should be included in the Non-credit activity. *Teaching Credit Hours, as determined by your teaching load and faculty grid. To access your Course Evaluations (formerly SIR II) please visit the Campus Labs website.

View Teaching (highlighted with a red circle and an arrow)

Activity Input

View Teaching

Start Semester: Fall 2019
End Semester: Fall 2022

Refresh

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

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

A Fall 2021

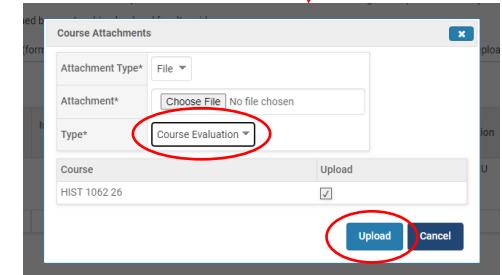
Course	Course Title	Credit Hours	Instruction Mode	Enrollment	Maximum Enrollment	Days	Time	Lab Hours	Lecture Hours	Location	Student Credit Hours	Teaching Level	Teaching Location	Teaching Type	Additional Course Data
HIST 1062 26	WORLDS OF HISTORY	3	Morning Class	25	25	S	11:00AM - 12:15PM	0	0	KUJ	75			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

B Course Attachments

Fall 2021

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
HIST 1062 26		1			Add (highlighted with a red circle and an arrow)

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



Course Attachments

Attachment Type* File

Attachment* Choose File No file chosen

Type* Course Evaluation

Course HIST 1062 26

Upload

Upload Cancel

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 2nd-6th 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

Once you regenerate the vitae, the date will update

Submit

Regenerate

Click the Regenerate hyperlink

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

2nd - 6th Year Faculty Reappointment Evaluation Vitae
Fall 2022 - Summer II 2023 | 3 attachments included

Generated May 22, 2023

Actions

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,

This form has not been completed.

Fill Out Form

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

Kean University > Your Packets > 2nd Year Faculty Reappointment Evaluation > **Tenure Track: Candidate Verification Form**

Cougar Khan

Please see HERB 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

Submitted on May 22, 2023 at 11:19 AM

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

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

[View Instructions](#) [Preview Packet](#) (Preview Packet is circled in red)

Overview [Packet](#)

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

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

[Tenure-Track Reappointment Vita](#) (Generated Jun 9, 2025) [Regenerate](#)

[Summer II 2023 - Summer I 2025 | 4 attachments included](#)

[Candidate Documents](#) (Not Yet Submitted, Unlocked) [Preview](#) [Submit](#) [4 of 4 Required Files](#) (4 of 4 Required Files is circled in red)

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

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

Title	Details	Actions
CV	Added Jun 9, 2025	Edit Remove

Packet Preview Screen

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



Only show submitted sections.

Search PDF

Search

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

To make the page larger, use
the magnifying glass



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: 07083
Email Address: interfolio@kean.edu

Degrees

No activities entered.

Honors and Awards

No activities entered.

Professional Licenses & 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.

The “2nd-6th 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.

No activities entered.

Previous Material ◀ 1 / 2 ▶ Next Material

SUBMITTING THE CASE PACKET

Kean University > Your Packets >

3rd Year TT Faculty Reappointment Evaluation

[View Instructions](#)

[Preview Packet](#)

Unit

Kean University

Type

Tenure

Packet Deadline Type

Soft Deadline

Packet Due Date

Sep 5, 2025

Overview [Packet](#)

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



Faculty Activity Reporting Vita

Not Yet Submitted [Unlocked](#)

[Faculty Activity Reporting Vita](#)
Submitted [Locked](#)

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

[Submit](#)

[Tenure-Track Reappointment Vita](#)

Summer II 2023 - Summer I 2025 | 4 attachments included

Details

Actions

[Regenerate](#)



Candidate Documents

Not Yet Submitted [Unlocked](#)

[Candidate Documents](#)
Submitted [Locked](#)

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

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

Title

CV

[Preview](#)

[Submit](#)

4 of 4
Required Files

[Add](#)

Once submitted, both sections will show as "locked"

Details

Added
Jun 9, 2025

Actions

[Edit](#) | [Remove](#)

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

KEAN

Cougar Kean ▾

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Packet Type Status Due Date

Kean University Reappointment Last Submitted on Sep 16, 2022 Case due Nov 18, 2022 [View](#)

First Year Tenure Track 2023

Kean University Review Last Submitted on Nov 14, 2022 - [View](#)

Lecturer Evaluation 2022

Kean University Reappointment Last Submitted on Nov 17, 2022 Case due Dec 12, 2022 [View](#)

EIA Postdoctoral Fellow Reappointment

Kean University Review Last Submitted on Nov 18, 2022 - [View](#)

Range Adjustment

Kean University Review Last Submitted on Jan 10, 2023 Case due Mar 3, 2023 [View](#)

A-328 2022-2023

Kean University Other Last Submitted on Mar 9, 2023 - [View](#)

June Activities: Submission of Application for Existing Resources

Kean University Other Last Submitted on Mar 9, 2023 - [View](#)

June Activities: Identification of Unassigned or Unstructured Time

Kean University Tenure Last Submitted on May 22, 2023 Case due Sep 8, 2023 [View](#)

2nd Year Faculty Reappointment Evaluation

Completed

Packet Type Status Due Date

Kean USA Review Last Submitted on May 22, 2023 Case due Sep 8, 2023 [View](#)

Lecturer Evaluation 2020

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