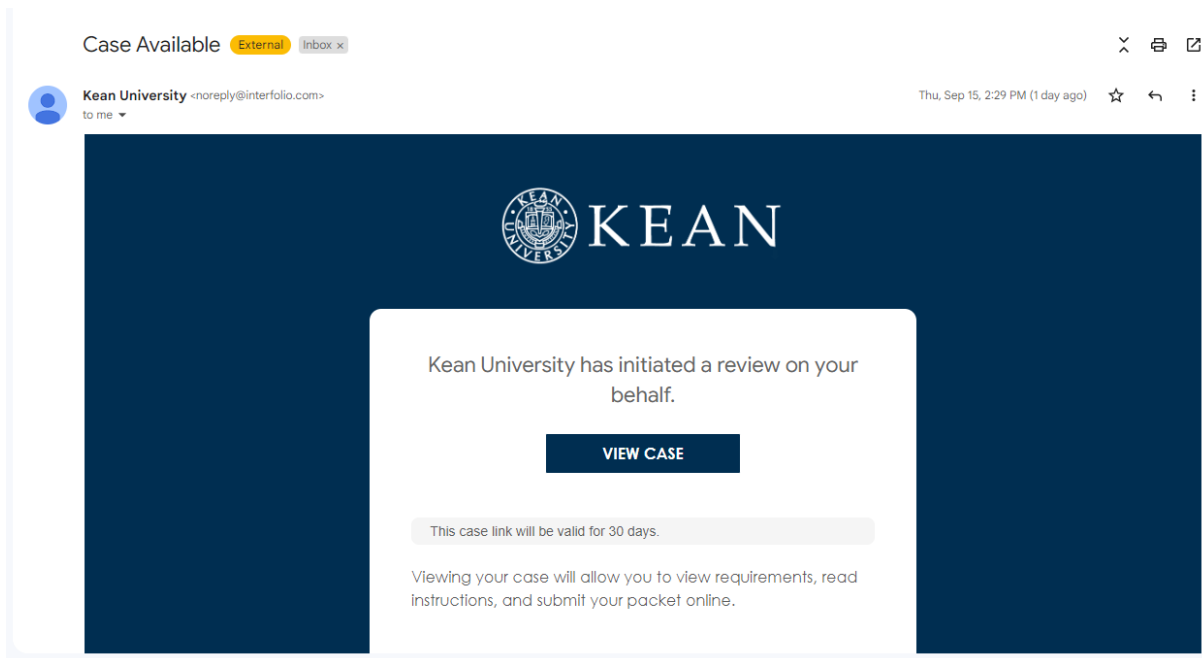


Submitting a 2nd-6th Year Reappointment Application through Interfolio



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

Home

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

Reappointment, Review, Promotion and Tenure

Cases

My Tasks 8

Unread Tasks: 8

Read Tasks: 0

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	

Add Activity

Import Activities

© 2023 Interfolio, Inc.
Program Policies

Cougar Kean

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

"Your Packets" View

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

Reappointment, Review, Promotion and Tenure Cases

© 2023 Interfolio, Inc. Program Policies

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

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="radio"/> Curriculum Vitae	1 required	0
<input type="radio"/> Faculty Observations	2 required	0
<input type="radio"/> 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="radio"/> Tenure Track Candidate Acknowledgement & Verification Form	13 required	0



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	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.)
- 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](#)

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

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

- Home
 - Your Packets**
 - Faculty Activity Reporting
 - Announcements & Help
 - 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 2nd-6th Year Reappointment Vitae

Submit

Title	Details	Actions
2nd - 6th Year Faculty Reappointment Evaluation Vitae Fall 2022 - Summer II 2023 3 attachments included	Generated May 22, 2023	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

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.

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 Interfolio Profile page. The left sidebar contains navigation options: Home, Your Packets, Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The 'Profile' section is expanded, showing a 'Jump to Section' dropdown and a list of sections: Personal Information, Contact Information, Academic Position, Work Experience, Degrees, Professional Licensures & Certifications, Rank and Promotion History, Administrative Appointments, Military Experience, Interests, and Biography. The 'Personal Information' section is expanded, showing fields for First Name, Middle Initial, Last Name, Suffix, Race / Ethnicity, Country of Origin, and Languages. The 'Contact Information' section is also expanded, showing fields for Office Number, Office Building, Street 1, Street 2, City, and Union. The 'Edit' button in the sidebar is circled in red. Blue triangles next to 'Personal Information', 'Academic Position', and 'Professional Licensures & Certifications' indicate expandable sections.

The screenshot shows the Interfolio Profile page with the 'Academic Position' section expanded. The 'Add' button is circled in red. A red arrow points from the 'Add' button to the 'Description' field. The 'Description' field is a rich text editor with a toolbar and a '0 WORDS' indicator. Below the 'Description' field are 'Activity Classifications' with dropdown menus for 'Work Experience Type', 'P-12 Professional Experience/Credential*', and 'Publicly Displayed*'. Below that is the 'Attachments' section with a table for 'Attachment Type' and 'Attachment'. The 'Save and Go Back' button is circled in red.

Note that some fields are locked for editing.
If you notice any discrepancies or missing information
email 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

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 Accepted Semester Summer II 2021 Actions [Pencil] [X]
Add Cancel

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

Click "Add" to populate a section
with new information

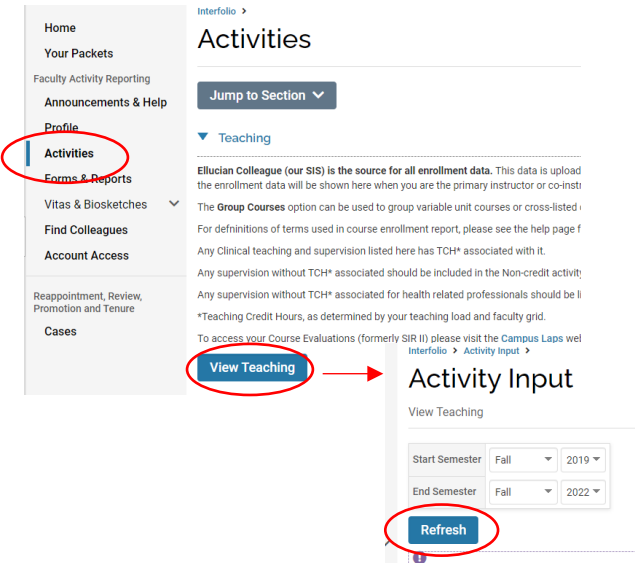
Confirm that the Term column reflects the actual date of the activity. To update the term, select the pencil icon, then "manage status". Once updated you can close the window to see the change reflected.

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 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.

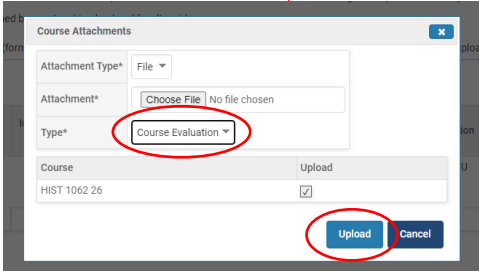


2 Click “Add” to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload

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 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** [Submit](#)

Title	Details	Actions
2nd - 6th Year Faculty Reappointment Evaluation Vitae Fall 2022 - Summer II 2023 3 attachments included	Generated May 22, 2023	Regenerate

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.

West University > Your Packet > 2nd Year Faculty Reappointment Evaluation >
Tenure Track: Candidate Verification Form
Coulter 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 completing each form, select "save responses" and then "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
Tenure-Track Reappointment Vita Summer II 2023 - Summer I 2025 4 attachments included	Generated Jun 9, 2025	Regenerate

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
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

- ▼ 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.

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.

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](#)

Unit	Type	Packet Deadline Type	Packet Due Date
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
Tenure-Track Reappointment Vita Summer II 2023 - Summer I 2025 4 attachments included	Generated Jun 9, 2025	Regenerate

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
CV	Added Jun 9, 2025	Edit Remove

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	
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	Last Submitted on May 22, 2023	Case due Sep 8, 2023	View

Completed

Packet	Type			
Kean USA Lecturer Evaluation 2020	Review			View

© 2023 Interfolio, Inc. Program Policies

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