KEAN

A-328 CAREER DEVELOPMENT PROGRAM FOR TENURED FACULTY MEMBERS AND LIBRARIANS

Guidelines & Instructions

Reference: LOA #46

Periodic assessment of tenured faculty and librarians is required by State legislation. The current Agreement (Appendix II, Article 1C) provides for a career development program that features a five-year assessment cycle for senior members of the instructional staff.

The assessment shall be based on the individual's performance primarily during the five years preceding assessment. Self-assessment should amount to a comprehensive statement providing an overview of professional activities and should describe performance with respect to the following criteria:

1. Teaching effectiveness
2. Effectiveness of performance of other duties and responsibilities
3. Scholarly achievement
4. Contributions to the university and community

For Librarians, the following criteria are assessed:

1. Effectiveness of Performance of Primary Duties and Responsibilities
2. Effectiveness of Performance of Other Duties and Responsibilities
3. Scholarly Achievement
4. Contributions to the University and Community

A-328 ASSESSMENT DEADLINES/PROCESS

The A-328 calendar is posted on the Faculty Forms website each year. Reference the calendar for all A-328 Assessment Deadlines. The steps for review are as follows:

1. Submission of materials by candidate in *Interfolio*
2. Review by A-328 Assessment Committee
3. Dean or University Librarian
4. Career Development Committee (if necessary)
5. Official action by the Board of Trustees during the May board meeting (if necessary)

GUIDELINES FOR FORMING AN A-328 ASSESSMENT COMMITTEE

Members will be selected by the candidate in consultation with the chairperson of the Assessment Committee. The A-328 assessment committee chair should be the Department Chair (for faculty) or the most senior Librarian (for librarians). *In the situation where the department chairperson or most senior librarian is the candidate, the next most senior member of the department or next most senior librarian should chair the committee*. The remaining two members shall be: (1) a member of the faculty or librarians who is competent to review the scholarship of the candidate and to evaluate the candidate's currency and depth of knowledge in their discipline and specialty, and (2) a member of the faculty or librarians who is knowledgeable about good teaching practices and experiences in instructional assessment. The candidate must provide a statement of reasons for choosing these two members.

Eligibility:

- Tenured members of the faculty or librarians
- Full, Associate, and Assistant Professors or Librarian I, II or III
- Members may be selected from outside the candidate's department, although it is expected that they would be chosen from within.

A-328 SUBMISSION INSTRUCTIONS

A-328 materials are submitted electronically via *Interfolio*. Faculty will receive an email from the system when a case packet has been opened on their behalf, triggering the start of the submission process.

Note: Faculty can log-in to Interfolio at any time by following the steps below to view the A-328 case packet and any other existing case packet(s):

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

*Alternatively, you can log in to Interfolio at **myapps.kean.edu**. Select the Interfolio tile from the list of all programs available on myapps (after signing-in with SSO credentials).*

A-328 Case Packets contain **two (2)** submission sections:

1. Faculty Activity Reporting Vitae
2. Candidate Documents

The A-328 Evaluation Vitae is a **five-year snapshot**. Information entered in the **Faculty Activity Reporting (FAR)** ***Profile*** and ***Activity*** sections will be generated into the A-328 Vitae, eliminating duplication efforts. Statements are uploaded to the **Candidate Documents** section *(Word or PDF documents only - no Google Documents)*. The Candidate Documents section also allows the assessee to amplify or expand upon any information that was generated into the A-328 Faculty Activity Reporting Vitae.

The following are the ***Profile*** and ***Activity*** sections from **FAR** that are generated into the A-328 Vitae. Be sure to thoroughly fill out the sections to ensure the vita is complete:

- Contact Information
- Degrees

- Current Position
- Administrative Appointment
- Honors and Awards
- Grants
- Professional Licensures & Certifications
- Professional Membership
- Teaching – *student evaluations are uploaded in this section!*
- 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 are uploaded to the Candidate Documents Section:

1. Curriculum Vita: A historical curriculum vitae may be uploaded (the A-328 Faculty Activity Reporting Vitae will only cover the five-year period of assessment)
2. Peer Assessment of Teaching Effectiveness *(2 required)*:
    a. For faculty - Classroom observations by at least two (2) members of the Assessment Committee. Please include notes and other materials generated during classroom observations.
    b. For Librarians - The assessee shall arrange to have at least two members of the Assessment Committee observe their classes and/or reference consultations. Each observation shall be made on a separate date, to ensure that at that at least two sessions are observed.
3. For Faculty - Student Evaluation of Teaching Effectiveness *(required)*: Student evaluations should be added to the "Teaching" section of the FAR under each course and a statement must be uploaded in this section confirming that this has been done.
4. For Faculty - Self-Assessment of Teaching Effectiveness *(1 required)*: Self-assessment may address such areas as courses taught, new courses developed, new teaching methods, teaching strengths, the potential for increasing teaching effectiveness, etc.
5. Self-Assessment of Scholarly Achievement *(1 required)*: Self-assessment may address such areas as research, publications, performances, exhibitions, offices held in professional associations, etc.
6. Self-Assessment of Effectiveness of Performance of Other Duties and Responsibilities *(1 required)*: For faculty, self-assessment may address such areas as student advisement, departmental activities, coordinator responsibilities, assessment, program development etc. For librarians, self-assessment may address such areas as library instruction, reference interview, LibAnswers, collection development, cataloging, etc.
7. Self-Assessment of Contributions to University and Community *(1 required)*: Self-assessment may address contributions to the University and community not covered in the preceding three areas of self-assessment.
8. Peer Assessment of Assigned Administrative Duties *(if applicable)*: If the assessee presently receives released time for the performance of duties other than disciplinary research, they should, in consultation with the Assessment Committee, select a person to evaluate that performance. The assessee must have an opportunity to discuss the evaluation with the evaluator and, if necessary, to respond to it in writing. Any written response should be included with the submitted materials.
9. Provision of Additional Material *(optional)*: Optional statement by assessee and/or other relevant information which may be presented for consideration by the Assessment Committee.

One Form will need to be completed: (1) A-328 Acknowledgement and Verification by Tenured Faculty Member/Librarian

PEER OBSERVATIONS

The assessee shall arrange to have at least **two (2)** members of the Assessment Committee observe their classes and/or reference consultations (for librarians). Each observation should be made on a separate date, to ensure that at least two sessions are observed. Observation arrangements should be made between the assessee and observer in advance of the observation and shall include scheduling a post-observation conference. The assessee has the opportunity to respond in writing to notes or any materials generated during observations and such written responses should accompany the submitted materials.

Reference the Guidelines for Formal Peer Observation of Teaching: Process and Templates document for further details.

STUDENT EVALUATIONS – for Faculty only *(unless a Librarian teaches standard courses)*

Student evaluations for all courses taught during the review period should be uploaded to the Teaching Activity section under FAR. The assessee shall be given the opportunity to discuss the student data with the Assessment Committee. If necessary, the assessee may respond in writing to the student data.

Student evaluations must be uploaded by the assessee 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*.

Effective June 30, 2026, access to the Campus Labs platform is no longer available. Historical course evaluation reports from Fall 2019 through Summer I 2026 have been downloaded from Campus Labs and securely stored in the Office of Accreditation and Assessment's (OAA) digital repository. OAA will continue to maintain these records for future reference and reporting purposes. You may request copies of individual course evaluation reports by completing the Faculty Course Evaluation Report Request Form and providing the applicable college, term(s), and program information. For questions or additional information on accessing your historical student course evaluations, please contact the Office of Accreditation and Assessment at assessment@kean.edu.

A-328 ASSESSMENT COMMITTEE FINAL REPORT

The Assessment Committee shall prepare a final report including recommendations as to whether or not the assessee is deficient. The report may also include recommendations for the resources needed for the career development and/or the correction of any deficiencies. A personal professional deficiency shall be deemed to exist if, and only if, the individual's performance, taken as a whole, does not meet reasonable standards of acceptable performance. The Assessment Committee shall forward the final report to the appropriate College Dean or University Librarian (as the President's designee), with a copy to the

assessee, who has the opportunity to respond in writing. Any response from the assessee should be uploaded with all A-328 materials.

Within five (5) calendar days after the issuance of the final report, the assessee may present a written request to the Assessment Committee to reconsider its recommendations. In the request, the individual shall state the specific reasons why they feel that the recommendation is inappropriate. If the Assessment Committee grants the individual's request for reconsideration, it will expedite the reconsideration process to allow for the overall completion of the assessment process in a timely fashion. The Assessment Committee will advise the President in writing if it grants an individual's request for reconsideration.

The final report shall include:

a) A review of the individual's professional performance and role at the University primarily over the last five years.
b) An identification of the individual's strengths.
c) A specific and detailed identification of the individual's deficiencies, if any. If the individual is not found deficient, the report shall explicitly so state.
d) In addition, the Assessment Committee may prepare a recommended plan of career development tailored to the individual's needs, utilizing the resources available at the University under the Career Development program. If the Assessment Committee intends to prepare such a recommendation, it shall consult with and so advise the assessee.

INTERFOLIO GUIDE

For Instructions on using *Interfolio* to submit materials, please visit the Faculty Forms website. Detailed guides with screenshots are available on this page, along with the calendar with deadlines for faculty submission and review steps.

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