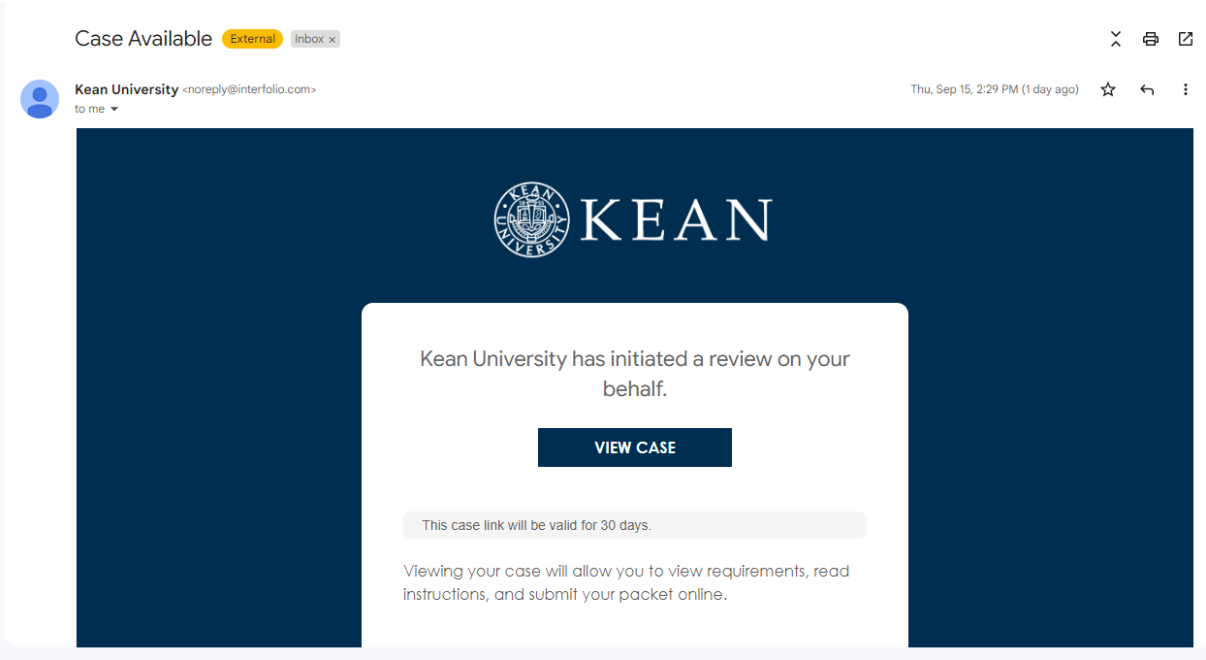
Submitting an A-328 Case Packet through Interfolio



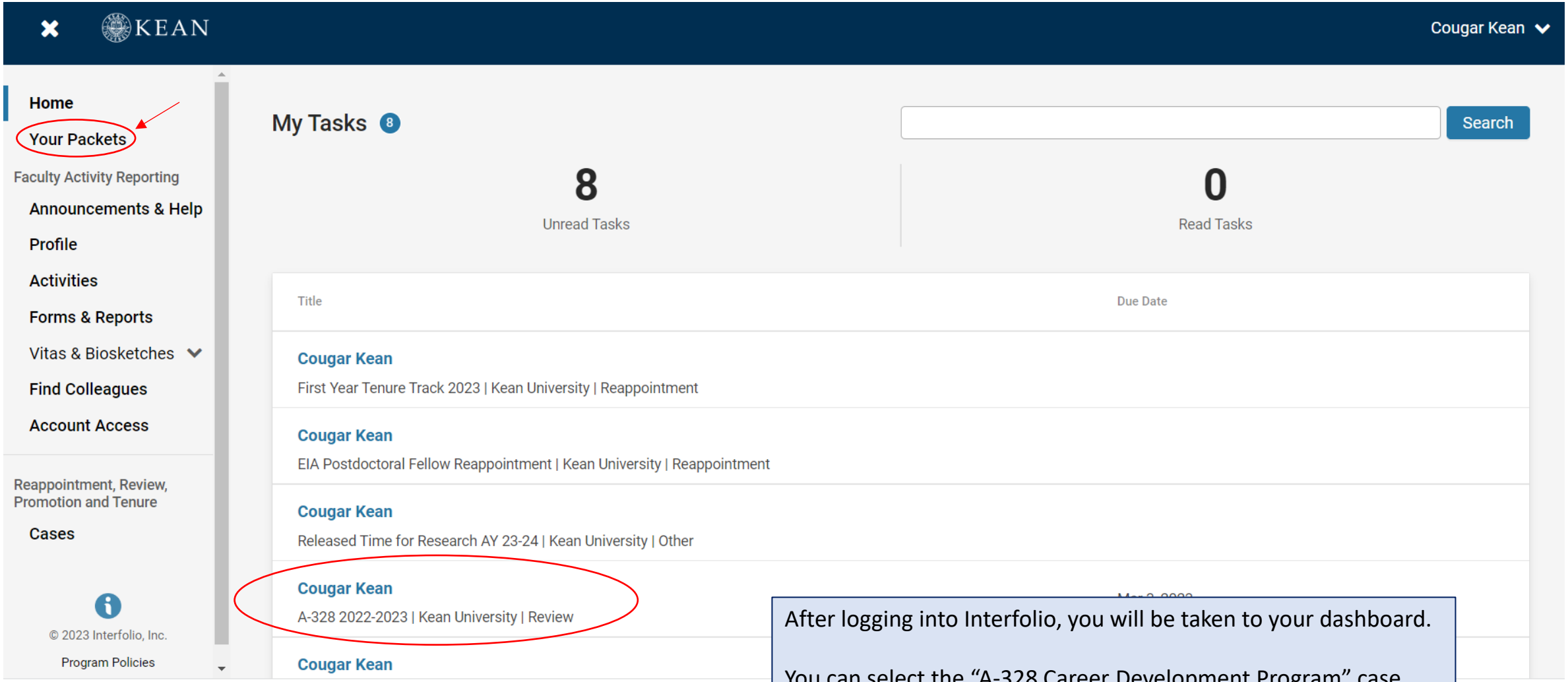
You will receive emails from ***noreply@interfolio.com*** with links to case packets for your review.

You may also log-in to Interfolio at any time by following the steps below:

Go to interfolio.com
Select "Interfolio Sign-In" and "United States"
Select "Sign in with partner institution"
In search box, type Kean University and sign in using your Kean credentials.

Alternatively, you can go log by going to **myapps.kean.edu** and log-in with Kean credentials - select the Interfolio tile from the list of all programs available on myapps.

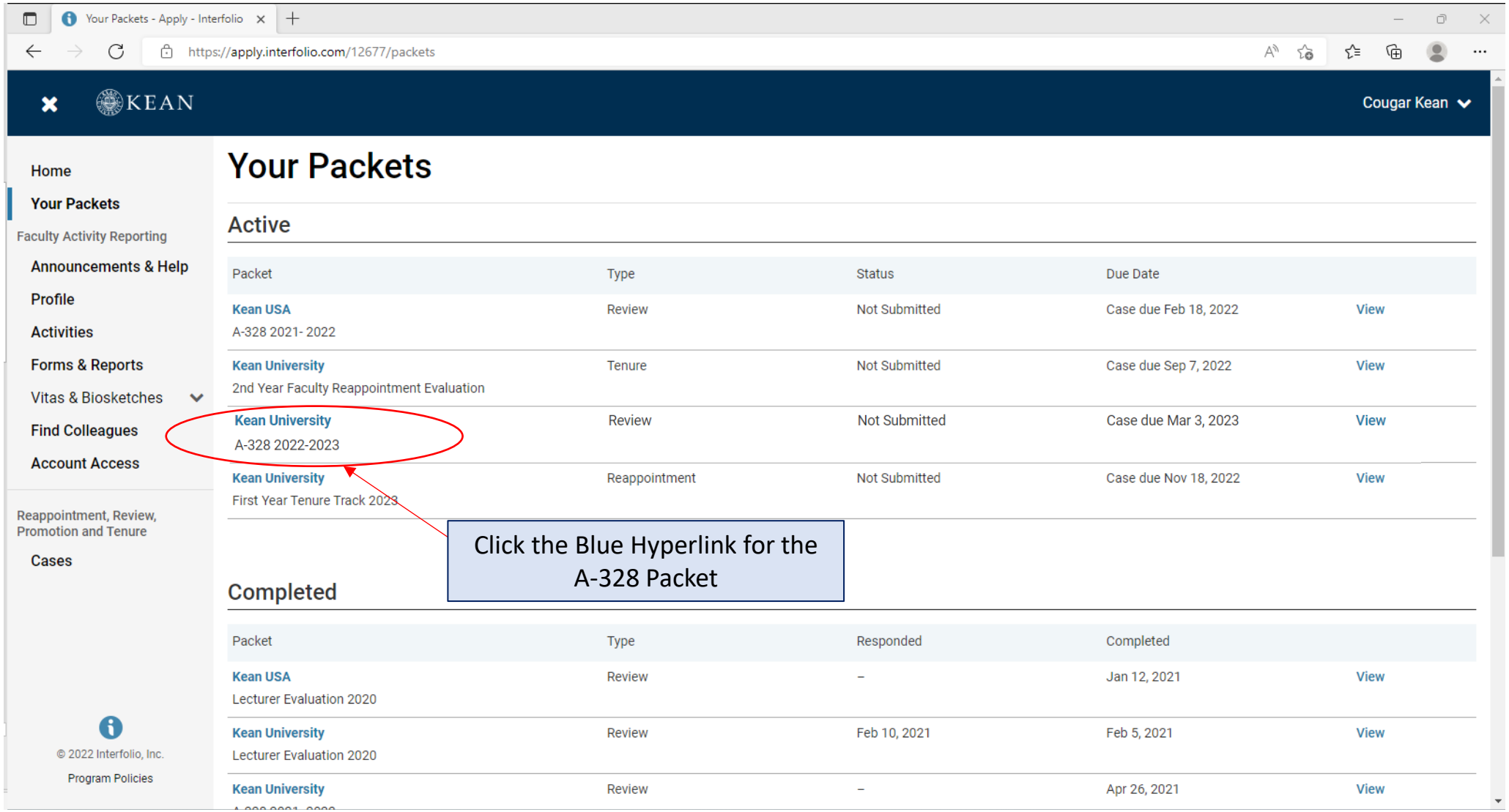
Dashboard View



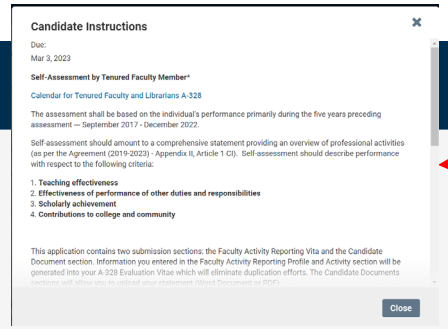
After logging into Interfolio, you will be taken to your dashboard.

You can select the “A-328 Career Development Program” case packet from the dashboard in the middle of the screen (“My Tasks”) or by selecting “Your Packets” on the left side

“Your Packets” Screen



Click “View Instructions” to view information about the A-328 process



KEAN

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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Program Policies

A-328 2022-2023

View Instructions | Preview Packet

Unit
Kean University

Type
Review

Packet Due Date
Mar 3, 2023

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
A-238

You will be taken to the “Overview” screen.

Select “Packet” to view details on the two sections included in the A-328 Case Packet

You can also click “edit” on either section

Candidate Documents

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added

Chat with us

The A-328 Case Packet contains two submission sections:

The Review Period for the AY26-27 cycle is Spring 2022 – Spring 2027

1. Faculty Activity Reporting Vitae

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections (items dated between Spring 2022 – Spring 2027) will be generated into your A-328 Vitae. Please make sure to thoroughly fill out the sections to ensure your materials are complete.

The following are the Profile and Activity sections from Faculty Activity Reporting that are generated into your A-328 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

Scholarly Contributions and Creative Productions
Other Institutional Service
Institutional Committees
External Service
Teaching – **this is where student evaluations go!**

2. Candidate Documents

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

- Up-to-date Curriculum Vita
- Peer Assessment of Teaching Effectiveness *(observations by **2** members of the assessment committee are required)*
- Student Evaluation of Teaching Effectiveness *(for Faculty - add these under the "Teaching" section of the FAR and upload statement confirming this has been done)*
- Self-Assessment of Teaching Effectiveness (for Faculty)
- Self-Assessment of Scholarly Achievement
- Self-Assessment of Effectiveness of Performance of Other Duties and Responsibilities
- Self-Assessment of Effectiveness of Performance of Primary Duties and Responsibilities (for Librarians)
- Self-Assessment of Contributions to University and Community
- Peer Assessment of Assigned Administrative Duties (if applicable)
- One Form will need to be completed: A-328 Acknowledgement and Verification by Tenured Faculty Member/Librarian

This section also allows you to provide additional documents to amplify or expand upon any information (optional).

The A-328 Case Packet contains **two** submission sections:

Kean University > Your Packets >

A-328 2022-2023

View Instructions | Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Review	Soft Deadline	Mar 3, 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

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Program Policies

Faculty Activity Reporting Vita

Not Yet Submitted **Unlocked**

1

Information entered in the **Profile** & **Activities** Tabs *(on the left)* will be pulled into the A-328 Evaluation Vita

Submit

Title	Details	Actions
A-328 Evaluation Vitae Fall 2017 - Fall 2022 | 5 attachments included	Generated Jan 9, 2023	Regenerate

Candidate Documents

Not Yet Submitted **Unlocked**

2

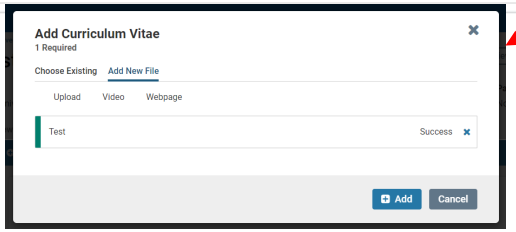
To add Candidate Documents click “Add” next to each document section to upload a new file. An upload screen will pop-up.

Submit

0 of 7
Required Files

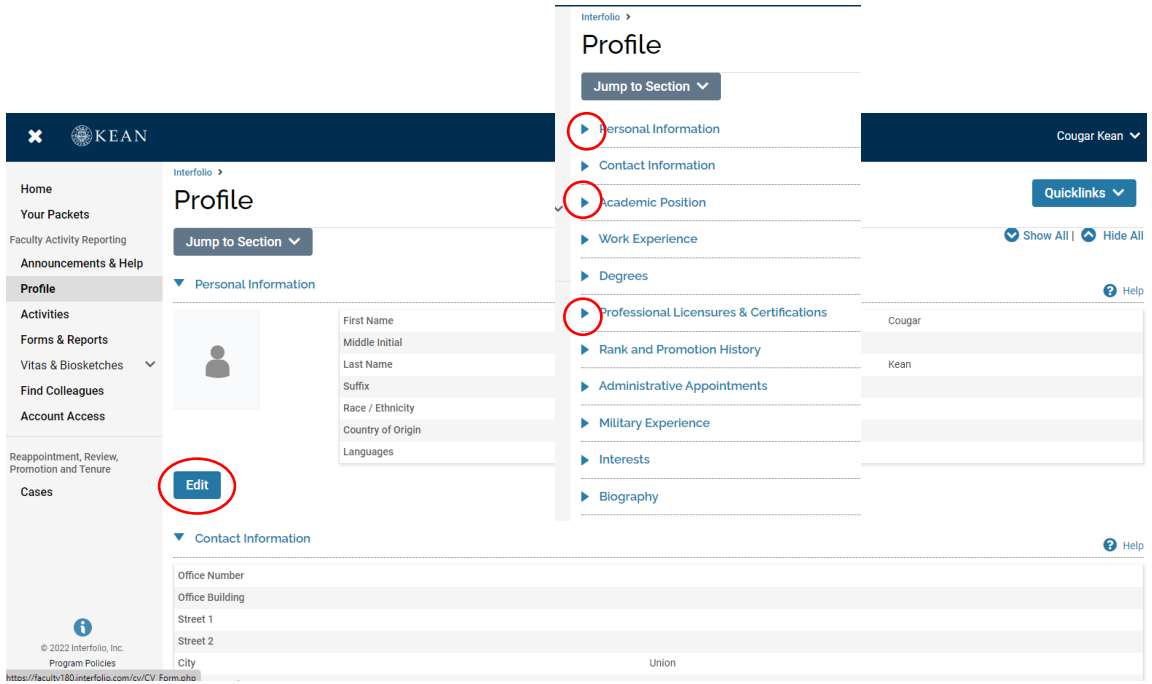
Curriculum Vita 0 Added

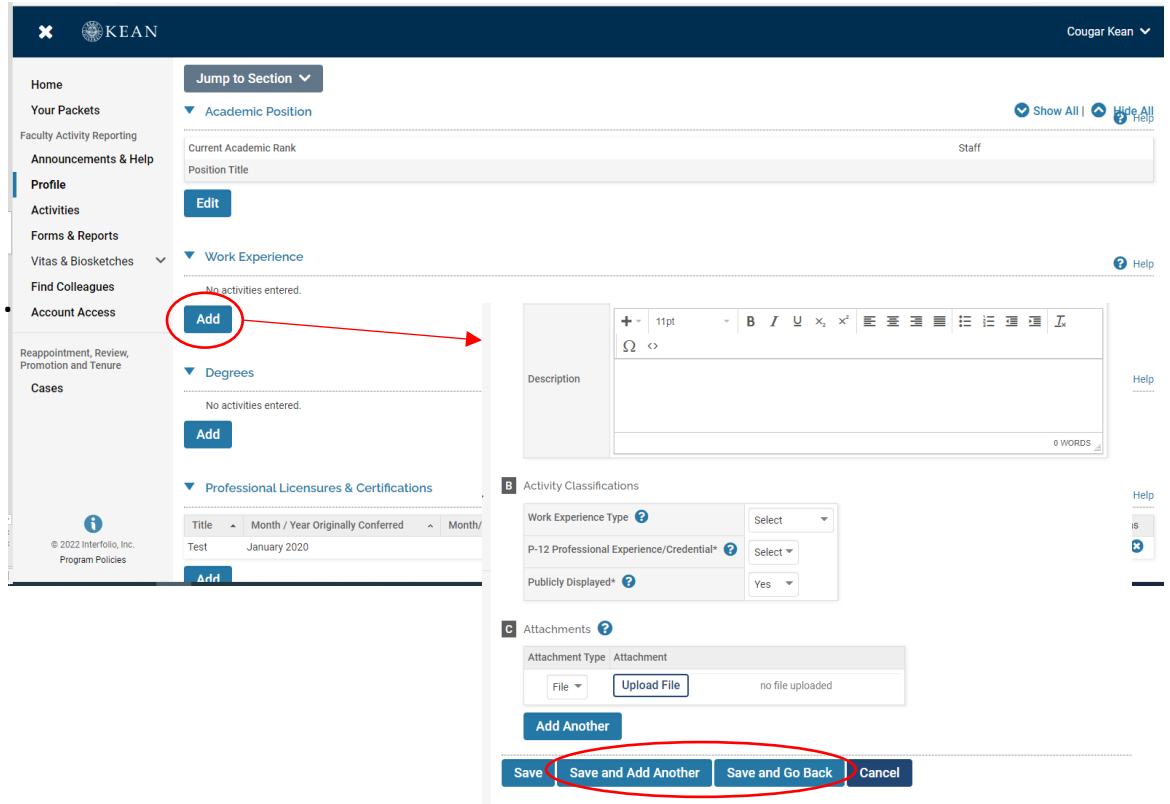
Add



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



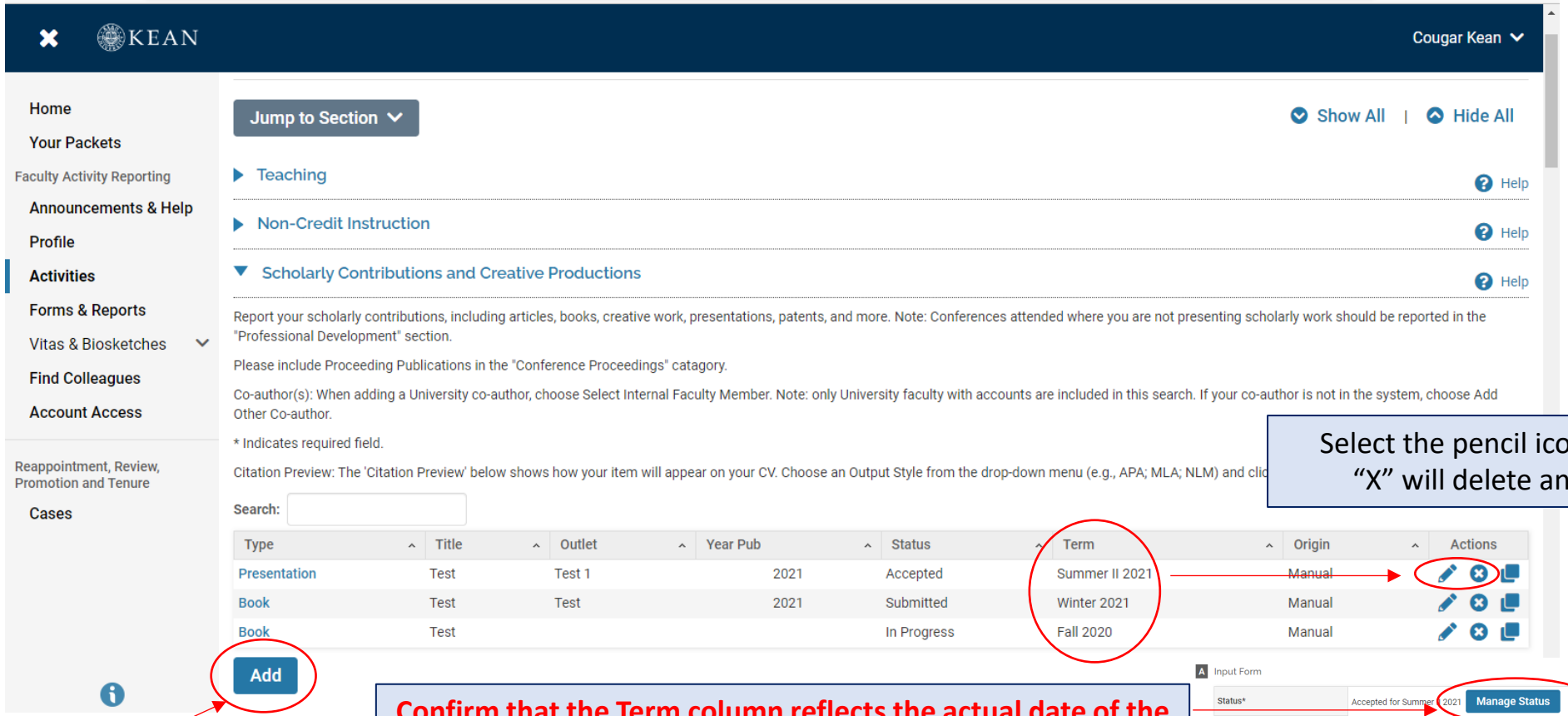


Note that some fields are locked for editing.
If you notice any discrepancies or missing information email interfolio@kean.edu for assistance.

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

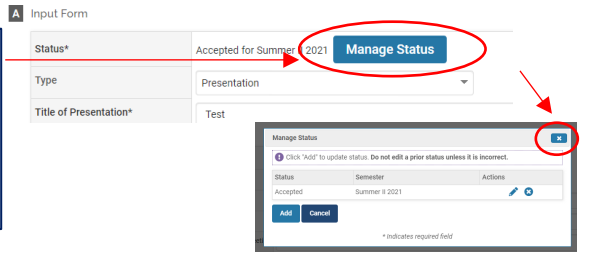
****Review all sections closely.****
Click the blue triangle to expand a section and view instructions.



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

Click "Add" to populate a section with new information

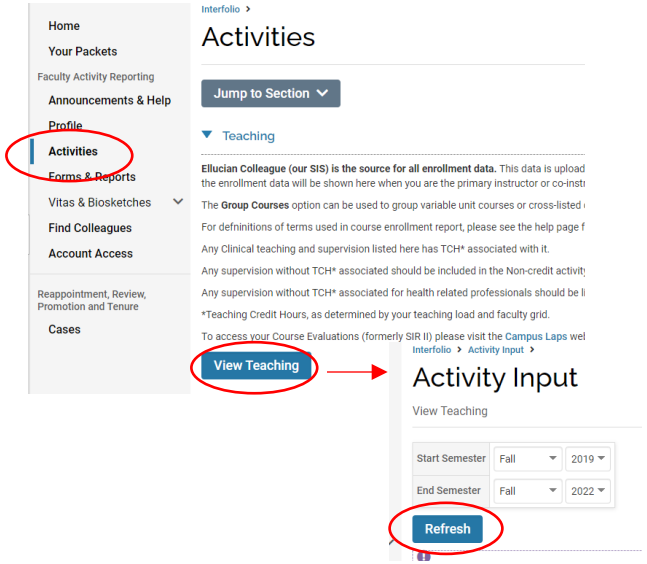
Confirm that the Term column reflects the actual date of the activity. To update the term, select the pencil icon, then "manage status". Once updated you can close the window to see the change reflected.



Updating the TEACHING Activities Section

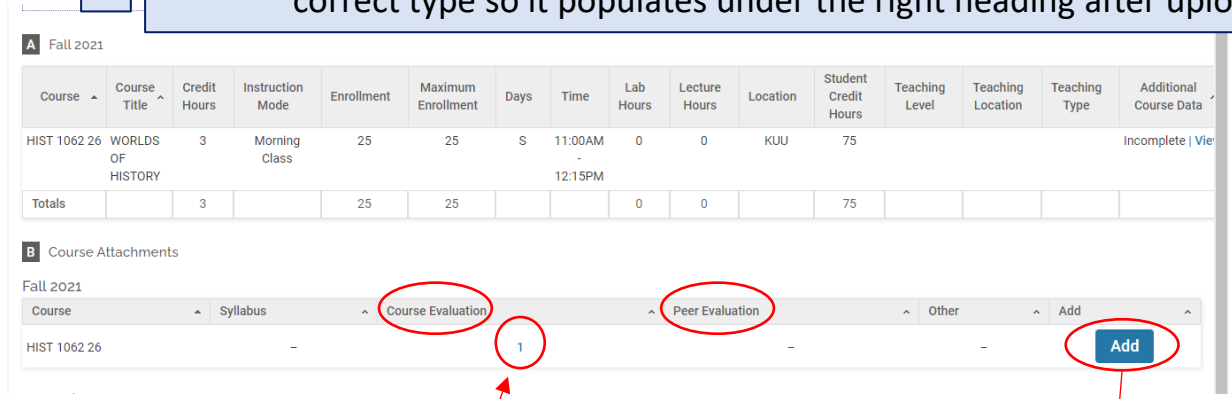
This is where you should upload **student course evaluations** *(download copies from Campus Labs)*

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. The AY26-27 A-328 review covers Spring 2022 – Spring 2027

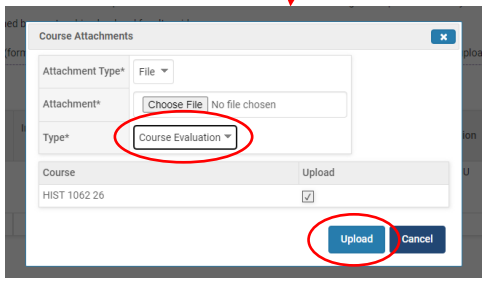


You should see all courses taught between the time period you indicated listed after selecting "Refresh" *(email interfolio@kean.edu if you have missing courses).*

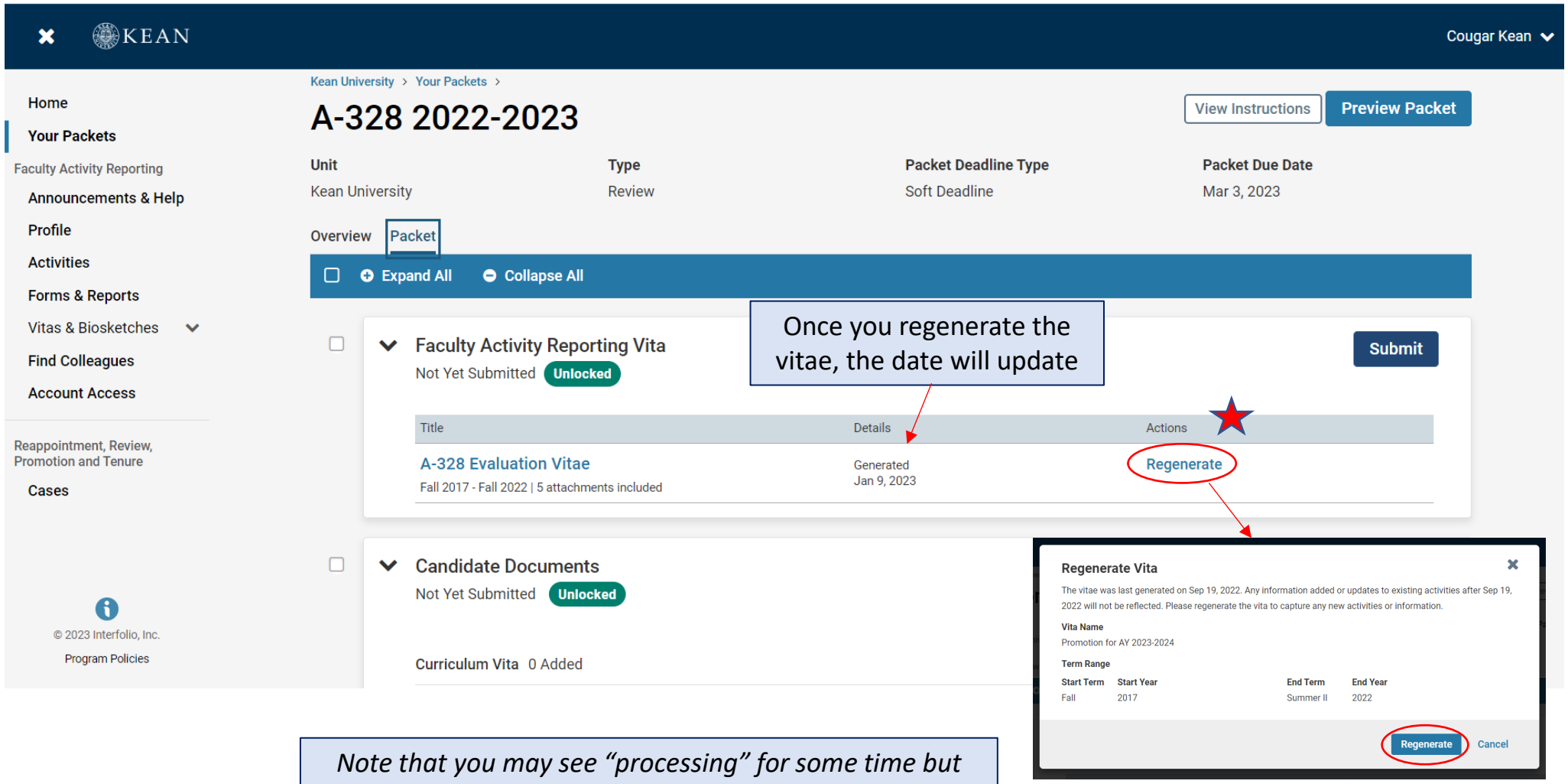
2 Click "Add" to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload



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

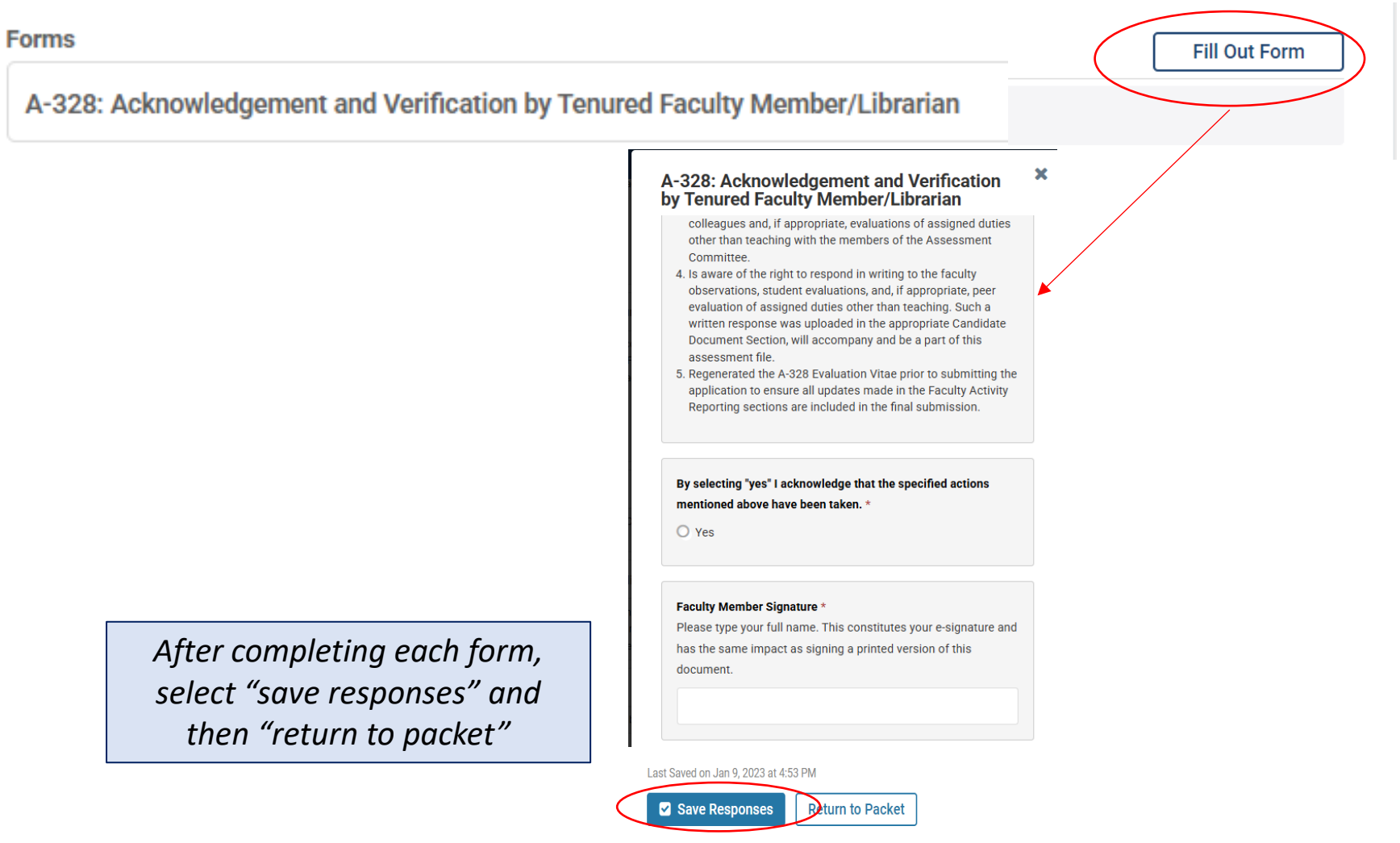


Once you finish updating the Profile and Activities Sections, you MUST **REGENERATE your faculty activity reporting vitae in order for the updates to be pulled into your A-328 Evaluation Vitae



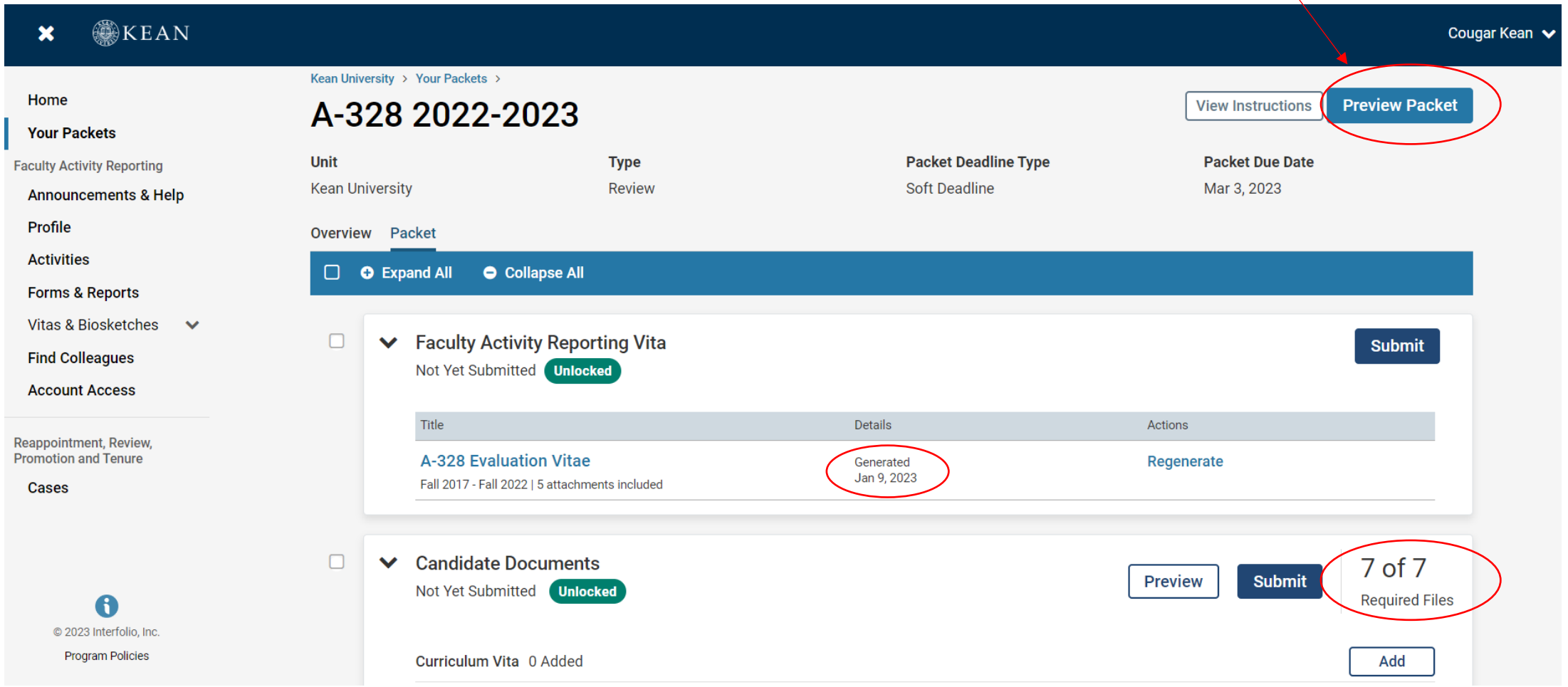
Note that you may see "processing" for some time but the updates will be pulled in.

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

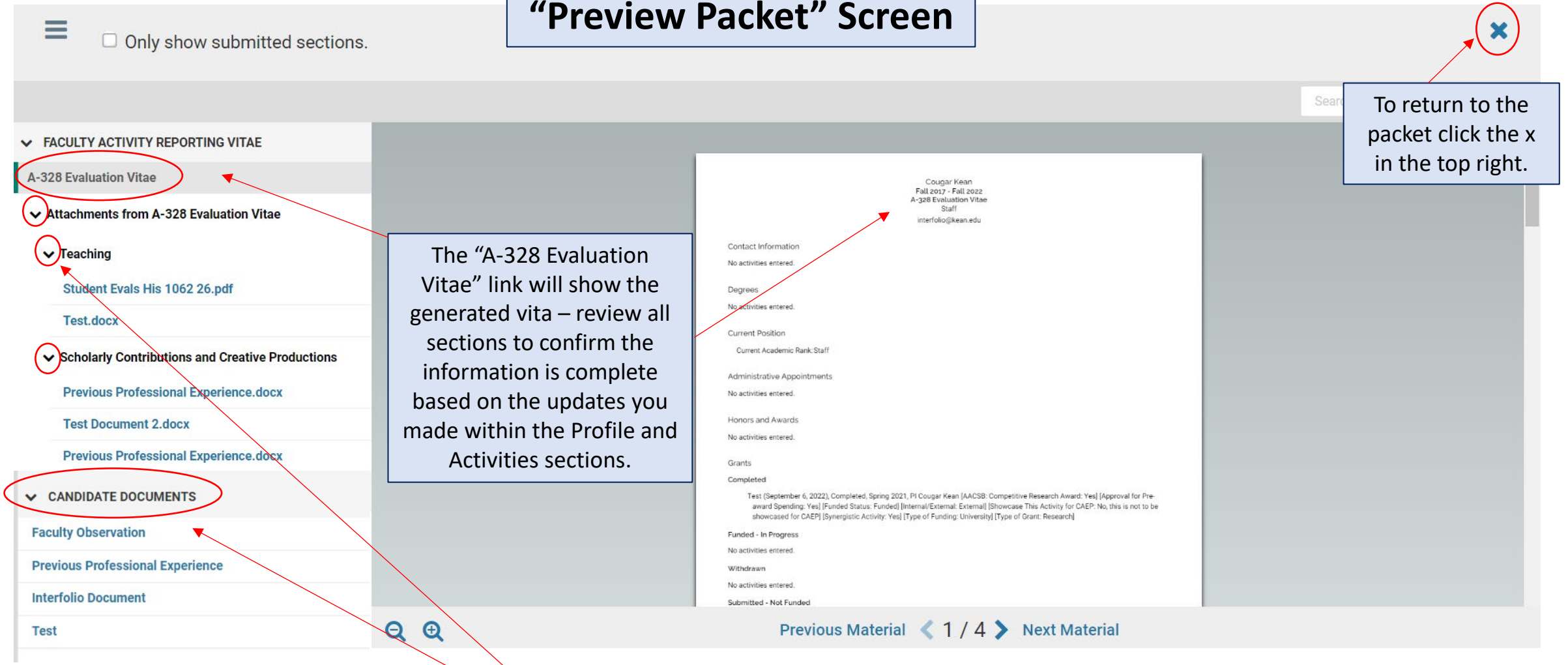


After completing each form, select "save responses" and then "return to packet"

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.



“Preview Packet” Screen

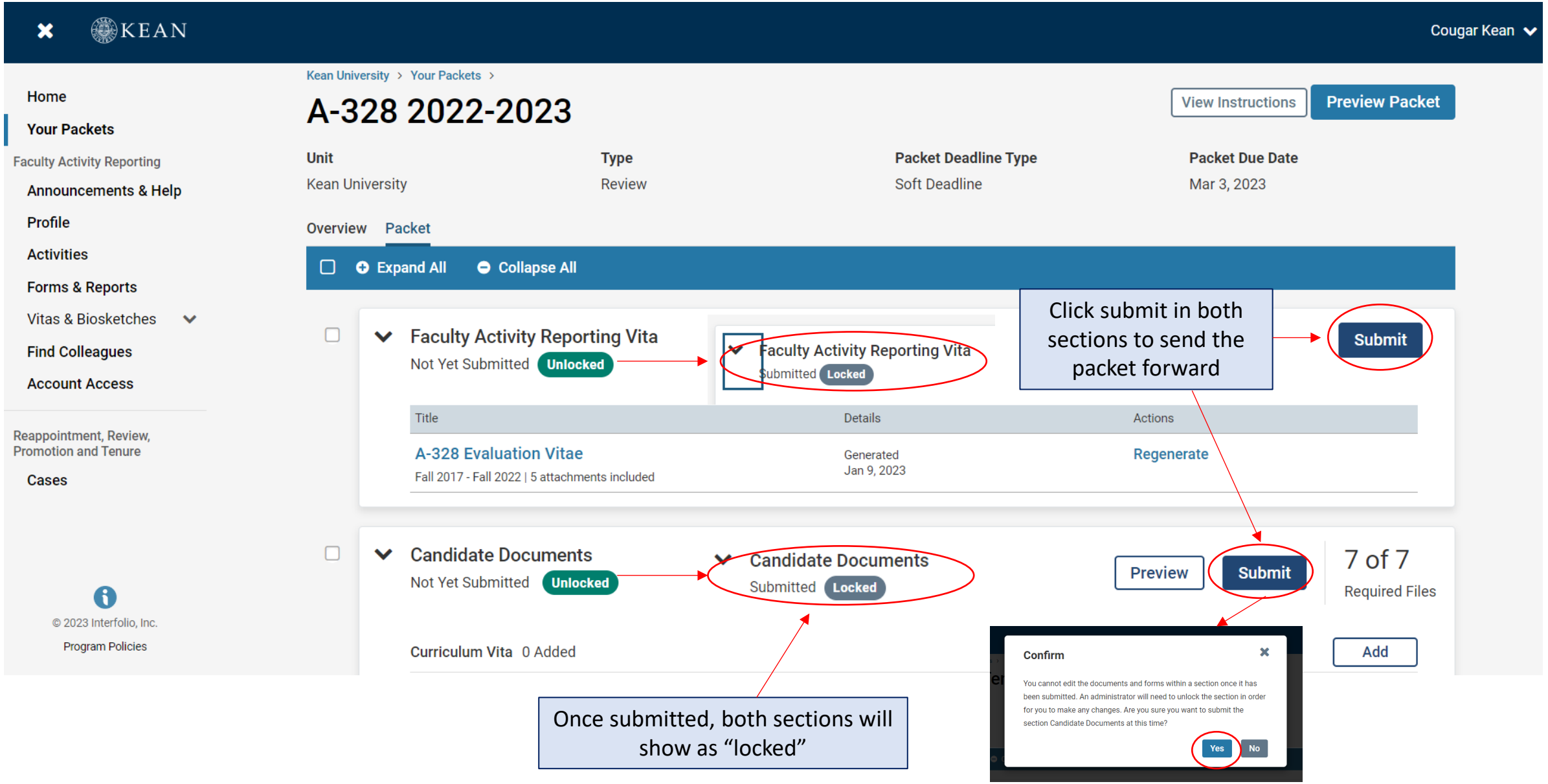


To return to the packet click the x in the top right.

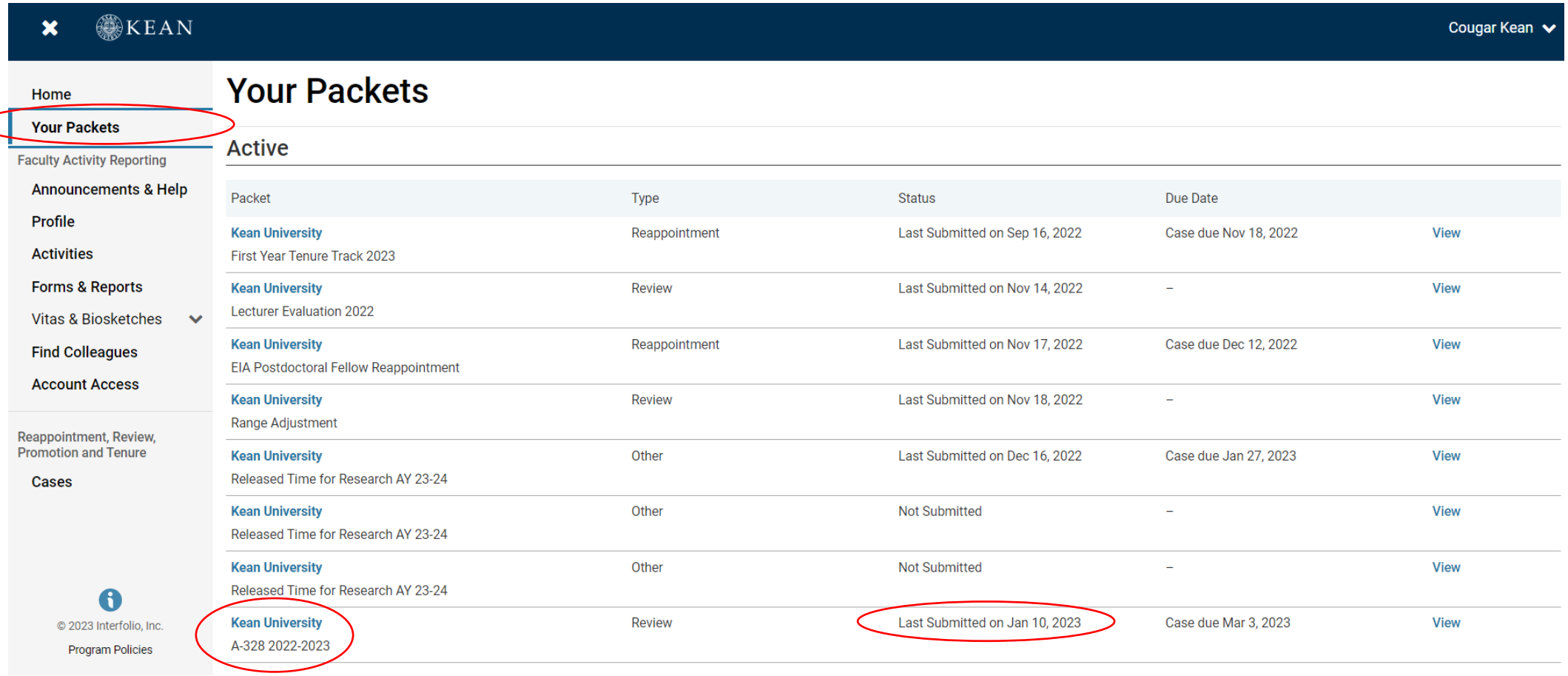
The “A-328 Evaluation Vitae” link will show the generated vita – review all sections to confirm the information is complete based on the updates you made within the Profile and Activities sections.

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.

Submitting the Case Packet for Review



Confirming the Case Packet was Successfully Submitted



Click “Your Packets” to return to the main page to confirm that the status on the packet shows the submission date.