Submitting an A-328 Case Packet through Interfolio
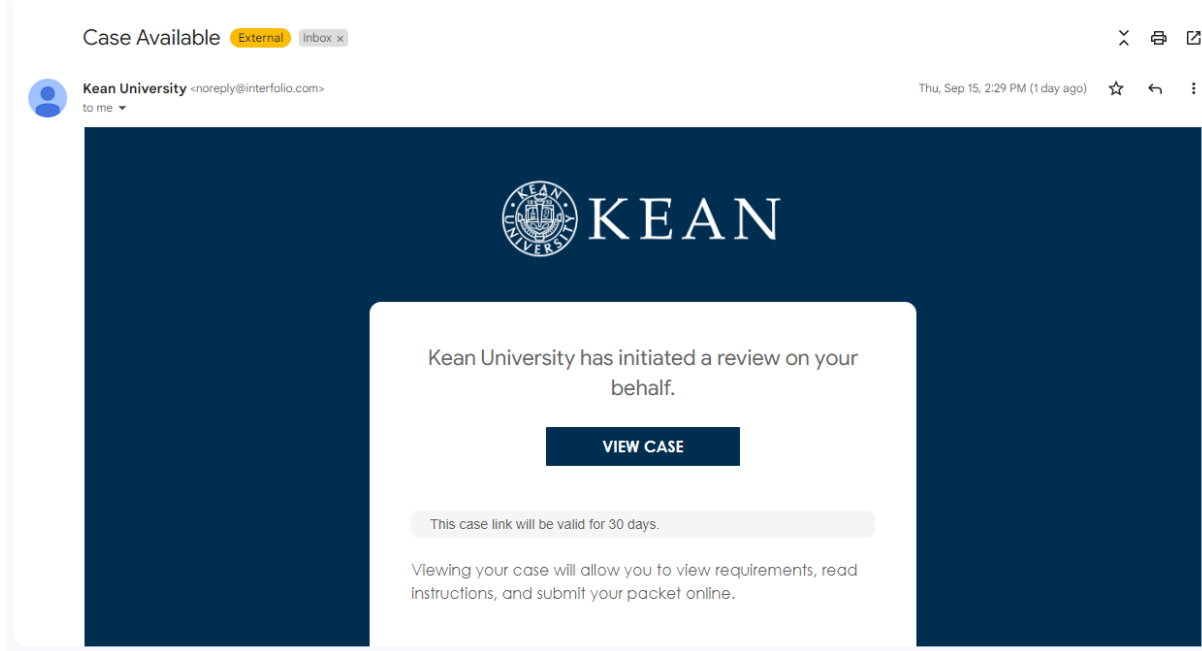

You will receive an email from *noreply@interfolio.com* with a link to your case packet.

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.

Dashboard View

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

You can select the "A-328 2023-2024" 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

KEAN

Cougar Kean

A-328 2022-2023

Candidate Instructions

Due:
Mar 3, 2023

Self-Assessment by Tenured Faculty Member*

Calendar for Tenured Faculty and Librarians A-328

The assessment shall be based on the individual's performance primarily during the five years preceding assessment — September 2017 - December 2022.

Self-assessment should amount to a comprehensive statement providing an overview of professional activities (as per the Agreement (2019-2023) - Appendix II, Article 1 CI). Self-assessment 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 college and community**

This application contains two submission sections: the Faculty Activity Reporting Vita and the Candidate Document section. Information you entered in the Faculty Activity Reporting Profile and Activity section will be generated into your A-328 Evaluation Vitae which will eliminate duplication efforts. The Candidate Documents sections will allow you to upload your statement (Word Document or PDF).

Close

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

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ⓘ

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The A-328 Case Packet contains two submission sections:

The Current Review Period is Spring 2020 – Spring 2025

1. Faculty Activity Reporting Vitae

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections (items dated between Spring 2020 – Spring 2025) 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	Administrative Appointments	Scholarly Contributions and Creative Productions
Degrees	Work Experience	Other Institutional Service
Honors and Awards	Consulting	Institutional Committees
Professional Licensures & Certifications	Non-Credit Instruction	External Service
Professional Membership	Professional Development	Teaching
Grants	Advising Load	
Current Position	Mentorship / Supervision	

2. Candidate Documents

You will be <u>required</u> to upload several documents in this section:

- Self-Assessment of Teaching Effectiveness
- Self-Assessment of Effectiveness of Performance of Other Duties and Responsibilities
- Self-Assessment of Scholarly Achievement
- Self-Assessment of Contributions to University and Community
- Peer Assessment of Teaching Effectiveness *(peer observations by **2** members of the assessment committee are required)*
- Peer Assessment of Assigned Administrative Duties (if applicable)
- Student Evaluation of Teaching Effectiveness *(add these under the "Teaching" section of the FAR and upload statement confirming this has been done)*
- A-328 Acknowledgement By Tenured Faculty Member (Form)
- A-328 Candidate Verification (Form)

This section also allows you to upload a curriculum vita and provide additional documents to amplify or expand upon any information (optional).

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

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

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**

☐ ✗ **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.
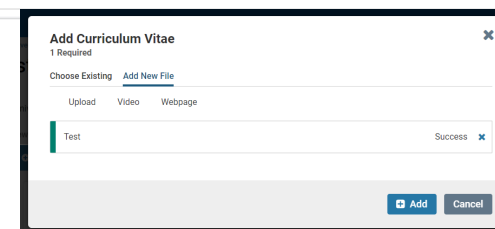
Submit

0 of 7
Required Files

Curriculum Vita   0 Added

Add

Add Curriculum Vitae
1 Required

Choose Existing   Add New File

Upload   Video   Webpage

| Test | Success ✗ |

⊕ Add   Cancel

Left sidebar navigation

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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.
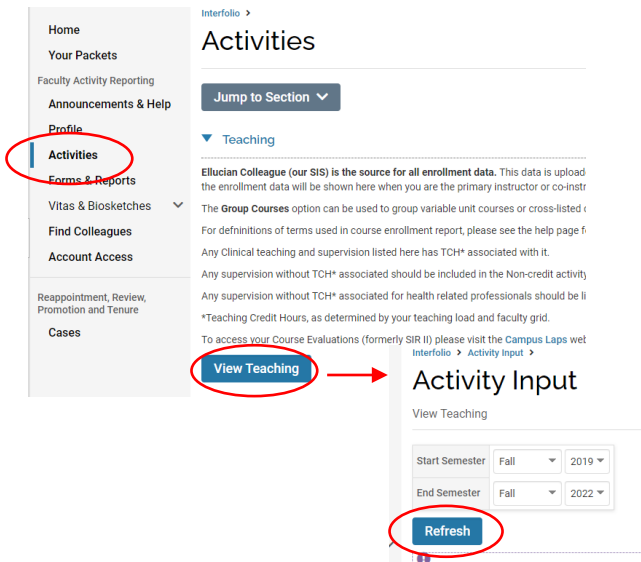
Updating the TEACHING Activities Section

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 current A-328 review covers
Spring 2020 – Spring 2025

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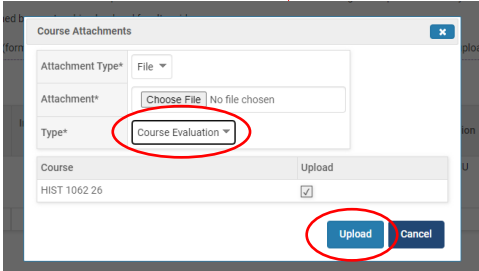
****Once you finish updating the Profile and Activities Sections,
you MUST REGENERATE your faculty activity reporting vitae in order for
the updates to be pulled into your A-328 Evaluation Vitae**

Once you regenerate the vitae, the date will update

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 the **two required forms** – you will not be able to submit your case packet until these have been completed.

A-328 ACKNOWLEDGEMENT BY TENURED FACULTY MEMBER   3 required questions,

Fill Out Form

This form has not been complete.

A-328 Candidate Verification Form   6 required questions,

Fill Out Form

This form has not been complete.

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

By selecting 'yes' I herby e-sign and acknowledge that the specified actions mentioned have been taken *
☐ Yes

Please type your full name. Filling in the following information will constitute as you e-signature and will have the same impact as signing a printed version of this document *

Date (MM/DD/YYYY) *

Last Saved Jan 9, 2023 at 4:55 PM

☑ Save Responses   Return to Packet

A-328 Candidate Verification Form

Cougar Kean

Please see HERE for a help article regarding regenerating your A-328 Evaluation Vitae.

College *

School/Department *

Date of Initial Appointment *
(MM/DD/YYYY)

I verify that I have Regenerated my A-328 Evaluation Vitae prior to submitting my application *
By selecting "yes" you have verified that you have regenerated your A-328 Evaluation Vitae thereby including the most up to date version.
☐ Yes

Candidate's Signature *
Please type your full name. Filling in the following information will constitute as your e-signature and will have the same impact as signing a printed version

Date *
(MM/DD/YYYY)

Saved on Jan 9, 2023 at 4:53 PM

☑ 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.

"Preview Packet" Screen

☰   ☐ Only show submitted sections.

✖

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

⌄ FACULTY ACTIVITY REPORTING VITAE

A-328 Evaluation Vitae

⌄ Attachments from A-328 Evaluation Vitae

⌄ Teaching

    Student Evals His 1062 26.pdf

    Test.docx

⌄ Scholarly Contributions and Creative Productions

    Previous Professional Experience.docx

    Test Document 2.docx

    Previous Professional Experience.docx

⌄ CANDIDATE DOCUMENTS

Faculty Observation

Previous Professional Experience

Interfolio Document

Test

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.

Cougar Kean
Fall 2017 - Fall 2022
A-328 Evaluation Vitae
Staff
interfolio@kean.edu

Contact Information
No activities entered.

Degrees
No activities entered.

Current Position
   Current Academic Rank:Staff

Administrative Appointments
No activities entered.

Honors and Awards
No activities entered.

Grants
Completed
   Test (September 6, 2022), Completed, Spring 2021, PI Cougar Kean [AACSB: Competitive Research Award: Yes] [Approval for Pre-award Spending: Yes] [Funded Status: Funded] [Internal/External: External] [Showcase This Activity for CAEP: No, this is not to be showcased for CAEP] [Synergistic Activity: Yes] [Type of Funding: University] [Type of Grant: Research]

Funded - In Progress
No activities entered.

Withdrawn
No activities entered.

Submitted - Not Funded

Previous Material ‹ 1 / 4 › Next Material

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

Click submit in both sections to send the packet forward

Once submitted, both sections will show as "locked"

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

Faculty Activity Reporting Vita
Not Yet Submitted   Unlocked

Faculty Activity Reporting Vita
Submitted   Locked

Submit

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

Candidate Documents
Not Yet Submitted   Unlocked

Candidate Documents
Submitted   Locked

Preview   Submit

7 of 7
Required Files

Curriculum Vita   0 Added

Add

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

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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.