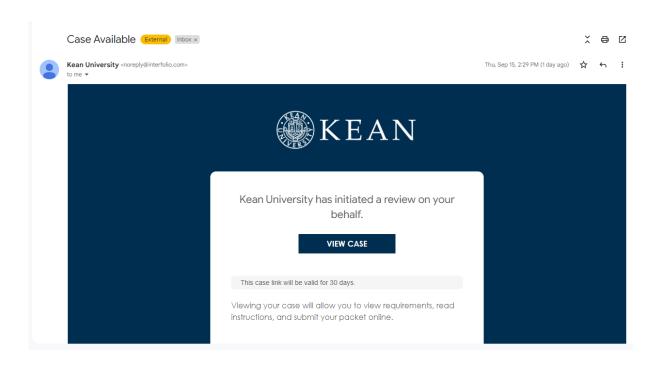
# Submitting an A-328 Case Packet through Interfolio



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:

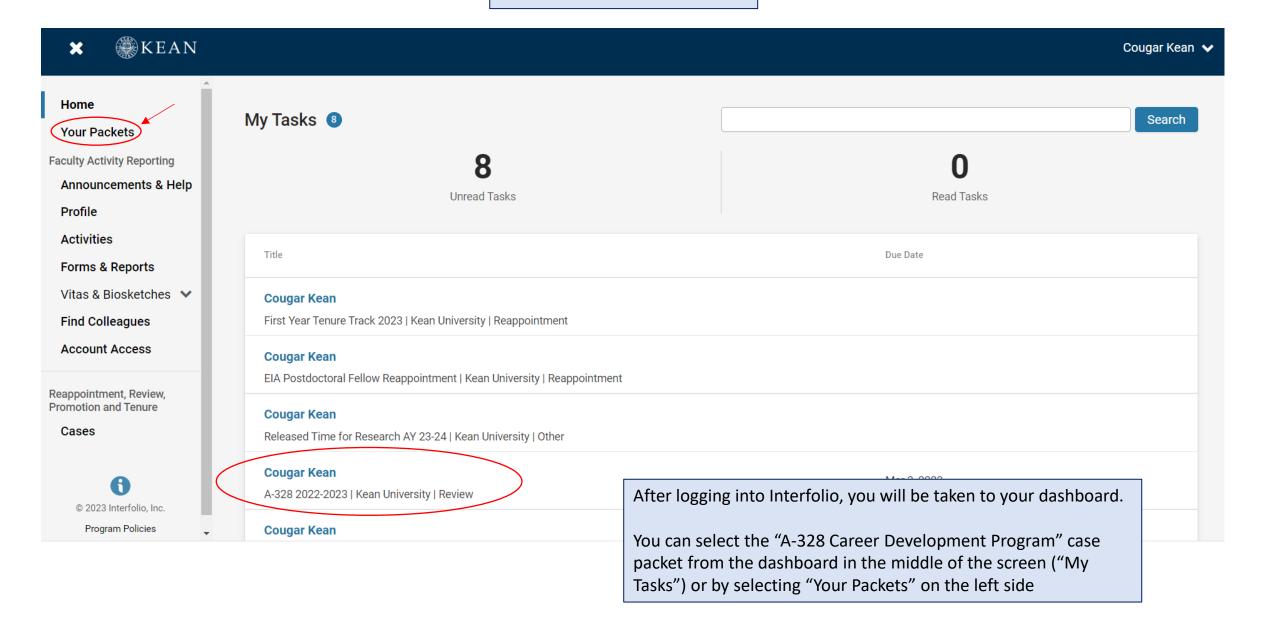
Go to interfolio.com

Select Log-In

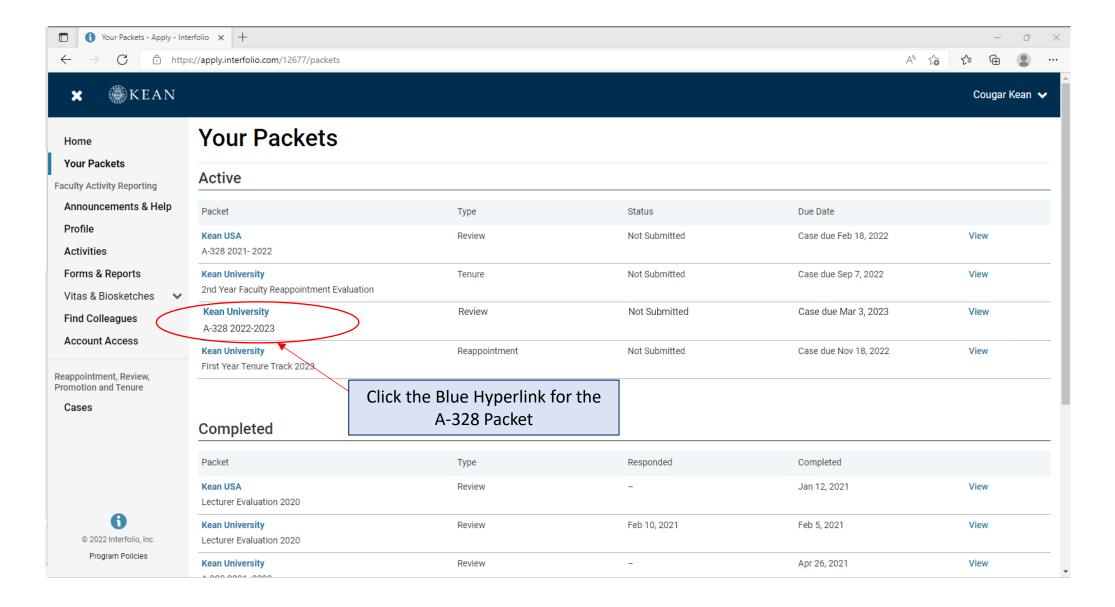
Select "Sign in with partner institution"

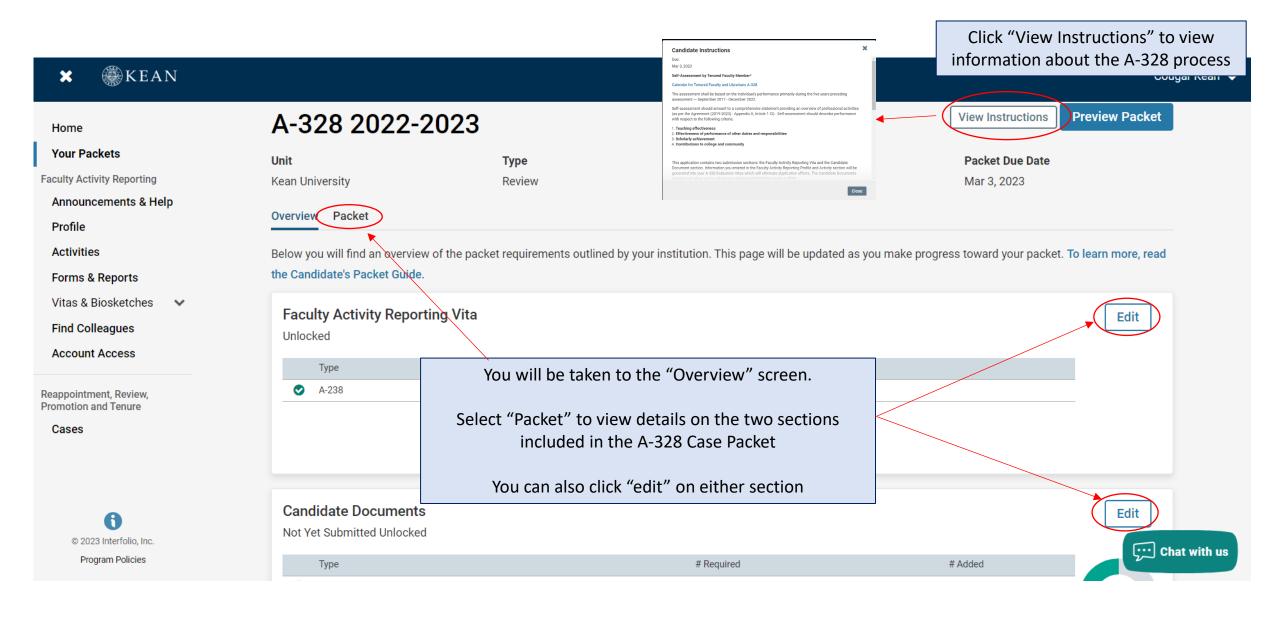
In search box, type Kean University and sign in using your Kean credentials.

## **Dashboard View**



## "Your Packets" Screen





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

The Review Period for the AY25-26 cycle is Spring 2021 – Spring 2026

#### 1. Faculty Activity Reporting Vitae

Information you enter in the Faculty Activity Reporting <u>Profile</u> and <u>Activity</u> sections (items dated between <u>Spring 2021 – Spring 2026</u>) 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

#### 2. Candidate Documents

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

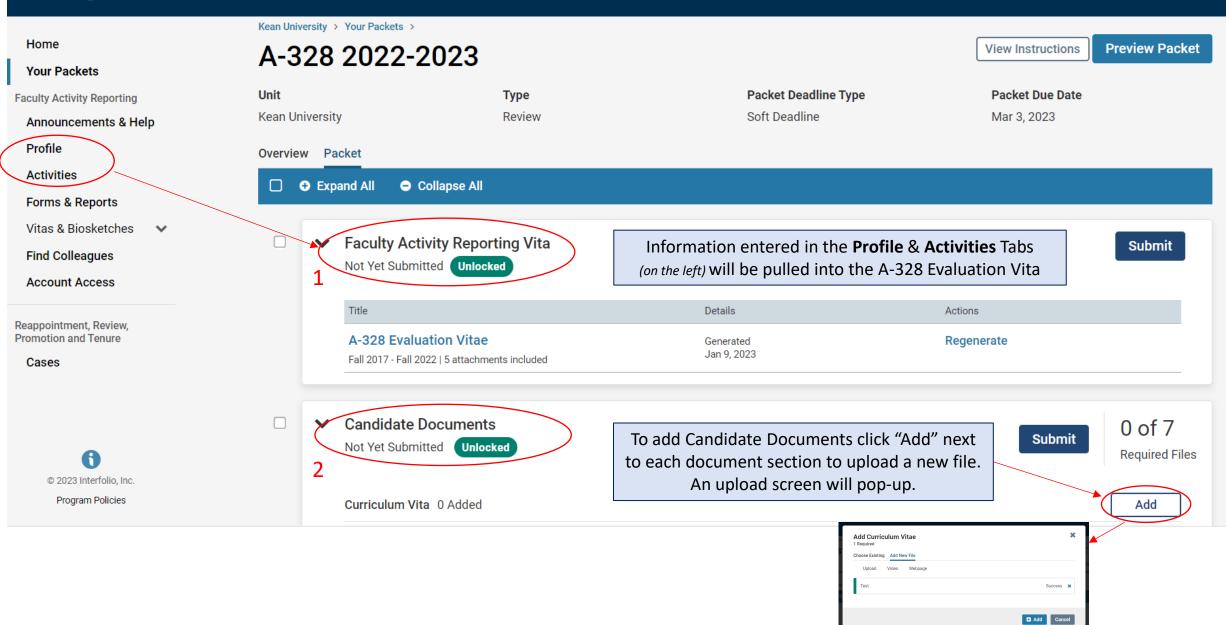
- Up-to-date Curriculum Vita
- Self-Assessment of Teaching Effectiveness (for Faculty)
- Self-Assessment of Effectiveness of Performance of Primary Duties and Responsibilities (for Librarians)
- Self-Assessment of Effectiveness of Performance of Other Duties and Responsibilities
- Self-Assessment of Scholarly Achievement
- Self-Assessment of Contributions to University and Community
- Peer Assessment of Teaching Effectiveness (observations by 2 members of the assessment committee are required)
- Peer Assessment of Assigned Administrative Duties (if applicable)
- Student Evaluation of Teaching Effectiveness (for Faculty add these under the "Teaching" section of the FAR and upload statement confirming this has been done)
- 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).

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

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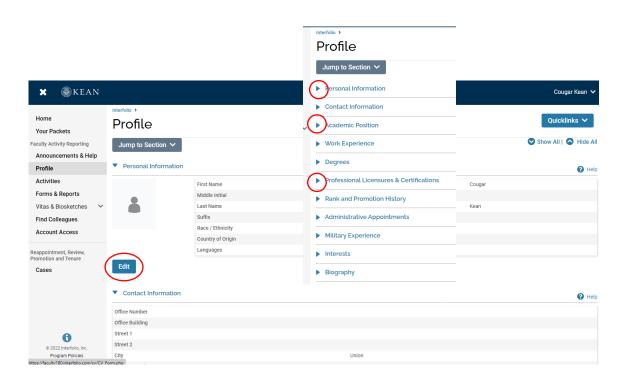


### **Updating the PROFILE Section**

\*\*Review all sections of your Faculty Activity Report Profile closely.\*\*

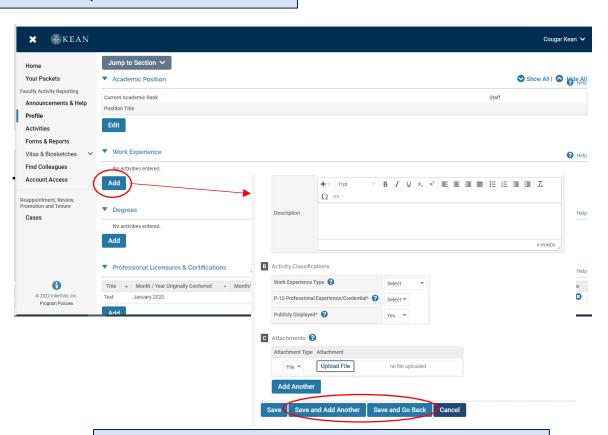
Click the blue triangle to expand a section.

Select "EDIT" or "ADD" to make updates



Note that some fields are locked for editing.

If you notice any discrepancies or missing information email <a href="mailto:interfolio@kean.edu">interfolio@kean.edu</a> for assistance.



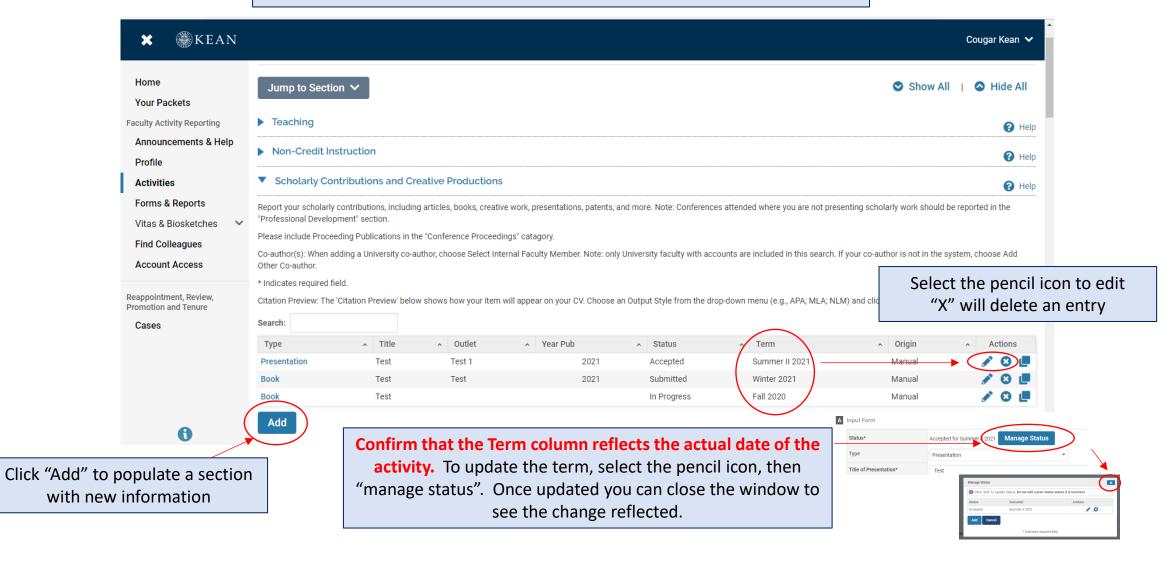
After adding new information, select "save and go back" to review another section.

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.

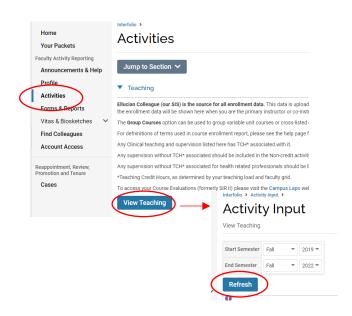


### **Updating the TEACHING Activities Section**

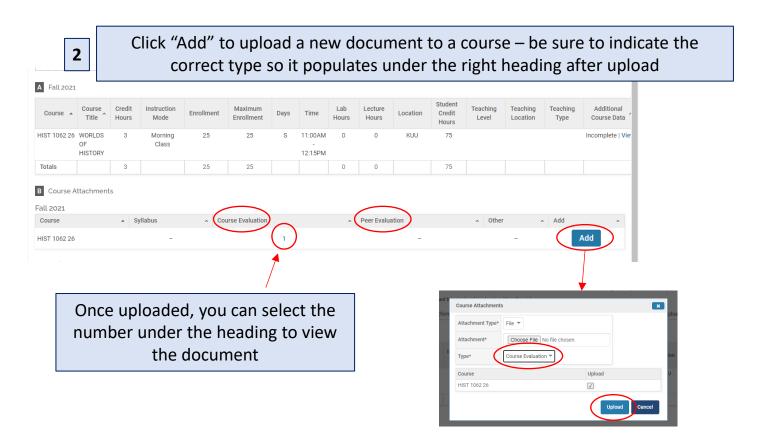
This is where you should upload student course evaluations (download copies from Campus Labs)

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
AY25-26 A-328 review covers

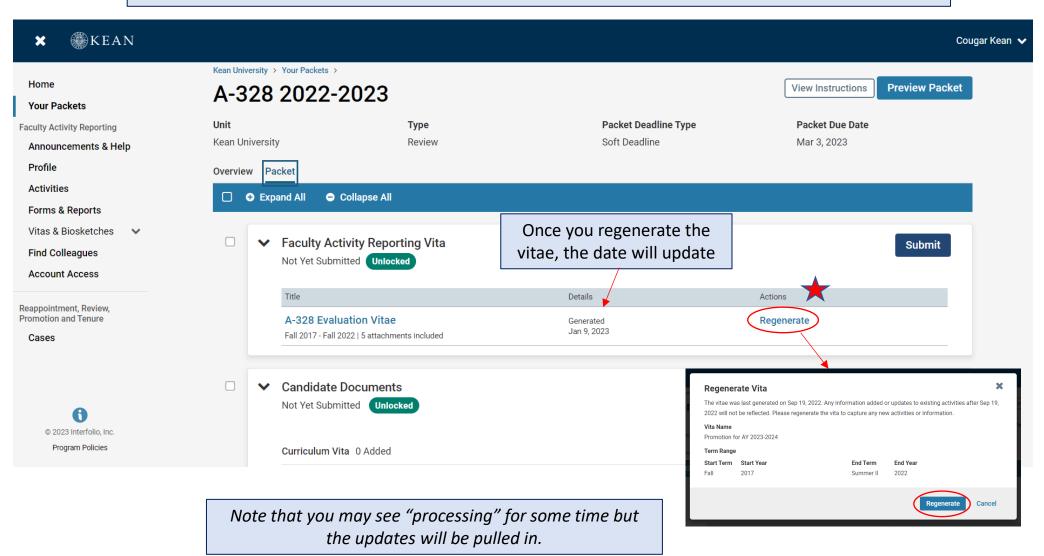
Spring 2021 - Spring 2026



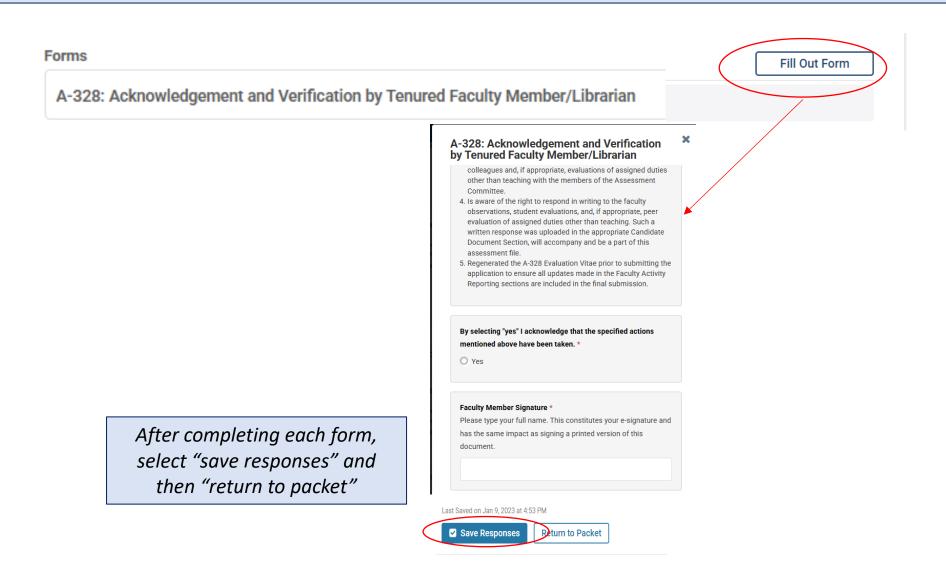
You should see all courses taught between the time period you indicated listed after selecting "Refresh" (email interfolio@kean.edu if you have missing courses).



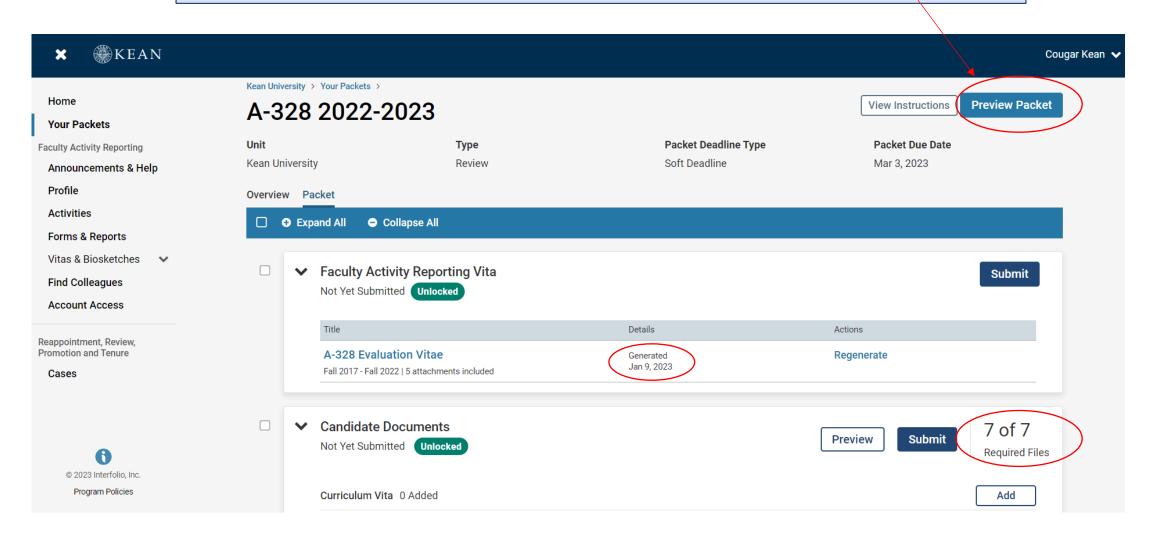
\*\*Once you finish updating the Profile and Activities Sections,
you MUST REGENERATE your faculty activity reporting vitae in order for
the updates to be pulled into your A-328 Evaluation Vitae

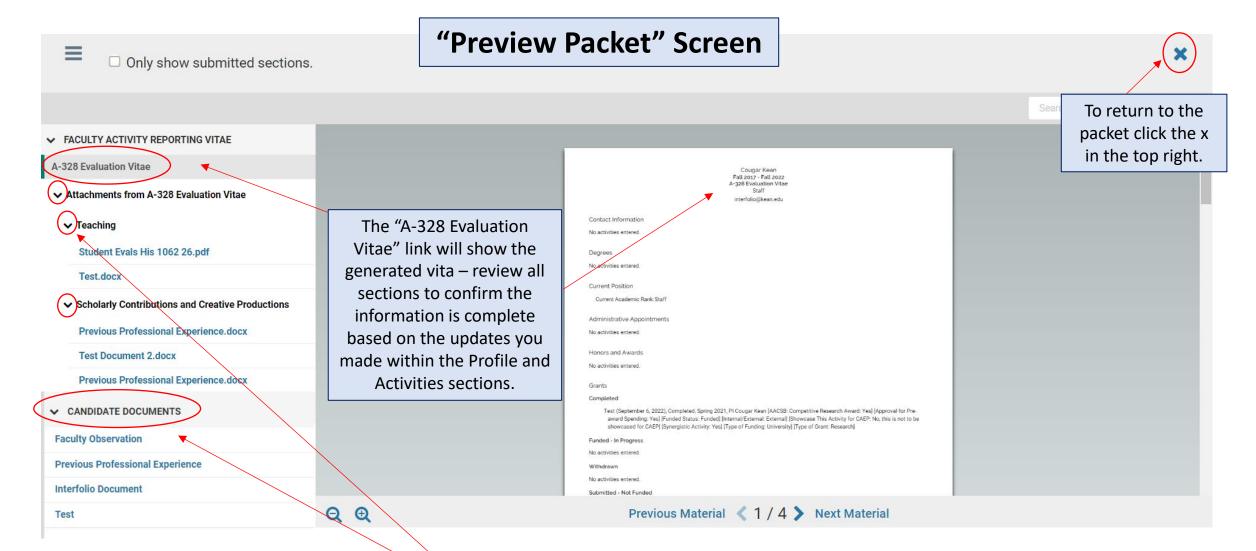


After regenerating your vita and uploading all required documents to the Candidate Documents section, scroll to the bottom of the packet to fill out **one required form** – you will not be able to submit your case packet until this has been completed.



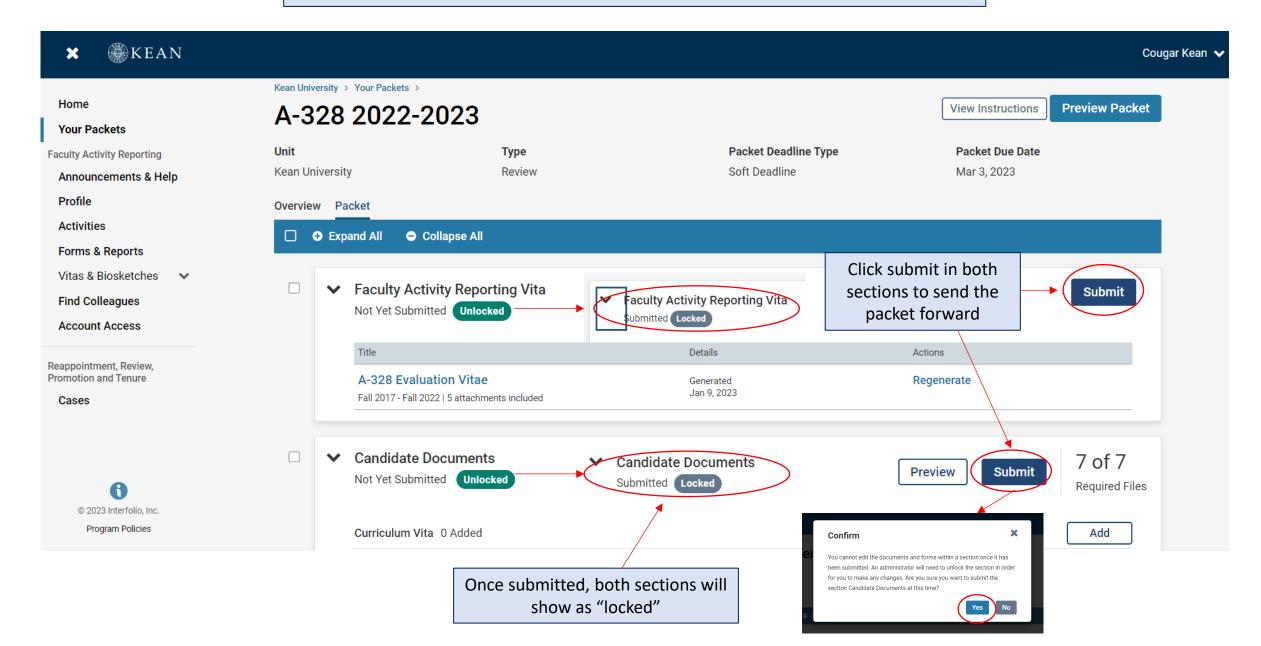
After **regenerating the vita**, and confirming that all documents and forms in the **Candidate Documents** section are complete, select "Preview Packet" to make sure all information has been pulled in and to view the compiled documents prior to submitting.





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

* ®KEAN					Cougar Kean 🗸
Home	Your Packets				
Your Packets	Antivo				
Faculty Activity Reporting	Active				
Announcements & Help	Packet	Туре	Status	Due Date	
Profile Activities	Kean University First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	View
Forms & Reports  Vitas & Biosketches	Kean University Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	-	View
Find Colleagues	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
Reappointment, Review, Promotion and Tenure Cases	Kean University Released Time for Research AY 23-24	Other	Last Submitted on Dec 16, 2022	Case due Jan 27, 2023	View
	Kean University Released Time for Research AY 23-24	Other	Not Submitted	-	View
•	Kean University Released Time for Research AY 23-24	Other	Not Submitted	-	View
© 2023 Interfolio, Inc.  Program Policies	Kean University A-328 2022-2023	Review	Last Submitted on Jan 10, 2023	Case due Mar 3, 2023	View

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