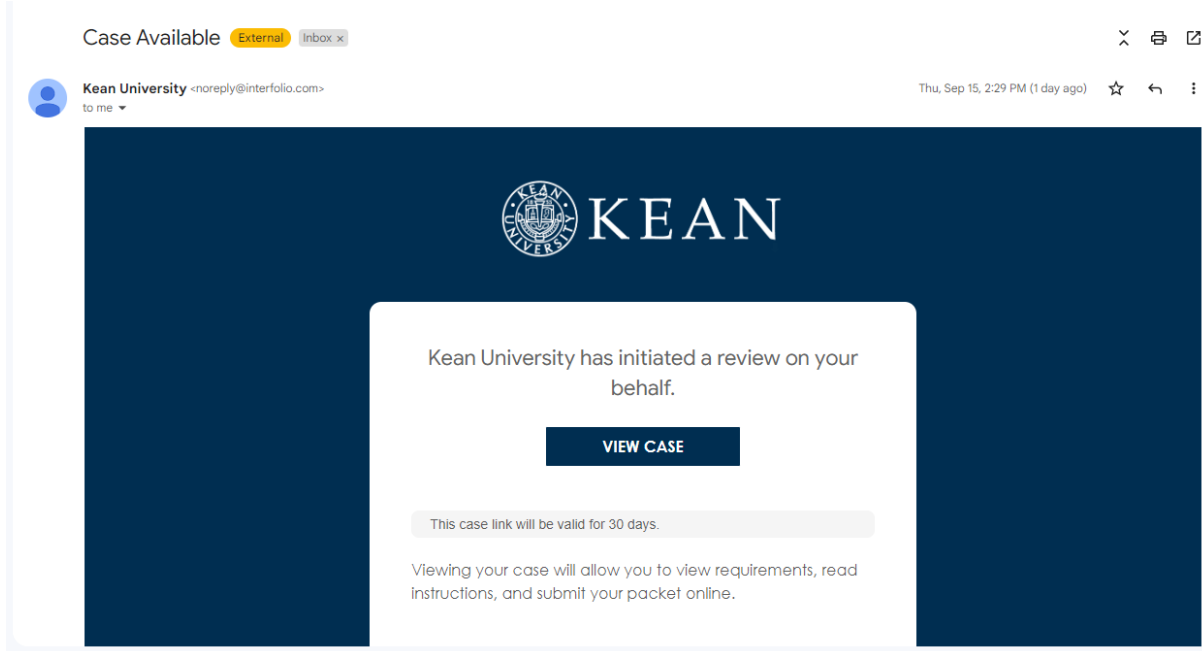


Submitting an A-328 Case Packet through Interfolio



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

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

My Tasks 8

8
Unread Tasks

0
Read Tasks

Title	Due Date
Cougar Kean First Year Tenure Track 2023 Kean University Reappointment	
Cougar Kean EIA Postdoctoral Fellow Reappointment Kean University Reappointment	
Cougar Kean Released Time for Research AY 23-24 Kean University Other	
Cougar Kean A-328 2022-2023 Kean University Review	
Cougar Kean	

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

The screenshot displays the 'Your Packets' interface. The top navigation bar includes the Kean University logo and the user's name 'Cougar Kean'. A left sidebar contains navigation links such as 'Home', 'Your Packets', 'Faculty Activity Reporting', 'Announcements & Help', 'Profile', 'Activities', 'Forms & Reports', 'Vitas & Biosketches', 'Find Colleagues', and 'Account Access'. The main content area is titled 'Your Packets' and is divided into 'Active' and 'Completed' sections.

Active Packets:

Packet	Type	Status	Due Date	
Kean USA A-328 2021- 2022	Review	Not Submitted	Case due Feb 18, 2022	View
Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Not Submitted	Case due Sep 7, 2022	View
Kean University A-328 2022-2023	Review	Not Submitted	Case due Mar 3, 2023	View
Kean University First Year Tenure Track 2023	Reappointment	Not Submitted	Case due Nov 18, 2022	View

Completed Packets:

Packet	Type	Responded	Completed	
Kean USA Lecturer Evaluation 2020	Review	-	Jan 12, 2021	View
Kean University Lecturer Evaluation 2020	Review	Feb 10, 2021	Feb 5, 2021	View
Kean University A-328 2021- 2022	Review	-	Apr 26, 2021	View

The 'Kean University A-328 2022-2023' packet in the active list is circled in red. A callout box with a blue border and white background points to this entry, containing the text: 'Click the Blue Hyperlink for the A-328 Packet'.

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A-328 2022-2023

Unit: Kean University
Type: Review

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

Type
✓ A-238

Edit

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
------	------------	---------

Candidate Instructions

Doc: 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 C). 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 Vita which will eliminate duplication efforts. The Candidate Documents section will show your completed and pending documents.

Close

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

View Instructions

Preview Packet

Packet Due Date
Mar 3, 2023

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

Edit

Chat with us

- Home
- Your Packets
- Faculty Activity Reporting
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access
- Reappointment, Review, Promotion and Tenure
- Cases

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 **Profile** and **Activity** sections (items dated between **Spring 2021 – Spring 2026**) 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).

The A-328 Case Packet contains two submission sections:



A-328 2022-2023

View Instructions

Preview Packet

Unit: Kean University | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Mar 3, 2023

Overview Packet

Expand All Collapse All

Faculty Activity Reporting Vita

Not Yet Submitted **Unlocked**

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

Submit

1

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**

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

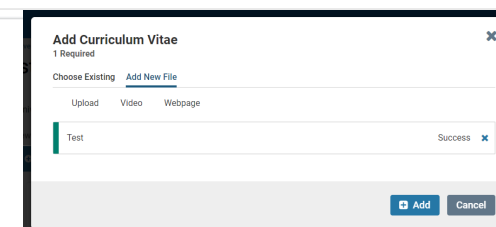
Submit

0 of 7
Required Files

2

Curriculum Vita 0 Added

Add



- Home
- Your Packets
- Faculty Activity Reporting
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access
- Reappointment, Review, Promotion and Tenure
- Cases

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

Interfolio > Profile

Jump to Section

Personal Information

Contact Information

Academic Position

Work Experience

Degrees

Professional Licensures & Certifications

Rank and Promotion History

Administrative Appointments

Military Experience

Interests

Biography

Quicklinks

Personal Information

First Name

Middle Initial

Last Name

Suffix

Race / Ethnicity

Country of Origin

Languages

Office Number

Office Building

Street 1

Street 2

City

Union

Edit

KEAN

Cougar Kean

Jump to Section

Academic Position

Current Academic Rank

Position Title

Staff

Edit

Work Experience

No activities entered.

Add

Degrees

No activities entered.

Add

Professional Licensures & Certifications

Title

Month / Year Originally Conferred

Month/

Test

January 2020

Add

Description

Activity Classifications

Work Experience Type

Select

P-12 Professional Experience/Credential*

Select

Publicly Displayed*

Yes

Attachments

Attachment Type

Attachment

File

Upload File

no file uploaded

Add Another

Save

Save and Add Another

Save and Go Back

Cancel

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	  
Book	Test	Test	2021	Submitted	Winter 2021	Manual	  
Book	Test			In Progress	Fall 2020	Manual	  

Add

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.

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	Semester	Actions
Accepted	Summer II 2021	 

Add Cancel

* Indicates required field

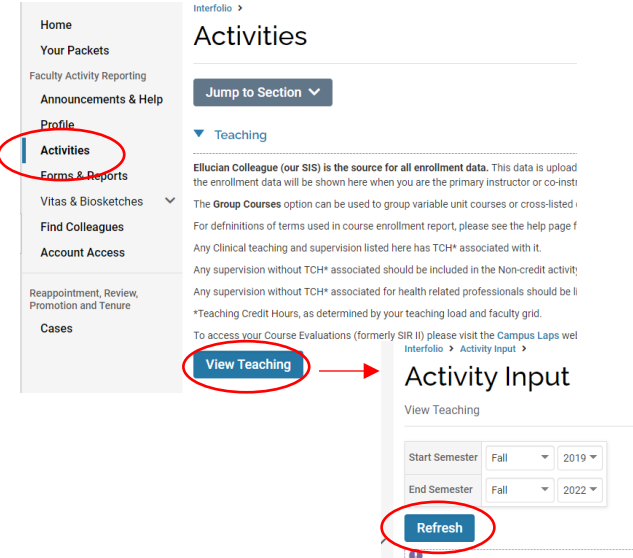
Updating the TEACHING Activities Section

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 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).

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



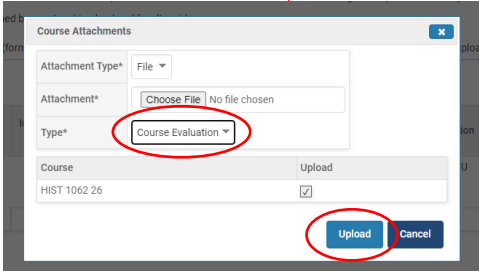
Course	Course Title	Credit Hours	Instruction Mode	Enrollment	Maximum Enrollment	Days	Time	Lab Hours	Lecture Hours	Location	Student Credit Hours	Teaching Level	Teaching Location	Teaching Type	Additional Course Data
HIST 1062.26	WORLDS OF HISTORY	3	Morning Class	25	25	S	11:00AM - 12:15PM	0	0	KJU	75				Incomplete Vie
Totals		3		25	25			0	0		75				

Course Attachments

Fall 2021

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
HIST 1062.26		1			

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**

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**

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**

Curriculum Vita 0 Added

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

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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.

Forms

A-328: Acknowledgement and Verification by Tenured Faculty Member/Librarian

Fill Out Form

A-328: Acknowledgement and Verification by Tenured Faculty Member/Librarian

colleagues and, if appropriate, evaluations of assigned duties other than teaching with the members of the Assessment Committee.

4. Is aware of the right to respond in writing to the faculty observations, student evaluations, and, if appropriate, peer evaluation of assigned duties other than teaching. Such a written response was uploaded in the appropriate Candidate Document Section, will accompany and be a part of this assessment file.
5. Regenerated the A-328 Evaluation Vitae prior to submitting the application to ensure all updates made in the Faculty Activity Reporting sections are included in the final submission.

By selecting "yes" I acknowledge that the specified actions mentioned above have been taken. *

Yes

Faculty Member Signature *

Please type your full name. This constitutes your e-signature and has the same impact as signing a printed version of this document.

Last Saved on Jan 9, 2023 at 4:53 PM

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 Cougar Kean

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 [Submit](#)
Not Yet Submitted **Unlocked**

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

Candidate Documents [Submit](#) **7 of 7** Required Files
Not Yet Submitted **Unlocked** [Preview](#) [Add](#)

Curriculum Vita 0 Added

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“Preview Packet” Screen

The screenshot displays a web interface for reviewing a 'Preview Packet'. On the left is a sidebar with a tree view of document categories. The main area shows a preview of a document with various sections. A search bar is in the top right, and navigation controls are at the bottom.

- Top Left:** A hamburger menu icon and a checkbox labeled "Only show submitted sections.".
- Top Right:** A search bar and a blue 'X' icon in a red circle.
- Sidebar (Left):**
 - Expanded: **FACULTY ACTIVITY REPORTING VITAE**
 - A-328 Evaluation Vitae** (circled in red)
 - 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** (circled in red)
 - Faculty Observation
 - Previous Professional Experience
 - Interfolio Document
 - Test
- Main Preview Area (Right):**
 - Header: Cougar Kean, Fall 2017 - Fall 2022, A-328 Evaluation Vitae, Staff, interfolio@kean.edu
 - Sections: Contact Information, Degrees, Current Position, Administrative Appointments, Honors and Awards, Grants, Funded - In Progress, Withdrawn, Submitted - Not Funded.
- Bottom:** Navigation controls: Previous Material, 1 / 4, Next Material.

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.

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

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

Kean University > Your Packets >

A-328 2022-2023

Unit: Kean University | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Mar 3, 2023

View Instructions | Preview Packet

Overview | Packet

Expand All | Collapse All

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

7 of 7 Required Files

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Click submit in both sections to send the packet forward

Submit

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 Successfully Submitted

Home **Your Packets** Cougar Kean

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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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 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
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.