KEAN

Description of June Activities & Applications for Existing Resources*

Submission of Applications for Existing Resources

(due Monday, February 9, 2026)

During the month of June, Kean University will partner with its faculty, in a voluntary capacity, to advance University goals in one of three primary focus areas: Research/Creative Works and Scholarly Activity, Curriculum Development, or Service. As part of this initiative, participating faculty will identify which of these focus areas they will work on during the month of June.

The purpose of identifying one of the three focus areas for the month of June is two-fold:

1. The University will use the information for data gathering and reporting purposes (HERD survey; Open Educational Resources reporting, etc.); and
2. The University would like for each College Committee to determine whether there are any existing resources that can be distributed to the faculty to execute their research or projects.

Faculty may make an application to the College Committee's on Research (CCOR) or the College's Committee on Teaching and Service (CCTS) under any of the three focus areas to facilitate support (e.g., travel to archival collections, to field sites, or to laboratories with specialized equipment in the case of scholarly projects; to work with collaborators or attend a developmental workshop for curriculum development projects; or to visit ongoing projects or learn from recognized experts for service projects, etc.), gather data locally, or acquire materials to study during the month of June under the auspices of relevant University research award programs that may occur earlier in the academic year. *Please note that all support and assistance is contingent upon the availability of resources or support and the needs of the University.*

Focus Areas:

Research/Creative Works and Scholarly Activities: Faculty who are awarded Released Time for Research (RTR) will continue working on their research until June 30. While recipients of the RTR award do not need to submit the June Activities reporting form, they may submit applications for existing resources.

Scholarly Projects not attached to RTR: June is an ideal time for faculty who do not have active research programs to propose ways to reinvigorate their research agenda with incremental steps that may yield an active publication program in two to three years. Faculty seeking additional resources for their research project can request that the CCOR review their proposals. All faculty choosing this option will need to submit a brief form, the substance of which is explained on page 3 of this document (*Overview of Interfolio Forms*). The process itself will be entirely electronic with the application and review process mounted in *Interfolio*.

**Information based on May 2022 Letter of Agreement on Advancing Faculty and University Goals in Research, Curriculum Development and Service*

Applications should describe the project to be undertaken during the month of June and specify the deliverables expected. The CCOR will review the forms and will advise the Dean on the allocation of any existing resources that may be available to support research projects undertaken in June (e.g., support for travel to collections, purchase of data sets, etc.).

Curriculum Development or Service Activities: All faculty seeking additional resources for their project in this focus area can request that the CCTS review their proposals. Each College's CCTS shall evaluate June proposals for Curriculum Development and Service and make recommendations to the Dean for allocation of any existing resources that can be distributed to faculty to execute their project. Applications should describe the project to be undertaken during the month of June and specify the deliverables expected. This may include small, internal grant allocations, availability of travel funds, and other supports made available at the College level or recommended from the College level for University-wide consideration.

Curriculum Development Activities: This is a broad category ranging from the modification of syllabi, identification or creation of Open Educational Resources, the creation of new courses and new programs of study, explorations of new modes of delivery for existing courses, and collaboration with faculty colleagues to foster linkages between and among courses (e.g., a basic writing course paired with a course in another area of inquiry, or scholars in, say, political science, sociology and history working together to surface shared themes from their respective disciplinary perspectives in courses on migration).

Service Activities: Service projects can address needs at the University or in the surrounding community, commensurate with the proposing faculty member's interests and the University's strategic goals. Examples could include, but are not limited to: work with the Office of Entrepreneurial Educational Initiatives to mount summer programs for middle and high school students; helping to develop recruitment programs for the faculty member's academic program(s); planning a new laboratory, or anything else that advances Kean's and the faculty member's interests beyond the classroom.

Note: Faculty who receive support to conduct research and scholarly activities, curriculum development or service in June will not be offered Summer Session I assignments, unless approved by the Dean.

Identification of Unassigned or Unstructured Time for All Faculty

(due Friday, May 8, 2026)

During the month of June, faculty will be asked to identify which of the focus areas they will work on during their unassigned or unstructured time. The purpose of identifying one of the focus areas for the month of June is solely for data gathering and reporting purposes (HERD survey; Open Educational Resources reporting, etc.). Faculty are asked to voluntarily submit a reporting form via Interfolio (example below) and the university agrees that no adverse personnel actions shall be based on the information obtained by the faculty forms. Faculty electing not to complete the form are still required to perform responsibilities as per Article XII of the Collective Negotiations Agreement. Please note that faculty who are awarded Released Time for Research (RTR) will continue working on their research until June 30. Therefore, the recipients of the RTR award will not be required to complete an additional form.

OVERVIEW OF INTERFOLIO FORMS:

Application for Existing Resources

Faculty may make an application to the College's Committee on Research (CCOR) or the College's Committee on Teaching and Service (CCTS) under any of the three streams (Research/Creative Works and Scholarly Activity, Curriculum Development, or Service) to facilitate support (e.g., travel to archival collections, to field sites, or to laboratories with specialized equipment in the case of scholarly projects; to work with collaborators or attend a developmental workshop for curriculum development projects; or to visit ongoing projects or learn from recognized experts for service projects, etc.), gather data locally, or acquire materials to study during the month of June under the auspices of relevant University research award programs that may occur earlier in the academic year. *Please note that all support and assistance is contingent upon the availability of resources or support and the needs of the University.*

- Name, College, School/Department
- Please select one: Research/Creative Works Project, Curriculum Development Project, Service Project
- Title of the Project
- Brief Description of the Project *(200-word maximum)* – this should include goals for the month. Please be as specific as possible and describe any deliverables. Accomplishing tasks enroute to a larger goal is encouraged.
- What resources are you requesting? Please be as specific as possible.
- How much funding is requested for the project?
- Acknowledgement that you are submitting an application for existing resources for activities to be performed in the month of June.

June Activities Form: Identification of Unassigned or Unstructured Time for All Faculty

During the month of June, faculty will be asked to identify areas they will work on during their unassigned or unstructured time. The purpose of identifying one of the focus areas for the month of June is solely for data gathering and reporting purposes (HERD survey; Open Educational Resources reporting etc.).

- Name, Kean ID Number, Rank, College, School/Department
- Please check all that apply: Research/Creative Works Project, Curriculum Development Project, Service Project
- Title of the Project(s)
- Brief Description of the Project(s) (*200-word maximum)* – this should include goals for the month. Please be as specific as possible and describe any deliverables. Accomplishing tasks enroute to a larger goal is encouraged.