

# EXTERNAL REVIEW

## *The Nuts & Bolts*

- ✓ **KEY RESOURCE: Faculty Processes & Forms Website!**  
*Your one stop shop for the Calendar & External Review LOA!*
- ✓ **ALL THINGS INTERFOLIO: [interfolio@kean.edu](mailto:interfolio@kean.edu)**  
*Please route all inquiries and technical issues here!*
- ✓ **VPAA Faculty Process Team:**
  - Marianne Gass – [marianng@kean.edu](mailto:marianng@kean.edu)
  - Heather Stender – [hstender@kean.edu](mailto:hstender@kean.edu)
  - Dean Burrell – [dburrell@kean.edu](mailto:dburrell@kean.edu)

# IMPORTANT DEADLINES

- ✓ **Mid-Late February:** Case Packets for Tenure/Promotion Opened
- ✓ **February 13:** Proposed External Reviewer Names Due (*tenure candidates*)  
& Deadline for Faculty notification of intent to apply for Promotion
- ✓ **March 3:** Proposed External Reviewer Names Due (*promotion candidates*)
- ✓ **March 30:** Materials for External Review Due in *Interfolio*
- ✓ **April 17:** Materials distributed to potential External Reviewers
- ✓ **August 7:** Assessment due from External Reviewers
- ✓ **September/October:** Full Reappointment/Promotion case packets due

# External Reviewers must be...

- Associate or Full Professors for tenure/promotion to Associate Professor
- Full Professors for promotion to Professor
- Recognized for their experience in your field and/or subfield

## Who cannot serve as an external reviewer?

Appropriate reviewers should not be in a position to benefit from your promotion.

In keeping with standard professional principles regarding conflict of interest, reviewers may not be:

- Co-authors (this includes poster presentations, special journal editions, etc.)
- Former thesis advisors, thesis students, or members of your dissertation committee (no one that was materially involved in your graduate study)
- Individuals with whom you have collaborated within the past four years
- Individuals with whom you have a financial relationship
- Relatives, household members, or anyone with whom you have a close personal relationship; this includes your spouse/partner, parents, or dependent children
- Current faculty members at Kean University
- Individuals who have employed you within the past 12 months

# Who proposes external reviewer names, how many are needed, and how do we submit our lists?

Three (3) to five (5) potential reviewer names are proposed by the individuals below *(for a total of 9-15 names)*:

- Candidate
- Chair of the candidate's department (or Chair of a special promotion committee appointed by the College Dean)
- For candidates seeking promotion to associate professor, a committee of the tenured faculty who are associate and full professors
- For candidates seeking promotion to full professors, a committee of the tenured faculty who are full professors.

Information needed on each reviewer:

- Individuals' name
- Title
- Affiliation
- Area of expertise
- Email address

Names should be added to a shared spreadsheet no later than **Feb. 13/Mar. 3**  
(you will receive an email from [interfolio@kean.edu](mailto:interfolio@kean.edu) with a link)

**It is your responsibility to review the list and ensure there are no conflicts of interest.**

You will also have the opportunity to strike names for just cause (with justification).

List of proposed External Reviewers finalized by March 18.

**Do not reach out to or  
contact any of the  
potential reviewers!  
Outreach is coordinated  
by the Provost's office.**

# Materials required for External Review

Due March 30

## ➤ Current CV

## ➤ Scholarly Activities Vitae with Copies of Work:

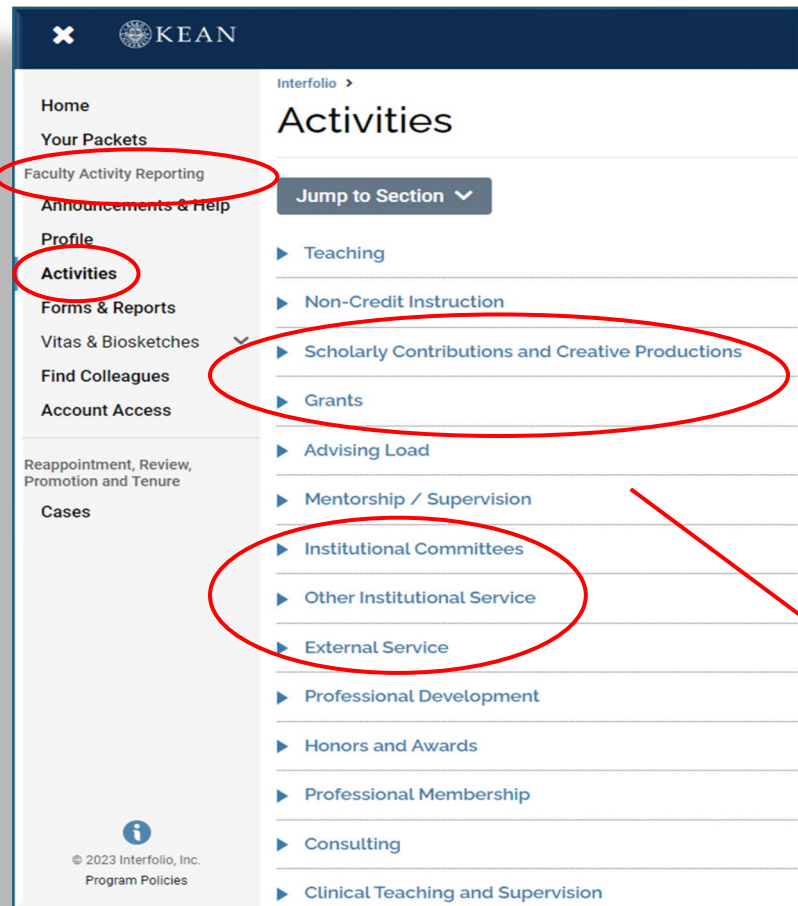
- The following FAR Sections and associated attachments are shared:
  - \*\*Scholarly Contributions and Creative Productions\*\*
    - You should include PDFs of all scholarly work since your first semester at Kean as a tenure-track faculty member, or since your last promotion – reviewers must receive copies of all work in order to complete a full review on your scholarship!
  - Grants
  - Institutional Committees, Other Institutional Service, External Service

## ➤ Research Statement that contextualizes your work for external reviewers.

- You should explain how the individual contributions in article, chapter or book form, or other non-traditional scholarship/creative work add up to a larger scholarly trajectory. Please use this statement to explain the larger scope of your work and what contributions you wish to make to your scholarly field.

## ➤ Letter to Reviewers *(prepared by Provost's office)* detailing your teaching load as well as the University's expectations of Kean faculty, to help contextualize the review of your scholarly work.

- A copy of this letter will be shared with you before dissemination to External Reviewers



- **You can make updates to FAR Activities Sections at any time!**  
Start doing this now, you do not need to wait to receive your case packet!

# How it will look...

- Start updating your **CV** and crafting your **research statement** for external reviewers now, so they're ready to add as soon as the case packet is opened!

## Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

### Faculty Activity Reporting Vita Locked

[View History](#)[Unlock](#)

Title	Details	Actions
<input type="checkbox"/> Scholarly Activities Vitae Spring 2017 - Spring 2023   3 attachments included	Generated Feb 3, 2023	<a href="#">Edit</a>

### Candidate Documents Locked

[Unlock](#)

#### Curriculum Vitae 1 required

[Add File](#)

Title	Details	Actions
<input type="checkbox"/> CV	Added by Marianne Gass Feb 3, 2023	<a href="#">Edit</a>

#### Statement on Research for External Review 1 required

[Add File](#)

Title	Details	Actions
<input type="checkbox"/> 2024 External Review Letter to Reviewers - Tenure	Added by Marianne Gass Apr 19, 2024	<a href="#">Edit</a>
<input type="checkbox"/> Research Statement for External Review	Added by Marianne Gass Apr 19, 2024	<a href="#">Edit</a>

# Best Practices & Pro Tips...

- The **FAR MODULE** (“Activities” sections) is available to all faculty, all the time
  - Be proactive in entering information on an ongoing basis to save you time when deadlines roll around!
- **NAME YOUR FILES** in a way that makes sense from the start!
  - The way you name your documents is very important for a seamless review!
  - Name files in a way that makes it obvious to reviewers (and yourself) what they are.
  - Documents will appear in a list as hyperlinks with the file name used at the time of upload.
- **Don’t forget to REGENERATE!**
  - Anytime new information is added to FAR, vitas must be **REGENERATED** for the updates to pull in
  - Vitas have specific time periods based on the process – check the date on the activity!
- **Use the “PREVIEW PACKET” button to your advantage!**
  - This will show exactly how the information is presented and will be viewed by external reviewers.
  - If something doesn’t look right to you, it won’t look right to them!

# THIS IS WHAT REVIEWERS WILL SEE...

The screenshot displays a reviewer interface. On the left is a sidebar with a menu icon at the top. Under the 'SUPPORTING MATERIALS' section, the following items are listed: 'Scholarly Activities Vitae (Spring 2017-Spring 2023)' (circled in red), 'Attachments from Scholarly Activities Vitae (Spring 2017-Spring 2023)' (circled in red), and 'Scholarly Contributions and Creative Productions' (circled in red). Below these are links for 'Previous Professional Experience.docx', 'Test Document 2.docx', and another 'Previous Professional Experience.docx'. Further down, there is a 'CV' link with a red arrow pointing to it, and a '2024 External Review Letter to Reviewers - Tenure' link with a red star and a red arrow. At the bottom of the sidebar is a 'Research Statement for External Review' link with a red arrow. The main content area on the right shows a vita summary for 'Cougar Kean, Spring 2017 - Spring 2023, Scholarly Activities Vitae Staff, interfolio@kean.edu'. Below this is a section titled 'Scholarly Contributions and Creative Productions' with a 'Book' subsection containing 'Submitted' and 'In Progress' entries, and a 'Presentation' subsection containing an 'Accepted' entry. A blue box with white text is overlaid on the left side of the main content area, providing instructions about the 'Scholarly Activities Vitae' link and the CV, Letter to Reviewers, and Research Statement links. At the bottom of the interface, there are navigation icons and a page indicator '1 / 1'.

Search PDF Search

▼ SUPPORTING MATERIALS

Scholarly Activities Vitae (Spring 2017-Spring 2023)

▼ Attachments from Scholarly Activities Vitae (Spring 2017-Spring 2023)

▼ Scholarly Contributions and Creative Productions

Previous Professional Experience.docx

Test Document 2.docx

Previous Professional Experience.docx

CV

★ 2024 External Review Letter to Reviewers - Tenure

Research Statement for External Review

The “**Scholarly Activities Vitae**” link will show the vita summary and associated attachments of scholarly/creative work.

Click the toggles to drill down within each section to view all uploaded documents.

The candidates **CV**, **Letter to Reviewers**, and **Research Statement** will be linked below the Vitae section. Click each link to view the documents.

Cougar Kean  
Spring 2017 - Spring 2023  
Scholarly Activities Vitae  
Staff  
interfolio@kean.edu

Scholarly Contributions and Creative Productions

Book

Submitted

Kean, C. (2021). Test. Test (Vol. 12, p. 100). Test Pub.

In Progress

Kean, C. (n.d.). Test.

Presentation

Accepted

Kean, C. (2021, August). Test. Test 1. NJ: Kean.

Previous Material < 1 / 1 > Next Material



# Nuances of the submission process...

- Your case packet will reflect all usual requirements for the full reappointment or promotion process (i.e., peer observations, teaching plan, service plan). However, **external reviewers are only reviewing your scholarship** so ONLY the scholarly activities vitae with attachments, CV, Research Statement and Letter to Reviewers are needed by March 30 and will be shared with reviewers.
- You will need to click the *Submit* button in both the *Candidate Documents* and *Faculty Activity Reporting* sections of the case packet. You must hit submit under both sections in order for the documents to come through the system and be shared with external reviewers.
- Your materials will not automatically route to the department ARTP committee until the reappointment/promotion cycle is underway in Fall 2026.
- After external review is complete (by mid-August), your case packet will be unlocked so you can add the additional documents required for reappointment (student evaluations, course observations, etc.)
- Please note that while several *Candidate Documents* sections and *Forms* will be set to optional in order to facilitate submission of your packet for external review, several of these sections are required and the system will be updated to reflect this after your materials for external review have been submitted.
- Once External Reviewers have completed their assessment, the scholarly activities vitae will be reset to the full reappointment/promotion vitae for review by committees.

# QUESTIONS?

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*Your one stop shop for Calendars, Instructions & Interfolio Guides!*

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