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**

Please route all inquiries and technical issues here!

✓ **VPAA Faculty Process Team:**

- Marianne Gass – mariannng@kean.edu
- Heather Stender – hstender@kean.edu
- Dean Burrell – dburrell@kean.edu

IMPORTANT DEADLINES

- ✓ **Early January 2027: Case Packets for Tenure/Promotion Opened**
- ✓ **February 4, 2027: Proposed External Reviewer Names Due**
- ✓ **March 29, 2027: Materials for External Review Due in *Interfolio***
- ✓ **April 16, 2027: Materials distributed to potential External Reviewers**
- ✓ **August 6, 2027: Assessment due from External Reviewers**
- ✓ **September/October 2027: 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. 4**
(you will receive an email from 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 11.

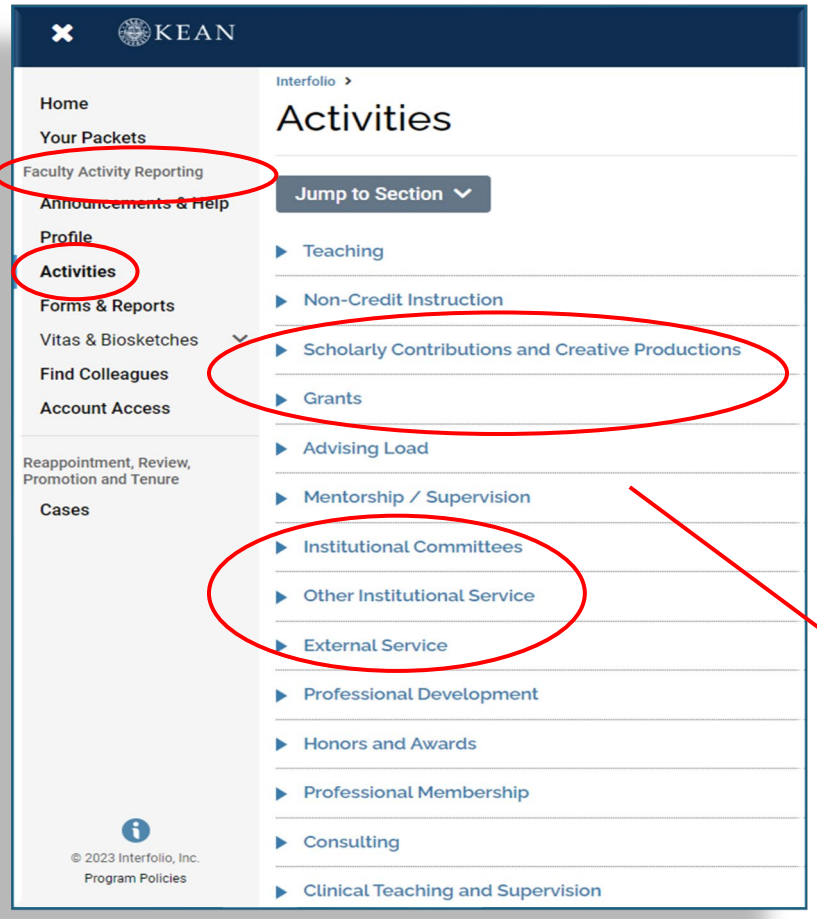
Do not reach out to or contact any of the potential reviewers! Outreach is coordinated by the Provost's office.

Materials required for External Review

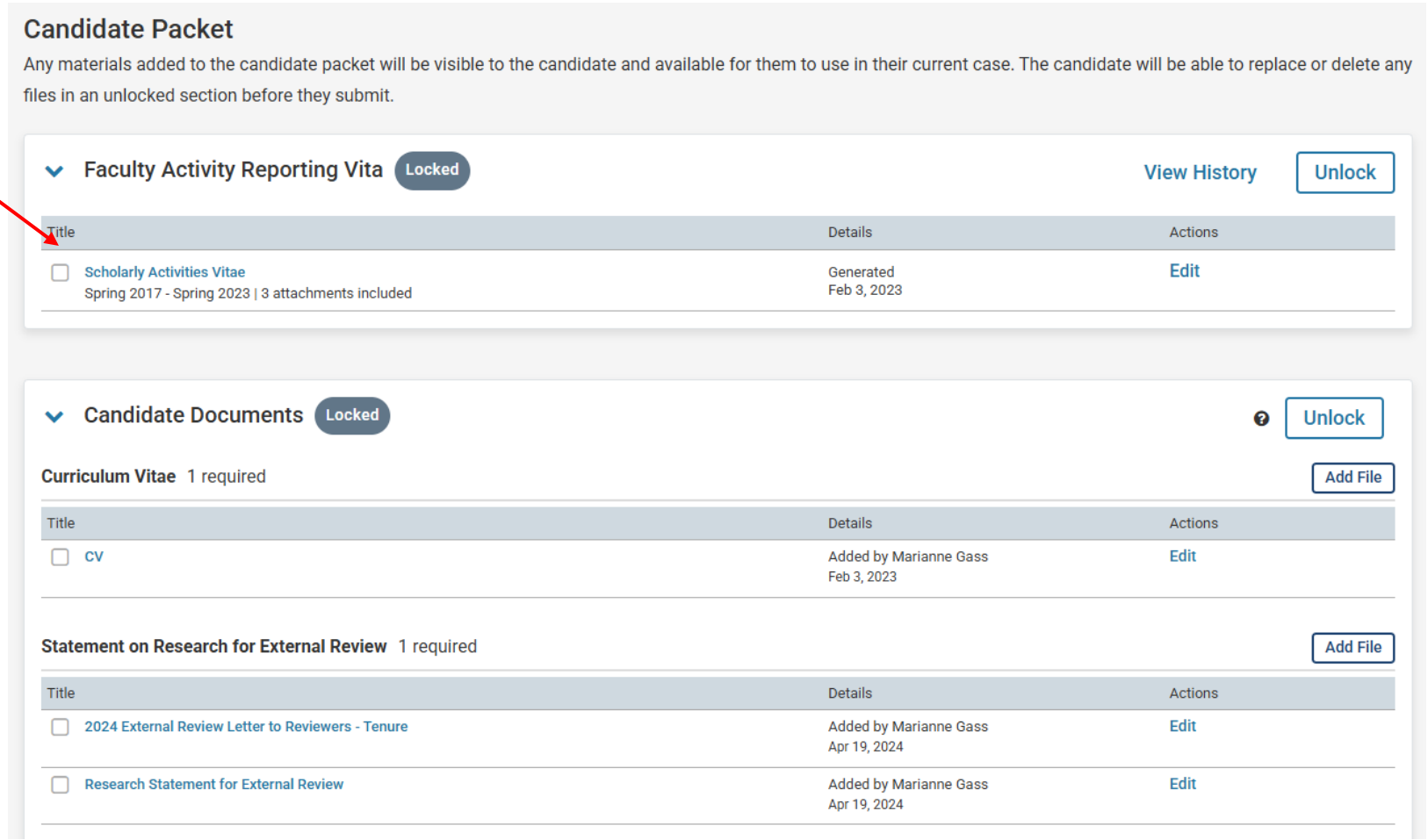
Due March 29

- **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 accessible 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

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!



- **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!

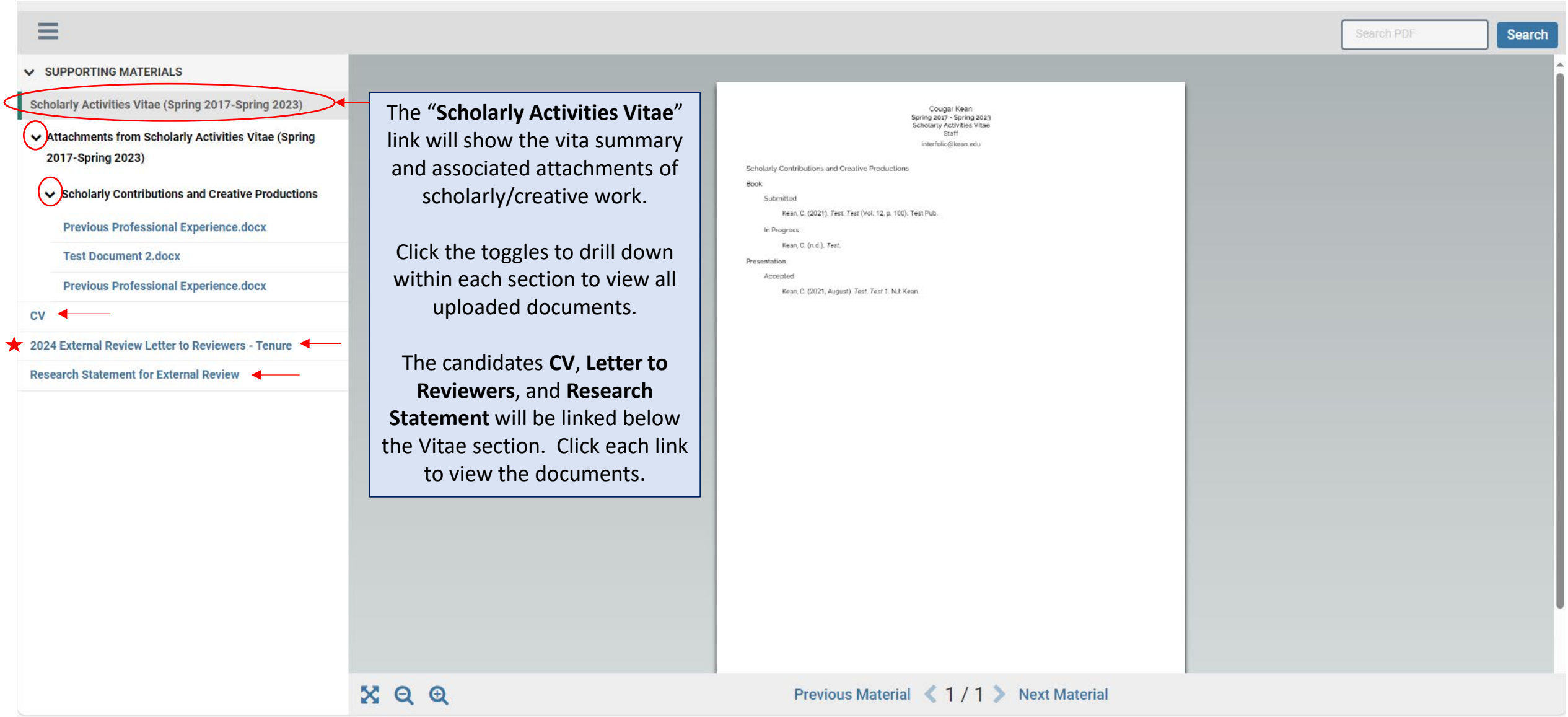
Best Practices & Pro Tips…

- **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.
    - Manage documentation in FAR and update over time to reflect the final status of your work (Example: for a publication, include the latest stage of the document and remove attachments associated with earlier statuses (abstracts, invitations, drafts, revisions, etc.)
      - You want to make it as easy as possible for reviewers to know what the most important attachment related to a specific activity is
      - Best to upload substantive attachments (uploading less demonstrative materials misses the opportunity to highlight your best work when hundreds of attachments are included)

- **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…



Nuances of the submission process…

- Your case packet will reflect all usual requirements for the full reappointment or promotion process (i.e., peer observations, student evals, holistic statement). 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 29 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 2027.
- 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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