

INTERFOLIO BASICS

For All Faculty & All Processes

Marianne Gass, Director, Office of the Provost

All Things Faculty & *Interfolio*: marianng@kean.edu

- ✓ **Inquiries and technical issues:** interfolio@kean.edu
- ✓ **KEY RESOURCE: Faculty Processes & Forms Website!**
Your one stop shop for Calendars, Instructions & Interfolio Guides!

To Log-In:

Go to interfolio.com

- Select "Interfolio Sign-In" (top right corner) and "United States"
- Select "Sign in with partner institution"
- In search box, type Kean University
- Sign in using your SSO Kean credentials.

Alternatively, you can log-in by going to **myapps.kean.edu**

- Log-in w/SSO Kean credentials
- Select the *Interfolio* tile from the list of all programs available on myapps.

FACULTY PROCESSES: GENERAL TIMELINES AND REVIEW STEPS

2nd-6th Year Tenure-Track:** Submission of materials early September (Dept. ARTP - College RT - Provost - President - December BOT)

***Note about External Review: During their 6th year, faculty are reviewed for tenure, linked with Promotion. The external review process begins in the Spring semester prior to the reappointment cycle for the next year. The candidate, chairs, and senior faculty in the department will be asked to nominate potential reviewers.*

First Year Tenure-Track: Submission of materials mid-November (Dept. ARTP - Dept. Chair - Dean - Provost - President - March BOT)

Promotion: External Review - Spring semester prior to application

Submission of Materials early October (Dept ARTP/DPC* - UPC - Provost - President - March BOT)

**In departments that do not have enough tenured faculty at or above the rank being applied for, special committees with faculty outside the department are required.*

A full-time faculty member who recently received a promotion or range adjustment award must complete four years in the rank or range before applying for another promotion.

Lecturer Reappointments: Submission of Materials mid-January (Dept Chair/Director - Dean - Provost - President - May BOT)

Range Adjustment: Submission of Materials early January (Dept. ARTP - URAC - Provost - President - May BOT)

A full-time faculty member who recently received a promotion or range adjustment award must complete three years in the rank or range before applying for another range adjustment.

Sabbatical: Submission of Materials mid-January (Dept ARTP - College RT - Provost - President - May BOT)

A-328 (post-tenure, every 5 years): Submission of Materials early March (A-328 Committee - Dean - Career Development Committee - President & May BOT, if required)

**A special committee is formed by the faculty member in consultation with the Department Chair.*

RTR & June Activities: Submission of Materials early Spring semester (CCOR/CCTS - Dean - Provost - March/April Decisions)

EVERYTHING GOES VIA *INTERFOLIO*!



Two Main Modules:

1. Faculty Activity Reporting (FAR): Unique to you! Always available - updates can be made at any time – once information is added, it lives here forever! This is your best friend!

- Captures basic profile information and data on teaching, scholarly contributions, grants, advising, committee work, honors/awards, etc.
- Information and attachments entered here pull into the “Vita” section of relevant case packets in RPT
 - Student Course Evaluations are added to the “Teaching” section
 - Copies of manuscripts/creative work are added to the “Scholarly Contributions” section

2. Reappointment, Review, Promotion and Tenure (RPT): Individual cases for all faculty processes are created and managed here:

- **Your Packets** = Cases unique to you (*Reappointment, Promotion, A-328, RTR, etc.*)
- **Cases** = Faculty materials that require your review/action

Faculty Activity Reporting (FAR) Views

 KEAN

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Reappointment, Review,
Promotion and Tenure
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Interfolio >

Activities

Jump to Section ▾

- ▶ Teaching
- ▶ Non-Credit Instruction
- ▶ Scholarly Contributions and Creative Productions
- ▶ Grants
- ▶ Advising Load
- ▶ Mentorship / Supervision
- ▶ Institutional Committees
- ▶ Other Institutional Service
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- ▶ Honors and Awards
- ▶ Professional Membership
- ▶ Consulting
- ▶ Clinical Teaching and Supervision


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Program Policies

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Interfolio >

Profile

Jump to Section ▾

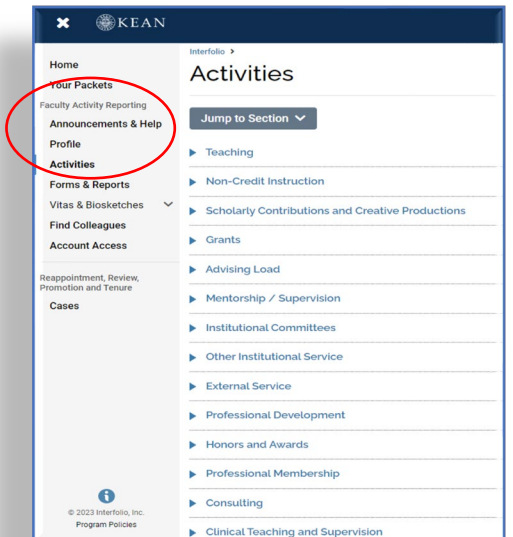
- ▶ Personal Information
- ▶ Contact Information
- ▶ Academic Position
- ▶ Work Experience
- ▶ Degrees
- ▶ Professional Licensures & Certifications
- ▶ Rank and Promotion History
- ▶ Administrative Appointments
- ▶ Military Experience
- ▶ Interests
- ▶ Biography

Go Back



Faculty Activity Reporting (FAR) PROFILE & ACTIVITIES Updates:

- **Teaching; Clinical Teaching/Supervision; Non-Credit Instruction:**
 - Teaching – Includes all courses with associated TCH; **Upload Student Course Evaluations here!**
 - Clinical Teaching/Supervision (health related professionals) & Non-Credit Instruction (non-health related) – any clinical teaching or student supervision not included in the courses listed under the Teaching section (does not have associated TCH)
- **Scholarly Contributions/Creative Productions** – **Copies of manuscripts/creative work are uploaded here!**
- **Grants**
- **Advising Load; Mentorship/Supervision:**
 - Advising Load - Reference *Colleague* (Faculty Portal) and *Navigate* for current undergraduate advisee list; Masters and Doctoral advisees should only include students who you provide academic advisement to
 - Mentorship/Supervision - Masters and Doctoral students whose research or thesis you direct, or any thesis or dissertation committee on which you serve
- **Professional Development** – Includes internal & external activities (CTL workshops, trainings/conferences, continuing professional education, CEU activities etc.)
- **Institutional Committees; Other Institutional Service; External Service**
- **Contact Information; Degrees; Current Position; Administrative Appointments**
- **Honors and Awards; Professional Licensures & Certifications; Professional Memberships**
- **Work Experience; Consulting**



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

This screenshot shows the Kean Interfolio Profile page. The left sidebar contains navigation links: Home, Your Packets, Faculty Activity Reporting, Announcements & Help, Profile (selected), Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'Profile' and has a 'Jump to Section' dropdown. Below this, there are expandable sections: Personal Information (with an 'Edit' button circled in red), Contact Information, Academic Position, Work Experience, Degrees, Professional Licensures & Certifications, Rank and Promotion History, Administrative Appointments, Military Experience, Interests, and Biography. The 'Personal Information' section is expanded, showing fields for First Name, Middle Initial, Last Name, Suffix, Race / Ethnicity, Country of Origin, and Languages. The 'Contact Information' section is also expanded, showing fields for Office Number, Office Building, Street 1, Street 2, City, and Union.

Note that some fields are locked for editing.
If you notice any discrepancies or missing information
email interfolio@kean.edu for assistance.

This screenshot shows the Kean Interfolio Profile page with the 'Academic Position' section expanded. The 'Add' button is circled in red, and a red arrow points to it. The 'Academic Position' section includes fields for Current Academic Rank, Position Title, and a description field. Below this, there are sections for Work Experience, Degrees, and Professional Licensures & Certifications, each with an 'Add' button. The 'Professional Licensures & Certifications' section is expanded, showing fields for Title, Month / Year Originally Conferred, and Month. The bottom of the page has a row of buttons: Save, Save and Add Another, Save and Go Back (circled in red), and Cancel.

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.

The screenshot shows the Kean University Faculty Activity Reporting (FAR) system interface. The left sidebar contains navigation links: Home, Your Packets, Faculty Activity Reporting, Announcements & Help, Profile, Activities (highlighted), Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area has a 'Jump to Section' dropdown and a list of sections: Teaching, Non-Credit Instruction, and Scholarly Contributions and Creative Productions (expanded). Below the sections, there is a search bar and a table of activities. The table has columns: Type, Title, Outlet, Year Pub, Status, Term, Origin, and Actions. The 'Term' column is circled in red. The 'Actions' column contains icons for edit (pencil), delete (X), and duplicate. A callout box points to the pencil icon, stating: 'Select the pencil icon to edit. "X" will delete an entry'. Another callout box points to the 'Add' button, stating: 'Click "Add" to populate a section with new information'. A third callout box points to the 'Manage Status' button, stating: '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. Do not use the Winter term for any activities in FAR (use Fall/Spring/Summer) – Winter term is only used for teaching uploads'. A fourth callout box points to the 'Add' button in the 'Manage Status' window, stating: 'Click "Add" to update status. Do not edit a prior status unless it is incorrect.' The 'Manage Status' window shows a table with columns: Status, Semester, and Actions. The 'Status' column is circled in red.

Sections in FAR allow you to sort the activities within each section by field (publisher, year, term, etc.), making things easier to find. The scholarship section also has a search bar.

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.

Do not use the Winter term for any activities in FAR (use Fall/Spring/Summer) – Winter term is only used for teaching uploads

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	  

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	

* Indicates required field

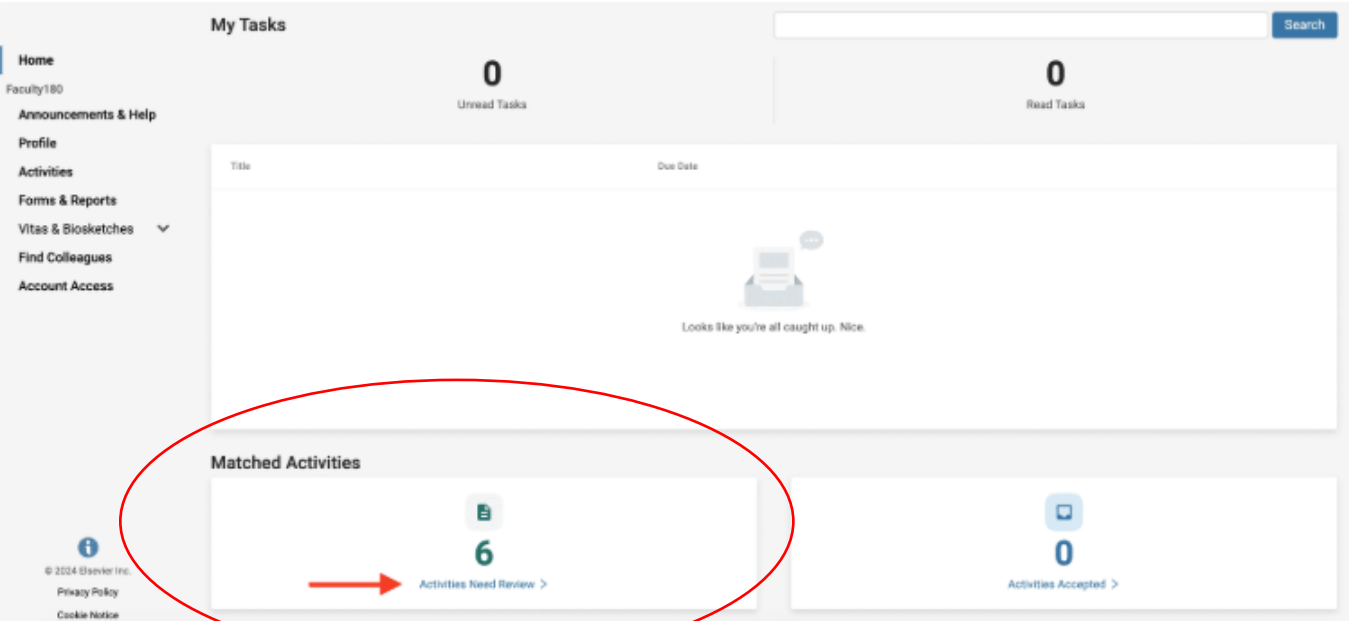
Introducing New FAR Feature! Interfolio Data Service (IDS)

IDS combs millions of publication records, cleans up the data behind the scenes, and flags it for validation by you!

- Throughout the year, IDS seeks out and pulls in data about academic work you have done, including books, book chapters, journal articles, and proceedings publications.
- IDS cleans up the data automatically before you see it.
 - This includes formatting the data, making sure different scholars with similar names are connected with the correct data, and consolidating duplicate records.
- IDS then allows you to validate the matched academic data and saves it to FAR.
- This is all in an effort to **SAVE YOU TIME** in manual entry!

Step 1

Navigate to your Matched Activities



On your Interfolio homepage, scroll down to locate your matched activities. Select *Activities Need Review* to open the *My Records* page.

Introducing New FAR Feature! Interfolio Data Service (IDS) *Cont.*

Step 2

Select a Record to Edit and Add Activity Classifications

Matched Activities

Need Review **25** Accepted **1** Deleted **24**

Review, accept, or delete the activities we found based on your information. Please note a few limitations: the term information is set to the first term used at your institution, and you can process only one page at a time when managing multiple activities. Learn more about [how to use the Interfolio Data Service](#).

Search

1-25 of 25 Results Show 50

☒ ACCEPT ACTIVITIES ☐ DELETE

☐	Title of Activity ↑	Type	Date Published	Source	Required fields ⓘ
☐	[OLD CREATE]hacking the bus won't do anything, we need to connect the wireless SMS port! aray! 2022-11-25T13:07:03.159Z	Untagged	2003	Source 🔗	Fields need data
☐	[OLD CREATE]If we quantify the matrix, we can get to the COM capacitor through the digital HTTP panel! aray! 2022-11-	Untagged		Source 🔗	Fields need data
☐	[OLD CREATE]I'll copy the auxiliary SSL feed, that should pixel the RSS pixel! aray! 2022-11-15T18:15:28.661Z	Proceedings Publication	2001	Source 🔗	Complete
☐	[OLD CREATE]I'll override the 1080p SQL card, that should panel the RAM firewall! aray! 2022-11-25T13:06:30.833Z	Proceedings Publication	2003	Source 🔗	Complete
☐	[OLD CREATE]I'll program the wireless COM pixel, that should	Untagged	2018	Source 🔗	Fields need data

To edit, accept, or delete activities, click the hyperlinked **Title of Activity** to open the *Step 1: Record Information* window on the right-hand side.

Step 3

Bulk Accept/Delete Activities

Accept activities

1 selected activity can be accepted and will be placed in Faculty180 for use at your institution.

2 cannot be accepted because they are missing required data. You will need to complete the required fields before accepting.

Activities that can not be accepted

- [OLD CREATE]If we quantify the matrix, we can get to the COM capacitor through the digital HTTP panel! aray! 2022-11-25T13:06:41.487Z
- [OLD CREATE]hacking the bus won't do anything, we need to connect the wireless SMS port! aray! 2022-11-25T13:07:03.159Z

☒ ACCEPT 1 ACTIVITY

☒	ACCEPT ACTIVITIES	Title of Activity ↑	Type	Date Published	Source	Required fields ⓘ
☒		[OLD CREATE]hacking the bus won't do anything, we need to connect the wireless SMS port! aray! 2022-11-25T13:07:03.159Z	Untagged	2003	Source 🔗	Fields need data
☒		[OLD CREATE]If we quantify the matrix, we can get to the COM capacitor through the digital HTTP panel! aray! 2022-11-	Untagged		Source 🔗	Fields need data
☒		[OLD CREATE]I'll copy the auxiliary SSL feed, that should pixel the RSS pixel! aray! 2022-11-15T18:15:28.661Z	Proceedings Publication	2001	Source 🔗	Complete
☐		[OLD CREATE]I'll override the 1080p SQL card, that should panel the RAM firewall! aray! 2022-11-25T13:06:30.833Z	Proceedings Publication	2003	Source 🔗	Complete
☐		[OLD CREATE]I'll program the wireless COM pixel, that should	Untagged	2018	Source 🔗	Fields need data
☐		[OLD CREATE]I'll transmit the cross-platform USB hard drive, that should transmitter the AGP	Proceedings Publication	2012	Source 🔗	Complete
☐		[OLD CREATE]overriding the sensor won't do anything, we need to back up the open-source	Proceedings Publication	2012	Source 🔗	Complete
☐		[OLD CREATE]The SAS feed is down, override the mobile transmitter so we can calculate the SQL	Proceedings Publication	2021	Source 🔗	Complete

Select the checkboxes next to the activities you want to manage. Click **Accept Activities** or **Delete Selected** to approve or remove the selected activities.

Completed recommendations will be added automatically to FAR, while any incomplete recommendations will be flagged for manual review before acceptance. If you delete an item by mistake, go to the *Deleted* tab and click **Restore** to recover it.

Updating the TEACHING Activities Section

This is where you will upload **student course evaluations**.

You must download copies of your course evaluations (Campus Labs/Watermark) and upload to FAR Interfolio does not pull these in automatically!

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).

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.

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Cases

Interfolio >
Activities
Jump to Section
Teaching
Elucian Colleague (our SIS) is the source for all enrollment data. This data is upload the enrollment data will be shown here when you are the primary instructor or co-instr
The Group Courses option can be used to group variable unit courses or cross-listed
For definitions of terms used in course enrollment report, please see the help page f
Any Clinical teaching and supervision listed here has TCH* associated with it.
Any supervision without TCH* associated should be included in the Non-credit activity;
Any supervision without TCH* associated for health related professionals should be li
*Teaching Credit Hours, as determined by your teaching load and faculty grid.
To access your Course Evaluations (formerly SIR II) please visit the Campus Labs we
Interfolio > Activity Input
View Teaching
Activity Input
View Teaching
Start Semester: Fall 2019
End Semester: Fall 2022
Refresh

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	KUU	75				Incomplete View
Totals		3		25	25			0	0		75				

Course Attachments
Fall 2021
Course: Syllabus Course Evaluation 1 Peer Evaluation Other Add
HIST 1062 26

Once uploaded, you can select the number under the heading to view the document

Course Attachments
Attachment Type*: File
Attachment*: Choose File No file chosen
Type*: Course Evaluation
Course: HIST 1062 26
Upload
Upload Cancel

Reappointment, Review, Promotion and Tenure (RPT) Views

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 A-328 2022-2023	Review	Last Submitted on Jan 10, 2023	Case due Mar 3, 2023	View
Kean University June Activities: Submission of Application for Existing Resources	Other	Last Submitted on Mar 9, 2023	–	View
Kean University June Activities: Identification of Unassigned or Unstructured Time	Other	Last Submitted on Mar 9, 2023	–	View
Kean University 2nd Year Faculty Reappointment Evaluation	Tenure			
Kean University Promotion for AY 2024-2025	Promotion			
Kean University First Year Tenure Track 2024	Reappointment			

➤ **Your Packets**
= cases to be completed by you

➤ **RPT Cases**
= faculty materials you will be reviewing

Cases

Search cases

Name ▾ Type ▾ Template Name ▾ Status ▾

Cases which are available for your review will appear listed here. If no cases are displayed, you may not currently have access to any cases.
If you have filtered the list of cases and no cases are displayed, there may be no cases matching the filters you have selected.

How Faculty Activity Reporting “speaks” to Cases in RPT:

Home

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

2nd Year Faculty Reappointment Evaluation

View Instructions

Preview Packet

Unit

Type

Packet Deadline Type

Packet Due Date

Kean University

Tenure

Soft Deadline

Sep 8, 2023

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

Locked

View

Type

✔ 2nd - 6th Year Faculty Reappointment Evaluation

Candidate Documents

Submitted Locked

View

Type	# Required	# Added
✔ Curriculum Vitae	1 required	1
✔ Faculty Observations	3 required	3
✔ Research Plan	1 required	1
✔ Teaching Plan	1 required	1
✔ Service Plan	1 required	1
✔ Evidence Supporting Attainment of Additional Departmental Criteria (if appropriate)	0 required	0
✔ Optional Statement by the Candidate	0 required	0
✔ Acknowledgement by Tenure Track Candidate	2 required	2

MATERIALS REQUIRED FOR MOST FACULTY PROCESSES:

1. **Interfolio FAR Updates!!** – include copies of student evaluations, publications

2. Candidate Documents:

Historical Curriculum Vitae

Holistic Summary on Scholarship/Creative Works, Teaching & Service (1,000-word max)

Peer Observations - two (2) required

Student Course Evaluations - Confirmation of FAR Upload

Optional/Other Required Statements

Kean University > Your Packets >

2nd Year TT Faculty Reappointment Evaluation

[View Instructions](#)

[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Tenure	Soft Deadline	Sep 4, 2026

[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

[Edit](#)

Type

✓ Tenure-Track Reappointment Vita

Candidate Documents

Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
● Curriculum Vitae	1 required	0
● Faculty Peer Observations	2 required	0
● Holistic Summary on Scholarship/Creative Works, Teaching & Service (1,000 word max)	1 required	0
● Student Course Evaluations (Confirmation of FAR Upload)	1 required	0
✓ Evidence Supporting Attainment of Additional Departmental Criteria (if appropriate)	0 required	0
✓ Optional Statement by the Candidate	0 required	0
● Tenure Track Candidate Acknowledgement & Verification Form	13 required	0



****Once you finish updating the Profile and Activities Sections in FAR, you MUST REGENERATE your faculty activity reporting vitae in order for the updates to be pulled into your case packet**

Kean University > Your Packets >

2nd Year Faculty Reappointment Evaluation

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Tenure	Soft Deadline	Sep 8, 2023

Overview **Packet**

☐ + Expand All - Collapse All

☐ **Faculty Activity Reporting Vita**
Not Yet Submitted **Unlocked**

Once you regenerate the vitae, the date will update

Title	Details	Actions
2nd - 6th Year Faculty Reappointment Evaluation Vitae Fall 2022 - Summer II 2023 3 attachments included	Generated May 22, 2023	Regenerate

Click the Regenerate hyperlink

Submit

Note that you may see “processing” for some time but the updates will be pulled in.

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

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 University > Your Packets >

2nd Year Faculty Reappointment Evaluation

Unit: Kean University Type: Tenure Packet Deadline Type: Soft Deadline Packet Due Date: Sep 8, 2023

Overview **Packet**

☐ Expand All ☐ Collapse All

☐

▼ Faculty Activity Reporting Vita

Not Yet Submitted Unlocked

Title	Details	Actions
2nd - 6th Year Faculty Reappointment Evaluation Vita	Generated May 22, 2023	Regenerate
Fall 2022 - Summer II 2023 3 attachments included		

☐

▼ Candidate Documents

Not Yet Submitted Unlocked

Curriculum Vitae 1 required, 1 Added

Title	Details	Actions
CV	Added May 22, 2023	Edit Remove

Preview

Submit

7 of 7
Required Files

Add

When you're ready to submit, you must click **SUBMIT** in **BOTH** sections of the case packet to ensure all materials are available to reviewers! If you only click submit in one section, those are the only materials that will be seen!

Packet Preview Screen

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



☐ Only show submitted sections.

Search PDF

Search

▼ FACULTY ACTIVITY REPORTING VITAE

2nd - 6th Year Faculty Reappointment Evaluation Vitae

▼ Attachments from 2nd - 6th Year Faculty Reappointment Evaluation Vitae

▼ Scholarly Contributions and Creative Productions

[Previous Professional Experience.docx](#)

[Test Document 2.docx](#)

[Previous Professional Experience.docx](#)

> CANDIDATE DOCUMENTS

[Faculty Observation](#)

[Faculty Observation](#)

[Faculty Observation](#)

[Teaching Innovation](#)

[Interfolio Document](#)

[CV](#)

[Test Document](#)

Cougar Kean
Fall 2022 - Summer II 2023
2nd - 6th Year Faculty Reappointment Evaluation Vitae
Staff
interfolio@kean.edu

Contact Information
City: Union
State or Province: NJ
Zip / Postal Code: 07083
Email Address: interfolio@kean.edu

Degrees
No activities entered.

Honors and Awards
No activities entered.

Professional Licensures & Certifications
Test, January 2020, New Jersey

Professional Membership
No activities entered.

Grants
No activities entered.

Current Position
No activities entered.

Administrative Appointments
No activities entered.

No activities entered.

The “2nd-6th Year Reappointment Evaluation Vitae” link will show you the generated vita – review all sections to confirm the information is complete based on the updates you made within the Profile and Activities sections.

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.

To make the page larger, use the magnifying glass



PRO TIPS...

- **The FAR Module** is available to all faculty, all the time – be proactive in entering information on an ongoing basis!
 - Utilize the IDS Feature to save time and manual entry (for scholarship)
 - 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)
 - Key attachments: student course evaluations and scholarly contributions/creative productions
 - If a student course evaluation isn't available, link a document noting this to the course in FAR so reviewers do not think it is missing
 - Ultimately, all attachments associated with scholarship/creative works and service are shared during external review (for tenure/promotion cases) – keep these attachments as concise and straightforward as possible for reviewers
- Make it a best practice to 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 (*example: GE1000 Student Course Evaluation Fall 2024; AY23-24 Service Plan, Peer Observation Dr. X GE1000 FA24*)
 - Test each of the links uploaded for ease of use, organization within context of other materials and ask yourself if the name of the link is intuitive to reviewers outside of your program
 - Only upload PDFs or Word documents - videos should always be hosted outside of the system and a link to them should be uploaded (not the video file).
- **REGENERATE** your vitae after making updates in FAR otherwise they will not pull in
 - Remember that only activities occurring during the specific review period are generated into a case packet
 - If it seems your vita is missing an activity, check the term for the activity.
 - Do not use the winter term for any activities in FAR. Winter term is used only for Teaching uploads.

PRO TIPS Continued...

- **PREVIEW PACKET!** Before submitting materials – this will show you how your materials appear to be reviewers!
 - Vitas can be previewed in FAR (without regenerating in a case packet) by going to Legacy Vitas, clicking the eyeball for the vita of interest, adjusting the date range, and refreshing. PDF print outs of the vita can be generated as well with clickable links to attachments.
 - For every attachment entered in FAR, there will be the blue [Attachment] button in the RPT vita viewer that lets reviewers click on the attachment and open it directly in the line item.
 - Not all information that is added to a FAR entry gets pulled into the RPT vita citation. Any info not showing that a candidate would like to be seen may be added to the title field of the entry to make it appear on the vita (e.g. journal rankings).
- Select “Submit” in BOTH sections of an RPT Case Packet (FAR Vita AND Candidate Documents)
 - A case packet moves forward in the review process as soon as one section is submitted! If you hit submit on the FAR vita, but not candidate documents, those documents will not be available to reviewers.
- RPT Cases: If an expected case packet is not showing on a reviewer/candidate's landing page, navigate to the "Cases" section under RPT and search for the packet to access it there.
- Committee Chairs can use the "Omit Requirement" feature under each required committee form in Case Details to move forward case packets in situations where committee members are not responding to form requirements.
- Only administrators or committee chairs can unlock case packets to allow candidates to add missing materials/regenerate their vitas after a deadline. This should not be done frequently and both FAR and Candidate Document sections need to be re-locked immediately.
 - Always email interfolio@kean.edu and the committee chair if changes to a case packet are required after a submission deadline!

QUESTIONS?

UPCOMING VIRTUAL SESSIONS (2026-2027)

All sessions meet on a Friday at 9am-10am*

- September 18 - Interfolio Basics (for all faculty)
- October 8 – Thursday College Hour – 1st Year Reappointment*
 - November 13 – Lecturer Reappointment
 - November 20 – Release Time for Research
- December 4 – Range Adjustment/Sabbatical
- December 11 – A-328 Post-Tenure Review
 - January 8 – June Activities
- January 15 – External Review for Tenure/Promotion