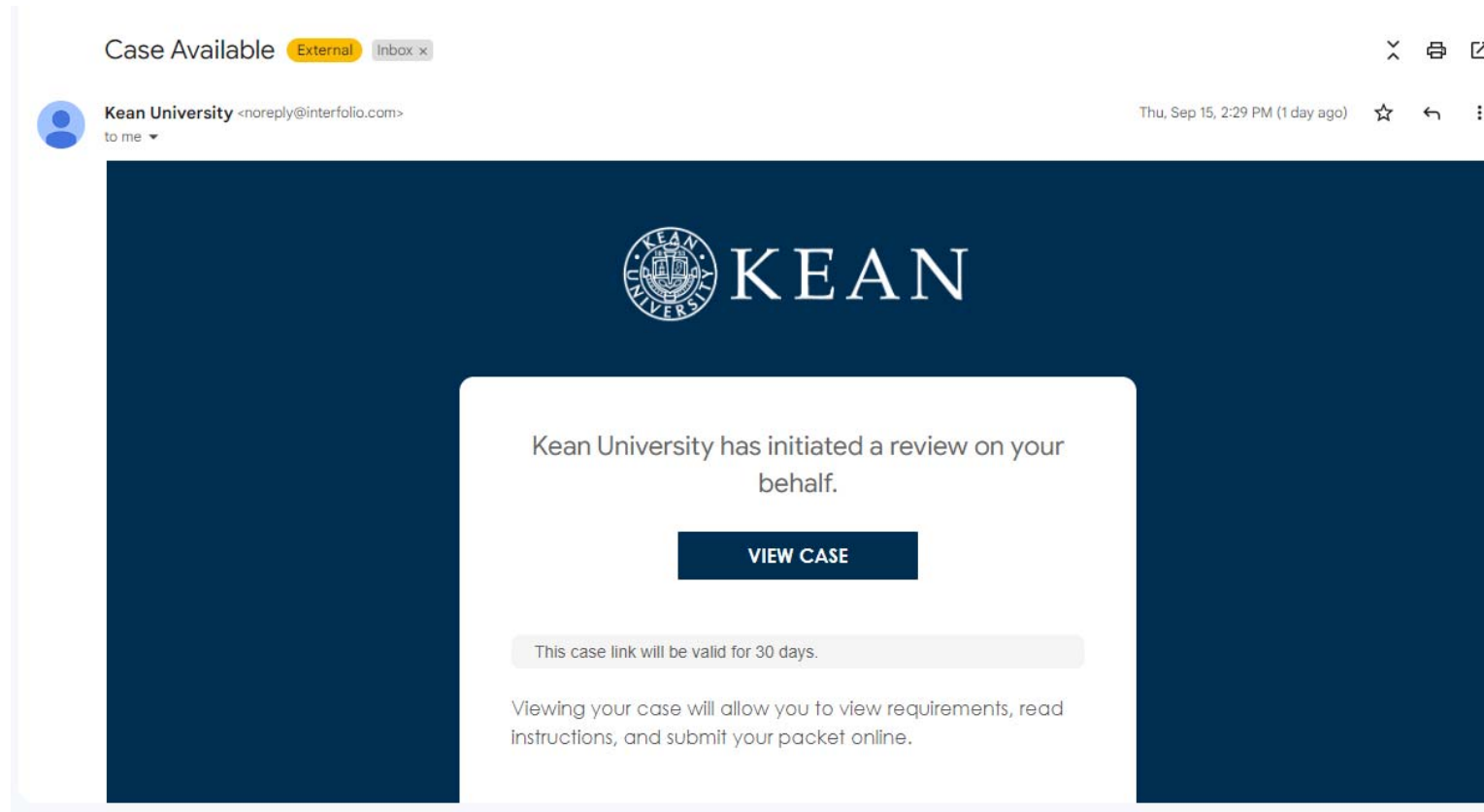


# Submitting an Application for RTR through Interfolio



You will receive an email from ***noreply@interfolio.com*** with a link to your case packet. Applications for RTR will open on Wednesday, December 21, 2022.

You can also log-in to Interfolio at any time by following the steps below:

Go to [www.interfolio.com](http://www.interfolio.com)


Select Log-In


Select "Sign in with partner institution"


In search box, type Kean University and sign in using your Kean credentials.

After logging into Interfolio, you will be taken to your dashboard.

- Select “Your Packets” on the left side



KEAN

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Home

**Your Packets**


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## Your Packets


### Active

Packet	Type	Status	Due Date	
<a href="#">Kean University</a> First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	–	<a href="#">View</a>
<a href="#">Kean University</a> EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Range Adjustment	Review	Last Submitted on Nov 18, 2022	–	<a href="#">View</a>
<a href="#">Kean University</a> Released Time for Research AY 23-24	Other	Not Submitted	Case due Jan 27, 2023	<a href="#">View</a>

### Completed

Packet	Type	Responded	Completed
<a href="#">Kean USA</a> Lecturer Evaluation 2020	Review	–	Jan 12, 2021

Click the “Kean University” link  
for the RTR Application

 **Chat with us**

The “Overview” page outlines application progress

- Click “Edit” or “Packet” to access the application

Click “View Instructions” to view information about the application

Kean University > Your Packets >

# Released Time for Research AY 23-24

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	Jan 27, 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, re the Candidate's Packet Guide.](#)

## Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0
● Released Time for Research Application AY 23-24	17 required	0
● RTR Verification Form	3 required	0



Edit

### Candidate Instructions

Due:  
Jan 27, 2023

Please upload your Curriculum Vitae and complete the two (2) required forms: Release Time for Research Application and RTR Verification Form. Make sure to hit the "Submit" button in the Candidate Document section.

In recognition of the time that rigorous scholarship takes to produce, Kean University will support up to six (6) hours of released time per academic year for research for qualified proposals from tenure track and tenured faculty. The award cycle will cover the contract period from September 1 to June 30.

Released time for research is provided to a faculty member in the initial award cycle based upon approval of a research plan that includes measurable outcomes and a timeline, and in subsequent cycles on refreshment of that research plan together with demonstrated progress on the research project(s) that prompted the award of released time.

Applicants should indicate where they intend to place their work in prospect (i.e., during the first application cycle), and in subsequent cycles must point to evidence that they have been successful in pursuing those or comparable placements. Consideration will be given for projects that have a multi-year completion timeline such as book projects to be submitted to distinguished university presses.

Close

Chat with us

There are 3 Required Items under the “Candidate Documents” section:

1. Updated Curriculum Vitae
2. Released Time for Research Application AY 23-24
3. RTR Verification Form

Kean University > Your Packets >

## Released Time for Research AY 23-24

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

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	Jan 27, 2023

Overview **Packet**

☐ + Expand All - Collapse All

☐ ☒ **Candidate Documents**  
Not Yet Submitted **Unlocked**

Submit

0 of 1  
Required Files

Add

Curriculum Vitae 1 required, 0 Added

Please upload your updated curriculum vitae.

No files have been added yet.

Released Time for Research Application AY 23-24 17 required questions,

This form has not been complete.

Fill Out Form

RTR Verification Form 3 required questions,

This form has not been complete.

Fill Out Form

If the section is not expanded, click the arrow to see all items

Add Curriculum Vitae  
1 Required

Choose Existing [Add New File](#)

Upload Video Webpage

Drag & Drop your files anywhere or  
[Browse To Upload](#)

[Add](#) [Cancel](#)

Click “Add” to upload your CV

Click “Fill Out Form” to complete the application and verification forms

# Released Time for Research AY 23-24

[View Instructions](#)

[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	Jan 27, 2023

Overview **Packet**

☐ [+ Expand All](#) [- Collapse All](#)



**▼ Candidate Documents**  
Not Yet Submitted **Unlocked**

[Preview](#)

[Submit](#)

1 of 1  
Required Files

Curriculum Vitae 1 required, 1 Added

[Add](#)

Please upload your updated curriculum vitae.

Once your CV is added you will see the date updated and have options to “edit” or “remove”

Title	Details	Actions
CV	Added Dec 16, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

Released Time for Research Application AY 23-24 17 required questions,

[Fill Out Form](#)

This form has not been complete.

RTR Verification Form 3 required questions,

[Fill Out Form](#)

This form has not been complete.



In addition to uploading your CV, you must also complete two required forms before you will be able to submit the packet:

- 1. Released Time for Research Application AY 23-24
- 2. RTR Verification Form

To view the questions on the application prior to completing the forms in Interfolio, visit the [Faculty Forms Website](#) and select the “RTR Application Example” link for full details

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Kean University > Your Packets > Released Time for Research AY 23-24 >

Released Time for Research Application AY 23-24

Cougar Kean

The University's definition of scholarship is intentionally broad to allow faculty to engage in a variety of both traditional and innovative activities that generate new knowledge and understanding. Included are the scholarships of:

- Discovery: scholarship that adds to the field of knowledge of a particular discipline or combination of disciplines;
- Teaching & Learning: scholarship that adds to the knowledge and understanding of teaching;
- Integration: scholarship that makes connections among existing ideas within and/or across disciplines to provide new understandings;
- Application: scholarship that applies knowledge to issues of contemporary social concern in a manner that generates new intellectual understandings;
- Engagement: scholarship that applies knowledge and skills to elucidate the relationship between theory and practice in order to address significant local, national, and global issues; and
- Aesthetic Creation: the production of works of art in any medium, including the performing, visual, and literary arts.

In addition to the categories designated above, the University will also consider the following:

- Scholarly projects: merit will also be determined by the quality of the journal in which the work is published for article-length publications and by the quality of the academic (usually a university) press for monographs.
- Creative projects: quality will also be determined by inclusion in juried shows or awards in open-submission shows, acquisitions by major galleries, productions in prominent live-performance venues; and
- Other appropriate hallmarks of distinction advanced by the relevant research committee and approved by the office of the Provost.

First Name \*

Last Name \*

Kean ID Number \*

Last Saved on Dec 16, 2022 at 11:26 AM

Save Responses

Return to Packet

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Click “Save Responses” at the bottom of each form to save your progress

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Kean University > Your Packets > Released Time for Research AY 23-24 >

RTR Verification Form

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Applications will be considered for six-hour (6) awards of released time for research for a period of the fall and spring semesters. No faculty member may receive more than six (6) hours of research-released time (6) hours of research release time from Kean resources in a single semester, subject to the approval of the Dean. No faculty member may receive an overload teaching assignment during a period of research release administrative duties may apply if the prospective award of research-release time will not produce an overload.

Please check each item below to confirm the following: \*

I understand that if awarded RTR, I must:

☐ Submit a final progress report through Interfolio at the end of the academic year, no later than June 30

☐ Provide, upon request, information necessary for Carnegie R2 consideration and for reporting on University efforts on implementation of OER.

☐ Create a full faculty biography for inclusion on kean.edu

☐ Participate in Kean Research Days, presenting the work completed to date.

☐ Continue to work with University curricular and pedagogical initiatives including robust use of the Learning Management System [LMS] and adoption of Open Educational Resources [OER] where possible.

I understand that I will not be permitted to receive an overload teaching assignment during a period of research release time whether from internal or external sources. \*

☐ Yes

Type your Name below \*

This serves as your official signature on the RTR application.

Last Saved on Dec 16, 2022 at 11:05 AM

Save Responses

Return to Packet

Click “Return to Packet” to go back to the case

Once your CV is uploaded and the forms are complete, select “Submit” to send your application forward for review. “Candidate Documents” will be locked and you will no longer be able to edit your application.

Kean University > Your Packets >

# Released Time for Research AY 23-24

[View Instructions](#)

[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	Jan 27, 2023

Overview **Packet**

☐ [Expand All](#) [Collapse All](#)

☐

▼

Candidate Documents

Not Yet Submitted **Unlocked**

▶

Candidate Documents

Submitted **Locked**

[Preview](#)

[Submit](#)

1 of 1  
Required Files

Curriculum Vitae 1 required, 1 Added

[Add](#)

Please upload your updated curriculum vitae.

Title	Details	Actions
CV	Added Dec 16, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

Released Time for Research Application AY 23-24 17 required questions,

[Edit Form](#)

Title	Details	Actions
Released Time for Research Application AY 23-24	Completed Not Yet Submitted	<a href="#">Edit</a>

RTR Verification Form 3 required questions,

[Edit Form](#)

Title	Details	Actions
RTR Verification Form	Completed Not Yet Submitted	<a href="#">Edit</a>

## 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](#)

If any forms have missing information, an error screen will appear and you will not be able to submit until all required questions have been answered.

Sorry! You must answer all required questions.

## How to Confirm that the Application was successfully submitted:

The screenshot shows the Kean University portal interface. The left sidebar contains navigation links: Home, Your Packets (highlighted with a red circle), Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'Your Packets' and is divided into 'Active' and 'Completed' sections. The 'Active' section contains a table with the following data:

Packet	Type	Status	Due Date	
<a href="#">Kean University</a> First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	–	<a href="#">View</a>
<a href="#">Kean University</a> EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Range Adjustment	Review	Last Submitted on Nov 18, 2022	–	<a href="#">View</a>
<a href="#">Kean University</a> Released Time for Research AY 23-24	Other	Last Submitted on Dec 16, 2022	Case due Jan 27, 2023	<a href="#">View</a>

The 'Released Time for Research AY 23-24' packet is highlighted with a red circle, and a red arrow points from this circle to the 'Last Submitted on Dec 16, 2022' status, which is also circled in red. Below the table, the 'Completed' section is visible. A text box at the bottom of the screenshot states: 'Click “Your Packets” to return to the main page to confirm that the status on the packet shows the submission date.'

If you have any questions, please email [interfolio@kean.edu](mailto:interfolio@kean.edu)