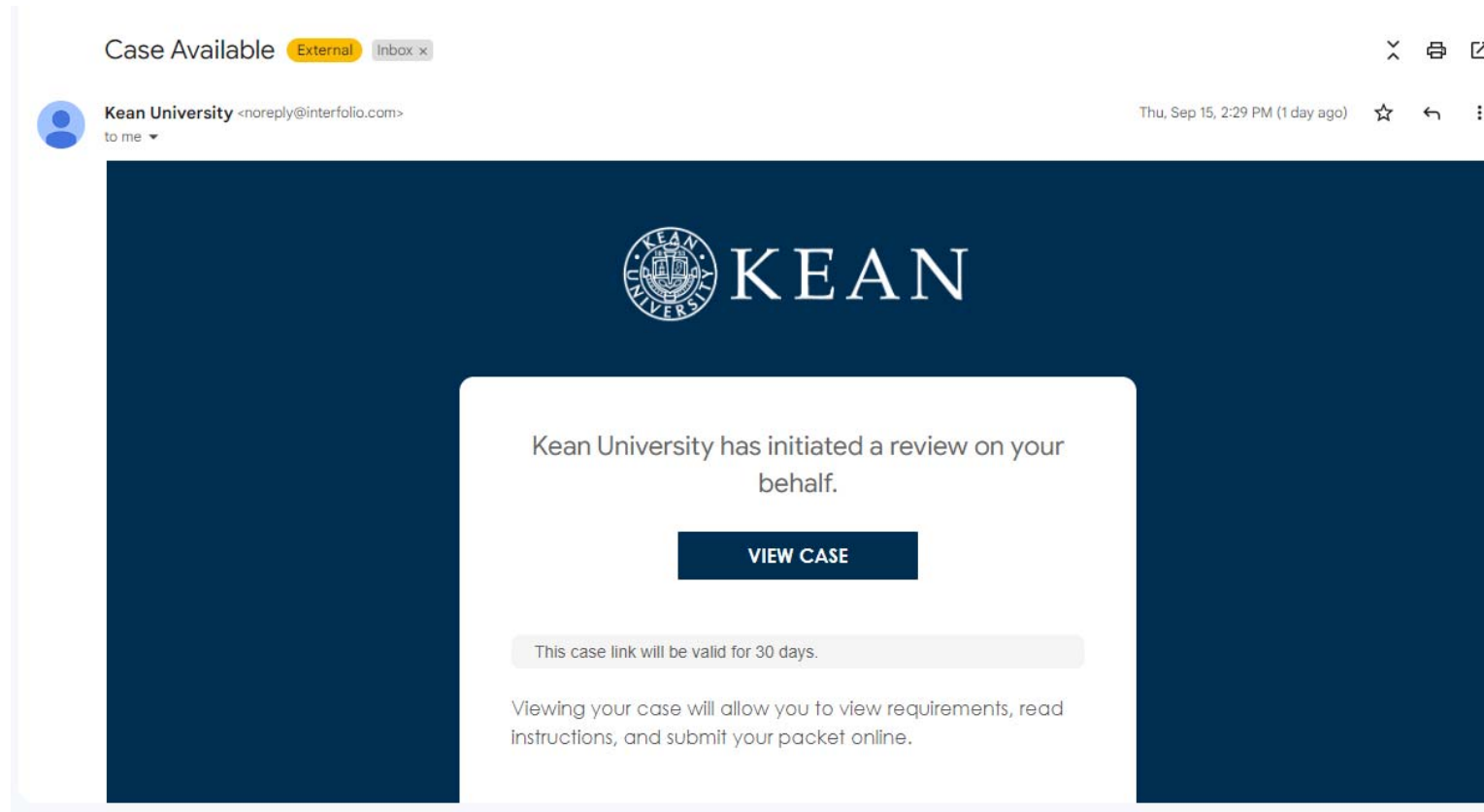# Submitting an Application for RTR through Interfolio

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
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

Cougar Kean ⌄

Home

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ⌄

Find Colleagues

Account Access

Reappointment, Review, Promotion and Tenure

Cases

ⓘ

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Program Policies

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 Released Time for Research AY 23-24	Other	Not Submitted	Case due Jan 27, 2023	View

Click the "Kean University" link for the RTR Application

Completed

Packet	Type	Responded	Completed
Kean USA Lecturer Evaluation 2020	Review	–	Jan 12, 2021

💬 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

View Instructions   Preview Packet

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 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

Candidate Documents

Not Yet Submitted Unlocked

Edit

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

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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
Kean University

Type
Other

Packet Deadline Type
Soft Deadline

Packet Due Date
Jan 27, 2023

Overview | Packet

☐ ⊕ Expand All ⊖ Collapse All

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

Submit | **0 of 1** Required Files

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

Curriculum Vitae 1 required, 0 Added
Please upload your updated curriculum vitae.

No files have been added yet.

Add

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

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

Click "Fill Out Form" to complete the application and verification forms

Released Time for Research AY 23-24

View Instructions | **Preview Packet**

Unit
Kean University

Type
Other

Packet Deadline Type
Soft Deadline

Packet Due Date
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

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

Add

Please upload your updated curriculum vitae.

Title	Details	Actions
CV	Added Dec 16, 2022	Edit ǀ Remove

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

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

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.

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

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

Curriculum Vitae 1 required, 1 Added

Add

Please upload your updated curriculum vitae.

Title	Details	Actions
CV	Added Dec 16, 2022	Edit | Remove

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	Edit

RTR Verification Form 3 required questions,

Edit Form

Title	Details	Actions
RTR Verification Form	Completed Not Yet Submitted	Edit

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:

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