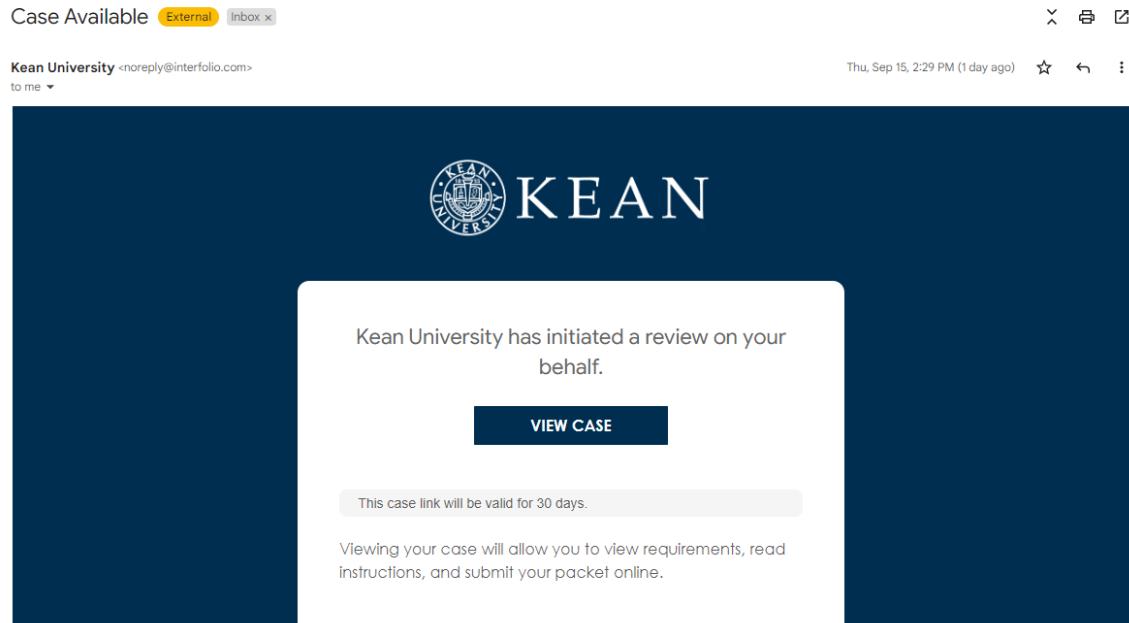


Submitting June Activities Applications for Existing Resources through Interfolio

You must request an application by emailing interfolio@kean.edu



You will receive an email from **noreply@interfolio.com** with a link to your case packets once available.

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

Go to 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 ▾

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Cases

A-328 2022-2023

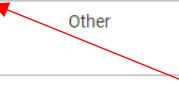
Your Packets

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	Not Submitted	-	View
Kean University June Activities: Identification of Unassigned or Unstructured Time	Other	-	-	View

Completed

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

Click the “Kean University” link for the Application for Existing Resources 

Click “View Instructions” to view information about the application

Kean University > Your Packets >

June Activities: Submission of Application for Existing Resources

Unit
Kean University

Type
Other

Packet Deadline Type
Soft Deadline

Packet Due Date

[Overview](#) [Packet](#)

Below you will find an overview of the packet
the Candidate's Packet Guide.

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

Candidate Instructions
Due
Jan 27, 2023
Please upload your Curriculum Vitae and complete the two (2) required forms: Release Time for Research and RTB Verification Form. Make sure to hit the “Submit” button in the Candidate Document section.
For projects in the initial award cycle, according to the Candidate's Packet Guide, Kean University will support up to six (6) hours of released time for faculty for research and teaching projects between 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 upon approval of a research proposal and is intended to be used for the first year of the research project. Subsequent cycles will be provided if the 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 project (i.e., during the first evaluation cycle).
For subsequent cycles, applicants 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.

[Edit](#)

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
Curriculum Vitae	1 required	0
Submission of Application for Existing Resources	13 required	0



The “Overview” page outlines application progress
• Click “Edit” or “Packet” to access the application

packet. To learn more, read

There are 2 Required Items for **Applications for Existing Resources** under the “Candidate Documents” section:

1. Updated Curriculum Vitae
2. Application for Existing Resources Form

The screenshot shows the Kean University application portal. At the top, the user is identified as "Cougar Kean". The page title is "June Activities: Submission of Application for Existing Resources". The "Candidate Documents" section is highlighted with a red circle and an arrow pointing to the "Add" button. A callout box says "Click ‘Add’ to upload your CV". Another callout box says "Click ‘Fill Out Form’ to complete the application form". A red circle also highlights the "Fill Out Form" button. The "Candidate Documents" section shows "Curriculum Vitae 1 required, 0 Added" and a placeholder "Please upload your updated curriculum vitae." The "Submission of Application for Existing Resources" section shows "13 required questions, This form has not been completed." The "Packet Due Date" section shows "0 of 1 Required Files".

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

View Instructions

Preview Packet

Candidate Documents

Not Yet Submitted Unlocked

Curriculum Vitae 1 required, 0 Added

Please upload your updated curriculum vitae.

No files have been added yet.

Submission of Application for Existing Resources 13 required questions,

This form has not been completed.

Fill Out Form

0 of 1 Required Files

Submit

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

Click “Fill Out Form” to complete the application form

In addition to uploading your CV, you must also complete the required form: **Application for Existing Resources** before you will be able to submit the packet.

Questions include:

- Name, College, School/Department
- Please select one: Research/Creative Works Project, Curriculum Development Project, or Service Project
- Title of the Project
- Brief Description of the Project (*200-word maximum*) – this should include goals for the month of June. Please be as specific as possible and describe any deliverables. Accomplishing tasks enroute to a larger goal is encouraged.
- What resources are you requesting? Please be as specific as possible.
- How much funding is requested for the project? Indicate a dollar amount.
- By selecting “yes” you acknowledge that you are submitting an application for existing resources for activities to be performed in the month of June.

Submission of Application for Existing Resources

Cougar Kean

Faculty may make an application to the College's Committee on Research or the College's Committee on Teaching and Service ("CCTS") under any of the three streams (Research and Scholarly Activity, Curriculum Development or Service) to facilitate support (e.g., travel to archival collections, to field sites, or to laboratories with specialized equipment in the case of scholarly projects; to work with collaborators or attend a developmental workshop for curriculum development projects; or to visit ongoing projects or learn from recognized experts for service projects, etc.), gather data locally, or acquire materials to study during the month of June under the auspices of relevant University research award programs that may occur earlier in the academic year.

Please note that all support and assistance is contingent upon the availability of resources or support and the needs of the University.

First Name *

Last Name *

Kean ID Number *

Rank *

Assistant Professor
 Assistant Professor (Tenure-Track)
 Associate Professor

What will be accomplished during the month? *

Please be as specific as possible and describe any deliverables. Accomplishing tasks en route to a larger goal is encouraged.

What resources are you requesting? *

Please be as specific as possible.

By selecting “yes” you acknowledge that you are submitting an application for existing resources for activities to be performed in the month of June. *

Yes

Are you currently on your College's Research (CCOR) or Teaching and Service Committee (CCTS)? *

Yes
 No

Last Saved on Mar 9, 2023 at 10:27 PM

Save Responses

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

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

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

Kean University > Your Packets >

June Activities: Submission of Application for Existing Resources

View Instructions
Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	

Overview **Packet**

+ Expand All **- Collapse All**

Candidate Documents
Not Yet Submitted **Unlocked** Unlocked **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 Mar 9, 2023	Edit Remove

Submission of Application for Existing Resources 13 required questions, **Edit Form**

Title	Details	Actions
Submission of Application for Existing Resources	Completed Not Yet Submitted	Edit

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 the form has 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 for Existing Resources was successfully submitted:

KEAN Cougar Kean

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Active

Packet

Kean University
First Year Tenure Track 2023

Kean University
Lecturer Evaluation 2022

Kean University
EIA Postdoctoral Fellow Reappointment

Kean University
Range Adjustment

Kean University
A-328 2022-2023

Kean University
June Activities: Submission of Application for Existing Resources

Kean University
June Activities: Identification of Unassigned or Unstructured Time

Status

Last Submitted on Sep 16, 2022

Due Date

Case due Nov 18, 2022

[View](#)

Review

Last Submitted on Nov 14, 2022

Reappointment

Last Submitted on Nov 17, 2022

Case due Dec 12, 2022

[View](#)

Review

Last Submitted on Nov 18, 2022

Range Adjustment

[View](#)

Review

Last Submitted on Jan 10, 2023

Case due Mar 3, 2023

[View](#)

Other

Last Submitted on Mar 9, 2023

Other

Last Submitted on Mar 9, 2023

[View](#)

Completed

Packet

Kean USA
Lecturer Evaluation 2020

Type

Review

Responded

–

Completed

Jan 12, 2021

[View](#)

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