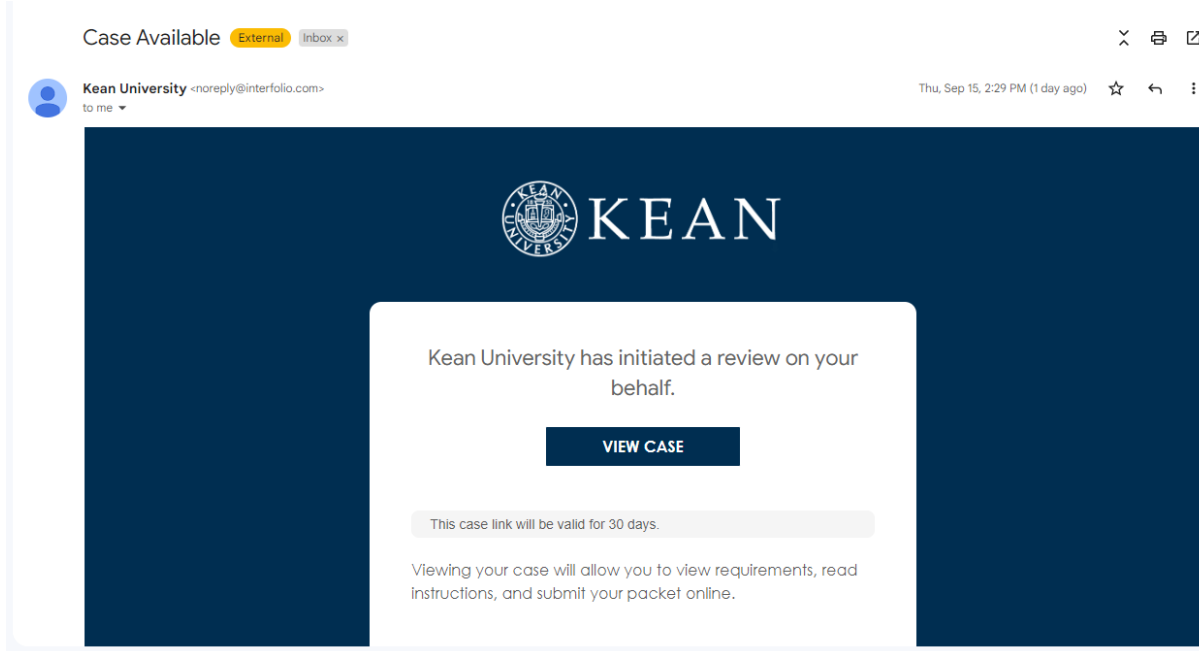


Submitting a Lecturer Case Packet through Interfolio



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

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.

Dashboard View

The screenshot displays the Interfolio dashboard interface. At the top left is the Kean University logo and name. The top right shows the user's name, "Cougar Kean", with a dropdown arrow. A left-hand navigation menu includes "Home", "Your Packets" (circled in red with an arrow pointing to it), "Faculty Activity Reporting", "Announcements & Help", "Profile", "Activities", "Forms & Reports", "Vitas & Biosketches" (with a dropdown arrow), "Find Colleagues", "Account Access", "Reappointment, Review, Promotion and Tenure", and "Cases". The main content area is titled "My Tasks" with a blue circle containing the number "4". Below this title are two summary cards: "3 Unread Tasks" and "1 Read Tasks". A search bar with a "Search" button is located to the right of the "My Tasks" title. Below the summary cards is a table with two columns: "Title" and "Due Date". The table contains three rows of task entries, each starting with "Cougar Kean" (the name is circled in red with an arrow pointing to it). The first row is "A-328 2021- 2022 | Kean USA | Review" with a due date of "Feb 18, 2022". The second row is "First Year Tenure Track 2023 | Kean University | Reappointment". The third row is "Lecturer Evaluation 2022 | Kean University | Review".

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My Tasks 4

3 Unread Tasks

1 Read Tasks

Search

Title	Due Date
Cougar Kean A-328 2021- 2022 Kean USA Review	Feb 18, 2022
Cougar Kean First Year Tenure Track 2023 Kean University Reappointment	
Cougar Kean Lecturer Evaluation 2022 Kean University Review	

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

You can select the "Lecturer Evaluation" case packet from the dashboard in the middle of the screen ("My Tasks") or by selecting "Your Packets" on the left side

“Your Packets” Screen

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Active

Packet	Type	Status	Due Date	
Kean USA A-328 2021- 2022	Review	Not Submitted	Case due Feb 18, 2022	View
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	Not Submitted	-	View

Completed

Click the Blue Hyperlink for the Lecturer Packet

Click "View Instructions" to view information about the application

Lecturer Evaluation 2022

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

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

[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.](#)

Candidate Instructions

Due: 01/15/2022

Decisions about promotion shall include consideration of several broad and interrelated factors (Faculty Senate Guidelines on Retention, Tenure, and Promotion, A3.3):

1. Mastery of subject matter—as demonstrated by such criteria as advanced degrees, licenses, honors, continuing education credits, and general reputation in the academic field under consideration, etc.
2. Effectiveness of teaching—as demonstrated by such criteria as evaluation by colleagues and students, development of new teaching materials and courses, etc.
Should include formal course evaluation data from designated instrument.
3. Scholarly abilities—as demonstrated by such criteria as published research in the academic field, contribution to service creation, the prestige of publication venues, presentations at international, national, or regional conferences, etc. To ensure that leave scholars are performing at a level of achievement commensurate with discipline standards, a process of external peer review will be implemented beginning in the 2023-2024 Academic Year. The details to be reported in a subsequent semester.
4. Effectiveness in University and community service—as demonstrated by such criteria as participation in university governance, improvement of departmental, college, and all University programs, service to students, service to the University community and to related professional organizations, etc.

[Close](#)

Faculty Activity Reporting Vita

Unlocked

Type
<input checked="" type="checkbox"/> Evaluation

[Edit](#)

Select "Packet" to view details on the two sections included in the Lecturer Application
You can also click "edit" on either section

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="radio"/> Personal Statement by Candidate	1 required	0

[Edit](#)

- Home
- Your Packets
- Faculty Activity Reporting
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access
- Reappointment, Review, Promotion and Tenure
- Cases

The Lecturer Application contains two submission sections:

1. Faculty Activity Reporting Vitae

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections will be generated into your Lecturer Evaluation Vitae. Please make sure to thoroughly fill out the sections to ensure your application is complete.

The following are the Profile and Activity sections from Faculty Activity Reporting that are generated into your Lecturer Evaluation Vitae:

Degrees	Institutional Committees	Work Experience
Administrative Appointments	Other Institutional Service	Consulting
Teaching – this is where student evaluations go!	External Service	Professional Development
Clinical Teaching/Supervision	Grants	
Mentorship/Supervision	Honors and Awards	
Non-Credit Instruction	Professional Licensures & Certifications	
Advising Load	Professional Membership	

2. Candidate Documents

You will be required to upload several documents in this section: Please upload Word or PDF documents only - **no Google Documents**

- Curriculum Vitae
- Personal Statement by Candidate
- Course Observation (*conducted by Department chair or designee*)
- Statement on Effectiveness of Teaching
- Statement on Effectiveness in Non-Teaching Responsibilities & Service Plan

This section also requires you to complete a form:

- Lecturer Acknowledgement & Verification Form

Lecturer Evaluation 2022

[View Instructions](#)

[Preview Packet](#)

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Overview Packet

[Expand All](#) [Collapse All](#)

Faculty Activity Reporting Vita Not Yet Submitted Unlocked Submit

Information entered in the **Profile & Activities** Tabs (on the left) will be pulled into the Lecturer Vita

Title	Details	Actions
Lecturer Evaluation Vitae Fall 2020 - Fall 2022 5 attachments included	Generated Nov 14, 2022	Regenerate

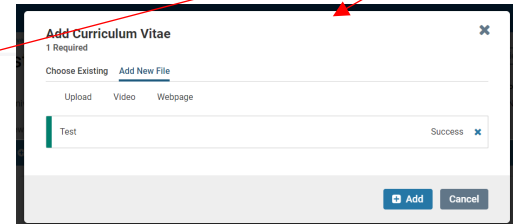
Candidate Documents Not Yet Submitted Unlocked Submit 0 of 5 Required Files

Personal Statement by Candidate 1+ required, 0 Added

Please attach your statement in this section

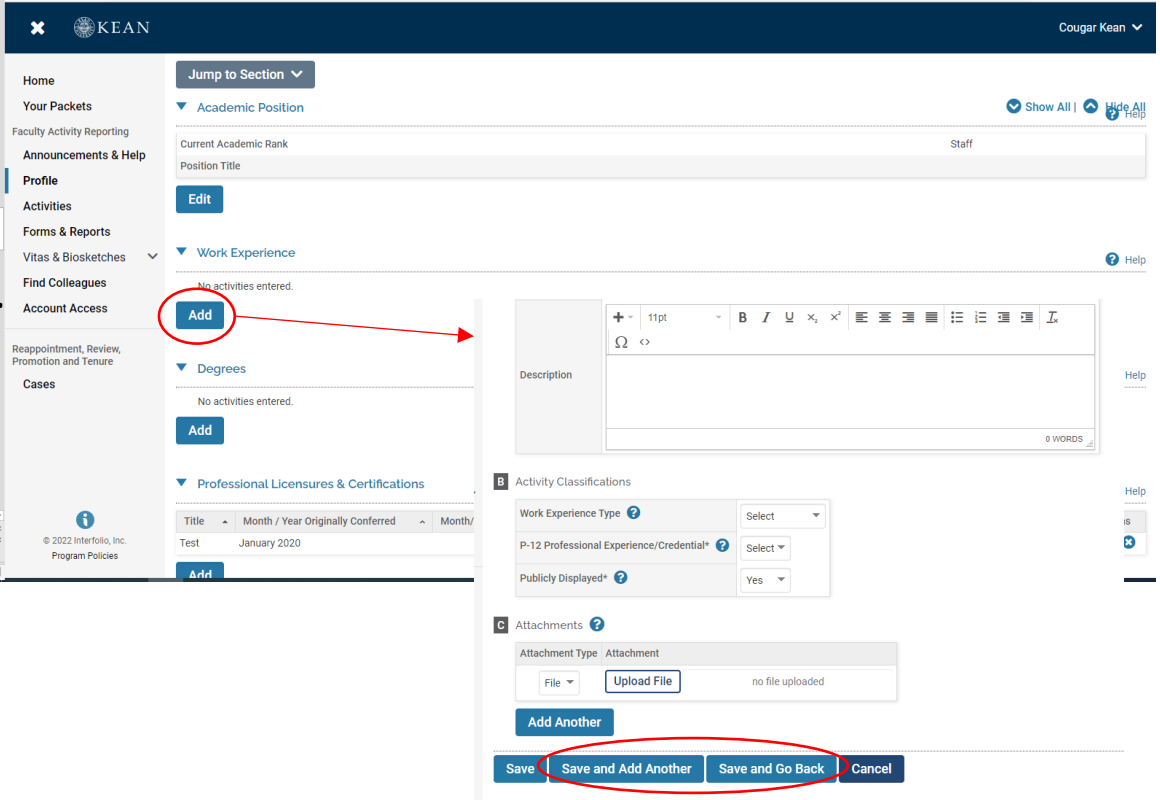
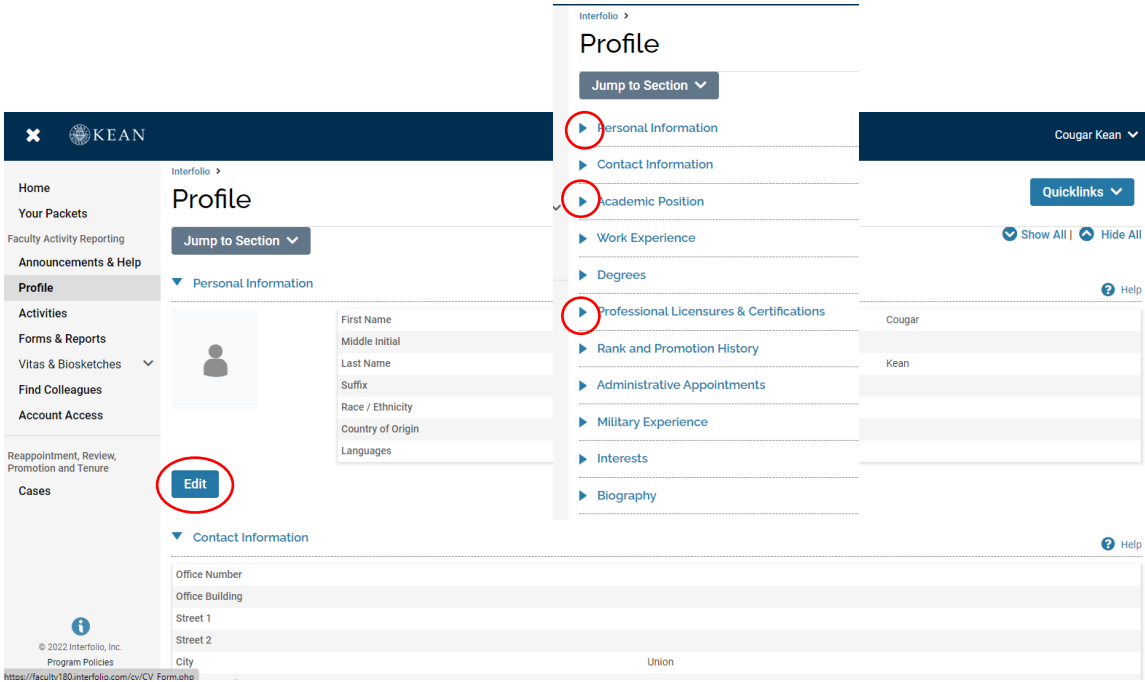
[Add](#)

To add Candidate Documents click "Add" next to each document section to upload a new file. An upload screen will pop-up.



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



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

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.

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Jump to Section

Teaching
Non-Credit Instruction
Scholarly Contributions and Creative Productions

Report your scholarly contributions, including articles, books, creative work, presentations, patents, and more. Note: Conferences attended where you are not presenting scholarly work should be reported in the "Professional Development" section.
Please include Proceeding Publications in the "Conference Proceedings" category.
Co-author(s): When adding a University co-author, choose Select Internal Faculty Member. Note: only University faculty with accounts are included in this search. If your co-author is not in the system, choose Add Other Co-author.
* Indicates required field.
Citation Preview: The 'Citation Preview' below shows how your item will appear on your CV. Choose an Output Style from the drop-down menu (e.g., APA; MLA; NLM) and click

Search:

Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
Presentation	Test	Test 1	2021	Accepted	Summer II 2021	Manual	[Pencil] [X] [Copy]
Book	Test	Test	2021	Submitted	Winter 2021	Manual	[Pencil] [X] [Copy]
Book	Test			In Progress	Fall 2020	Manual	[Pencil] [X] [Copy]

Add

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.

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	[Pencil] [X]

Add Cancel

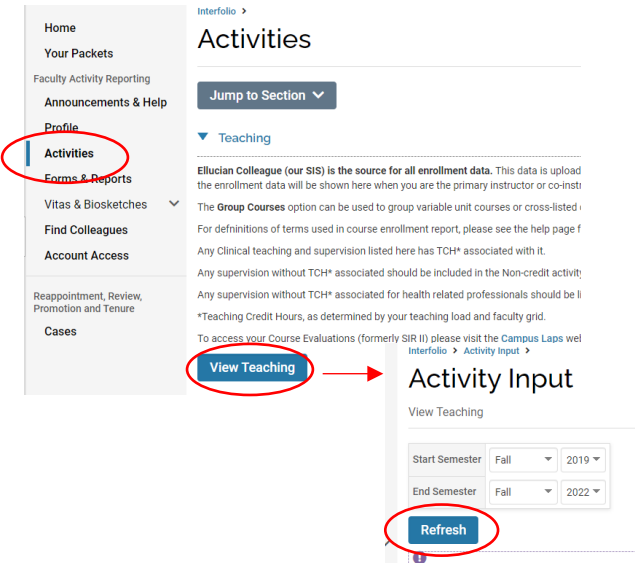
* Indicates required field

Updating the TEACHING Activities Section

This is where you will upload **student course evaluations** and **syllabi**.
You should download copies of your course evaluations from your Campus Labs account

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.

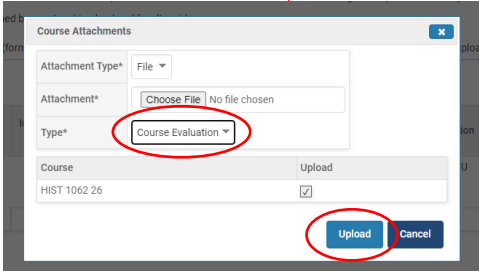


2 Click “Add” to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload

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	KJU	75				Incomplete View
Totals		3		25	25			0	0		75				

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

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



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

Kean University > Your Packets >

Lecturer Evaluation 2022

View Instructions Preview Packet

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

Overview Packet

Expand All Collapse All

Faculty Activity Reporting Vita

Not Yet Submitted **Unlocked**

Submit

Title	Details	Actions
Lecturer Evaluation Vitae	Generated Nov 14, 2022	Regenerate

Candidate Documents

Not Yet Submitted **Unlocked**

Personal Statement by Candidate 1+ required, 0 Added

Please attach your statement in this section

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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 your vita and uploading all required documents to the Candidate Documents section, scroll to the bottom of the packet to fill out the **required form** – you will not be able to submit your application until this has been completed.

The screenshot shows the Kean University application portal. On the left is a navigation menu with options like Home, Your Packets, Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitae & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area shows a document titled "Interfolio Document" with a "Fill Out Form" button circled in red. Below this is a section for "LECTURER ACKNOWLEDGMENT BY LECTURER" with a list of instructions and a "Yes" radio button.

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Expand All Collapse All

EVIDENCE FOR EFFECTIVENESS IN NON-TEACHING RESPONSIBILITIES (If required, 1 Added)

Statement by Lecturer describing all non-teaching duties (e.g., academic advisement, curriculum development, assessment activities, special projects, etc.). Include reports of relevant accomplishments (e.g., advisement lists, reports of retention and graduation outcomes for advisees, materials developed, projects completed).

In addition to the statement, use this section to amplify or expand upon any non-teaching responsibilities listed in your Lecturer Evaluation Vitae. This can include the level of significance of the activity/responsibility or other details that would be useful in the evaluation process.

The information that is pulled from your Lecturer Evaluation Vitae includes:

- Advising Load
- Mentorship/Supervision
- Scholarly Contribution and Creative Production (not required)

Title	Details	Actions
Interfolio Document	Added Nov 14, 2022	Edit Remove

LECTURER ACKNOWLEDGMENT BY LECTURER

Cougar Kean

The Lecturer must sign below to acknowledge that the specific actions mentioned have been taken. Signing also indicates that the Lecturer is aware of specific rights and responsibilities as indicated in #4 and #7 below.

This is to certify that the Lecturer:

- Was notified of the University Lecturer evaluation criteria.
- Has included only materials and documents that evidence progress since hired at Kean.
- Uploaded the Executive Director/Dean observation signed by the observer, and has had the opportunity to discuss them with the Executive Director/Dean.
- Has seen all student evaluations, or a summary of them (Course Evaluation Summaries, formerly SRI I).
- Has been informed in writing of the evaluation of the Executive Director/Dean.
- Is aware of the right to respond to the observation or student evaluations and to any additional material by uploading a statement in the appropriate section.
- Acknowledges that the information presented throughout this document is complete and accurate as indicated by submitting this application.

By selecting "yes" I hereby e-sign and acknowledge that the specific actions mentioned have been taken.

Yes

After completing the form, select “save responses” and then “return to packet”

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 Cougar Kean

Kean University > Your Packets >

Lecturer Evaluation 2022

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

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

Overview **Packet**

[Expand All](#) [Collapse All](#)

Faculty Activity Reporting Vita Not Yet Submitted Unlocked [Submit](#)

Title	Details	Actions
Lecturer Evaluation Vitae	Generated Nov 14, 2022	Regenerate

Fall 2020 - Fall 2022 | 5 attachments included

Candidate Documents Not Yet Submitted Unlocked [Preview](#) [Submit](#) **5 of 5** Required Files [Add](#)

Personal Statement by Candidate 1+ required, 1 Added

Please attach your statement in this section

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Only show submitted sections.

Packet Preview Screen



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

- ▼ FACULTY ACTIVITY REPORTING VITAE
 - Lecturer Evaluation Vitae
 - ▼ Attachments from Lecturer Evaluation Vitae
 - ▼ Teaching
 - Student Evals His 1062 26.pdf
 - Test.docx
 - ▶ Scholarly Contributions and Creative Productions
- ▼ CANDIDATE DOCUMENTS
 - Faculty Observation
 - Previous Professional Experience
 - Interfolio Document
 - Test

Cougar Kean
Fall 2020 - Fall 2022
Lecturer Evaluation Vitae
Staff
interfolio@kean.edu

Contact Information
City: Union
State or Province: NJ
Zip / Postal Code: 07003
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
Completed

Consulting

The "Lecturer 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



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Overview Packet

Expand All Collapse All

Click submit in both sections to send the packet forward

Faculty Activity Reporting Vita

Not Yet Submitted

Unlocked

Faculty Activity Reporting Vita

Submitted

Locked

Submit

Title	Details	Actions
Lecturer Evaluation Vitae	Generated Nov 14, 2022	Regenerate
Fall 2020 - Fall 2022 5 attachments included		

Candidate Documents

Not Yet Submitted

Unlocked

Candidate Documents

Submitted

Locked

Preview

Submit

5 of 5 Required Files

Add

Personal Statement by Candidate 1+ required, 1 Added

Please attach your statement in this section

Once submitted, both sections will show as "locked"

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

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Active

Packet	Type	Status	Due Date	
Kean USA A-328 2021- 2022	Review	Not Submitted	Case due Feb 18, 2022	View
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

Completed

Packet	Type	Responded	Completed
--------	------	-----------	-----------

To confirm your application was successfully submitted, Click "Your Packets" to return to the main page. Under status, you will see the submission date.

For any questions, contact
interfolio@kean.edu