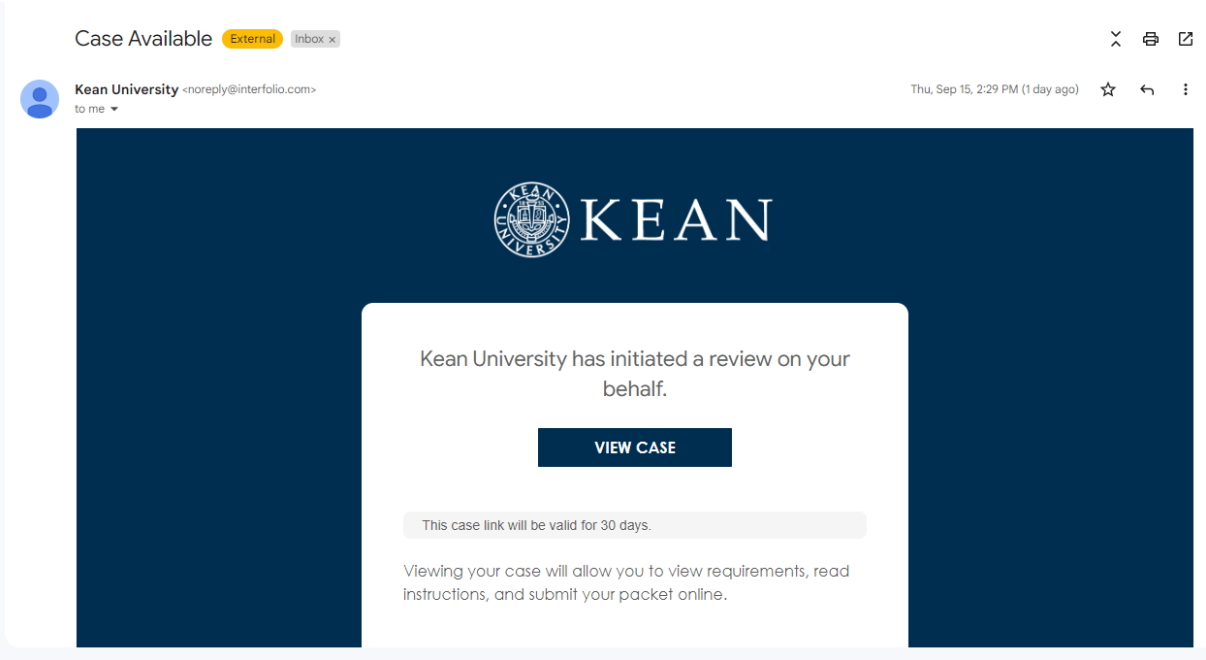
Submitting a Lecturer Case Packet through Interfolio



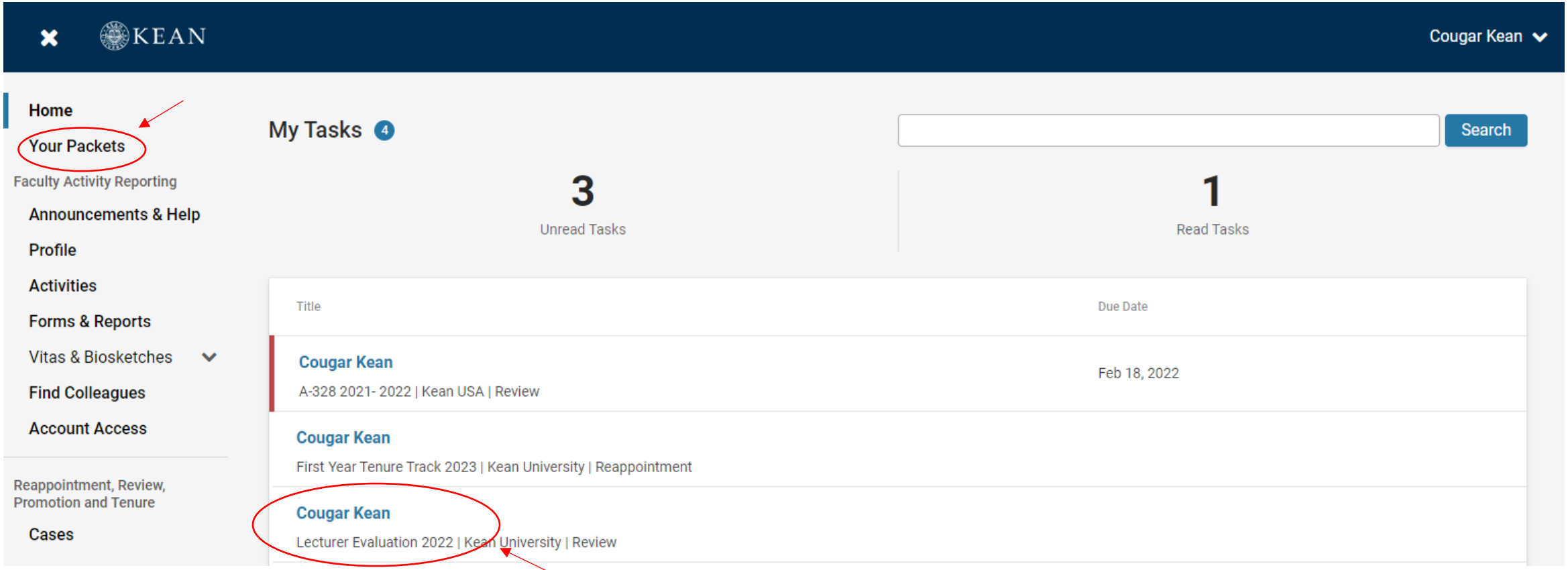
You will receive emails from ***noreply@interfolio.com*** with links to case packets for your review.

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

Go to interfolio.com
Select "Interfolio Sign-In" and "United States"
Select "Sign in with partner institution"
In search box, type Kean University and sign in using your Kean credentials.

Alternatively, you can go log by going to **myapps.kean.edu** and log-in with Kean credentials - select the Interfolio tile from the list of all programs available on myapps.

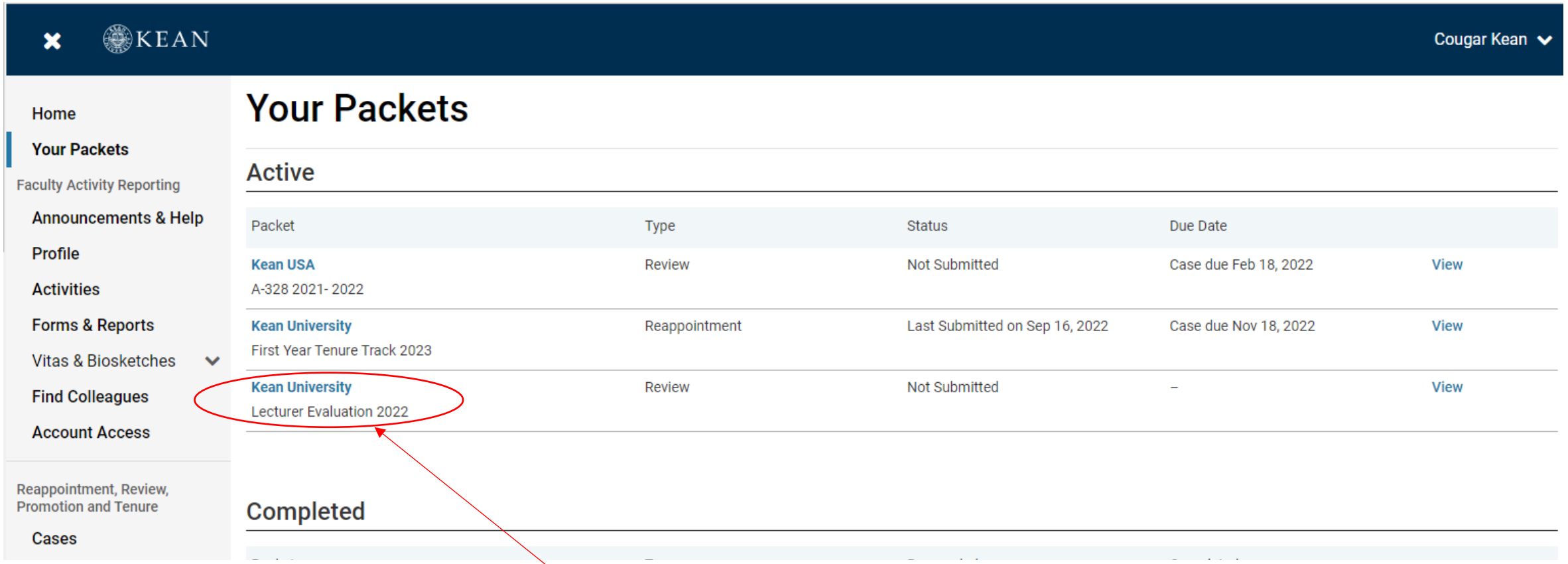
Dashboard View



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



Click the Blue Hyperlink for the Lecturer Packet

Click “View Instructions” to view information about the application

KEAN

Kean University › Your Packets ›

Lecturer Evaluation 2022

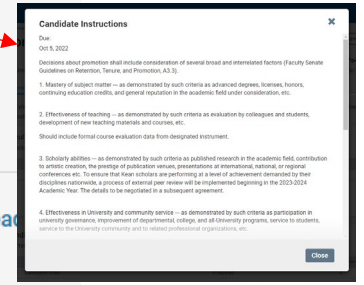
View Instructions | Preview Packet

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

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.



Faculty Activity Reporting Vita

Unlocked

Edit

Type
Evaluation

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

Edit

Type	# Required	# Added
Personal Statement by Candidate	1 required	0

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Program Policies

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

2. Candidate Documents

You will be required to upload several documents in this section: Please upload Word or PDF documents only!

- Curriculum Vitae
- Personal Statement by Candidate
- Course Observation *(conducted by Department chair or designee)*
- Student Course Evaluations – Confirmation of FAR Upload
- 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

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

- Home
- Your Packets

Faculty Activity Reporting

- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access

Reappointment, Review, Promotion and Tenure

- Cases

1

Faculty Activity Reporting Vita

Not Yet Submitted **Unlocked**

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

Submit

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

2

Candidate Documents

Not Yet Submitted **Unlocked**

Submit

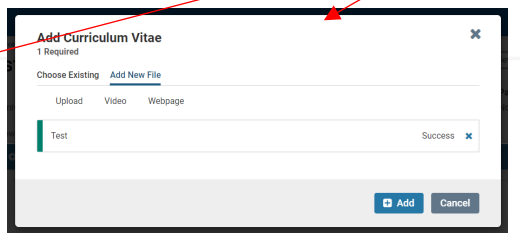
0 of 5
Required Files

Personal Statement by Candidate 1+ required, 0 Added

Add

Please attach your statement in this section

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

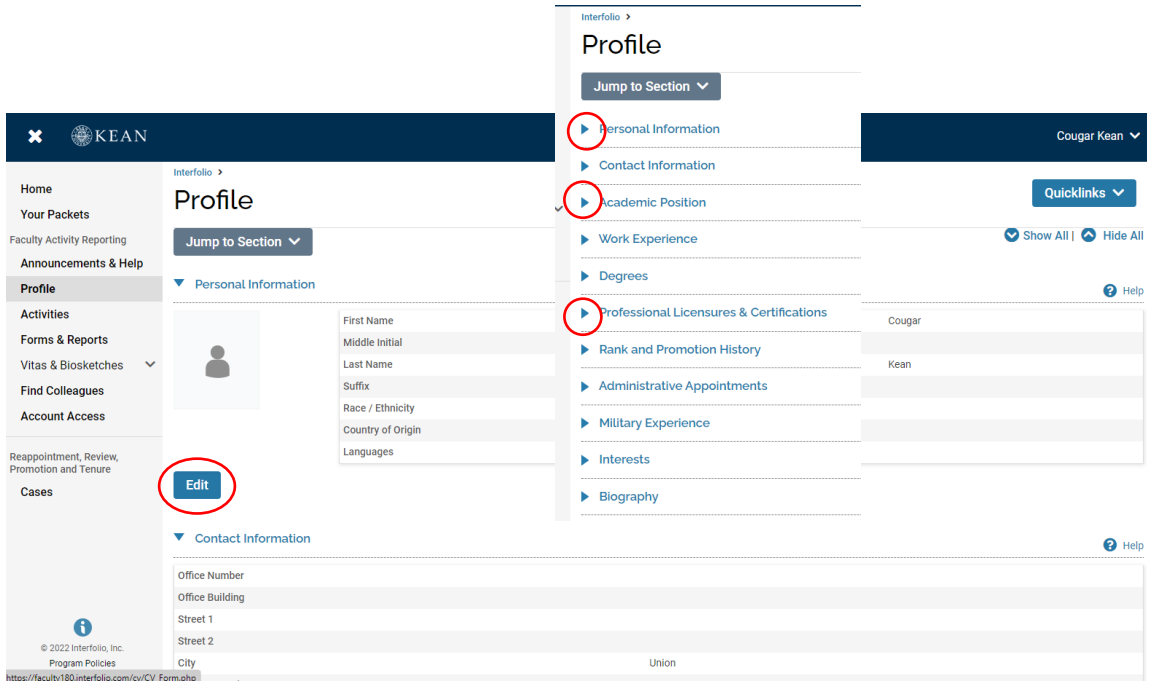


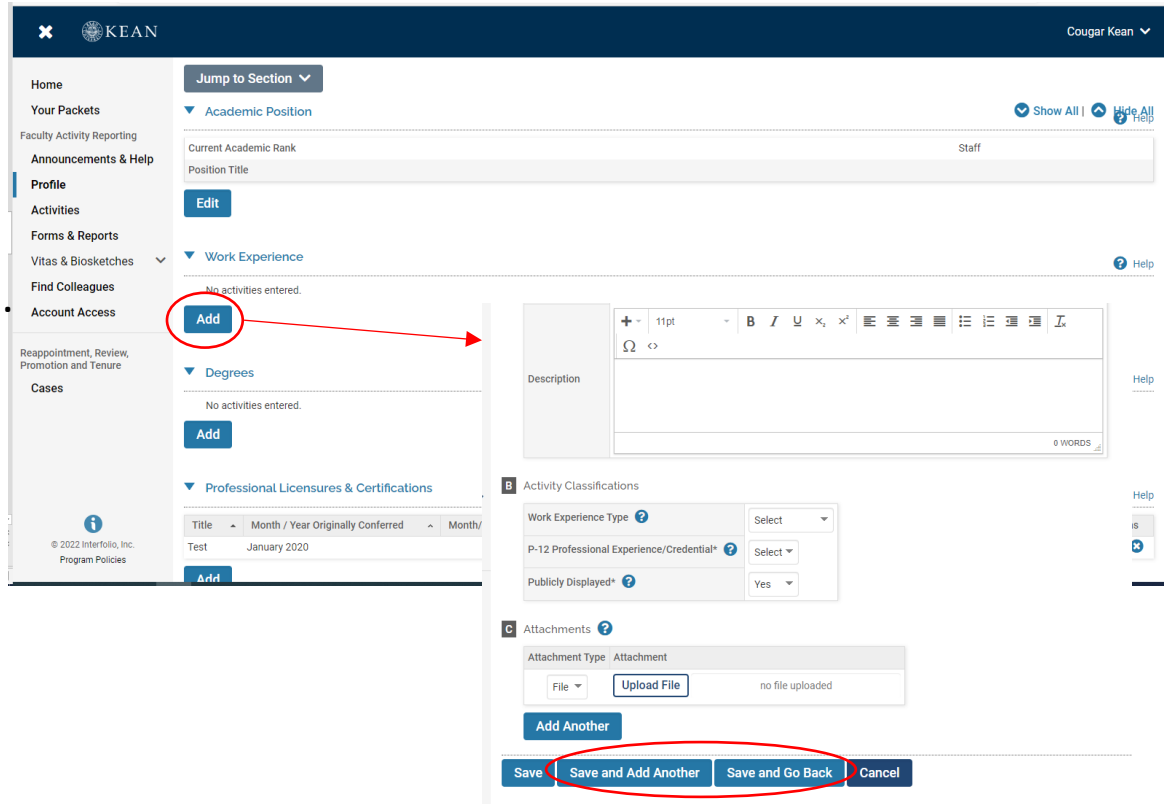
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Program Policies

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



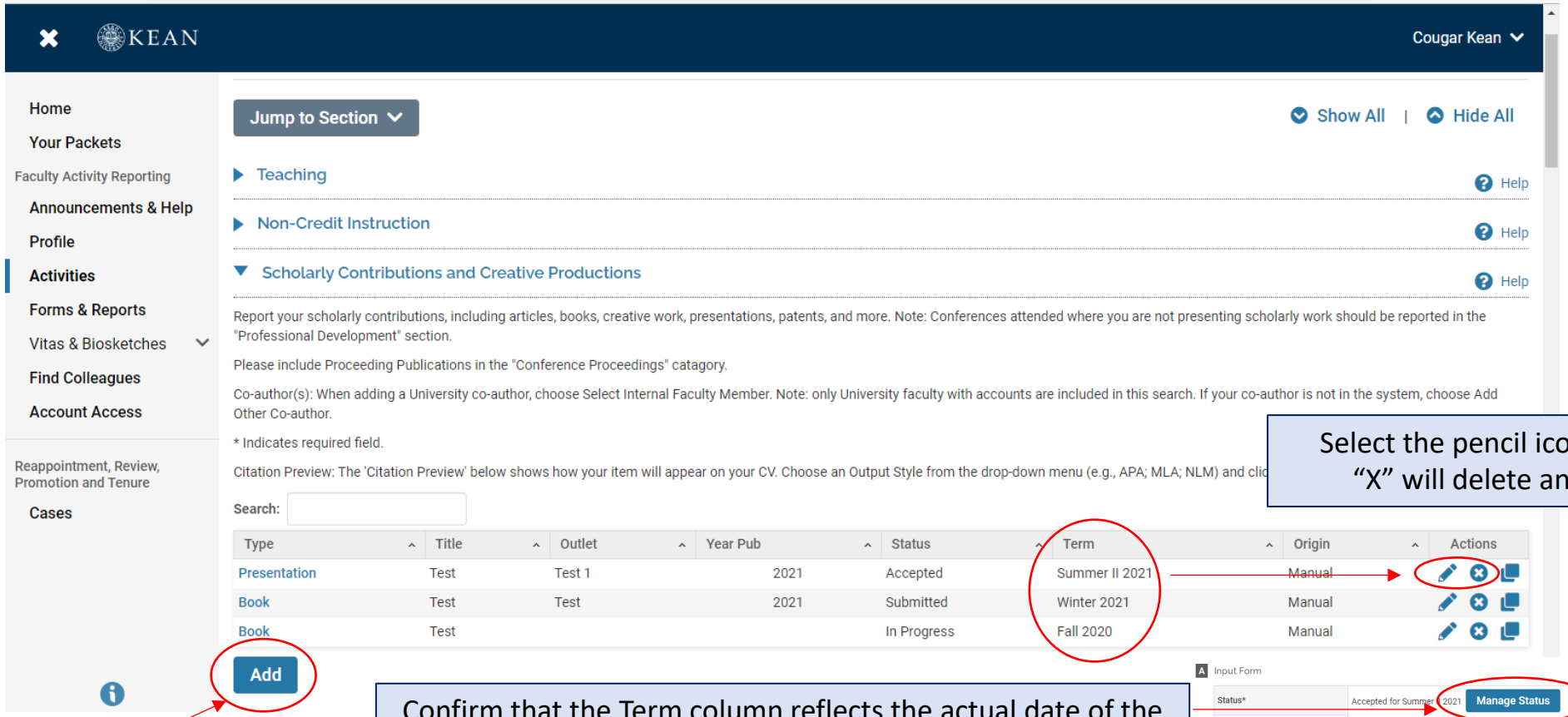


Note that some fields are locked for editing.
If you notice any discrepancies or missing information email interfolio@kean.edu for assistance.

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

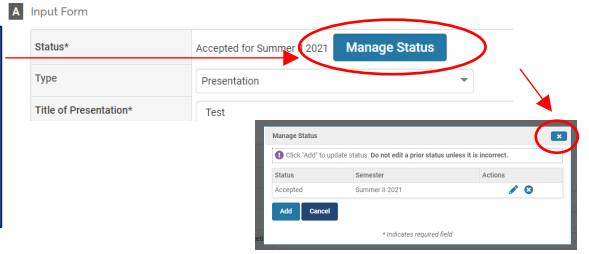
****Review all sections closely.****
Click the blue triangle to expand a section and view instructions.



Select the pencil icon to edit
"X" will delete an entry

Click "Add" to populate a section with new information

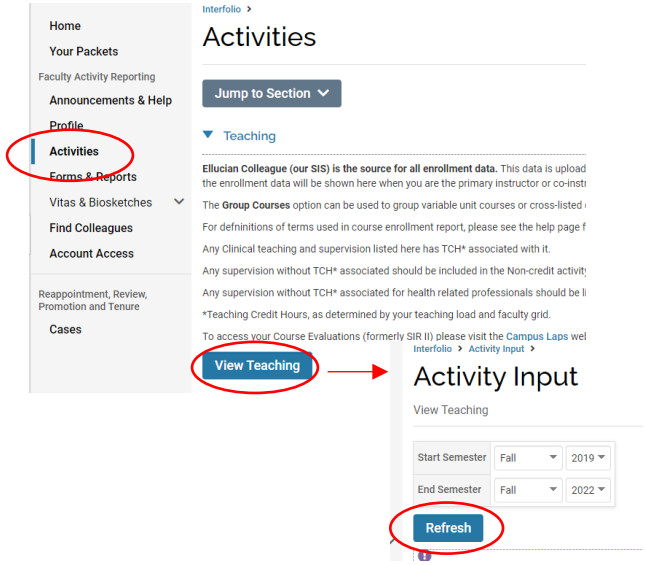
Confirm that the Term column reflects the actual date of the activity. To update the term, select the pencil icon, then "manage status". Once updated you can close the window to see the change reflected.



Updating the TEACHING Activities Section

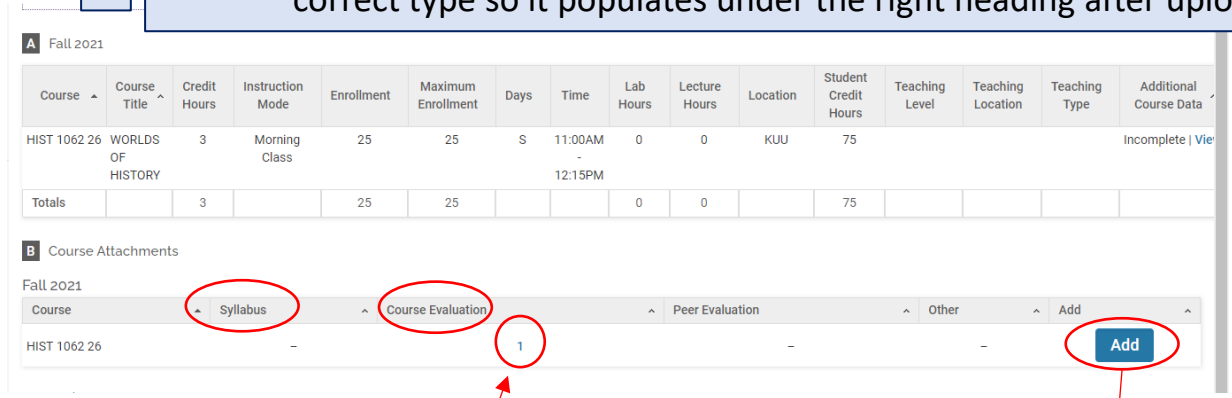
This is where you will upload **student course evaluations** and **syllabi.**
You must upload course evaluations for every course taught

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.

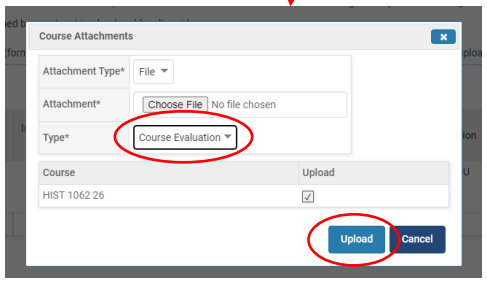


You should see all courses taught between the time period you indicated listed after selecting “Refresh”
(email interfolio@kean.edu if you have missing courses).

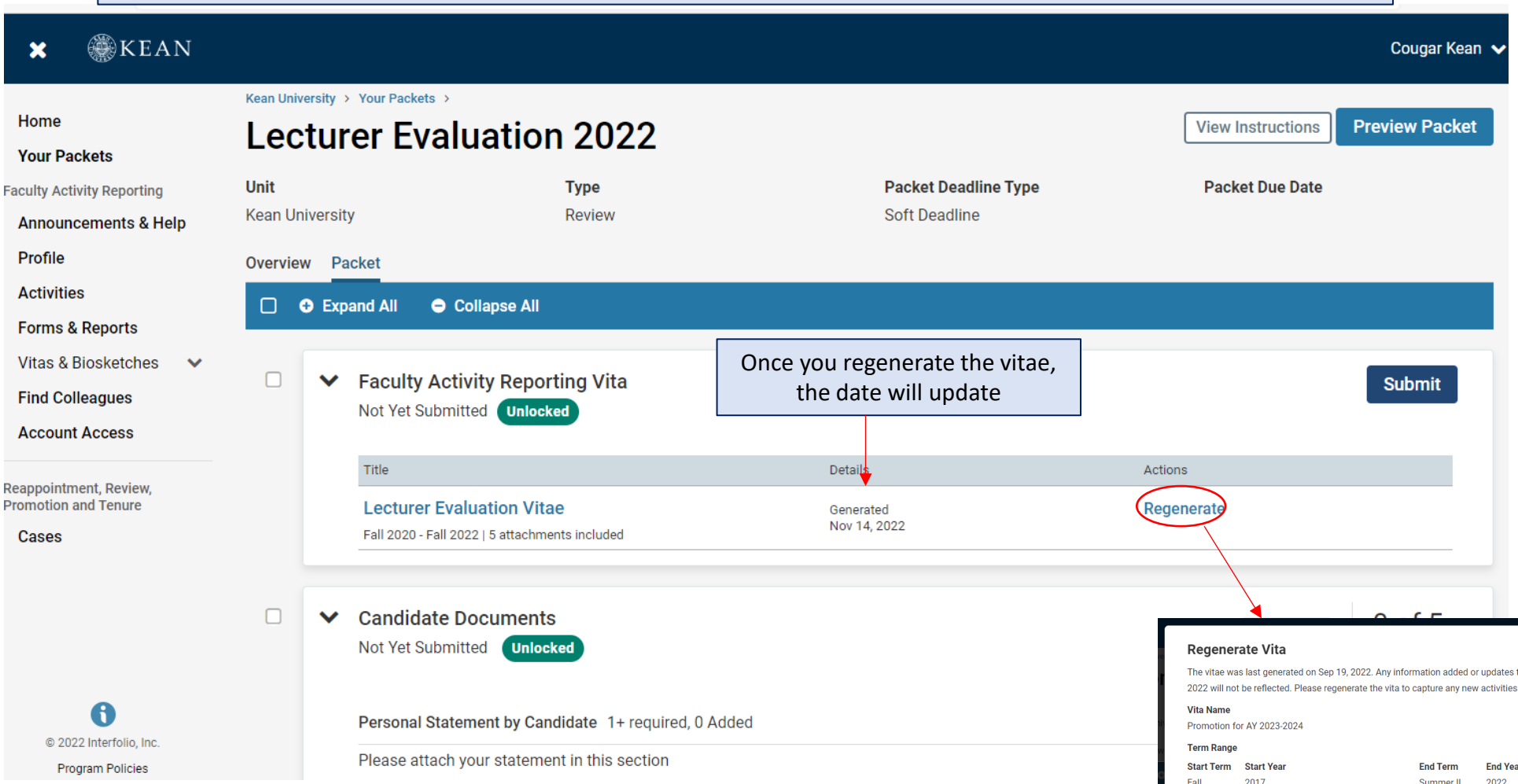
2 Click “Add” to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload



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

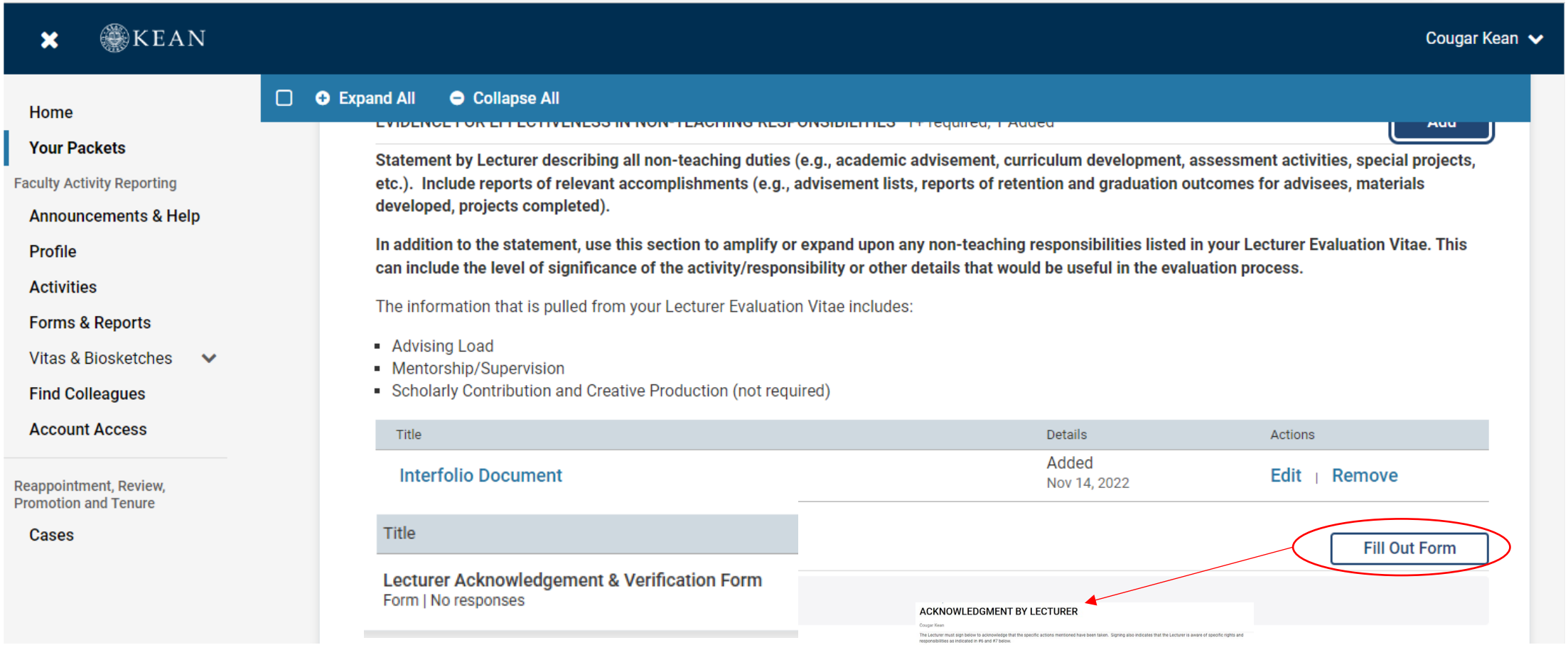


Once you finish updating the Profile and Activities Sections, you MUST **REGENERATE your faculty activity reporting vitae in order for the updates to be pulled into your Lecturer vitae



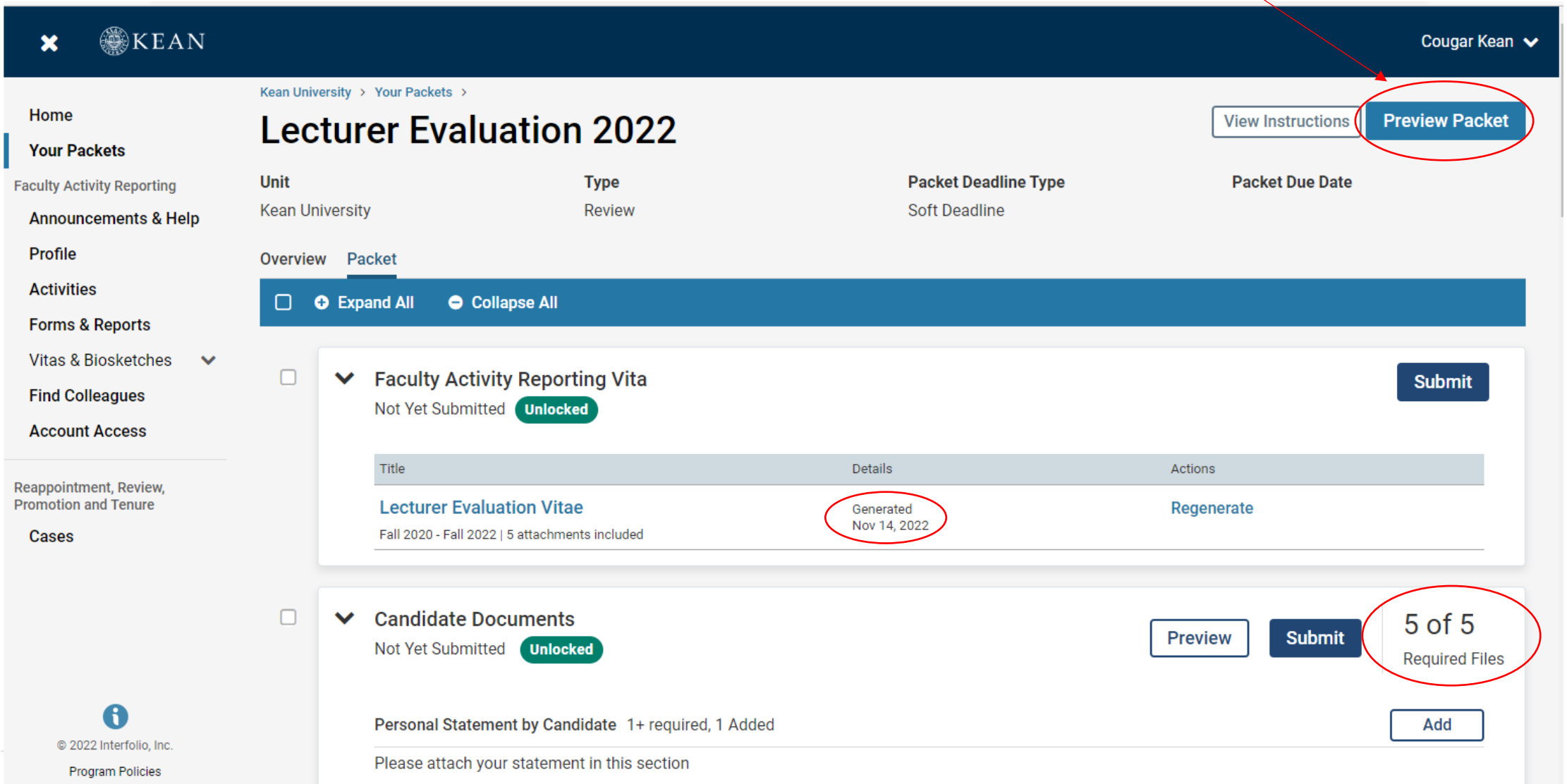
Note that you may see "processing" for some time but the updates will be pulled in.

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.

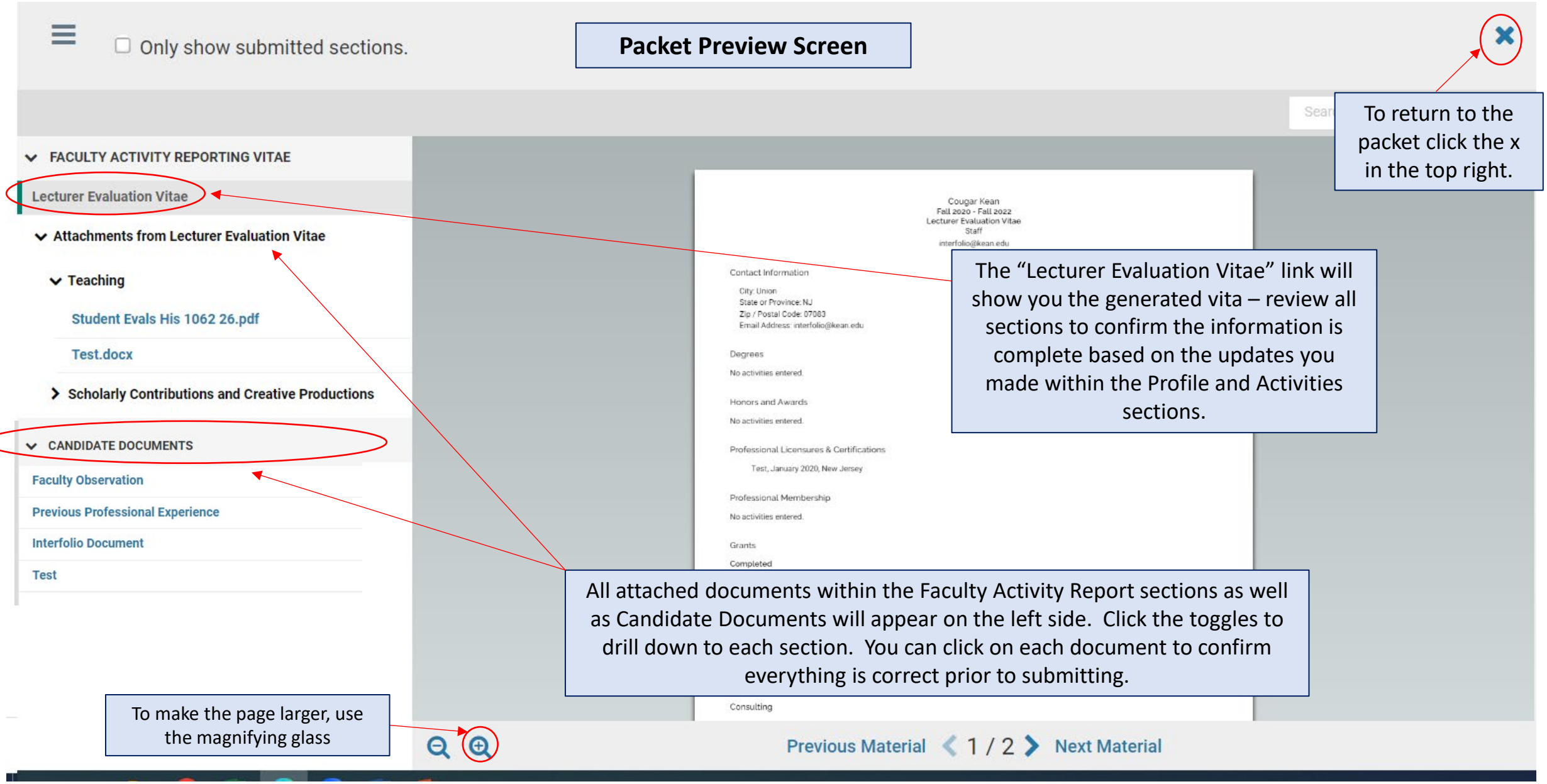


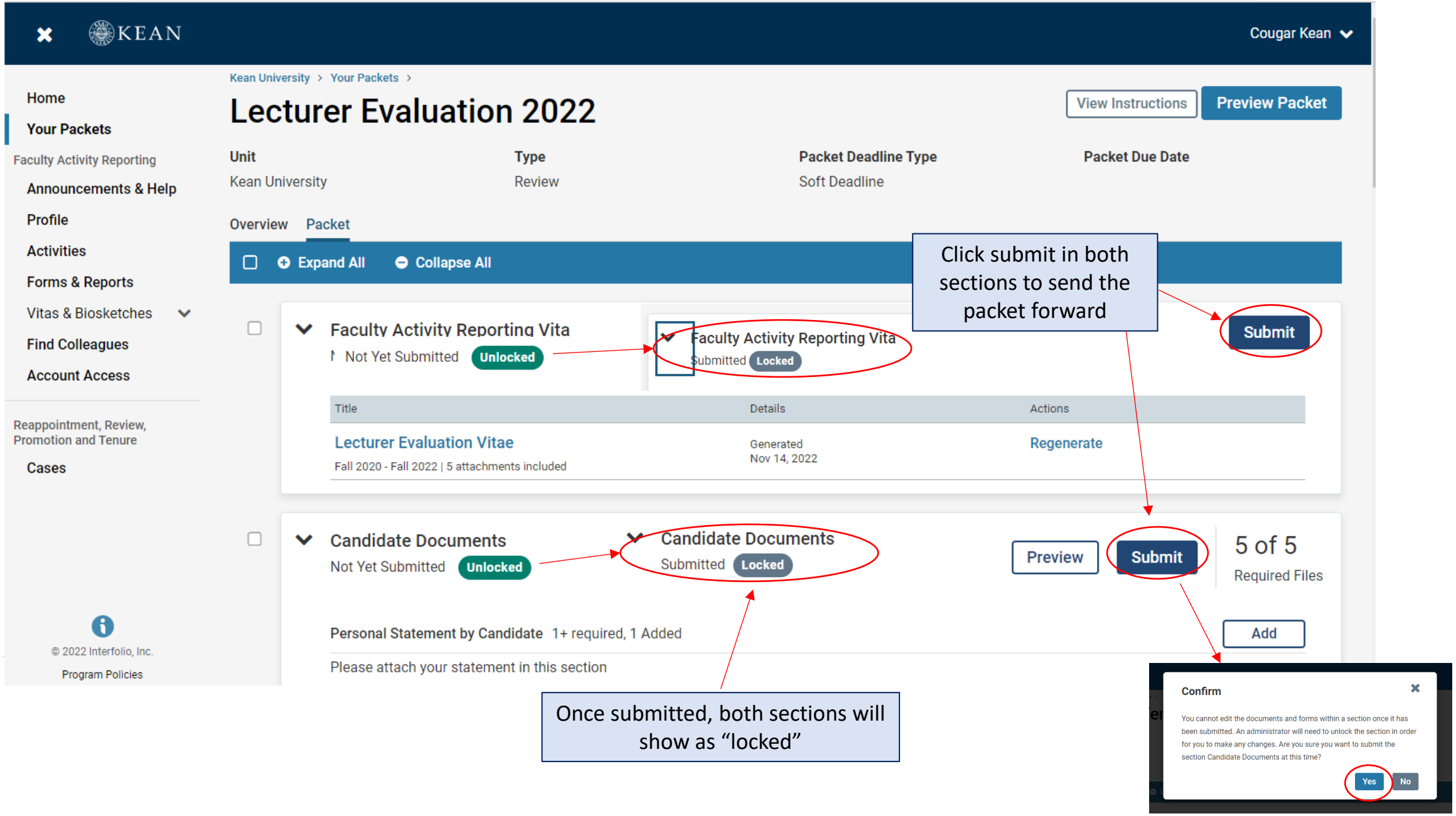
After completing the form, select "save responses" and then "return to packet"

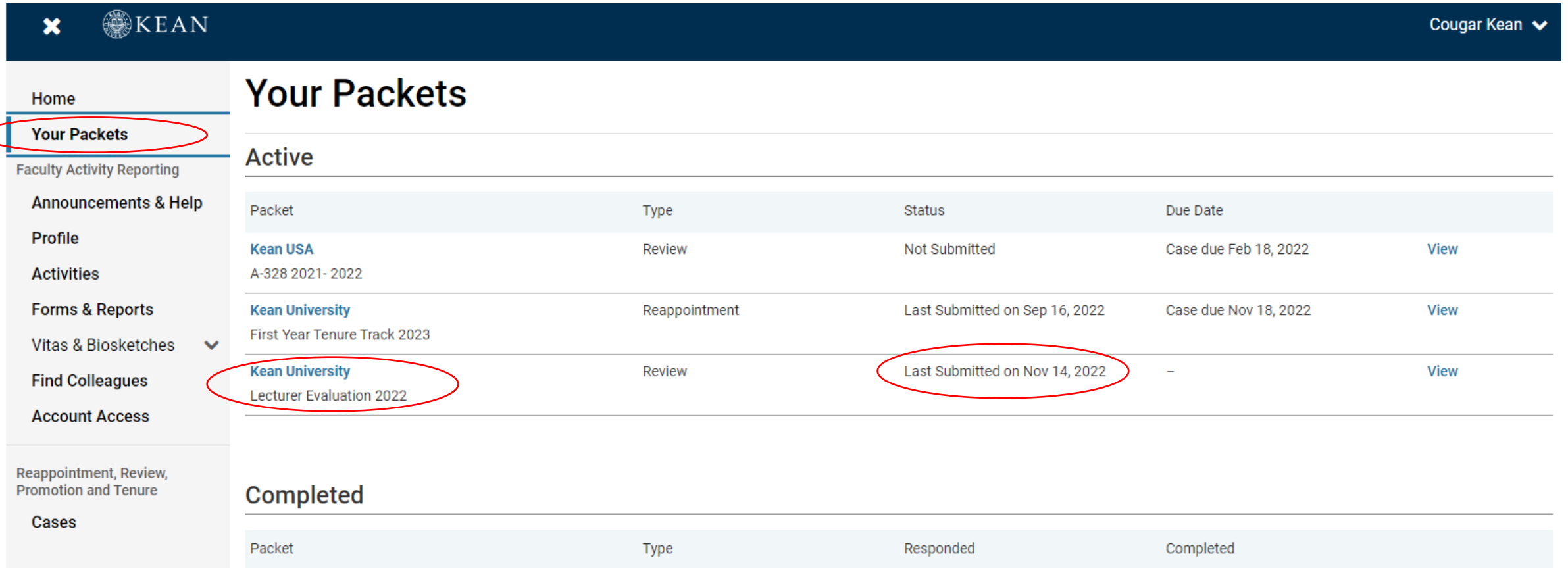
After **regenerating the vita,** and confirming that all documents and forms in the **Candidate Documents** section are complete, select "**Preview Packet**" to make sure all information has been pulled in and to view the compiled documents prior to submitting.



Packet Preview Screen




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Overview
Packet
Expand All
Collapse All
Faculty Activity Reporting Vita
Not Yet Submitted
Unlocked
Faculty Activity Reporting Vita
Submitted
Locked
Submit
Title
Details
Actions
Lecturer Evaluation Vitae
Fall 2020 - Fall 2022 | 5 attachments included
Generated
Nov 14, 2022
Regenerate
Candidate Documents
Not Yet Submitted
Unlocked
Candidate Documents
Submitted
Locked
Preview
Submit
5 of 5
Required Files
Personal Statement by Candidate 1+ required, 1 Added
Add
Please attach your statement in this section
Click submit in both sections to send the packet forward
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



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