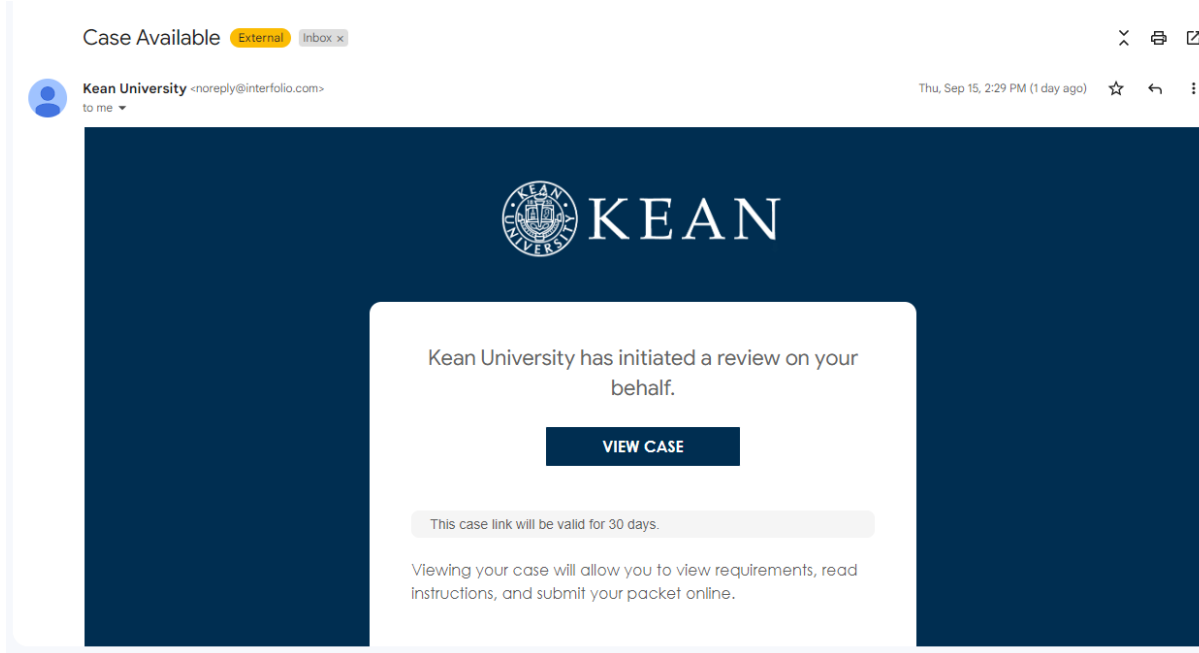


Submitting a Lecturer Case Packet through Interfolio



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

 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

My Tasks 4

3
Unread Tasks


1
Read Tasks

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

 **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

Your Packets

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

Kean University > Your Packets >

Lecturer Evaluation 2022

View Instructions

Preview Packet

Unit

Kean University

Type

Review

Packet Deadline Type

Soft Deadline

Packet Due Date


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

Type
<div>  Evaluation </div>


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
<div>  Personal Statement by Candidate </div>	1 required	0

Edit

Candidate Instructions

Due: On 5, 2022

Decisions about promotion shall include consideration of several broad and interrelated factors (Faculty Service 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.
3. Scholarly abilities – as demonstrated by such criteria as published research in the academic field, contribution to writer creation, the prestige of publication venues, presentations at international, national, or regional conferences, etc. To ensure that these criteria are being met, a panel of achievement determined by their disciplines curriculum, 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

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

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


© 2022 Interfolio, Inc.

[Program Policies](#)

Kean University > Your Packets >

Lecturer Evaluation 2022

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

Unit

Kean University

Type

Review

Packet Deadline Type

Soft Deadline

Packet Due Date

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


+ Expand All



- Collapse All



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

Generated
Nov 14, 2022

[Regenerate](#)

Fall 2020 - Fall 2022 | 5 attachments included



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.

Add Curriculum Vitae
1 Required

Choose Existing
Add New File

Upload
Video
Webpage

Test
Success

Add
Cancel

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

****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

****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

The screenshot displays the Interfolio Profile page for a user named Cougar Kean. The page is divided into a sidebar on the left and a main content area. The sidebar contains navigation links such as 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 the 'Profile' section with a 'Jump to Section' dropdown menu. Below this, a list of sections is displayed, including Personal Information, Contact Information, Academic Position, Work Experience, Degrees, Professional Licensures & Certifications, Rank and Promotion History, Administrative Appointments, Military Experience, Interests, and Biography. The 'Personal Information' section is expanded, showing fields for First Name, Middle Initial, Last Name, Suffix, Race / Ethnicity, Country of Origin, and Languages. A red circle highlights the 'Edit' button in the 'Personal Information' section.

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

The screenshot displays the Kean University Faculty Profile page. The left sidebar contains navigation links: Home, Your Packets, Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. The main content area shows the 'Academic Position' section with fields for 'Current Academic Rank' and 'Position Title'. Below this is the 'Work Experience' section, which is currently empty. A red circle highlights the 'Add' button in the left sidebar, with a red arrow pointing to the 'Add' button in the 'Work Experience' section. The 'Work Experience' section includes a text area for 'Description' and a '0 WORDS' counter. Below this is the 'Activity Classifications' section with dropdowns for 'Work Experience Type', 'P-12 Professional Experience/Credential*', and 'Publicly Displayed*'. The 'Attachments' section shows a file upload area with a 'File' dropdown, an 'Upload File' button, and the text 'no file uploaded'. At the bottom, there are buttons for 'Save', 'Save and Add Another', 'Save and Go Back', and 'Cancel'. The 'Save and Add Another' button is circled in red.

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.

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.

Home

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Reappointment, Review, Promotion and Tenure

Cases

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	
Book	Test	Test	2021	Submitted	Winter 2021	Manual	
Book	Test			In Progress	Fall 2020	Manual	

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	

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

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.

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

Interfolio >
Activities
Jump to Section
Teaching
Elucian College (our SIS) is the source for all enrollment data. This data is upload the enrollment data will be shown here when you are the primary instructor or co-inst
The Group Courses option can be used to group variable unit courses or cross-listed
For definitions of terms used in course enrollment report, please see the help page f
Any Clinical teaching and supervision listed here has TCH* associated with it.
Any supervision without TCH* associated should be included in the Non-credit activity;
Any supervision without TCH* associated for health related professionals should be li
*Teaching Credit Hours, as determined by your teaching load and faculty grid.
To access your Course Evaluations (formerly SIR II) please visit the Campus Labs we
Interfolio > Activity Input
View Teaching
Activity Input
View Teaching
Start Semester: Fall 2019
End Semester: Fall 2022
Refresh

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

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	KUJ	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 1 Add

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

Course Attachments
Attachment Type* File
Attachment* Choose File No file chosen
Type* Course Evaluation
Course HIST 1062 26
Upload
Upload Cancel

****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

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

i

© 2022 Interfolio, Inc.

Program Policies

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

Once you regenerate the vitae,
the date will update

Regenerate

*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.





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

☐ Expand All

 Collapse All

EVIDENCE FOR EFFECTIVENESS IN NON-TEACHING RESPONSIBILITIES (If required, I 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

Title

Lecturer Acknowledgement & Verification Form
Form | No responses

Fill Out Form

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:
1. Was notified of the University Lecturer evaluation criteria;
2. Has included only materials and documents that evidence progress since hired at Kean;
3. Uploaded the Executive Director/Dean observation signed by the observer, and has had the opportunity to discuss them with the Executive Director/Dean;
4. Has seen all student evaluations, or a summary of them (Course Evaluation Summaries, formerly SRI I);
5. Has been informed in writing of the evaluation of the Executive Director/Dean;
6. 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;
7. 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

[Home](#)
[Your Packets](#)
[Faculty Activity Reporting](#)
[Announcements & Help](#)
[Profile](#)
[Activities](#)
[Forms & Reports](#)
[Vitas & Biosketches](#)
[Find Colleagues](#)
[Account Access](#)

[Reappointment, Review, Promotion and Tenure](#)
[Cases](#)

[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

Title

Details

Actions

Lecturer Evaluation Vitae

Generated Nov 14, 2022

Regenerate

Fall 2020 - Fall 2022 | 5 attachments included

Submit

☐

▼

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


© 2022 Interfolio, Inc.
Program Policies



☐ 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



Previous Material < 1 / 2 > Next Material

Home

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Reappointment, Review,
Promotion and Tenure

Cases



© 2022 Interfolio, Inc.

Program Policies

Kean University > Your Packets >

Lecturer Evaluation 2022

View Instructions

Preview Packet

Unit

Kean University

Type

Review

Packet Deadline Type

Soft Deadline

Packet Due Date

Overview Packet

☐ Expand All
 ☐ Collapse All


Faculty Activity Reporting Vita

Not Yet Submitted

Unlocked



Faculty Activity Reporting Vita

Submitted

Locked

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

Personal Statement by Candidate 1+ required, 1 Added

Please attach your statement in this section

Preview

Submit

5 of 5

Required Files

Add

Click submit in both
sections to send the
packet forward

Submit

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

[Home](#)[Your Packets](#)[Faculty Activity Reporting](#)[Announcements & Help](#)[Profile](#)[Activities](#)[Forms & Reports](#)[Vitas & Biosketches](#) ▾[Find Colleagues](#)[Account Access](#)[Reappointment, Review,
Promotion and Tenure](#)[Cases](#)

Your Packets

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