KEAN

Instructions to Candidates for Lecturer Evaluation

UNIVERSITY CRITERIA FOR REAPPOINTMENT

Decisions about reappointment of Lecturers are governed by these broad and interrelated factors:

1. Mastery of Subject Matter -- as demonstrated by such things as advanced degrees, licenses, honors, awards and distinguished achievements, educational and professional experiences, and general reputation in the academic area under consideration.

2. Effectiveness of Teaching – as demonstrated by such things as evaluation by colleagues and students, development of new teaching materials and courses, etc.

3. Effectiveness of Non-Teaching Responsibilities -- as demonstrated by such things as student advisement and mentorship and effectiveness in any assigned administrative roles.

4. Effectiveness in University and community service -- as demonstrated by such things as participation in University governance, improvement of departmental, college, and University programs, service to students, service to the University community and to related professional organizations.

Lecturers may engage in research and scholarship for the sole purpose of fulfilling the requisites of any professional licensing agencies or for self-fulfillment and solely on a voluntary basis. However, for the purposes of recommendations for reappointment, promotions and range adjustments, Lecturers who engage in research and scholarship for the purposes set forth herein shall be evaluated only on teaching, supervising clinical experiences, internships, and service requirements of the position. Lecturers shall not include evidence of research, scholarship and/or creative activity in their reappointment portfolios.

LECTURER REAPPOINTMENT DEADLINES/PROCESS

The reappointment calendar is posted on the Faculty Forms website each year. Please note that deadlines are typically similar year-to-year. The steps for review are detailed below:

1. Submission of materials by candidate in *Interfolio*
2. Evaluation by Department Chair (includes course observation)
3. Evaluation by College Dean
4. Provost/SVPAA Review and Recommendation to President
5. Official action by the Board of Trustees during the May board meeting

APPLICATION INSTRUCTIONS

Applications for reappointment are submitted electronically via ***Interfolio***. Faculty will receive an email from the system when a case packet has been opened on their behalf.

Note: Faculty can log-in to Interfolio at any time by following the steps below to view the A-328 case packet and any other existing case packet(s):

- *Go to www.interfolio.com*
- *Select Log-In*
- *Select "Sign in with partner institution"*
- *In search box, type Kean University & sign in using Kean credentials (the same username/password used for other SSO applications – Microsoft, Workday, Workvivo, etc.)*

Alternatively, you can log in to Interfolio at ***myapps.kean.edu****. Select the Interfolio tile from the list of all programs available on myapps (after signing-in with SSO credentials).*

Applications for Lecturer reappointment, submitted via *Interfolio* contain **two (2)** submission sections:

1. Faculty Activity Reporting Vitae
2. Candidate Documents

Information you enter in the **Faculty Activity Reporting (FAR)** ***Profile*** and ***Activity*** sections will be generated into your Lecturer Evaluation Vitae which will eliminate duplication efforts. Your statements will be uploaded to the **Candidate Documents** section *(Word or PDF documents only - no Google Documents)*. The Candidate Documents section also allows you to amplify or expand upon any information that was generated into your Lecturer Evaluation Vitae.

The following are the ***Profile*** and ***Activity*** sections from **FAR** that are generated into your Lecturer Evaluation Vitae. Please make sure to thoroughly fill out the sections to ensure your application is complete:

- Contact Information
- Degrees
- Current Position
- Administrative Appointments
- Honors and Awards
- Grants
- Professional Licensures & Certifications
- Professional Membership
- Teaching – *student evaluations are uploaded in this section!*
- Advising Load
- Mentorship/Supervision
- Work Experience
- Consulting
- Non-Credit Instruction
- Other Institutional Service
- Institutional Committees
- External Services
- Professional Development

Lecturers shall not include evidence of research, scholarship and/or creative activity in their reappointment portfolios.

The following documents should be uploaded to the **Candidate Documents** Section:

1. Curriculum Vitae *(1 required)*
2. Personal Statement *(1 required)*
3. Course Observation *(1 required)*
4. Student Course Evaluations – Confirmation of FAR Upload *(1 required)*
5. Statement on Effectiveness of Teaching *(1 required)*
6. Statement on Effectiveness in Non-Teaching Responsibilities & Service Plan *(1 required)*
7. *Interfolio* Forms: Acknowledgement by Lecturer & Candidate Verification Form

For Instructions on using *Interfolio* to submit materials, please visit the Faculty Forms website. Detailed guides with screenshots are available on this page, along with the calendar with deadlines for faculty submission and review steps.

For any questions or support in using *Interfolio* or for inquiries related to the review process and deadlines, contact interfolio@kean.edu.

COURSE OBSERVATION

One (1) teaching observation from the Department Chair (or designee) is required. The observation must be discussed with the Lecturer, who has the right to respond in writing for inclusion in the reappointment file. In order to satisfy the requirements of due process, the class meeting chosen for evaluation should be one in which teaching competence may be fully demonstrated. Thus, examination sessions, class presentations by students, individual private instruction and similar situations are excluded.

To be helpful to the Lecturer, the evaluation should be directed to considerations such as the following:

- The Lecturer's knowledge of the content area of the course:
  - the precision and accuracy of information given to the students
  - evidence of the Lecturer's scholarship observed in the class
  - apparent value of the readings and assignments given to the students
- The Lecturer's ability to communicate and facilitate learning:
  - organization of the class presentation
  - clarity and relative importance of the objectives of the presentation
  - ability to motivate and guide students in deepening their knowledge
  - openness and facility in responding to questions

EVIDENCE FOR EFFECTIVENESS OF TEACHING

STUDENT COURSE EVALUATIONS

Student evaluations for all courses taught during the review period should be uploaded to the Teaching Activity section under FAR. The assessee shall be given the opportunity to discuss the student data with the Assessment Committee. If necessary, the assessee may respond in writing to the student data.

Student evaluations must be uploaded by the assessee as *Interfolio* does not pull them in automatically. Data on all courses taught is uploaded to the Teaching Activity section of FAR each semester based on records in Colleague (the Kean student information system) and is view-only. The enrollment data will be shown when you are the primary instructor or co-instructor. If you feel there are any errors in this section, they should be reported to *interfolio@kean.edu*.

Effective June 30, 2026, access to the Campus Labs platform is no longer available. Historical course evaluation reports from Fall 2019 through Summer I 2026 have been downloaded from Campus Labs and securely stored in the Office of Accreditation and Assessment's (OAA) digital repository. OAA will continue to maintain these records for future reference and reporting purposes. You may request copies of individual course evaluation reports by completing the Faculty Course Evaluation Report Request Form and providing the applicable college, term(s), and program information. For questions or additional information on accessing your historical student course evaluations, please contact the Office of Accreditation and Assessment at assessment@kean.edu.

COURSE MATERIALS

All course syllabi from the current academic year should be attached to each course under the Teaching Activity section of FAR. Any new teaching materials or teaching techniques developed may also be included (this can include media production - hyperlinks/webpages, videos, and any other multimedia content).

STATEMENT OF TEACHING INTEREST/TEACHING PLAN

Every faculty member at Kean teaches. For the large majority, teaching represents the lion's share of credit hours counted toward workload. Teaching should evolve in response to changing circumstances and the discoveries you make about your discipline, your students, and the ever-changing toolsets that we can bring to bear on pedagogy. The teaching statement is your opportunity to discuss that evolution, reflect on what is working well and what you hope to do differently to improve student outcomes, and any other innovations that you intend to work on in the coming year.

A teaching plan will typically begin with a succinct statement of teaching philosophy, and then adduce evidence from practice of how that shapes your work in and outside of the classroom. Appropriate topics to cover might include the role of student-driven research in your teaching, of writing and revision, of out-of-class service projects, of peer critique, of Socratic dialog, of free writing, of journaling, of testing, and of long-form term papers. This is also the place to reflect on your engagement with various delivery modalities (e.g., all face-to-face, all online, a hybrid of face-to-face and online, etc.) and how you have developed your ability to excel in one or more of those modalities. You could show here how you have taken advantage of resources at the University such as the Center for Teaching and Learning or availed yourself of any of the many off-campus sources of instruction and peer support for pedagogy.

EVIDENCE FOR EFFECTIVENESS IN NON-TEACHING RESPONSIBILITIES & SERVICE

Lecturers should describe all non-teaching duties including administrative assignments, academic advisement, curriculum development, assessment activities, special projects, etc. Relevant accomplishments should also be detailed and may include reports of retention and graduation outcomes for advisees, materials developed and projects completed. Lecturers should also include a service plan, as detailed below.

SERVICE PLAN

A service plan details your efforts to serve the University and/or the community outside of your teaching commitments. Service falls into many categories: work on University committees, administration, some kinds of advising, mentoring students' fieldwork that is not directly related to a class, or helping to build an executive program for a nearby constituency such as a group of small businesses or nonprofit organizations. Some service commitments will involve work with units of the University other than your Colleges and Schools, such as the division of Entrepreneurial Educational Initiatives, which fosters collaborations with school districts throughout the state. Others will be self-generated; all deserve mention in the service plan.

There are times when service projects overlap with your professional and teaching initiatives; this is especially true of service projects that look off campus to the local community or to communities beyond our immediate area. You can indicate these connections under teaching and service plans, but expand the case in each specified area in the titled plan. Work that involves our students and adds value to a local community is in many ways the most powerful and efficient way to maximize your own and the University's impact.