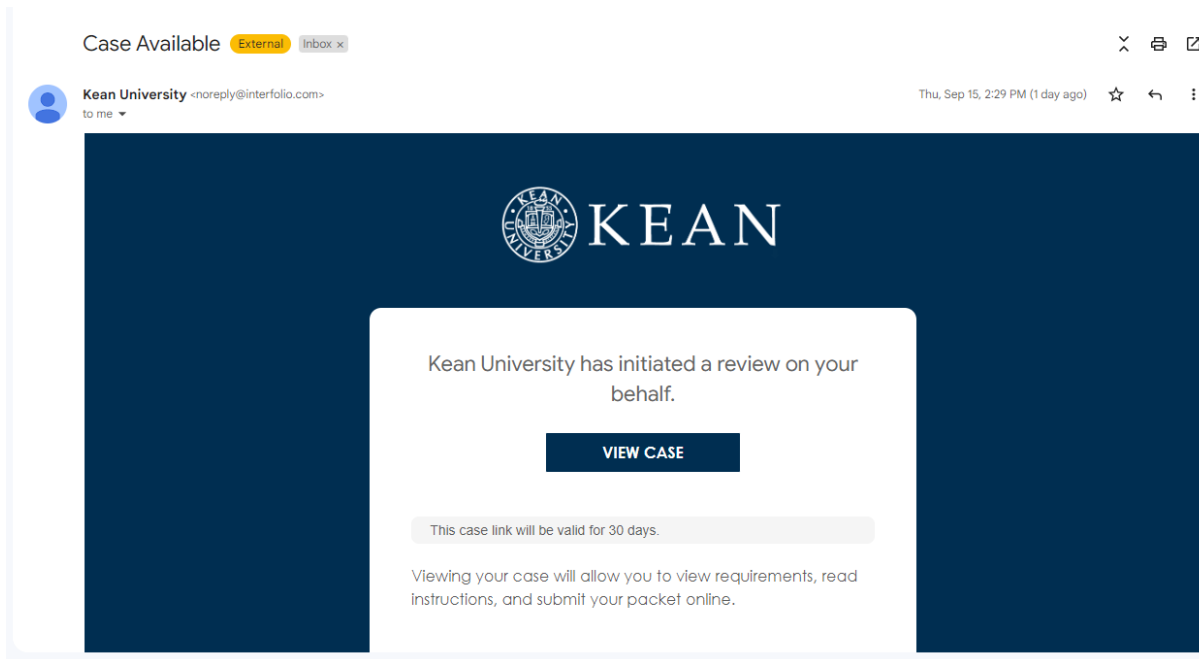


Submitting a Promotion Application through Interfolio



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 (*the same username/password used for other SSO applications – Google mail, Workday, Workvivo, etc.*)

Home - Interfolio x +
https://home.interfolio.com/12677

KEAN Cougar Kean

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Dashboard View

3 Unread Tasks

2 Read Tasks

Title	Due Date
Cougar Kean A-328 2021- 2022 Kean USA Review	Feb 18, 2022
Cougar Kean 2nd Year Faculty Reappointment Evaluation Kean University Tenure	Sep 7, 2022
Cougar Kean Promotion for AY 2023-2024 Kean University Promotion	Oct 5, 2022
Cougar Kean First Year Tenure Track 2023 Kean University Reappointment	Nov 18, 2022
Maria Shah Kean University Other Released Time for Research	

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Program Policies

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

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

Click “View Instructions” to view information about the promotion process

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Program Policies

Kean University > Your Packets >

Promotion for AY 2023-2024

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Promotion	Soft Deadline	Oct 5, 2022

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>✔ Promotion for AY 2022-2023</div>

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
<div>✔ Curriculum Vitae</div>	0 required	0

Select “Packet” to view details on the two sections included in the Promotion Application

You can also click “edit” on either section

View Instructions Preview Packet

Candidate Instructions

Due: Oct 5, 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 artistic creation, the prestige of publication venues, presentations at international, national, or regional conferences etc. To ensure that Kean scholars are performing at a level of achievement demanded by their disciplines nationwide, a process of external peer review will be implemented beginning in the 2023-2024 Academic Year. The details to be negotiated in a subsequent agreement.
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

Edit

Edit

The Promotion Application contains two submission sections:

1. Faculty Activity Reporting (FAR) Vitae

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections will be generated into your Promotion 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 Promotion Vitae:

Degrees	Administrative Appointments	Mentorship / Supervision
Honors and Awards	Work Experience	Scholarly Contributions and Creative Productions
Professional Licensures & Certifications	Consulting	Other Institutional Service
Professional Membership	Non-Credit Instruction	Institutional Committees
Grants	Professional Development	External Service
Current Position	Advising Load	Teaching

2. Candidate Documents

You will be required to upload several documents in this section:

- Up-to-date CV
- Faculty Peer Observations (3)
- Confirmation that student course evaluations from each semester for a three-year period were uploaded to the FAR Teaching Activity Section
- Promotion Candidate Acknowledgement & Verification Form

It is recommended that you add:

- Holistic Summary on Research, Teaching & Service (1000-word max)

Please upload Word or PDF documents only - ***no Google Documents***

This section also allows you to upload additional documents to amplify or expand upon any information that was generated into your Faculty Activity Reporting Promotion Vitae via an Optional Statement.

Promotion for AY 2023-2024

[View Instructions](#)

[Preview Packet](#)

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Unit

Kean University

Type

Promotion

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 Promotion Vita

Submit

Title	Details	Actions
Promotion for AY 2023-2024	Generated Sep 19, 2022	Regenerate
Fall 2017 - Summer II 2022 4 attachments included		



✓ Candidate Documents

Not Yet Submitted

Unlocked

Submit

0 of 4
Required Files

Curriculum Vitae 0 Added

No files have been added

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

Add

Add Curriculum Vitae
1 Required
Choose Existing Add New File
Upload Video Webpage
Text
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 is titled 'Profile' and features a 'Jump to Section' dropdown menu. Below this, there are several sections: 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 currently expanded, showing fields for First Name, Middle Initial, Last Name, Suffix, Race / Ethnicity, Country of Origin, and Languages. An 'Edit' button is highlighted with a red circle in the sidebar. The top right of the page shows the user's name 'Cougar Kean' and a 'Quicklinks' dropdown.

*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', and a table for 'Work Experience'. The 'Work Experience' table is empty, and a red circle highlights the 'Add' button in the sidebar, with a red arrow pointing to the 'Add' button in the 'Work Experience' section. Below the 'Work Experience' section, there are sections for 'Degrees' and 'Professional Licensures & Certifications', both also showing 'Add' buttons. The bottom of the page features a navigation bar with buttons: 'Save', 'Save and Add Another', 'Save and Go Back', and 'Cancel'.

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.

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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	
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

Add **Cancel**

* Indicates required field

Updating the TEACHING Activities Section

This is where you will upload **student course evaluations**.

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.

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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-instr

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

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	KUU	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			

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 Promotion vitae

Kean University > Your Packets >

Promotion for AY 2023-2024

Unit: Kean University | Type: Promotion | Packet Deadline Type: Soft Deadline | Packet Due Date: [View Instructions] [Preview Packet]

Overview [Packet]

[Expand All] [Collapse All]

☐ Faculty Activity Reporting Vita
Not Yet Submitted **Unlocked**

Title	Details	Actions
Promotion for AY 2023-2024 Fall 2017 - Summer II 2022 4 attachments included	Generated Sep 19, 2022	Regenerate

Submit

☐ Candidate Documents
Not Yet Submitted **Unlocked**

Curriculum Vitae 0 Added

No files have been added yet.

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		End Term	End Year
Start Term	Start Year		
Fall	2017	Summer II	2022

Regenerate Cancel

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

After regenerating your vitae 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 the form has been completed.

Optional Statement 0 Added Add

No files have been added yet.

Promotion Candidate Acknowledgement & Verification Form Fill Out Form

This form has not been completed.

Promotion Acknowledgement by Candidate

Cougar Kean

ACKNOWLEDGEMENT BY CANDIDATE

The Candidate must acknowledge that the specific actions mentioned have been taken. Signature also indicates that the Candidate is aware of all rights and responsibilities indicated below.

This is to certify that the Candidate:

1. Was notified of the University and Departmental (if any) criteria and procedures for promotion, as required by the Bylaws of the University Promotion Committee;
2. Has had the opportunity to discuss all faculty observations or summaries with the Chairperson;
3. Has had the opportunity to discuss all Course Evaluations (formerly SIR I's) with the Chairperson;
4. Is aware of the right to respond to the faculty observations, Course Evaluations (formerly SIR I's), and any additional material, by uploading their documents in the appropriate Candidate Document section.
5. Is aware of the right to request and receive a scheduled appeal hearing on substantive grounds* with Departmental AETP Committee or special committee appointed by the College Dean, and is aware of the right to receive, by private written communication, the Committee's reasons for a negative promotion recommendation before the scheduled appeal hearing is held.
6. Is aware of the right to receive, by private written communication, the University Promotion Committee's reasons for a negative promotion recommendation;
7. Certifies that the information presented in the Faculty Activity Reporting Vita and the Candidate Document section is complete and accurate.

By selecting "Yes" I hereby acknowledge that the specific action mentioned has been taken *

☐ Yes

Please type your full name. Filling in the following information will constitute as your e-signature and will have the same impact as signing a printed version of this document. *

Date (MM/DD/YYYY) *

Last Saved on 11/11/2019 11:11 AM

☒ Save Responses Return to Packet

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 >

Promotion for AY 2023-2024

Unit: Kean University | Type: Promotion | Packet Deadline Type: Soft Deadline | Packet Due Date:

Overview | **Packet**

☐ Expand All | ☐ Collapse All

<input type="checkbox"/>	<input checked="" type="checkbox"/> Faculty Activity Reporting Vita Submitted Unlocked Submit						
<table><thead><tr><th>Title</th><th>Details</th><th>Actions</th></tr></thead><tbody><tr><td>Promotion for AY 2023-2024 Fall 2017 - Summer II 2022 5 attachments included</td><td>Generated Sep 19, 2022</td><td>Regenerate</td></tr></tbody></table>		Title	Details	Actions	Promotion for AY 2023-2024 Fall 2017 - Summer II 2022 5 attachments included	Generated Sep 19, 2022	Regenerate
Title	Details	Actions					
Promotion for AY 2023-2024 Fall 2017 - Summer II 2022 5 attachments included	Generated Sep 19, 2022	Regenerate					
<input type="checkbox"/>	<input checked="" type="checkbox"/> Candidate Documents Not Yet Submitted Unlocked Preview Submit 4 of 4 Required Files Add						
Curriculum Vitae 0 Added No files have been added yet.							

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Packet Preview Screen



☐ Only show submitted sections.



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

▼ FACULTY ACTIVITY REPORTING VITAE

Promotion for AY 2023-2024

▼ Attachments from Promotion for AY 2023-2024

▼ Scholarly Contributions and Creative Productions

[Previous Professional Experience.docx](#)

[Test Document 2.docx](#)

[Previous Professional Experience.docx](#)

▼ Teaching

[Student Evals His 1062 26.pdf](#)

[Test.docx](#)

▼ CANDIDATE DOCUMENTS

[Faculty Observation](#)

[Previous Professional Experience](#)

[Interfolio Document](#)

[Test](#)

Cougar Kean
Fall 2017 - Summer II 2022
Promotion for AY 2023-2024
Staff
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

No activities entered.

Current Position

No activities entered.

Administrative Appointments

No activities entered.

Work Experience

No activities entered.

Consulting

No activities entered.


Non-Credit Instruction

[Previous Material](#) < 1 / 2 > [Next Material](#)

The "Promotion 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.

SUBMITTING THE CASE PACKET

KEAN

Cougar Kean

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Promotion for AY 2023-2024

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

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

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

☐ [Expand All](#) [Collapse All](#)

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

☒ [Faculty Activity Reporting Vita](#)
Submitted [Locked](#)

Title	Details	Actions
Promotion for AY 2023-2024 Fall 2017 - Summer II 2022 5 attachments included	Generated Sep 19, 2022	Regenerate

☐ [Candidate Documents](#)
Not Yet Submitted [Unlocked](#)

☒ [Candidate Documents](#)
Submitted [Locked](#)


[Preview](#)[Submit](#)

4 of 4
Required Files

[Add](#)

Curriculum Vitae 0 Added

No files have been added yet.


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[Program Policies](#)

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](#)

CONFIRMING THE CASE PACKET WAS SUBMITTED

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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 2nd Year Faculty Reappointment Evaluation	Tenure	Not Submitted	Case due Sep 7, 2022	View
Kean University Promotion for AY 2023-2024	Promotion	Not Submitted	Case due Oct 5, 2022	View
Kean University First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	View
Kean University Promotion for AY 2023-2024	Promotion	Last Submitted on Sep 19, 2022	–	View

Completed

Packet	Type	Status	Due Date	
Kean USA Lecturer Evaluation 2020	Review	–	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.



For any questions, contact
interfolio@kean.edu