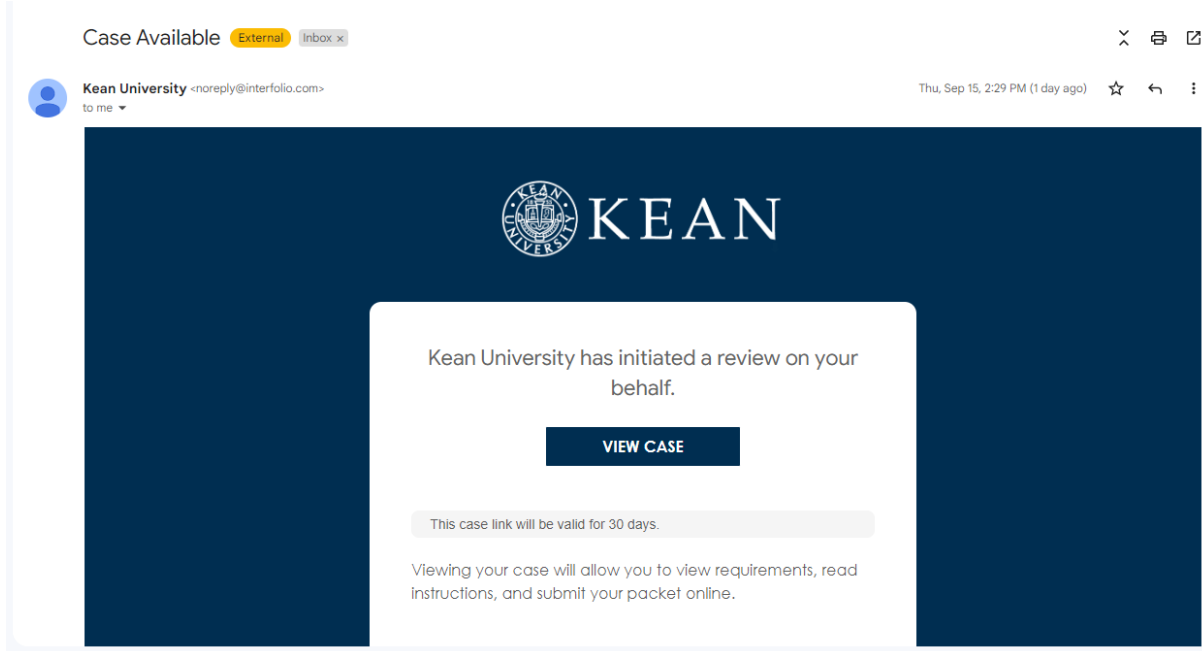


# Submitting a Range Adjustment Application through Interfolio



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](https://interfolio.com)

Select Log-In

Select "Sign in with partner institution"

In search box, type Kean University and sign in using your Kean credentials.

# Your Packets Screen

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

You can select the "Range Adjustment" case packet from the dashboard on your Home screen or by selecting "Your Packets" on the left side

The screenshot shows the 'Your Packets' dashboard for a user named Cougar Kean. The left sidebar contains navigation links: Home, Your Packets (circled in red), Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'Your Packets' and shows a table of 'Active' packets. The table has columns for Packet, Type, Status, Due Date, and a View link. The 'Range Adjustment' packet under 'Kean University' is circled in red, and a callout box points to it with the text 'Click the Blue Hyperlink for the Range Adjustment Packet'. Below the table is a section for 'Completed' packets.

Packet	Type	Status	Due Date	
<a href="#">Kean USA</a> A-328 2021- 2022	Review	Not Submitted	Case due Feb 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	-	<a href="#">View</a>
<a href="#">Kean University</a> EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Range Adjustment	Review	Not Submitted	-	<a href="#">View</a>

**Completed**

Click the Blue Hyperlink for the Range Adjustment Packet

# Range Adjustment Application

[View Instructions](#)

[Preview Packet](#)

Click "View Instructions" to view information about the requirements for a range adjustment application

Unit: Kean University | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Jan 5, 2026

[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
<input checked="" type="checkbox"/> Range Adjustment

Select "Packet" to view details on the two sections included in the Range Adjustment Application

You can also click "edit" on either section

[Edit](#)

## Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="checkbox"/> Curriculum Vitae	1 required	0
<input type="checkbox"/> Peer Teaching Observations	2 required	0
<input type="checkbox"/> Student Course Evaluations & Course Syllabi	1 required	0
<input checked="" type="checkbox"/> Holistic Summary on Scholarship/Creative Works, Teaching and Service (1,000 word max)	0 required	0
<input checked="" type="checkbox"/> Optional Statement	0 required	0
<input type="checkbox"/> RANGE ADJUSTMENT: ACADEMIC ADVISEMENT SELF-EVALUATION FORM	11 required	0
<input type="checkbox"/> Range Adjustment Acknowledgement	2 required	0
<input type="checkbox"/> Range Adjustment Verification Form	9 required	0

[Edit](#)

**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](#)

# The Range Adjustment 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 Range Adjustment Vita. 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 Vita:

Degrees  
Honors and Awards  
Professional Licensures & Certifications  
Professional Membership  
Grants  
Current Position  
Administrative Appointments

Work Experience  
Consulting  
Non-Credit Instruction  
Professional Development  
Advising Load  
Mentorship / Supervision  
Scholarly Contributions and Creative Productions

Other Institutional Service  
Institutional Committees  
External Service  
**Teaching – this is where student course evaluations and syllabi should be uploaded!**

## 2. Candidate Documents

You will be required to upload several documents and complete three forms in this section:

- Up-to-date Curriculum Vitae
- Peer Teaching Observations (2)
- Verification that Student Course Evaluations and Syllabi were added to the Teaching section of FAR
- Range Adjustment Academic Advisement Self-Evaluation Form
- Range Adjustment Verification Form
- Range Adjustment Acknowledgement

It is recommended that you add:

- Holistic Summary on Scholarship/Creative Works, Teaching & Service (1000-word max)

This section also allows you to upload additional documents to amplify or expand upon any information that was generated into your FAR Vita via an Optional Statement.

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

# Range Adjustment Application

[View Instructions](#)

[Preview Packet](#)

Unit: Kean University | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Jan 5, 2026

Overview **Packet**

Expand All  Collapse All

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

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

**Submit**

Title	Details	Actions
<b>Range Adjustment</b> Fall 2021 - Spring 2026   6 attachments included	Generated Nov 26, 2025	<a href="#">Regenerate</a>

**2**  **Candidate Documents**  
Not Yet Submitted **Unlocked**

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

**Submit**

0 of 4  
Required Files

**Add**

Curriculum Vitae 1+ required, 0 Added

Please upload your most up-to-date CV.

No files have been added yet.

**Add Curriculum Vitae**  
1 Required

Choose Existing **Add New File**

Upload Video Webpage

Test Success

**Add** **Cancel**

Peer Teaching Observations 2+ required, 0 Added

Guidelines on appropriate faculty rank for individuals completing classroom observations and hold rank equal to or higher than the applicant). Observations by two different members of the committee are required, where possible. If the committee does not have at least two members in the required rank, observation by any faculty member holding the appropriate rank will meet the requirement.

**Add**

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

# 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

Interfolio > Profile

Jump to Section

Personal Information

Contact Information

Academic Position

Work Experience

Degrees

Professional Licensures & Certifications

Rank and Promotion History

Administrative Appointments

Military Experience

Interests

Biography

Quicklinks

Personal Information

First Name

Middle Initial

Last Name

Suffix

Race / Ethnicity

Country of Origin

Languages

Contact Information

Office Number

Office Building

Street 1

Street 2

City

Union

Edit

KEAN

Cougar Kean

Jump to Section

Academic Position

Current Academic Rank

Position Title

Staff

Edit

Work Experience

No activities entered.

Add

Degrees

No activities entered.

Add

Professional Licensures & Certifications

Title

Month / Year Originally Conferred

Month/

Test

January 2020

Add

Description

Activity Classifications

Work Experience Type

P-12 Professional Experience/Credential\*

Publicly Displayed\*

Attachments

Attachment Type

Attachment

File

Upload File

no file uploaded

Add Another

Save

Save and Add Another

Save and Go Back

Cancel

Note that some fields are locked for editing.  
If you notice any discrepancies or missing information  
email [interfolio@kean.edu](mailto: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.

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 Help

▸ Non-Credit Instruction Help

▾ **Scholarly Contributions and Creative Productions** Help

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**

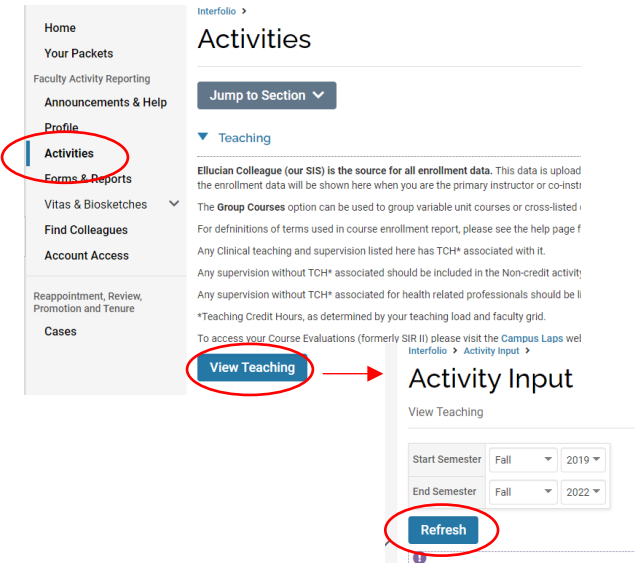
\* Indicates required field

# Updating the TEACHING Activities Section

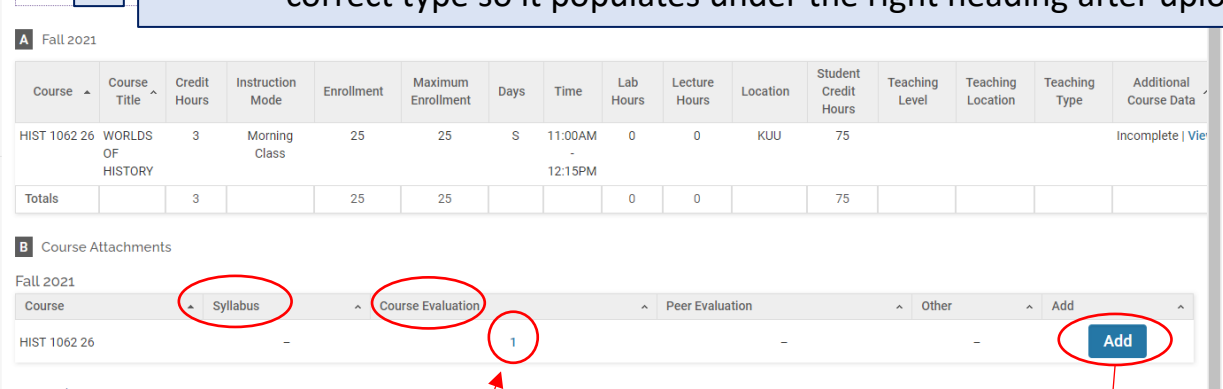
This is where you will upload **student course evaluations** and **syllabi**.  
*You should download copies of your course evaluations from your Campus Labs account and copied of your course syllabi from Simple Syllabus*

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

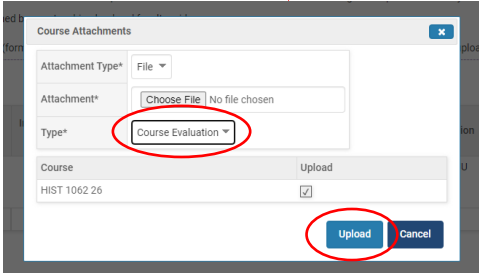
**1** Under the Teaching section of the Activities tab, Select “View Teaching” and adjust the start and end dates to reflect the time period you wish to update.



**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



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 Range Adjustment vita**

# Range Adjustment

[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**

**Submit**

Once you regenerate the vitae, the date will update

Title	Details	Actions
<b>Range Adjustment</b> Fall 2017 - Fall 2022   5 attachments included	Generated Nov 18, 2022	<b>Regenerate</b>

*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**

<b>Start Term</b>	<b>Start Year</b>	<b>End Term</b>	<b>End Year</b>
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 **three required forms** – you will not be able to submit your application until these have been completed.

RANGE ADJUSTMENT: ACADEMIC ADVISEMENT SELF-EVALUATION FORM 11 required questions,

This form has not been complete. Fill Out Form

Range Adjustment Acknowledgement 2 required questions,

This form has not been complete. Fill Out Form

Range Adjustment Verification Form 9 required questions,

This form has not been complete. Fill Out Form

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

**RANGE ADJUSTMENT: ACADEMIC ADVISEMENT SELF-EVALUATION FORM**  
Cougar Kean  
The Academic Advisement Self-Evaluation Form will be used by faculty members applying for a range adjustment who wish to document contributions to University service by selecting the academic advisement criteria that best describe the Form in its entirety.

Date \*  
MM/DD/YYYY

1. How do I assess the completeness and accuracy of my knowledge of University graduation requirements, the course schedule, and policies and procedures governing registration for majors in my field? \*

Knowledge is complete and accurate  
 Knowledge is somewhat complete and accurate  
 Needs improvement

2. How do I assess the completeness and accuracy of my knowledge of the academic programs for which I serve as advisor? \*

Knowledge is complete and accurate  
 Knowledge is somewhat complete and accurate  
 Needs significant improvement

**Range Adjustment Acknowledgement**  
Cougar Kean  
This is to certify that the Range Adjustment candidate:  
1. Was notified of the criteria and procedures for application for a Range Adjustment, as required by the Range Adju.  
2. was shown all peer observation;  
3. has seen the student evaluations and summary sheets;  
4. has seen all material included in his/her Portfolio;  
5. is aware of the right to file a grievance (procedural, discriminatory claim, or denial of academic freedom) regardir  
6. is aware of the right to appeal, in writing, the Range Adjustment recommendation of the ARTP Committee, URAC,  
7. certifies that the information presented in the candidate's portfolio is complete and accurate.

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

Yes

**Candidate Signature \***  
Please type your full name. Filling in the following information will constitute as your e-signature and will have th

Text

**Range Adjustment Verification Form**  
Cougar Kean  
Please see [HERE](#) for a help article regarding regenerating your Range Adjustment Vita.

Name \*  
Text

Department \*  
Text

Current Rank \*  
Text

Date of initial appointment \*  
MM/DD/YYYY  
11/18/2022

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.

# Range Adjustment Application

View Instructions **Preview Packet**

Unit: Kean University | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Jan 5, 2026

Overview **Packet**

Expand All Collapse All

Faculty Activity Reporting Vita **Submit**

Not Yet Submitted **Unlocked**

Title	Details	Actions
Range Adjustment Fall 2021 - Spring 2026   6 attachments included	Generated Nov 26, 2025	Regenerate

Candidate Documents **Preview** **Submit** **4 of 4** Required Files

Curriculum Vitae 1+ required, 1 Added **Add**

Please upload your most up-to-date CV.

Title	Details	Actions
CV	Added Nov 26, 2025	Edit   Remove

# Packet Preview Screen

Only show submitted sections.

Search PDF



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

- ▼ FACULTY ACTIVITY REPORTING VITAE
  - Range Adjustment
  - ▼ Attachments from Range Adjustment
  - > Scholarly Contributions and Creative Productions
  - > Teaching
- ▼ CANDIDATE DOCUMENTS
  - Faculty Observation
  - Faculty Observation
  - CV

Cougar Kean  
Fall 2017 - Fall 2022  
Range Adjustment  
Staff  
interfolio@kean.edu

Contact Information  
Union, NJ 07083  
interfolio@kean.edu

Degrees  
No activities entered.

Honors and Awards  
No activities entered.

Professional Licensures & Certifications  
Test, January 2020, New Jersey  
[[No Title]]  
Professional Membership  
No activities entered.

Grants  
Completed  
Test (September 6, 2022), Completed, Spring 2021, PI Cougar Kean

Current Position  
Current Academic Rank: Staff

Administrative Appointments  
No activities entered.

Work Experience  
No activities entered.

Consulting  
No activities entered.

Non-Credit Instruction  
No activities entered.

The "Range Adjustment" 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.



Previous Material < 1 / 2 > Next Material

# Range Adjustment Application

[View Instructions](#)

[Preview Packet](#)

Unit: Kean University | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Jan 5, 2026

Overview **Packet**

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

**Faculty Activity Reporting Vita**

Not Yet Submitted **Unlocked**

**Faculty Activity Reporting Vita**  
Submitted **Locked**

Click submit in both sections to send the packet forward

**Submit**

Title	Details	Actions
<b>Range Adjustment</b> Fall 2021 - Spring 2026   6 attachments included	Generated Nov 26, 2025	<a href="#">Regenerate</a>

**Candidate Documents**

Not Yet Submitted **Unlocked**

**Candidate Documents**  
Submitted **Locked**

[Preview](#)

**Submit**

**4 of 4**  
Required Files

Curriculum Vitae 1+ required, 1 Added

Please upload your most up-to-date CV.

Once submitted, both sections will show as "locked"

Title	Details	Actions
<b>CV</b>	Added Nov 26, 2025	<a href="#">Edit</a>

**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	
<a href="#">Kean USA</a> A-328 2021-2022	Review	Not Submitted	Case due Feb 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	-	<a href="#">View</a>
<a href="#">Kean University</a> EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Range Adjustment	Review	Last Submitted on Nov 18, 2022	-	<a href="#">View</a>

## Completed

Packet	Type	Responded	Completed	
<a href="#">Kean USA</a>	Review	-	Jan 12, 2021	<a href="#">View</a>

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](mailto:interfolio@kean.edu)