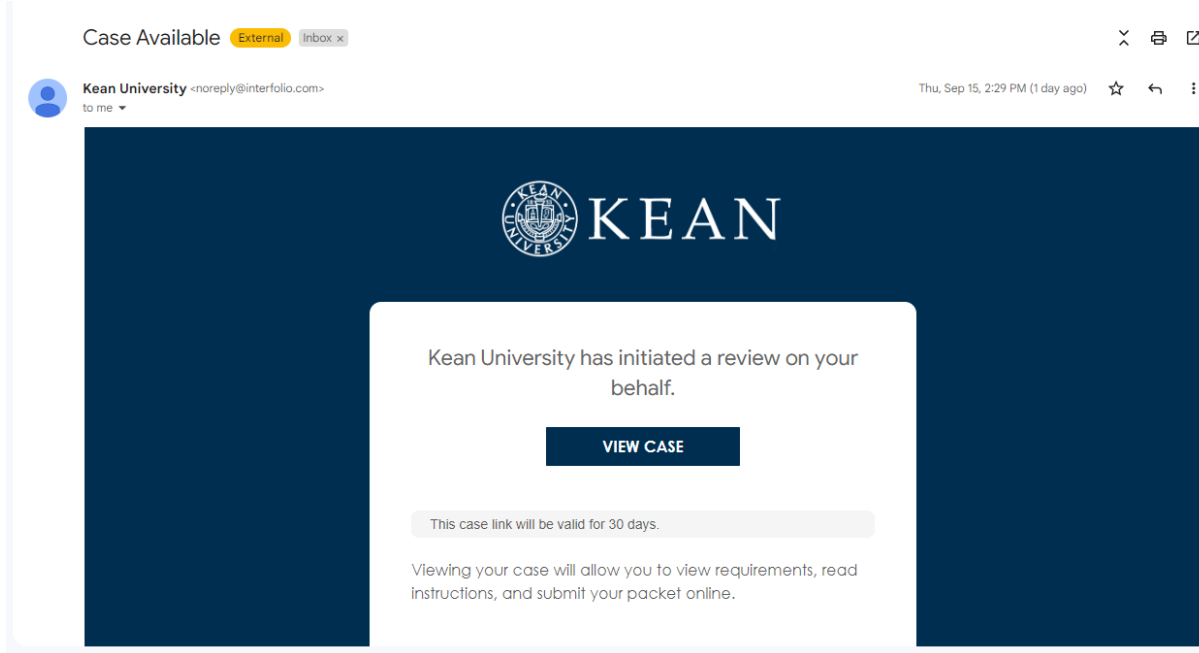# Submitting a Range Adjustment Application through Interfolio

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
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

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KEAN

Cougar Kean ⌄

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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
Kean University EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	View
Kean University Range Adjustment	Review	Not Submitted	–	View

Completed

Click the Blue Hyperlink for the Range Adjustment Packet

Range Adjustment Application

View Instructions   Preview Packet

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

Edit

Type
✅ Range Adjustment

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

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

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

You can also click "edit" on either section

Candidate Documents
Not Yet Submitted Unlocked

Edit

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

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	Work Experience	Other Institutional Service
Honors and Awards	Consulting	Institutional Committees
Professional Licensures & Certifications	Non-Credit Instruction	External Service
Professional Membership	Professional Development	**Teaching –** this is where student course evaluations and syllabi should be uploaded!
Grants	Advising Load	
Current Position	Mentorship / Supervision	
Administrative Appointments	Scholarly Contributions and Creative Productions	

2. Candidate Documents

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

You will be <u>required</u> 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 <u>recommended</u> 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.

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

1

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   Add

Guidelines on appropriate faculty rank for individuals completing classroom observat[...]ust be tenured and hold rank equal to or higher than the applicant). Observations by two different m[...]uired, 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.

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 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 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	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

Once you regenerate the vitae, the date will update

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

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 **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,

Fill Out Form

This form has not been complete.

Range Adjustment Acknowledgement 2 required questions,

Fill Out Form

This form has not been complete.

Range Adjustment Verification Form 9 required questions,

Fill Out Form

This form has not been complete.

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. Candidate must complete 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

Kean University › Your Packets › Range Adjustment ›

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) regardi

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
Test

Kean University › Your Packets › Range Adjustment ›

Range Adjustment Verification Form

Cougar Kean

Please see HERE for a help article regarding regenerating your Range Adjustment Vitae.

Name *
Test

Department *
Test

Current Rank *
Test

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

Overview | Packet

☐ ⊕ Expand All ⊖ Collapse All

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

Submit

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

☐ ⌄ **Candidate Documents**
Not Yet Submitted Unlocked

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

Search PDF   **Search**

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.

🔍 🔍   Previous Material ‹ 1 / 2 › Next Material

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

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.

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

Click submit in both sections to send the packet forward

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

☑ Faculty Activity Reporting Vita
Submitted   **Locked**

Submit

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

☐   ⌄ **Candidate Documents**
Not Yet Submitted   **Unlocked**

✓ Candidate Documents
Submitted   **Locked**

Preview   **Submit**   **4 of 4**
Required Files

Once submitted, both sections will show as "locked"

Curriculum Vitae   1+ required, 1 Added

Please upload your most up-to-date CV.

Title	Details	Actions
CV	Added Nov 26, 2025	Edit |

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

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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
Kean University EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	View
Kean University Range Adjustment	Review	Last Submitted on Nov 18, 2022	–	View

Completed

Packet	Type	Responded	Completed	
Kean USA	Review	–	Jan 12, 2021	View

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