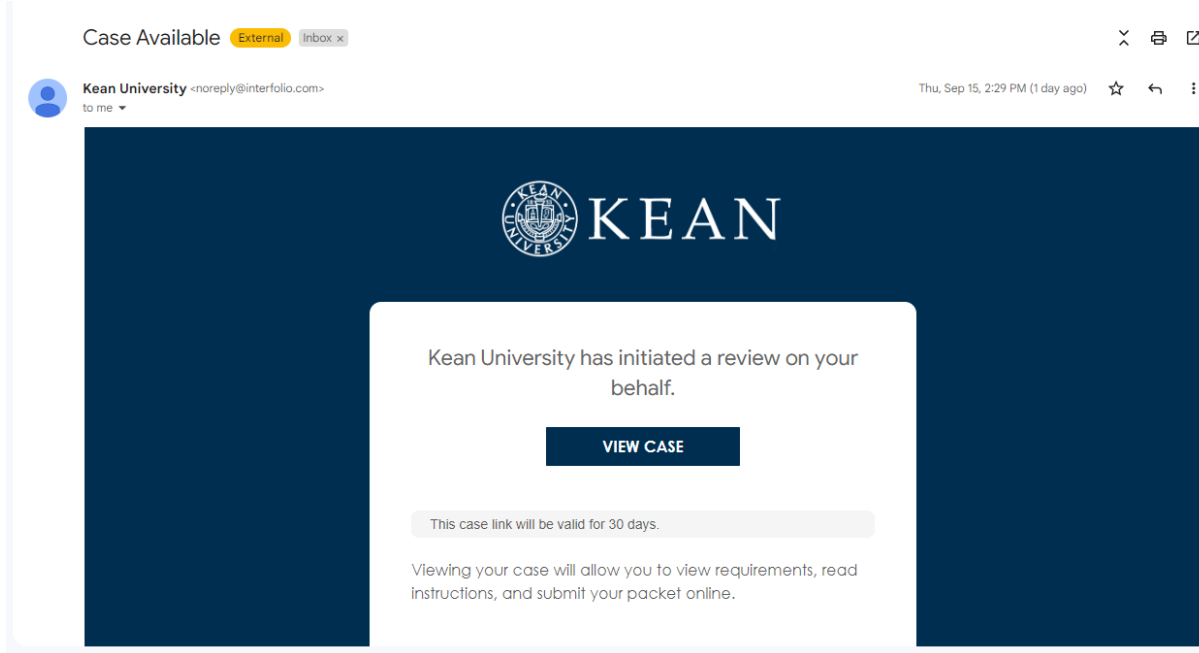


Submitting a Range Adjustment Application through Interfolio



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

Home

Your Packets

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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
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](#)

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



Range Adjustment

[Edit](#)

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

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

[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

[Submit](#)

Faculty Activity Reporting Vita

Not Yet Submitted

Unlocked

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

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.

Peer Teaching Observations 2+ required, 0 Added

Guidelines on appropriate faculty rank for individuals completing classroom observations (must be tenured or 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 Curriculum Vitae
1 Required
Choose Existing **Add New File**
Upload Video Webpage
Test
Success
[Add](#) [Cancel](#)

[Home](#)

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

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Vitas & Biosketches

Find Colleagues

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Reappointment, Review,
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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

This screenshot shows the Kean Interfolio Profile page. The left sidebar contains navigation links: Home, Your Packets, Faculty Activity Reporting, Announcements & Help, Profile (selected), Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'Profile' and has a 'Jump to Section' dropdown. Below this, there are expandable sections: Personal Information (with an 'Edit' button circled in red), Contact Information, Academic Position (with a blue triangle to expand circled in red), Work Experience, Degrees, Professional Licensures & Certifications (with a blue triangle to expand circled in red), 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. The 'Contact Information' section is also expanded, showing fields for Office Number, Office Building, Street 1, Street 2, City, and Union.

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

This screenshot shows the Kean Interfolio Profile page with the 'Academic Position' section expanded. The left sidebar is the same as the previous screenshot. The main content area shows the 'Academic Position' section with fields for Current Academic Rank and Position Title. Below this, there are expandable sections: Work Experience (with an 'Add' button circled in red), Degrees, and Professional Licensures & Certifications. The 'Work Experience' section is expanded, showing a table with columns for Title, Month / Year Originally Conferred, and Month/. The 'Degrees' section is also expanded, showing a table with columns for Title, Month / Year Originally Conferred, and Month/. The 'Professional Licensures & Certifications' section is expanded, showing a table with columns for Title, Month / Year Originally Conferred, and Month/. The 'Add' button in the 'Work Experience' section is circled in red, and a red arrow points from it to the 'Add' button in the 'Degrees' section. The bottom of the page has buttons for 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.

Updating the ACTIVITIES Section

****Review all sections closely.****

Click the blue triangle to expand a section and view instructions.

Home

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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 the 'Citation Preview' button.

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

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 Accepted Semester Summer II 2021 Actions

Add Cancel

* Indicates required field

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

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
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Faculty Activity Reporting
Announcements & Help
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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](#) weel
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	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			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 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**

Once you regenerate the vitae,
the date will update

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

[Submit](#)

*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,

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 Keen

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 Keen

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 Adjustment;
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) regarding;
6. is aware of the right to appeal, in writing, the Range Adjustment recommendation of the ABTP 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 the same legal effect as a handwritten signature.

Text

Range Adjustment Verification Form

Cougar Keen

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

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



☐ Only show submitted sections.

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

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.

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

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.

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

Click submit in both sections to send the packet forward

Submit

☐

▼ Faculty Activity Reporting Vita

Not Yet Submitted Unlocked

▼ Faculty Activity Reporting Vita

Submitted Locked

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

☐

▼ 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
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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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
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