



KEAN

RELEASED TIME FOR RESEARCH (RTR)

Calendar of Activities for Academic Year 2024-2025

For consideration of RTR Awards in AY 2025-2026

RTR Activity	To be Completed on or Before
1. Faculty member initiates intent to apply for RTR (awards for AY 25-26) by requesting a case packet for an RTR application ¹ .	Dec. 20, 2024 (Fri.)
2. Deadline for faculty member to submit RTR application via <i>Interfolio</i> .	Jan. 13, 2025 (Mon.)
3. College Committee on Research (CCOR) completes review of applications and forwards their recommendation, with candidates in rank order of preference, to the College Dean.	Feb. 12, 2025 (Wed.)
4. College Dean reviews applications and forwards their recommendation, including a rank order list with comments, to the Provost/Senior Vice President for Academic Affairs.	Feb. 26, 2025 (Wed.)
5. Provost/Senior Vice President for Academic Affairs reviews RTR applications and recommendations from the CCOR and College Dean and sends written notification of decision to the faculty member.	Mar. 14, 2025 (Fri.)

¹ RTR applications are submitted electronically via *Interfolio*. Email interfolio@kean.edu to request a case packet.