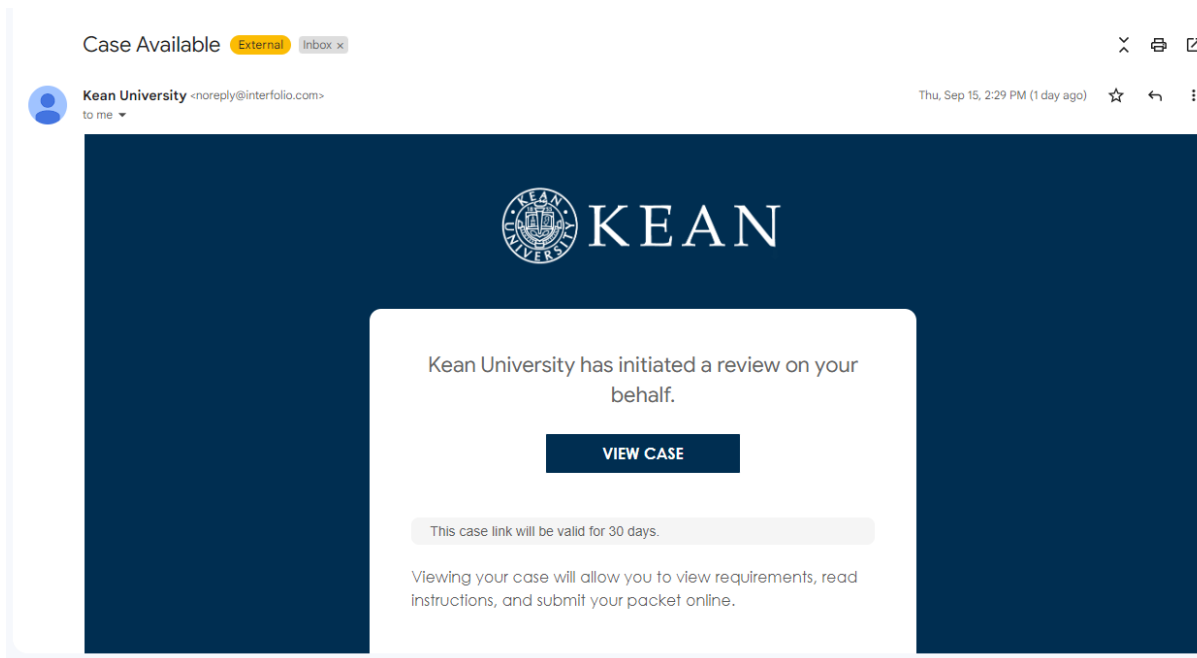


# Submitting an Application for RTR through Interfolio

**You must request an application** by emailing [interfolio@kean.edu](mailto:interfolio@kean.edu) no later than **Friday, December 19, 2025.**



You will receive an email from ***noreply@interfolio.com*** with a link to your case packet once created. Applications for RTR are due by **Monday, January 12, 2026.**

You can also log-in to Interfolio at any time to access your case packet 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.

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

- Select “Your Packets” on the left side

 KEAN

Cougar Kean ▼

Home

**Your Packets**

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## Your Packets

### Active

Packet	Type	Status	Due Date	
<a href="#">Kean University</a> 6th Year Faculty Reappointment Evaluation w/External Review	Tenure	Not Submitted	Case due Sep 1, 2023	<a href="#">View</a>
<a href="#">Kean University</a> 2nd Year TT Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	<a href="#">View</a>
<a href="#">Kean University</a> Administrator with Academic Rank Annual Review	Tenure	Not Submitted	Case due Mar 21, 2025	<a href="#">View</a>
<a href="#">Kean University</a> Promotion w/External Review	Promotion	Not Submitted	Case due Apr 30, 2025	<a href="#">View</a>
<a href="#">Kean University</a> 3rd Year TT Faculty Reappointment Evaluation	Tenure	Not Submitted	Case due Sep 5, 2025	<a href="#">View</a>
<a href="#">Kean University</a> 1st Year Tenure Track 2025	Reappointment	Not Submitted	Case due Nov 21, 2025	<a href="#">View</a>
<a href="#">Kean University</a> Released Time for Research/Creative Works	Other	Not Submitted	Case due Jan 12, 2026	<a href="#">View</a>

Click the “Kean University” link for the RTR Application

- The “Overview” page outlines application progress
- Click “Edit” or “Packet” to access the application

Click “View Instructions” to view information about the application

Kean University > Your Packets >

# Released Time for Research/Creative Works

Unit

Kean University

Type

Other

Packet Deadline Type

Soft Deadline

Packet Due Date

Jan 12, 2026

View Instructions

Preview Packet

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.](#)

## Candidate Documents

Not Yet Submitted Unlocked

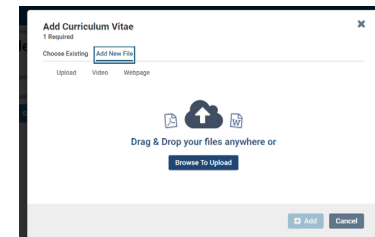
Type	# Required	# Added
Curriculum Vitae	1 required	0
Released Time for Research/Creative Works Application	7 required	0
ORSP/NSF-HERD Data Form	5 required	0
RTR Verification Form	3 required	0

Edit



There are 4 Required Items under the “Candidate Documents” section:

1. Updated Curriculum Vitae
2. Released Time for Research/Creative Works Application
3. ORSP/NSF-HERD Data Form
4. RTR Verification Form



If the section is not expanded, click the arrow to see all items



## Candidate Documents

Not Yet Submitted

Unlocked

Submit

0 of 1

Required Files

Curriculum Vitae 1 required, 0 Added

Click “Add” to upload your CV

Add

Please upload your updated curriculum vitae.

No files have been added yet.

Released Time for Research/Creative Works Application 7 required questions,

Fill Out Form

This form has not been completed.

ORSP/NSF-HERD Data Form 5 required questions,

Fill Out Form

This form has not been completed.

Click “Fill Out Form” to complete the application and required forms

RTR Verification Form 3 required questions,

Fill Out Form

This form has not been completed.

# Released Time for Research AY 23-24

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

Unit

Kean University

Type

Other

Packet Deadline Type

Soft Deadline

Packet Due Date

Jan 27, 2023

Overview

Packet



+ Expand All

- Collapse All



## ▼ Candidate Documents

Not Yet Submitted

Unlocked

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

1 of 1

Required Files

Curriculum Vitae 1 required, 1 Added

Please upload your updated curriculum vitae.

[Add](#)

Once your CV is added you will see the date updated and have options to "edit" or "remove"

Title	Details	Actions
CV	Added Dec 16, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

Released Time for Research Application AY 23-24 17 required questions,

[Fill Out Form](#)

This form has not been complete.

RTR Verification Form 3 required questions,

[Fill Out Form](#)

This form has not been complete.

In addition to uploading your CV, you must also complete three required forms before you will be able to submit the packet:

1. Released Time for Research/Creative Works Application
2. ORSP/NSF-HERD Data Form
3. RTR Verification Form

To view the questions on the application prior to completing the forms in *Interfolio*, visit the [Faculty Forms Website](#) and select the “RTR Application Example” link for full details

Be sure to pay particular attention to the NSF-HERD Guide when completing the ORSP/NSF-HERD Data Form

Kean University > Your Packets > Released Time for Research AY 23-24

## Released Time for Research Application AY 23-24

Cougar Kean

The University's definition of scholarship is intentionally broad to allow faculty to engage in a variety of both traditional and innovative activities that generate new knowledge and understanding. Included are the scholarships of:

- Discovery: scholarship that adds to the field of knowledge of a particular discipline or combination of disciplines;
- Teaching & Learning: scholarship that adds to the knowledge and understanding of teaching;
- Integration: scholarship that makes connections among existing ideas within and/or across disciplines to provide new understandings;
- Application: scholarship that applies knowledge to issues of contemporary social concern in a manner that generates new intellectual understandings;
- Engagement: scholarship that applies knowledge and skills to elucidate the relationship between theory and practice in order to address significant local, national, and global issues; and
- Aesthetic Creation: the production of works of art in any medium, including the performing, visual, and literary arts.

In addition to the categories designated above, the University will also consider the following:

- Scholarly projects: merit will also be determined by the quality of the journal in which the work is published for article-length publications and by the quality of the academic (usually a university) press for monographs.
- Creative projects: quality will also be determined by inclusion in juried shows or awards in open-submission shows, acquisitions by major galleries, productions in prominent live-performance venues; and
- Other appropriate hallmarks of distinction advanced by the relevant research committee and approved by the office of the Provost.

First Name \*

Last Name \*

Kean ID Number \*

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Save Responses Return to Packet

Click “Save Responses” at the bottom of each form to save your progress

Kean University > Your Packets > Released Time for Research AY 23-24

## RTR Verification Form

Cougar Kean

Applications will be considered for six-hour (6) awards of released time for research for a period of the fall and spring semesters. No faculty member may receive more than six (6) hours of research-released time in a single semester, subject to the approval of the Dean. No faculty member may receive an overload teaching assignment during a period of research release time if the prospective award of research-release time will not produce an overload.

Please check each item below to confirm the following: \*

I understand that if awarded RTR, I must:

- ☐ Submit a final progress report through Interfolio at the end of the academic year, no later than June 30
- ☐ Provide, upon request, information necessary for Carnegie R2 consideration and for reporting on University efforts on implementation of OER.
- ☐ Create a full faculty biography for inclusion on [kean.edu](#)
- ☐ Participate in Kean Research Days, presenting the work completed to date.
- ☐ Continue to work with University curricular and pedagogical initiatives including robust use of the Learning Management System [LMS] and adoption of Open Educational Resources [OER] where possible.

I understand that I will not be permitted to receive an overload teaching assignment during a period of research release time whether from internal or external sources. \*

☐ Yes

Type your Name below \*

This serves as your official signature on the RTR application.

Last Saved on Dec 16, 2022 at 11:05 AM

Save Responses Return to Packet

Click “Return to Packet” to go back to the case

Once your CV is uploaded and the forms are complete, select “Submit” to send your application forward for review. “Candidate Documents” will be locked and you will no longer be able to edit your application.

Kean University > Your Packets >

## Released Time for Research AY 23-24

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

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	Jan 27, 2023

Overview **Packet**

☐ + Expand All - Collapse All

☐

▼ Candidate Documents

Not Yet Submitted **Unlocked**

Submitted **Locked**

Curriculum Vitae 1 required, 1 Added

Please upload your updated curriculum vitae.

Title	Details	Actions
CV	Added Dec 16, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

Released Time for Research Application AY 23-24 17 required questions,

Title	Details	Actions
Released Time for Research Application AY 23-24	Completed Not Yet Submitted	<a href="#">Edit</a>

RTR Verification Form 3 required questions,

Title	Details	Actions
RTR Verification Form	Completed Not Yet Submitted	<a href="#">Edit</a>

[Preview](#)

[Submit](#)

1 of 1  
Required Files

[Add](#)

[Edit Form](#)

[Edit Form](#)

### 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

If any forms have missing information, an error screen will appear and you will not be able to submit until all required questions have been answered.

Sorry! You must answer all required questions.

## How to Confirm that the Application was successfully submitted:

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Cases

### Your Packets

#### Active

Packet	Type	Status	Due Date	
<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>
<a href="#">Kean University</a> Released Time for Research AY 23-24	Other	Last Submitted on Dec 16, 2022	Case due Jan 27, 2023	<a href="#">View</a>

#### Completed

Click “Your Packets” to return to the main page to confirm that the status on the packet shows the submission date.

If you have any questions, please email [interfolio@kean.edu](mailto:interfolio@kean.edu)