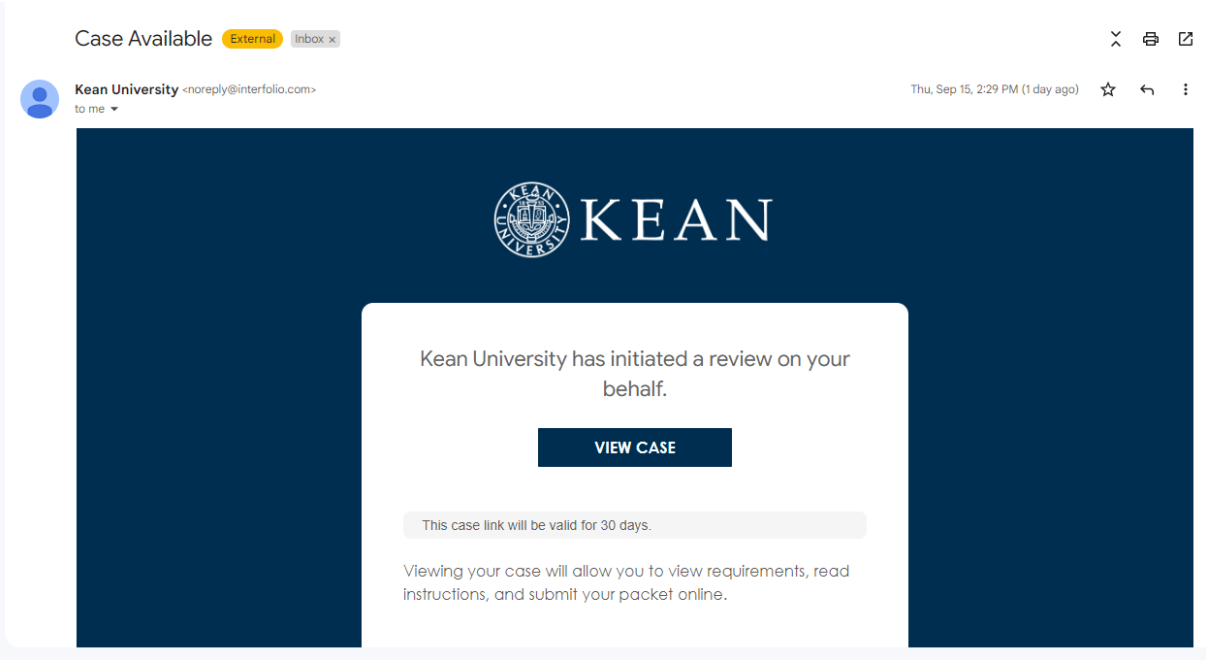
Submitting an Application for RTR through Interfolio

You must request an application by emailing *interfolio@kean.edu* no later than **Friday, December 18, 2026**



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 11, 2027.**

You can also log-in to Interfolio at any time to access your case packet by following the steps below:

Go to **interfolio.com**

- Select "Interfolio Sign-In“ (top right corner) and "United States"
- Select "Sign in with partner institution"
- In search box, type Kean University
- Sign in using your SSO Kean credentials.

Alternatively, you can log-in by going to **myapps.kean.edu**

- Log-in w/SSO Kean credentials
- Select the *Interfolio* tile from the list of all programs available on myapps.

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

- Select “Your Packets” on the left side

KEAN

Cougar Kean

Home

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Reappointment, Review, Promotion and Tenure

Cases

© 2025 Elsevier Inc.

Privacy Policy

Your Packets

Active

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

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

View Instructions | Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	Jan 12, 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.

Candidate Documents

Edit

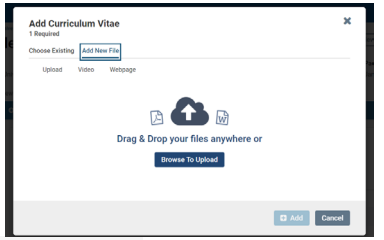
Not Yet Submitted Unlocked

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



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,

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

Fill Out Form

This form has not been completed.

RTR Verification Form 3 required questions,

Fill Out Form

This form has not been completed.

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**

Preview | Submit

1 of 1 Required Files

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

Curriculum Vitae 1 required, 1 Added

Add

Please upload your updated curriculum vitae.

Title	Details	Actions
CV	Added Dec 16, 2022	Edit | Remove

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

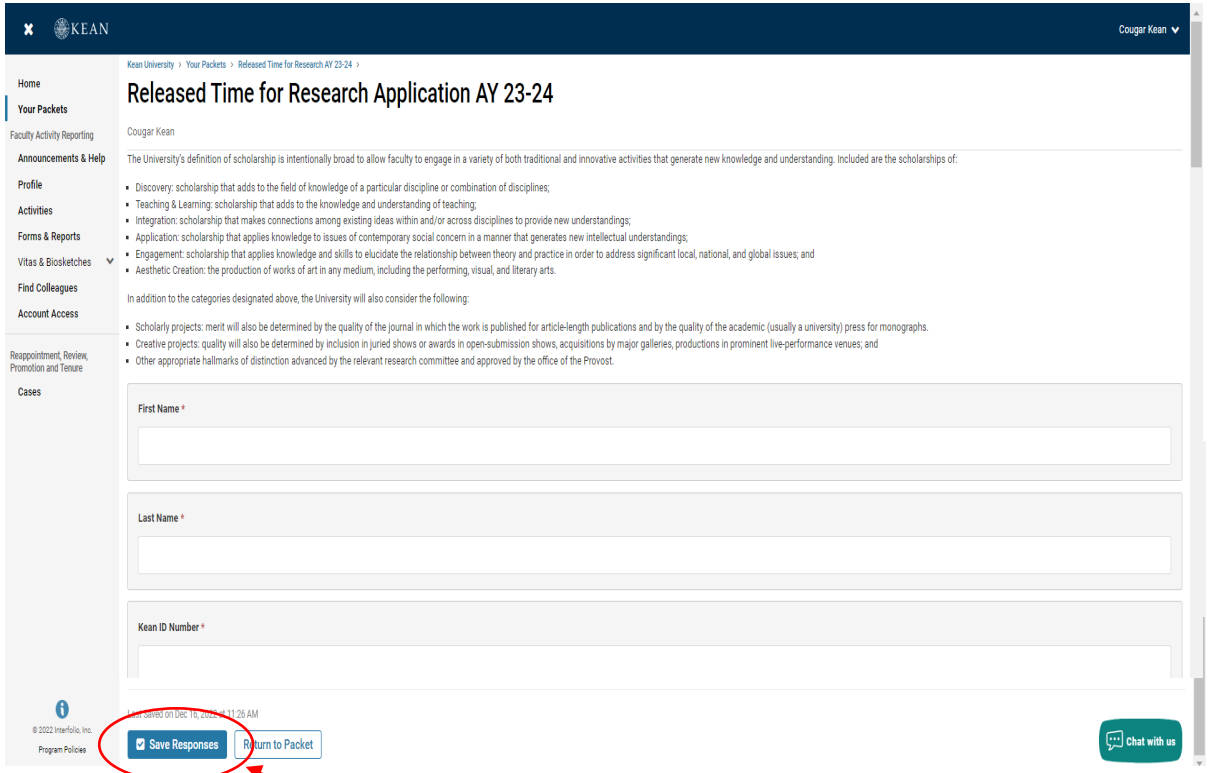
This form has not been complete.

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

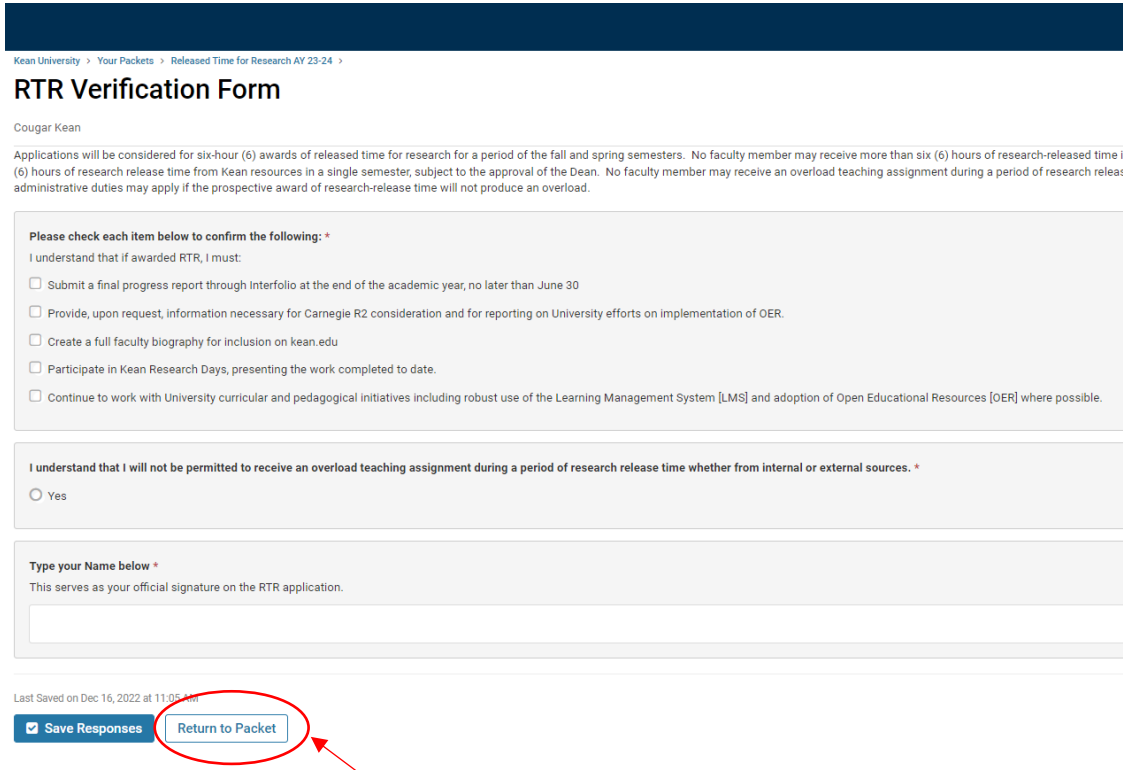
1. Released Time for Research/Creative Works Application
2. ORSP/NSF-HERD Data Form
3. RTR Verification Form

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

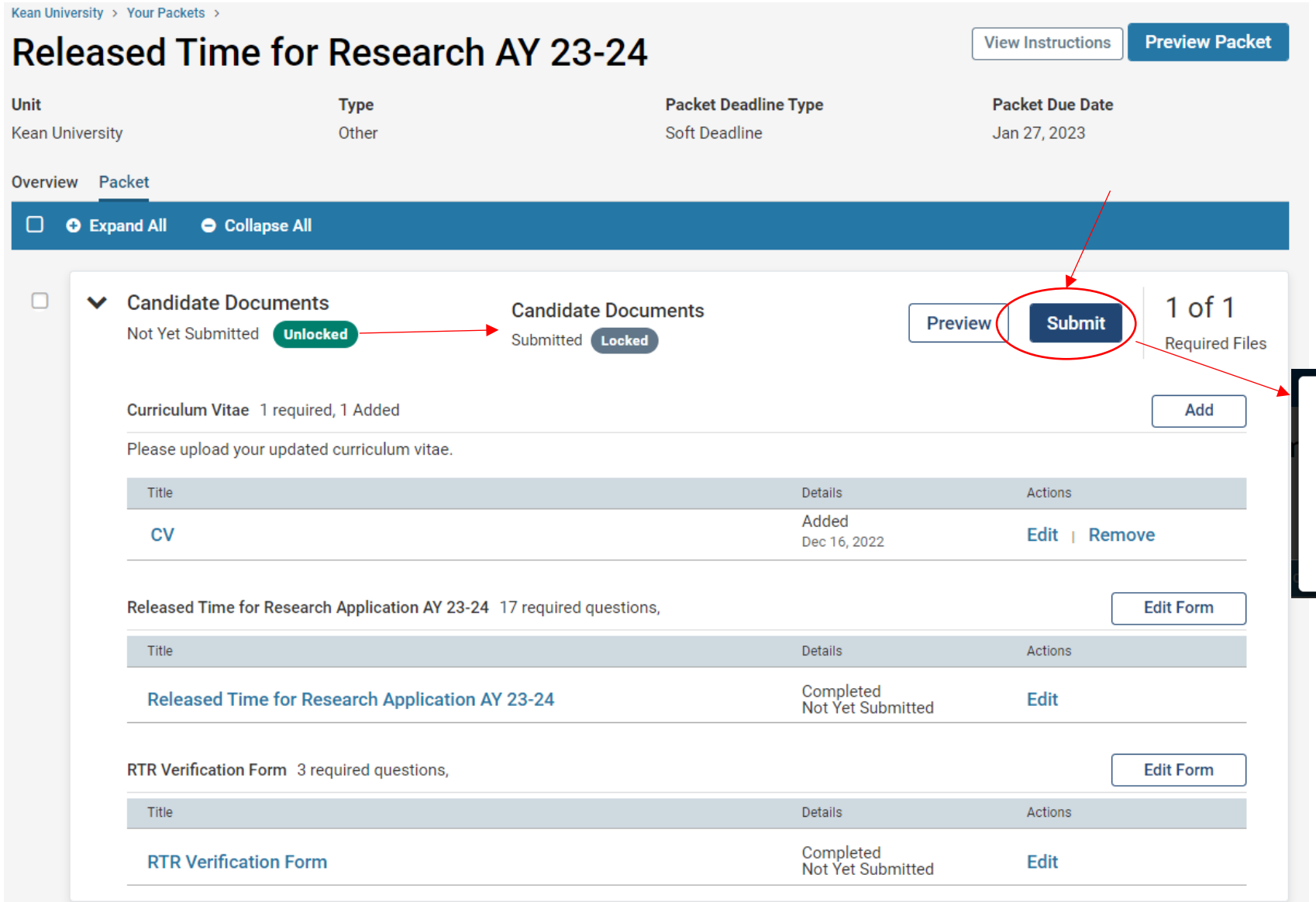


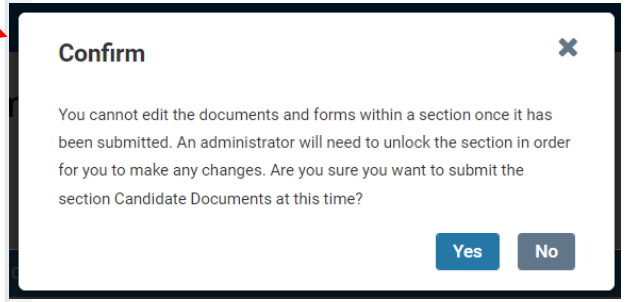
Click "Save Responses" at the bottom of each form to save your progress



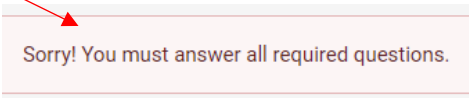
Click "Return to Packet" to go back to the case

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.

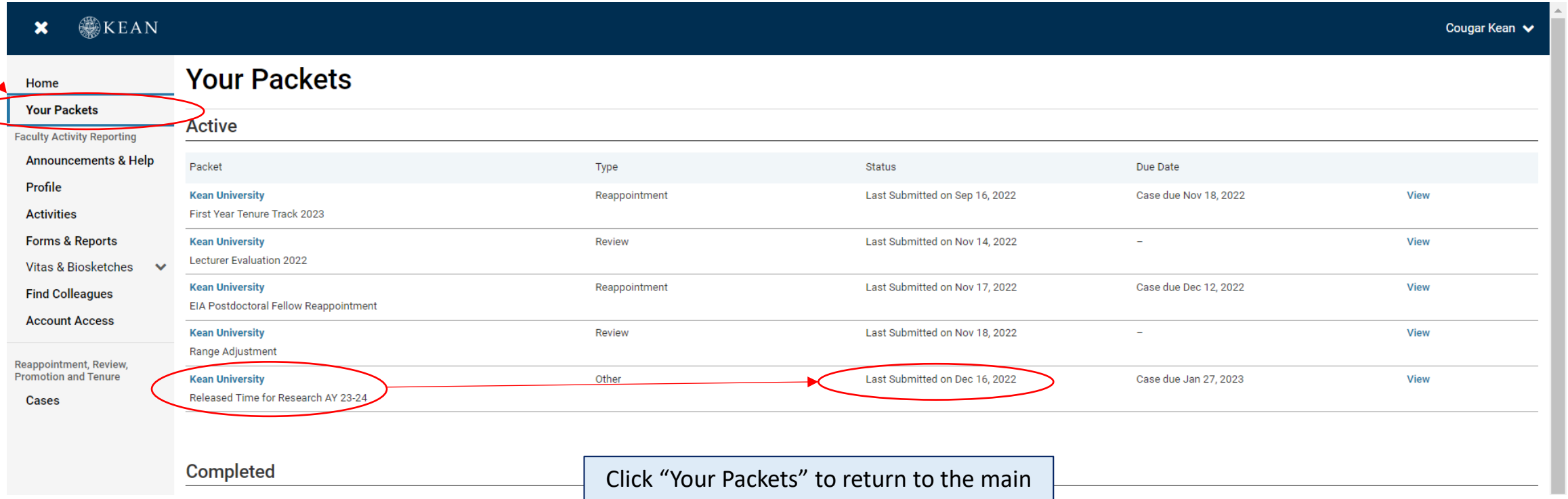




If any forms have missing information, an error screen will appear and you will not be able to submit until all required questions have been answered.



How to Confirm that the Application was successfully submitted:



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