
SABBATICAL FOR AY 2021-2022

FACULTY MEMBERS



INTRODUCTION

- Due to the COVID-19 pandemic the Provost office is proceeding with abundance of caution during this year's reappointment process and requesting documents be submitted electronically
- For the first phase of the process, we will continue to use the same forms as previous years but will now submit the portfolio electronically
- All documents will be saved in PDF format for security and uploaded to Kean Google Drive
- This year's process serves as a bridge to Interfolio
- Next year's process will be fully cloud based through Interfolio

An Enterprise Faculty Lifecycle Platform

The ideal solution covers every moment in the faculty lifecycle

Continuity of Career
Information + Materials

Cloud-based service allows faculty to collect materials and actively curate scholarship, research, teaching, service and professional activity over the lifetime of their scholarly career. Integration with institution allows simple submission of relevant and validated data and artifacts when needed.



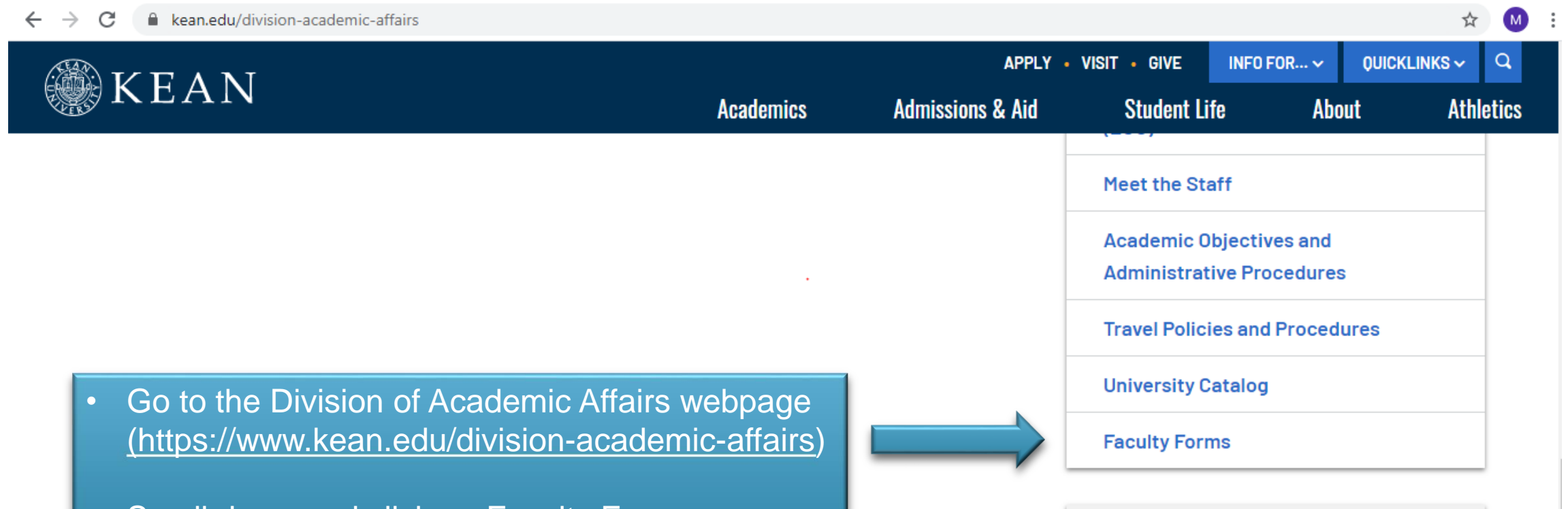
Consistent, validated data provides unprecedented opportunities for campus leaders.



Confidential and Proprietary,
Not for Distribution and Subject to NDA

Infographic pertaining to Interfolio

GETTING STARTED: FACULTY MEMBER



The screenshot shows a web browser at the URL [kean.edu/division-academic-affairs](https://www.kean.edu/division-academic-affairs). The page features the Kean University logo and a navigation bar with links for Academics, Admissions & Aid, Student Life, About, and Athletics. A dropdown menu is open under the 'Academics' link, displaying a list of links: Meet the Staff, Academic Objectives and Administrative Procedures, Travel Policies and Procedures, University Catalog, and Faculty Forms. A blue arrow points from a text box on the left to the 'Faculty Forms' link in the dropdown menu.

← → ↻ [kean.edu/division-academic-affairs](https://www.kean.edu/division-academic-affairs) ☆ M ⋮

KEAN UNIVERSITY

APPLY • VISIT • GIVE INFO FOR... ▾ QUICKLINKS ▾ 🔍

Academics Admissions & Aid Student Life About Athletics

Meet the Staff

Academic Objectives and Administrative Procedures

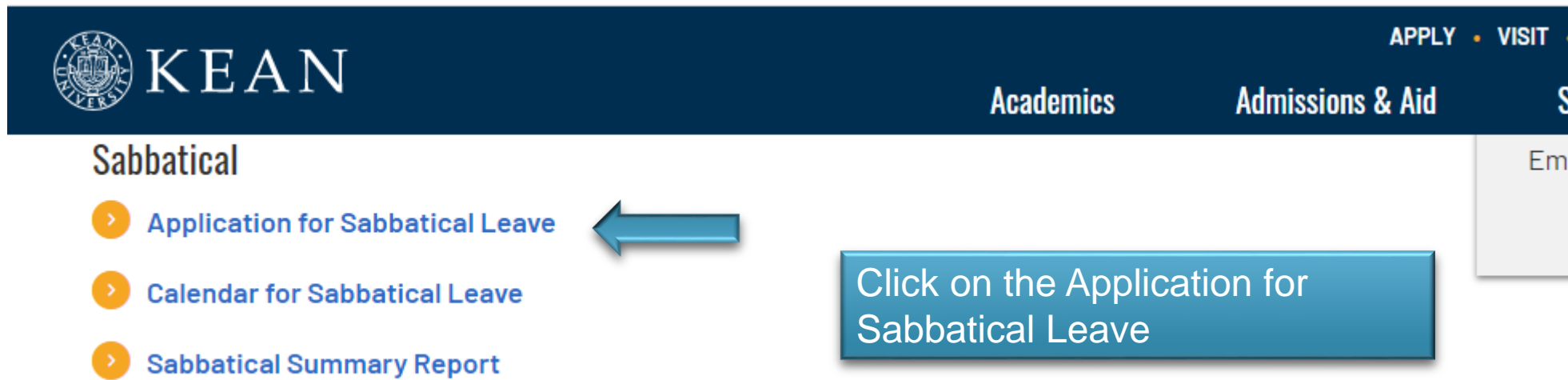
Travel Policies and Procedures

University Catalog

Faculty Forms

- Go to the Division of Academic Affairs webpage (<https://www.kean.edu/division-academic-affairs>)
- Scroll down and click on Faculty Forms

FACULTY MEMBER (CONT.)



The screenshot shows the Kean University website header with the university logo and name. The navigation menu includes 'Academics', 'Admissions & Aid', and 'S'. A dropdown menu for 'Sabbatical' is open, listing three options: 'Application for Sabbatical Leave', 'Calendar for Sabbatical Leave', and 'Sabbatical Summary Report'. A blue arrow points to the first option, and a blue box contains the text 'Click on the Application for Sabbatical Leave'.

APPLY • VISIT •

KEAN UNIVERSITY

Academics Admissions & Aid S

Sabbatical

- > Application for Sabbatical Leave
- > Calendar for Sabbatical Leave
- > Sabbatical Summary Report

Click on the Application for Sabbatical Leave

CREATING YOUR PORTFOLIO

- Type or copy and paste information directly in a Word document. If you wish to include images of your diplomas or transcripts (please note this is not a requirement):
 - Save the diploma as a .jpg
 - Go to the Insert tab
 - Click on picture
 - Select the image you wish to insert
 - Click on the Insert button

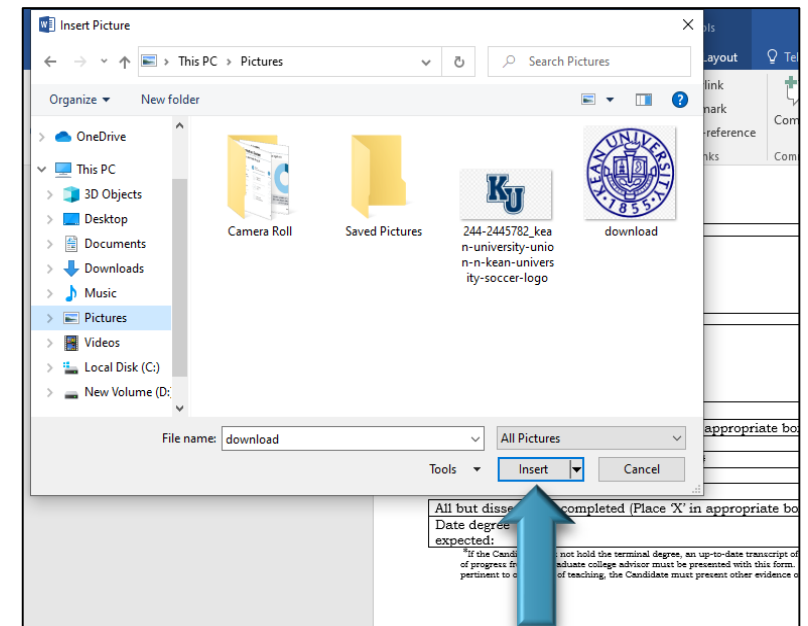
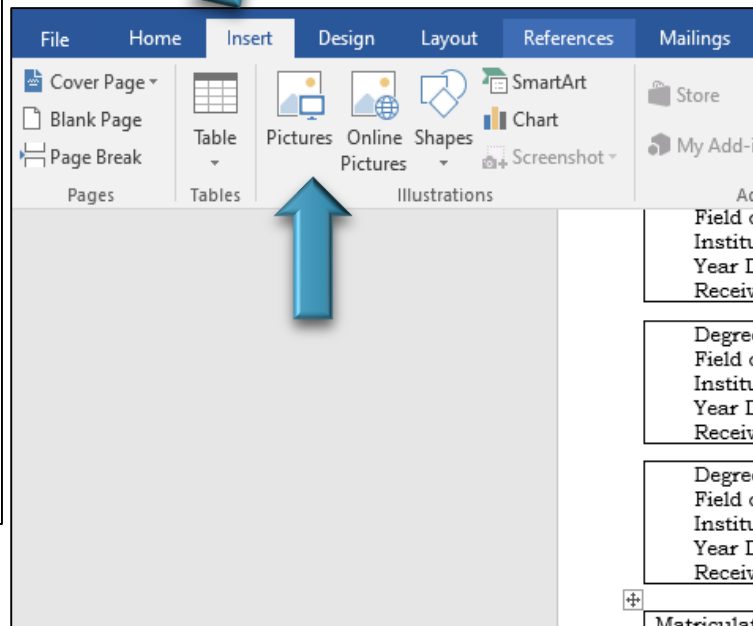
KEAN UNIVERSITY Sabbatical Leave Program

GUIDELINES FOR THE CONTENT OF THE APPLICANT'S PROPOSAL

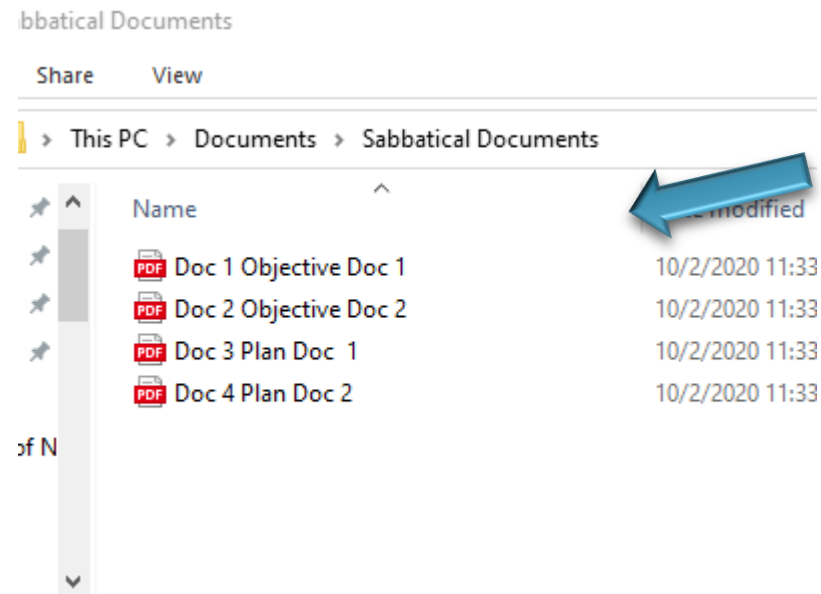
To facilitate assessment of your application for sabbatical leave, please include the following information in your proposal:

1. Description of sabbatical project. Be as specific as possible, particularly in stating:
 - (a) the objectives of the project
 - (b) plans to go about accomplishing the project
 - (c) resources needed and how they will be secured
 - (d) proportion of the project to be completed during the term of your sabbatical leave and
 - (e) travel required for the project. (Note travel information is needed for purposes of insurance protection.)
2. Relation of the project to any ongoing work at Kean University or elsewhere.
3. Outline of a prospect for presentation of a paper, publication, performance or exhibition of project results, or for utilization in the discipline or in teaching.

(Letter of Agreement #13.
Kean Federation of Teachers
and University Administration,
10 January 1975)



- If you are unable to copy and paste the information directly in the section of Word document , save the document you wish to include as a PDF and attached document separately
- Reference the attachment in the section
- To ensure consistency of file organization, each attachment should begin with Doc # followed by the name of the file
- Label each attachment in sequential order based on the order it is to appear in the application form



Example of how to label attachments

CANDIDATE'S SIGNATURE

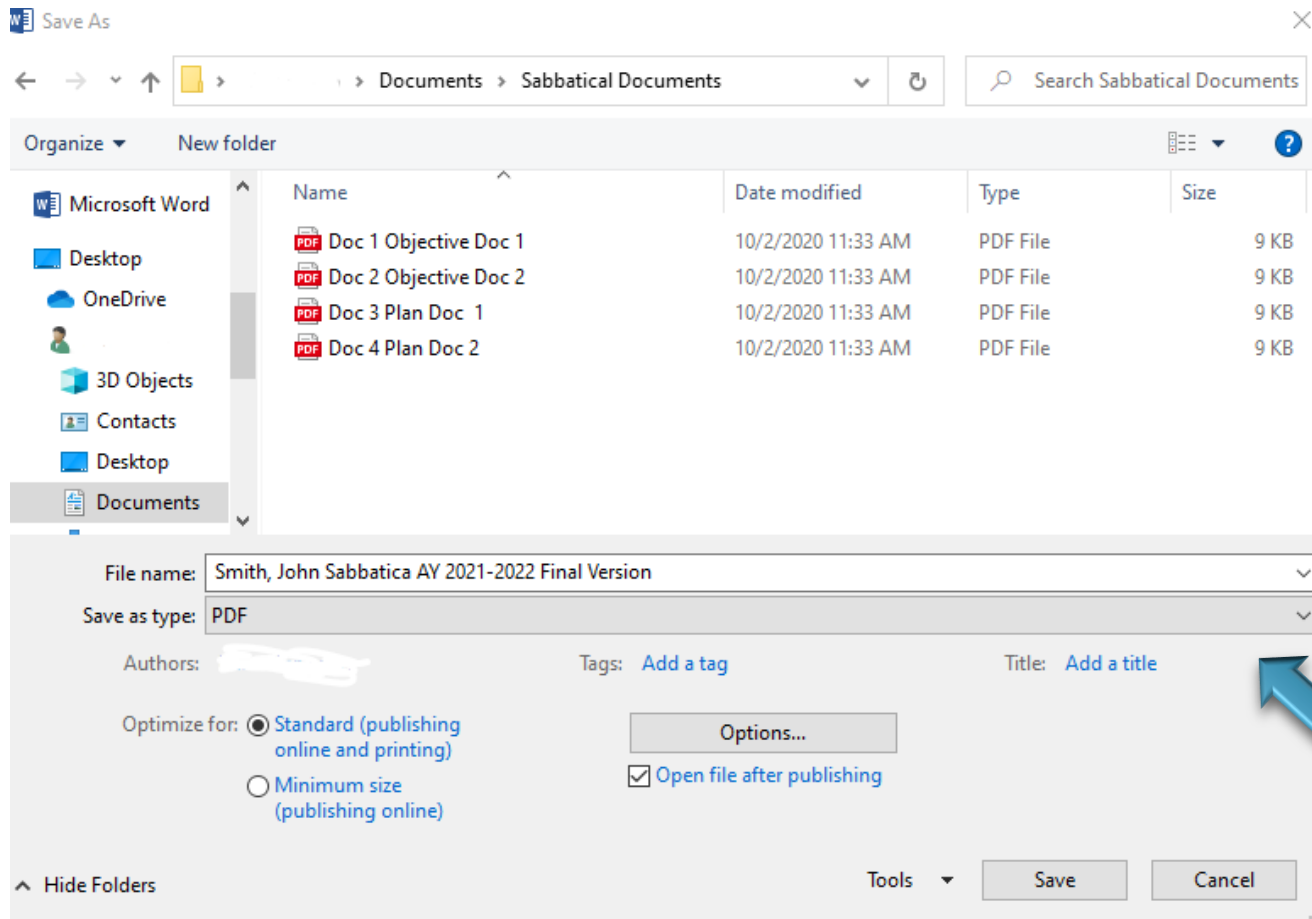
materials accompanying this application form. The current Agreement stipulates that "each faculty member or librarian accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President of the College/University." (Article XXVII B6.) In accordance with this contractual provision, please affirm by signature below that, if awarded a sabbatical leave, you will resume the full-responsibilities of your position at Kean University for a minimum of one year following the term of your leave.

Signature of
Applicant [] Date []



- Candidate may type their initials or insert an image of their e-initials

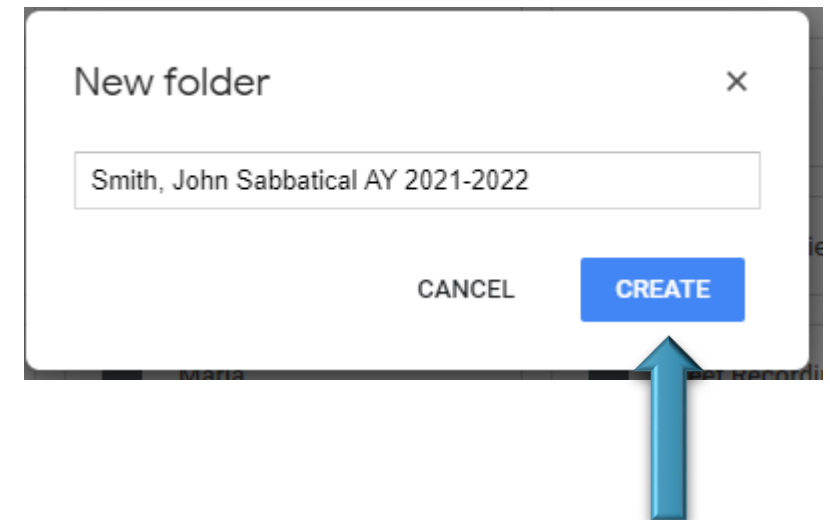
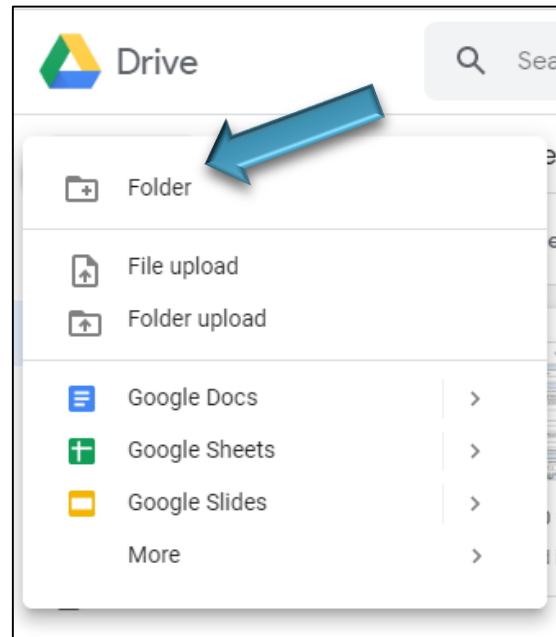
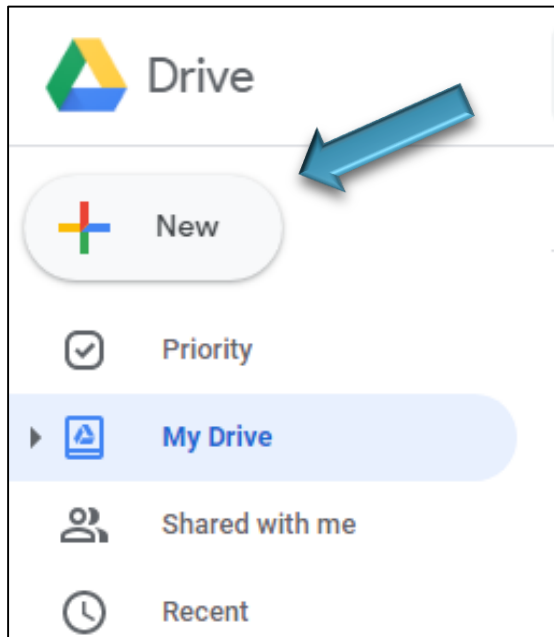
SAVING THE DOCUMENT



- Once the entire application is complete, save the Word document as a PDF
- Go to “Save as Type”
- Select PDF
- Label the document: Last Name, First Name Sabbatical AY 2021-2022 Final Version
 - e.g. Smith, John Sabbatical AY 2021-2022 Final Version

UPLOAD ALL DOCUMENTS ONTO YOUR KEAN GOOGLE DRIVE

- Go to Google Drive
- Click New
- Select Folder
- Label Last Name, First Name, Sabbatical for AY 2021-2022





Drive

Search in Drive



New



Priority



My Drive



Shared with me



Recent



Starred



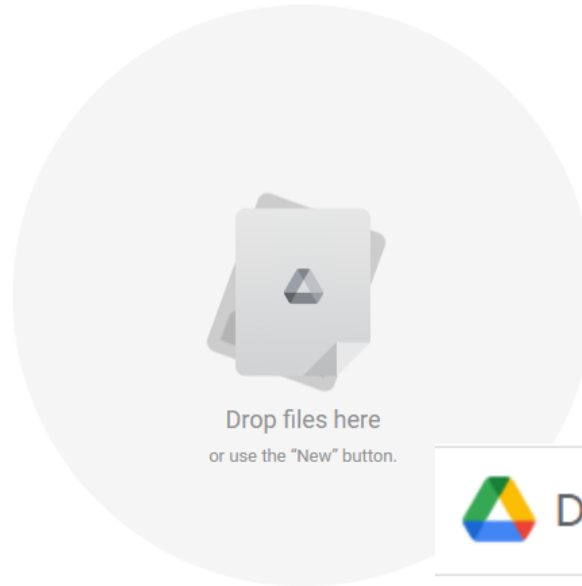
Trash



Storage

26.9 GB used

My Drive > Smith, John Sabbatical AY 2021-2022



Select and drag all Sabbatical documents into the folder



Drive



New



Priority



My Drive



Shared with me



Recent



Starred



Trash

Select "Name" with the arrow facing up to organize the folder



Search in Drive

My Drive > Smith, John Sabbatical AY 2021-2022

Name ↑



Doc 1 Objective Doc 1.pdf



Doc 2 Objective Doc 2.pdf

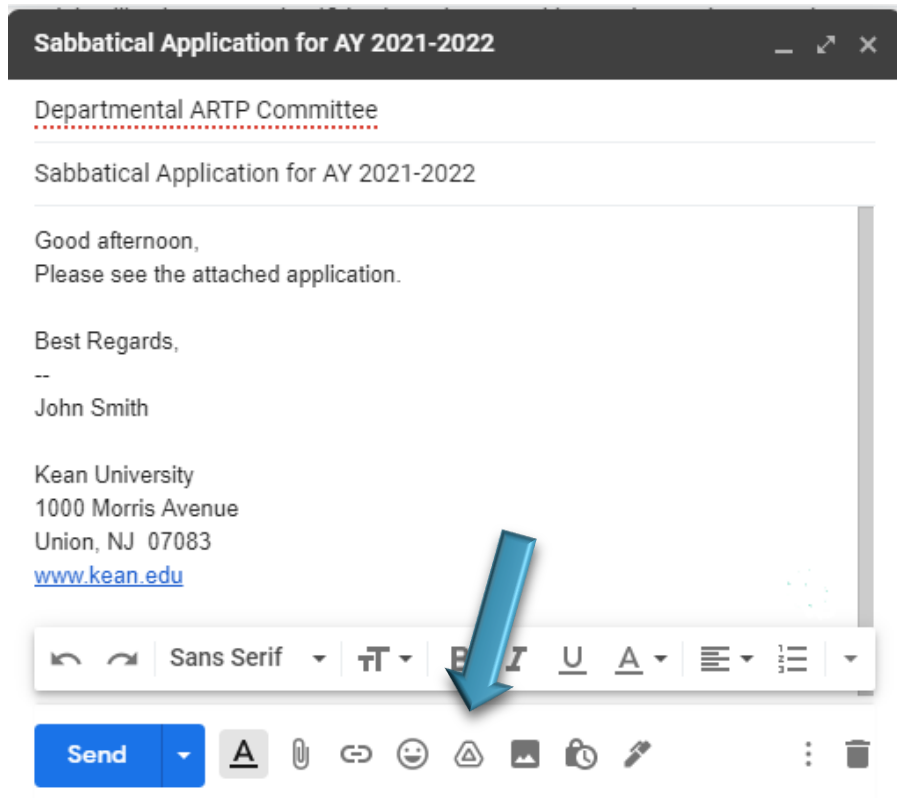


Doc 3 Plan Doc 1.pdf



Doc 4 Plan Doc 2.pdf

EMAIL THE CHAIR OF THE DEPARTMENTAL ARTP COMMITTEE




Attach the folder created in Google Drive by selecting the "Insert files using Drive" button

My Drive

Folders



Select the promotion folder and click "Insert"

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- Once the Departmental ARTP Committee has reviewed the application the Departmental ARTP Committee forwards recommendation and folder to the College RT Committee. (Monday, Feb. 1st)
 - College RT Committee will forward the folder and recommendation to the provostoffice@kean.edu so that it may be shared with the President. (Friday, Feb. 19th)



Office of the Provost and Vice President for Academic Affairs