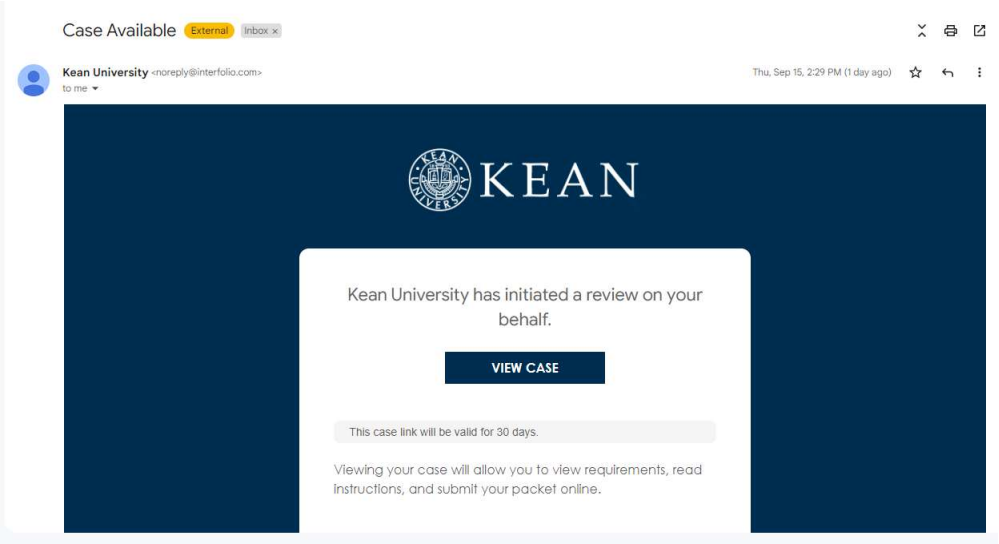
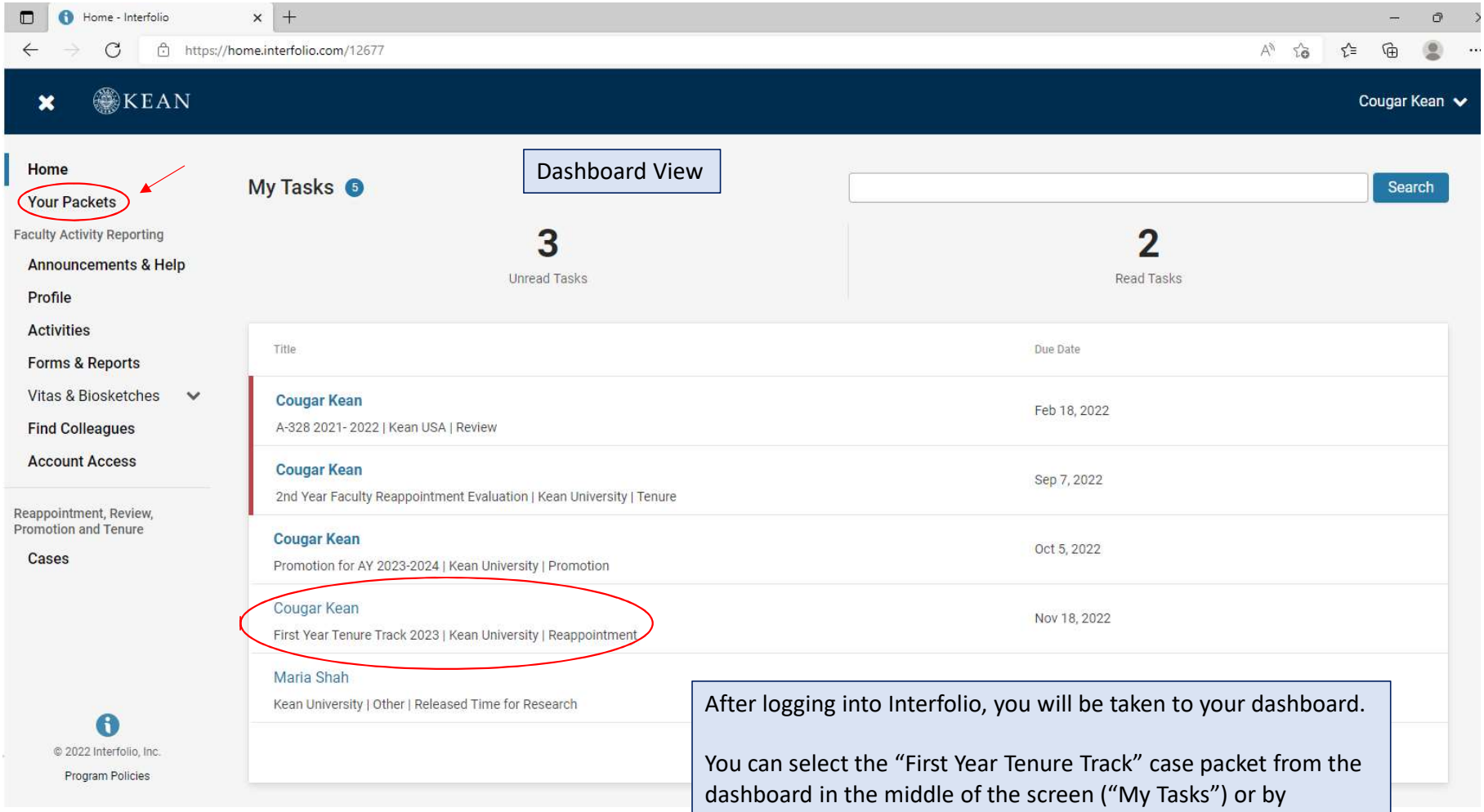
Submitting a 1st Year Reappointment Packet through Interfolio



You will receive an email from ***noreply@interfolio.com*** with a link to your case packet.

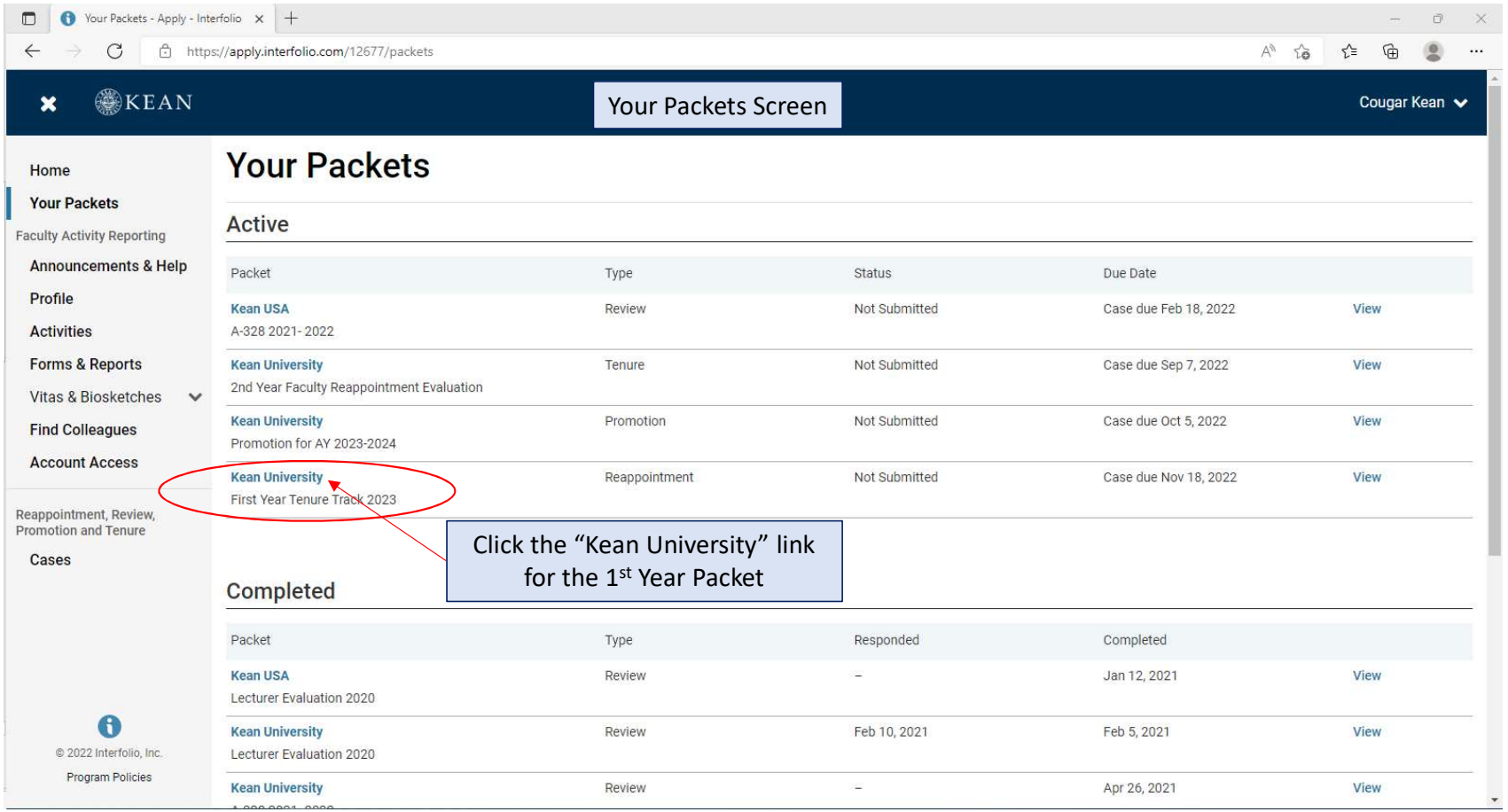
You can also log-in to Interfolio at any time by following the steps below:

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.



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

You can select the “First Year Tenure Track” case packet from the dashboard in the middle of the screen (“My Tasks”) or by selecting “Your Packets” on the left side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KEAN
Your Packets Screen
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
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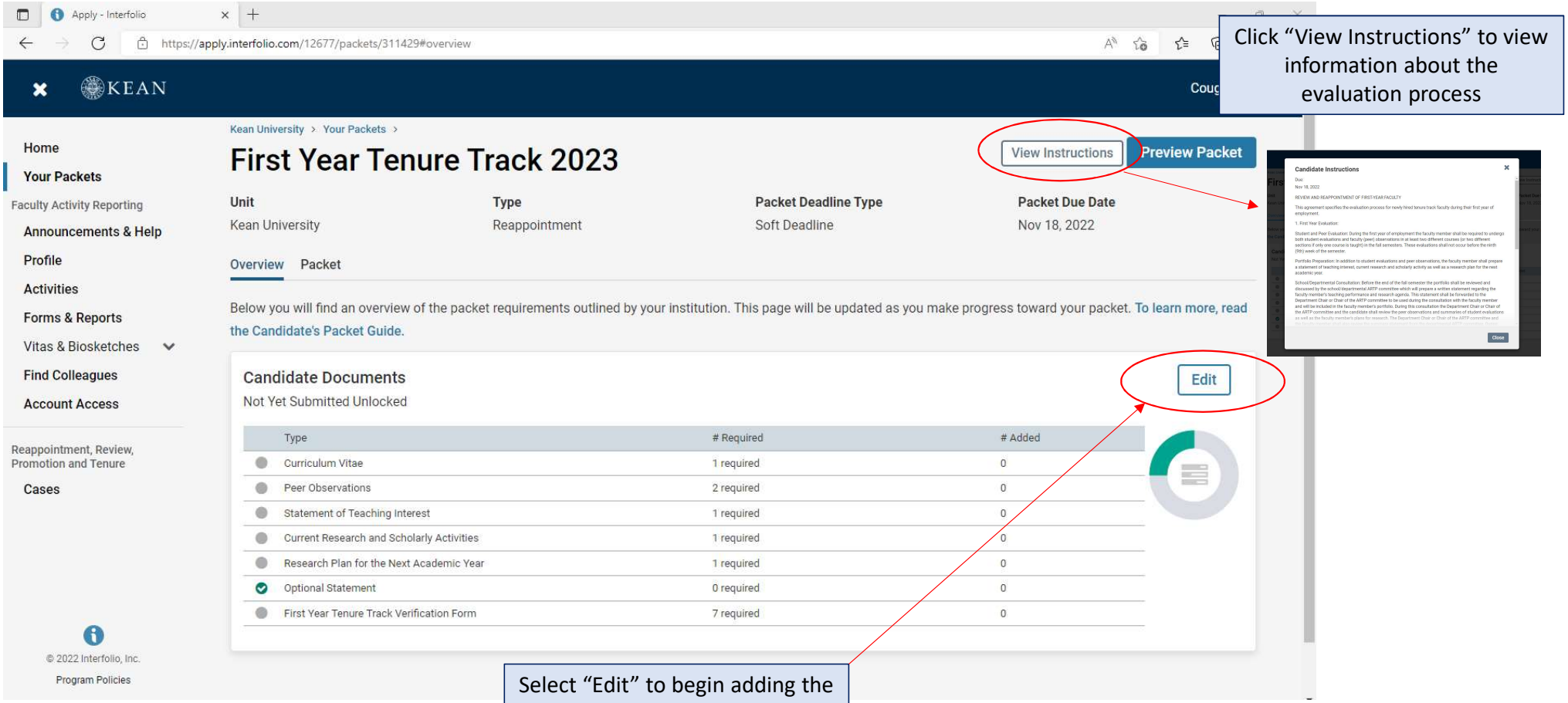
Program Policies
Your Packets
Active
Packet
Type
Status
Due Date
Kean USA
A-328 2021- 2022
Review
Not Submitted
Case due Feb 18, 2022
View
Kean University
2nd Year Faculty Reappointment Evaluation
Tenure
Not Submitted
Case due Sep 7, 2022
View
Kean University
Promotion for AY 2023-2024
Promotion
Not Submitted
Case due Oct 5, 2022
View
Kean University
First Year Tenure Track 2023
Reappointment
Not Submitted
Case due Nov 18, 2022
View
Click the "Kean University" link for the 1st Year Packet
Completed
Packet
Type
Responded
Completed
Kean USA
Lecturer Evaluation 2020
Review
–
Jan 12, 2021
View
Kean University
Lecturer Evaluation 2020
Review
Feb 10, 2021
Feb 5, 2021
View
Kean University
Review
–
Apr 26, 2021
View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Home
Your Packets
Faculty Activity Reporting
Announcements & Help
Profile
Activities
Forms & Reports
Vitas & Biosketches
Find Colleagues
Account Access
Reappointment, Review, Promotion and Tenure
Cases
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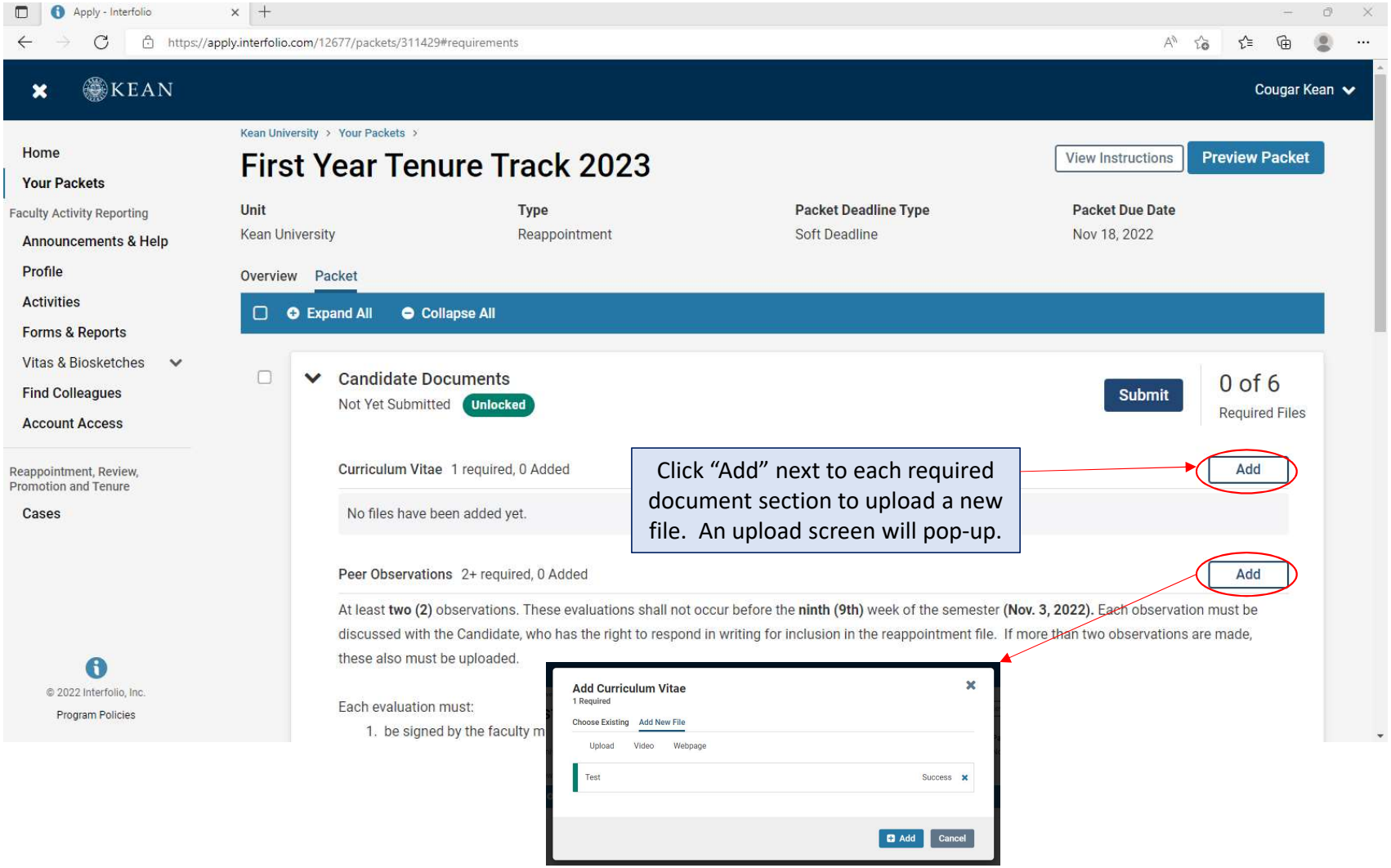
Program Policies
Kean University › Your Packets ›
First Year Tenure Track 2023
View Instructions
Preview Packet
Unit
Kean University
Type
Reappointment
Packet Deadline Type
Soft Deadline
Packet Due Date
Nov 18, 2022
Overview
Packet
Below you will find an overview of the packet requirements outlined by 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
Edit
Type
Required
Added
Curriculum Vitae
1 required
0
Peer Observations
2 required
0
Statement of Teaching Interest
1 required
0
Current Research and Scholarly Activities
1 required
0
Research Plan for the Next Academic Year
1 required
0
Optional Statement
0 required
0
First Year Tenure Track Verification Form
7 required
0
Candidate Instructions
Close
Click “View Instructions” to view information about the evaluation process
Select “Edit” to begin adding the required documents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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
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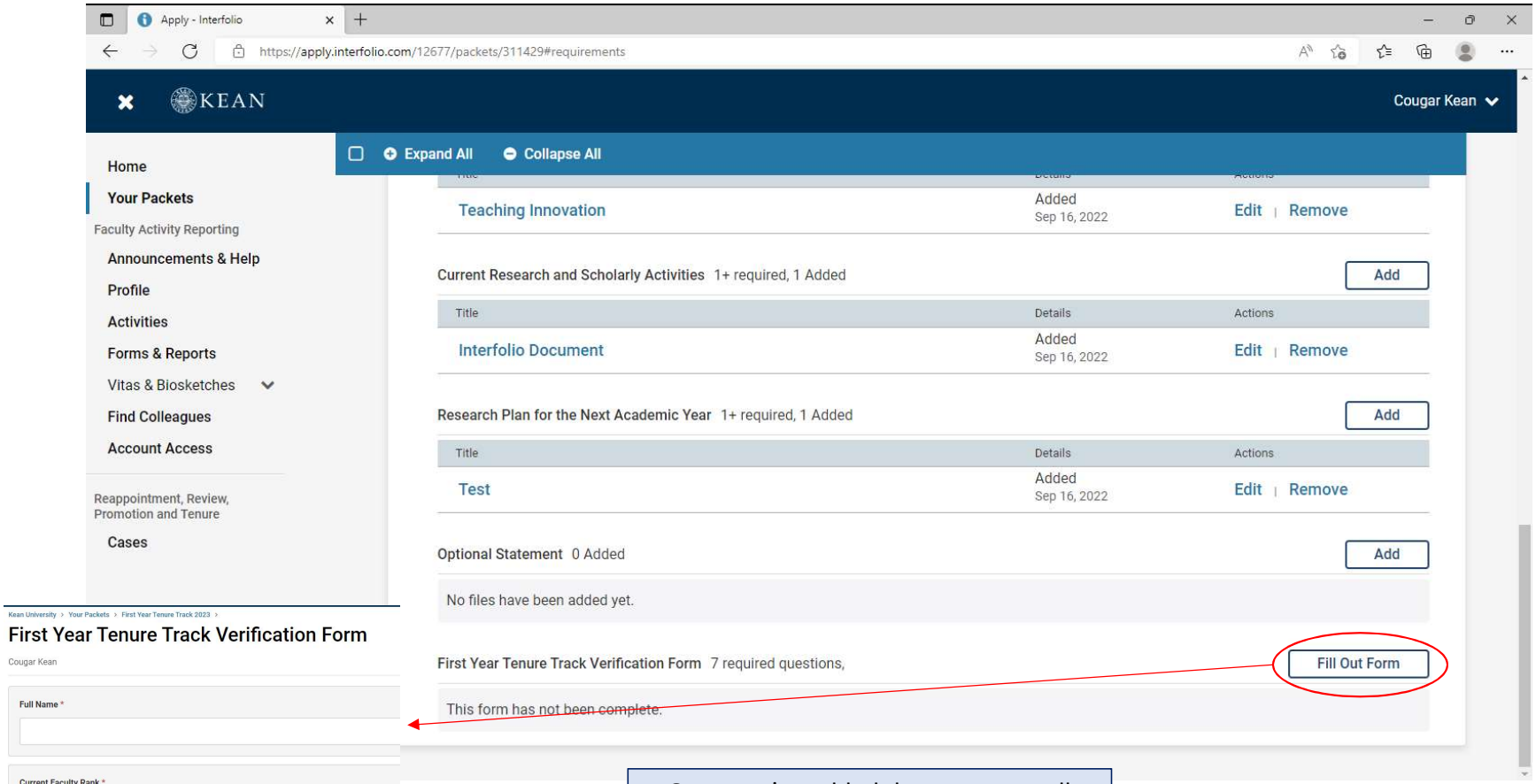
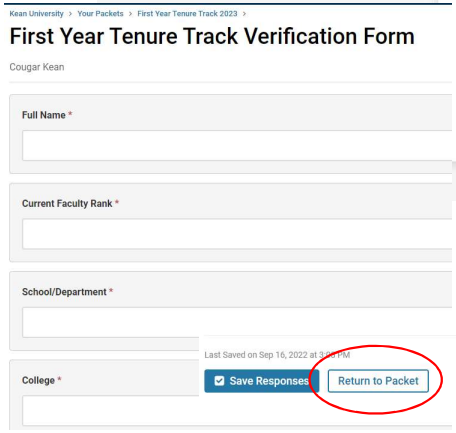
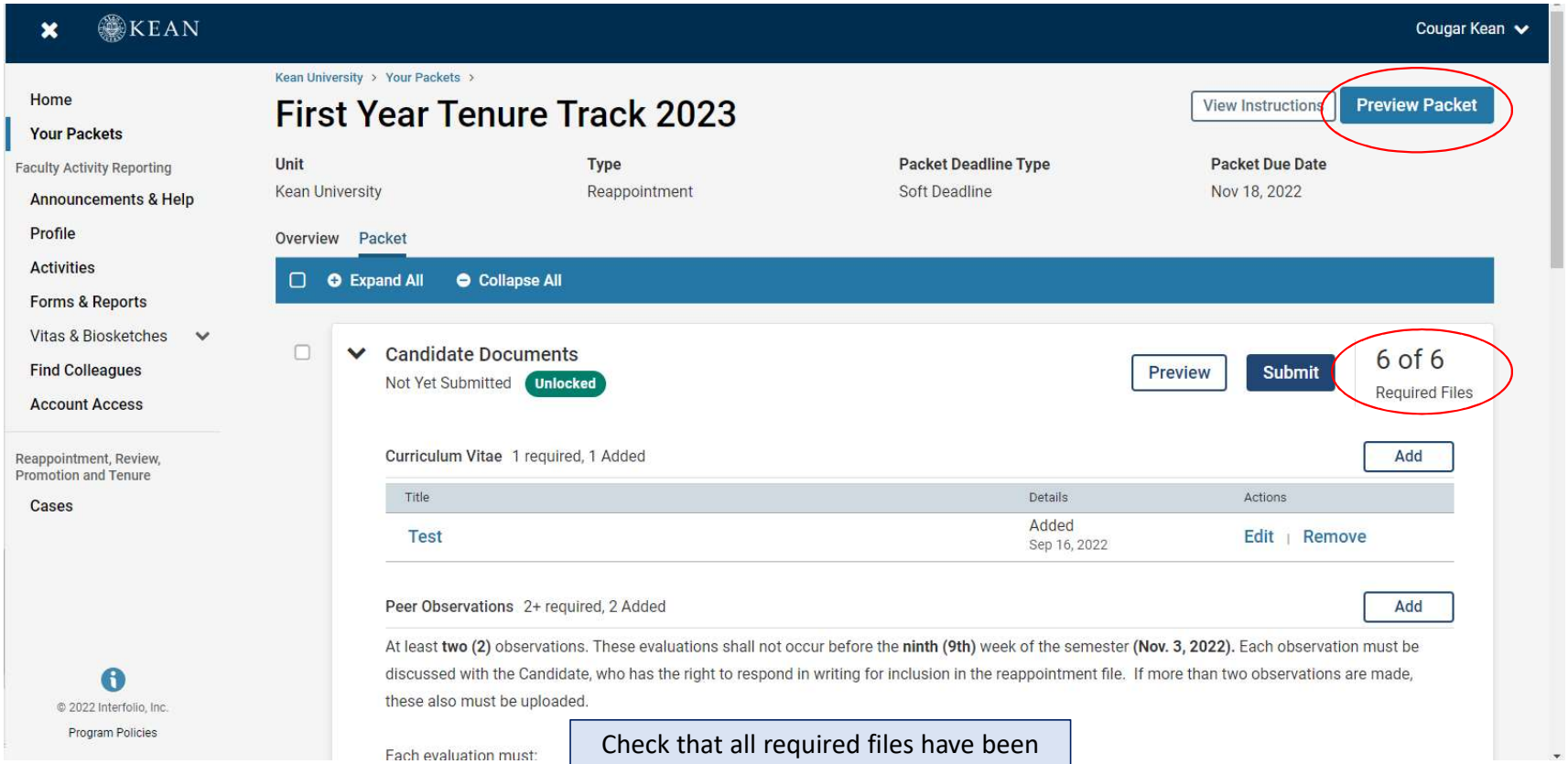
Program Policies
Kean University > Your Packets >
First Year Tenure Track 2023
View Instructions
Preview Packet
Unit
Kean University
Type
Reappointment
Packet Deadline Type
Soft Deadline
Packet Due Date
Nov 18, 2022
Overview
Packet
Expand All
Collapse All
Candidate Documents
Not Yet Submitted
Unlocked
Submit
0 of 6
Required Files
Curriculum Vitae 1 required, 0 Added
Add
No files have been added yet.
Peer Observations 2+ required, 0 Added
Add
At least two (2) observations. These evaluations shall not occur before the ninth (9th) week of the semester (Nov. 3, 2022). Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file. If more than two observations are made, these also must be uploaded.
Each evaluation must:
1. be signed by the faculty m
Click “Add” next to each required document section to upload a new file. An upload screen will pop-up.
Add Curriculum Vitae
1 Required
Choose Existing
Add New File
Upload
Video
Webpage
Test
Success
Add
Cancel

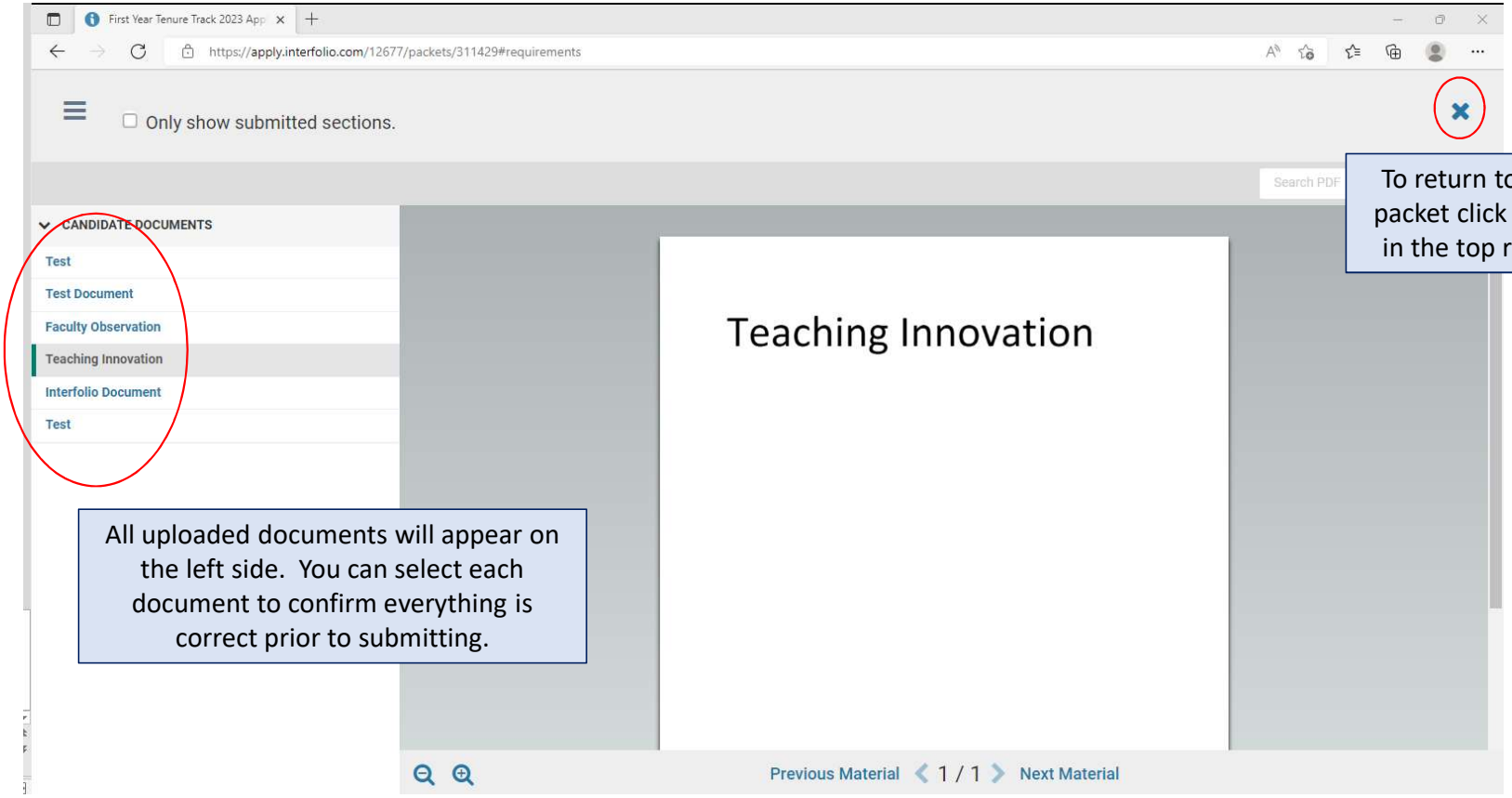




Once you've added documents to all sections, scroll to the bottom of the page to complete the "First Year Tenure Track Verification Form". Be sure to click "save responses" and then "return to packet"



Check that all required files have been uploaded and select “Preview Packet” to view the compiled documents prior to submitting.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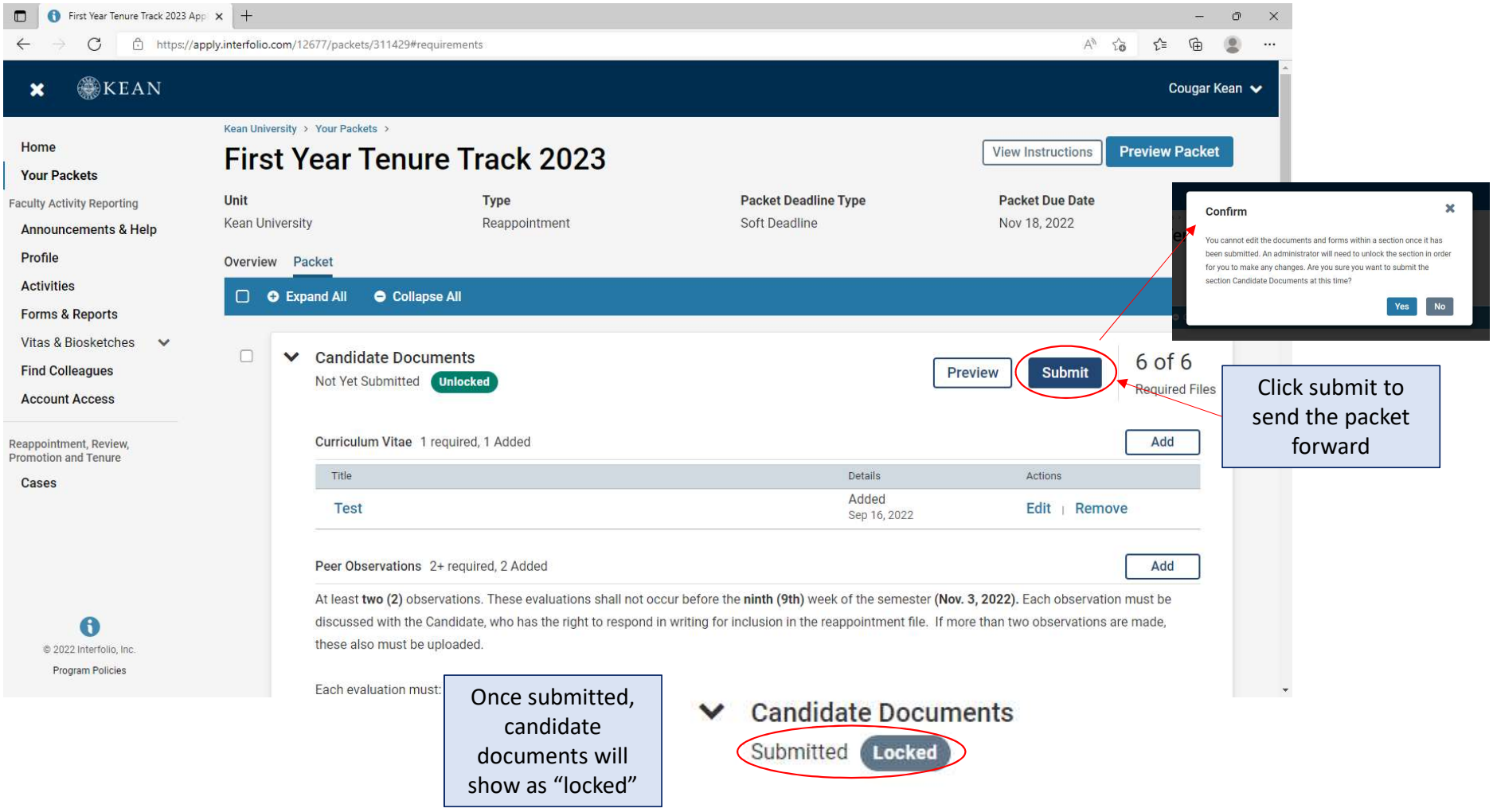
https://apply.interfolio.com/12677/packets/311429#requirements
Only show submitted sections.
Search PDF
CANDIDATE DOCUMENTS
Test
Test Document
Faculty Observation
Teaching Innovation
Interfolio Document
Test
Teaching Innovation
Previous Material
1 / 1
Next Material
To return to the packet click the x in the top right.
All uploaded documents will appear on the left side. You can select each document to confirm everything is correct prior to submitting.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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
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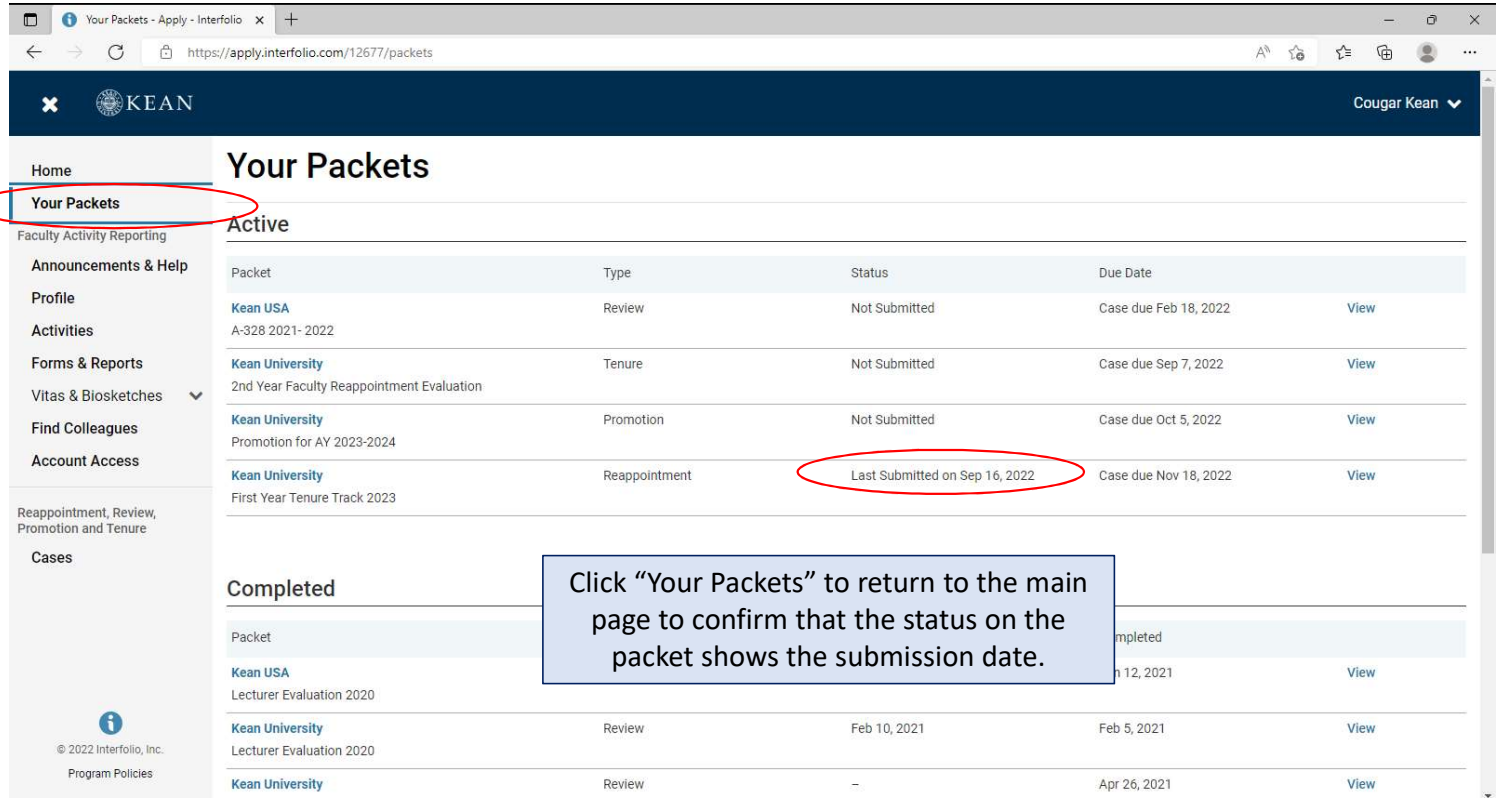
Program Policies
Kean University > Your Packets >
First Year Tenure Track 2023
View Instructions
Preview Packet
Unit
Kean University
Type
Reappointment
Packet Deadline Type
Soft Deadline
Packet Due Date
Nov 18, 2022
Overview
Packet
Expand All
Collapse All
Candidate Documents
Not Yet Submitted
Unlocked
Preview
Submit
6 of 6
Required Files
Curriculum Vitae 1 required, 1 Added
Add
Title
Details
Actions
Test
Added
Sep 16, 2022
Edit | Remove
Peer Observations 2+ required, 2 Added
Add
At least two (2) observations. These evaluations shall not occur before the ninth (9th) week of the semester (Nov. 3, 2022). Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file. If more than two observations are made, these also must be uploaded.
Each evaluation must:
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
Click submit to send the packet forward
Once submitted, candidate documents will show as “locked”
Candidate Documents
Submitted
Locked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https://apply.interfolio.com/12677/packets
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
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Program Policies
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
2nd Year Faculty Reappointment Evaluation
Tenure
Not Submitted
Case due Sep 7, 2022
View
Kean University
Promotion for AY 2023-2024
Promotion
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View
Kean University
First Year Tenure Track 2023
Reappointment
Last Submitted on Sep 16, 2022
Case due Nov 18, 2022
View
Completed
Packet
Kean USA
Lecturer Evaluation 2020
View
Kean University
Lecturer Evaluation 2020
Review
Feb 10, 2021
Feb 5, 2021
View
Kean University
Review
Apr 26, 2021
View
Click “Your Packets” to return to the main page to confirm that the status on the packet shows the submission date.