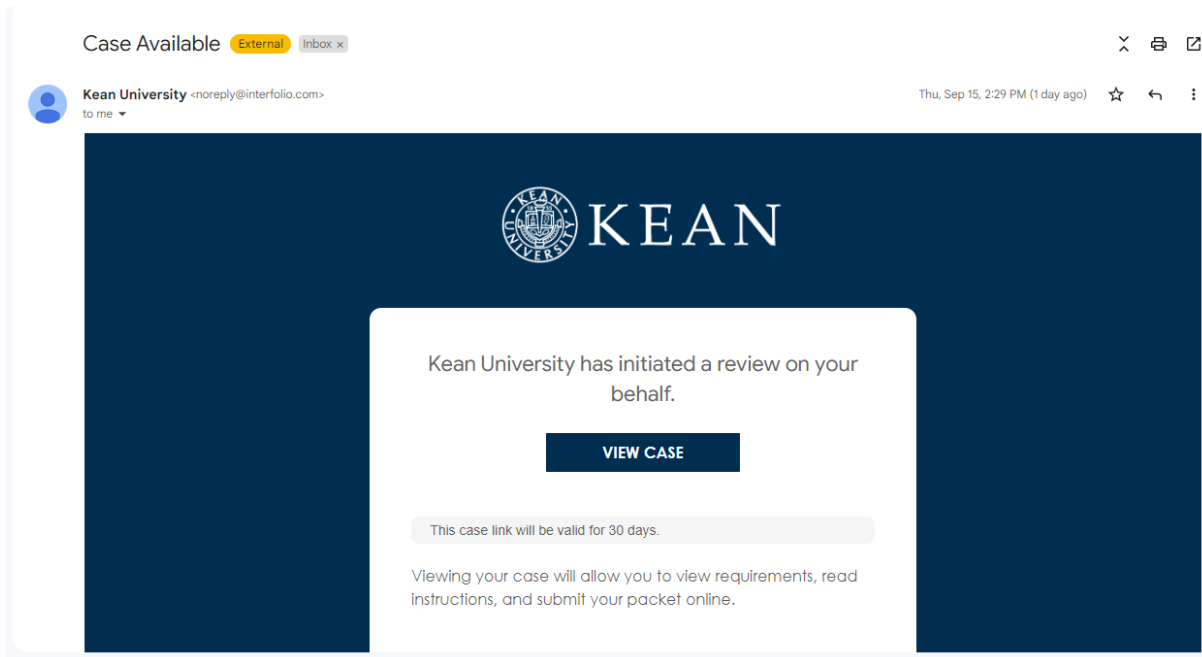


Submitting a 1st Year Reappointment Packet through *Interfolio*



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.

Home - Interfolio x +
https://home.interfolio.com/12677

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

Dashboard View

My Tasks 5

3 Unread Tasks

2 Read Tasks

Title	Due Date
Cougar Kean A-328 2021- 2022 Kean USA Review	Feb 18, 2022
Cougar Kean 2nd Year Faculty Reappointment Evaluation Kean University Tenure	Sep 7, 2022
Cougar Kean Promotion for AY 2023-2024 Kean University Promotion	Oct 5, 2022
Cougar Kean First Year Tenure Track 2023 Kean University Reappointment	Nov 18, 2022
Maria Shah Kean University Other Released Time for Research	

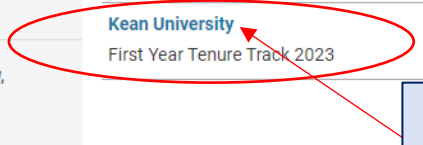
After logging into *Interfolio*, you will be taken to your dashboard. You can select the “First Year Tenure Track” case packet from the dashboard in the middle of the screen (“My Tasks”) or by selecting “Your Packets” on the left side

- 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 A-328 2021- 2022	Review	-	Apr 26, 2021	View

Click "View Instructions" to view information about the evaluation process

1st Year Tenure Track 2024

[View Instructions](#)

[Preview Packet](#)

Unit Kean University	Type Reappointment	Packet Deadline Type Soft Deadline	Packet Due Date Nov 22, 2024
--------------------------------	------------------------------	--	--

[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 Instructions

Due: Nov 18, 2022

REVIEW AND REAPPOINTMENT OF FIRST YEAR FACULTY

This agreement specifies the evaluation process for newly hired tenure track faculty during their first year of employment.

*** 1. First Year Evaluation***

Student and Peer Evaluation: During the first year of employment the faculty member shall be required to undergo both student evaluations and faculty (peer) observations in at least two different courses (or two different sections if only one course is taught) in the fall semester. These evaluations shall not occur before the ninth (9th) week of the semester.

Portfolio Preparation: In addition to student evaluations and peer observations, the faculty member shall prepare a statement of teaching interest, current research and scholarly activity as well as a research plan for the next academic year.

School/Departmental Consultation: Before the end of the fall semester the portfolio shall be reviewed and discussed by the school/departmental APTP committee which will prepare a written statement regarding the faculty member's teaching performance and research agenda. This statement shall be forwarded to the Department Chair or Chair of the APTP committee to be used during the consultation with the faculty member and will be included in the faculty member's portfolio. During this consultation the Department Chair or Chair of the APTP committee and the candidate shall review the peer observations and summaries of student evaluations as well as the faculty member's plans for research. The Department Chair or Chair of the APTP committee and the faculty member shall submit the final portfolio to the school/departmental APTP committee by 11/18/2022.

[Close](#)

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0
● Peer Observations	2 required	0
● Research Plan (300-word limit)	1 required	0
● Statement of Teaching Interest (300-word limit)	1 required	0
✔ Optional Statement	0 required	0
● First Year Tenure Track Verification Form	7 required	0

[Edit](#)



Select "Edit" to begin adding the required documents

1st Year Tenure Track 2024

View Instructions

Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Reappointment	Soft Deadline	Nov 22, 2024

Overview **Packet**

Expand All **Collapse All**

▼ **Candidate Documents**

Not Yet Submitted **Unlocked**

Submit

0 of 5
Required Files

Curriculum Vitae 1 required, 0 Added

Please upload a copy of your most up-to-date CV.

No files have been added yet.

Peer Observations 2+ required, 0 Added

At least **two (2)** observations. These evaluations shall not occur before the **fifth (5th)** week of the semester (**Oct. 9, 2024**). 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.

Click "Add" next to each required document section to upload a new file. An upload screen will pop-up.

Add

Add

Add Curriculum Vitae
1 Required

Choose Existing **Add New File**

Upload Video Webpage

Test Success

Add **Cancel**

Click the toggle to see the full list if this isn't visible on your screen

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"

Statement of Teaching Interest (300-word limit) 1+ required, 0 Added

Add

Every faculty member at Kean teaches. For the large majority, teaching represents the lion's share of credit hours counted toward workload. Like research, teaching should evolve in response to changing circumstances and the discoveries you make about your discipline, your students, and the ever-changing toolsets that we can bring to bear on pedagogy. The teaching statement is your opportunity to discuss that evolution, reflect on what is working well and what you hope to do differently to improve student outcomes, and any other innovations that you intend to work on in the coming year.

A teaching plan will typically begin with a succinct statement of teaching philosophy, and then adduce evidence from practice of how that shapes your work in and outside of the classroom. Appropriate topics to cover might include the role of student-driven research in your teaching, of writing and revision, of out-of-class service projects, of peer critique, of Socratic dialog, of free writing, of journaling, of testing, and of long-form term papers. This is also the place to reflect on your engagement with various delivery modalities (e.g., all face-to-face, all online, a hybrid of face-to-face and online, etc.) and how you have developed your ability to excel in one or more of those modalities. You could show here how you have taken advantage of resources at the University such as the Center for Teaching and Learning or availed yourself of any of the many off-campus sources of instruction and peer support for pedagogy.

No files have been added yet.

Optional Statement 0 Added

Add

This optional section allows you to expand upon the materials included above.

No files have been added yet.

First Year Tenure Track Verification Form 7 required questions,

Fill Out Form

This form has not been completed.

Kean University > Your Packets > First Year Tenure Track 2023 >

First Year Tenure Track Verification Form

Cougar Kean

Full Name *

Current Faculty Rank *

School/Department *

College *

Last Saved on Sep 16, 2022 at 3:57 PM

Save Responses

Return to Packet

1st Year Tenure Track 2024

[View Instructions](#)

[Preview Packet](#)

Unit

Kean University

Type

Reappointment

Packet Deadline Type

Soft Deadline

Packet Due Date

Nov 22, 2024

[Overview](#) [Packet](#)



[+ Expand All](#)

[- Collapse All](#)



Candidate Documents

Not Yet Submitted

Unlocked

Check that all required files have been uploaded and select "Preview Packet" to view the compiled documents prior to submitting.

[Preview](#)

[Submit](#)

5 of 5

Required Files

Curriculum Vitae 1 required, 1 Added

[Add](#)

Please upload a copy of your most up-to-date CV.

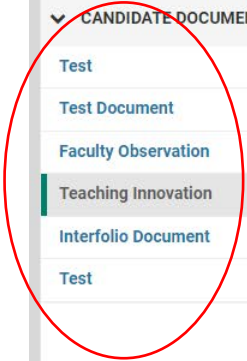
Title	Details	Actions
CV	Added Sep 27, 2024	Edit Remove

Peer Observations 2+ required, 2 Added

[Add](#)

At least **two (2)** observations. These evaluations shall not occur before the **fifth (5th)** week of the semester (**Oct. 9, 2024**). 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.

The screenshot shows a web browser window with the URL <https://apply.interfolio.com/12677/packets/311429#requirements>. The page features a navigation menu on the left with a hamburger icon and a checkbox labeled "Only show submitted sections." Below this is a list of "CANDIDATE DOCUMENTS" including "Test", "Test Document", "Faculty Observation", "Teaching Innovation" (highlighted), "Interfolio Document", and another "Test". The main content area displays a document titled "Teaching Innovation". At the bottom, there are navigation controls for "Previous Material" and "Next Material" with a page indicator "1 / 1".



All uploaded documents will appear on the left side. You can select each document to confirm everything is correct prior to submitting.



To return to the packet click the x in the top right.



1st Year Tenure Track 2024

View Instructions

Preview Packet

Unit: Kean University | Type: Reappointment | Packet Deadline Type: Soft Deadline | Packet Due Date: Nov 22, 2024

Overview | Packet

Expand All | Collapse All

Confirm [X]

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

Candidate Documents

Not Yet Submitted **Unlocked**

Candidate Documents

Submitted **Locked**

Preview

Submit

5 of 5

Required

Click submit to send the packet forward

Curriculum Vitae 1 required, 1 Added

Please upload a copy of your most up-to-date CV.

Title	Details	Actions
CV	Added Sep 27, 2024	Edit Remove

Peer Observations 2+ required, 2 Added

Add

At least **two (2)** observations. These evaluations shall not occur before the **fifth (5th)** week of the semester (**Oct. 9, 2024**). 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.

SECTION SUCCESSFULLY SUBMITTED [X]

The section is now available to the appropriate committee members for review.

Once submitted, candidate documents will show as "locked" and a message screen will pop-up on the bottom of the screen confirming submission.

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

Home	Kean University Range Adjustment	Review	Last Submitted on Nov 18, 2022	-	View
Your Packets	Kean University 6th Year Faculty Reappointment Evaluation w/External Review	Tenure	Not Submitted	Case due Sep 1, 2023	View
Faculty Activity Reporting	Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	View
Announcements & Help	Kean University 1st Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	View
Profile	Kean University Sabbatical Leave	Sabbatical	Last Submitted on Dec 18, 2023	Case due Jan 19, 2024	View
Activities	Kean University Lecturer Evaluation 2023	Review	Not Submitted	Case due Jan 24, 2024	View
Forms & Reports	Kean University Released Time for Research AY 24-25	Other	Last Submitted on Jan 26, 2024	Case due Jan 26, 2024	View
Vitas & Biosketches	Kean University A-328 2023-2024	Review	Not Submitted	Case due Feb 16, 2024	View
Find Colleagues	Kean University June Activities: Identification of Unassigned or Unstructured Time	Other	Not Submitted	Case due Mar 22, 2024	View
Account Access	Kean University RTR Final Progress Report	Other	Last Submitted on May 6, 2024	Case due Jun 30, 2024	View
Reappointment, Review, Promotion and Tenure	Kean University 1st Year Tenure Track 2024	Reappointment	Last Submitted on Sep 27, 2024	Case due Nov 22, 2024	View
Cases					

Email interfolio@kean.edu with any questions!