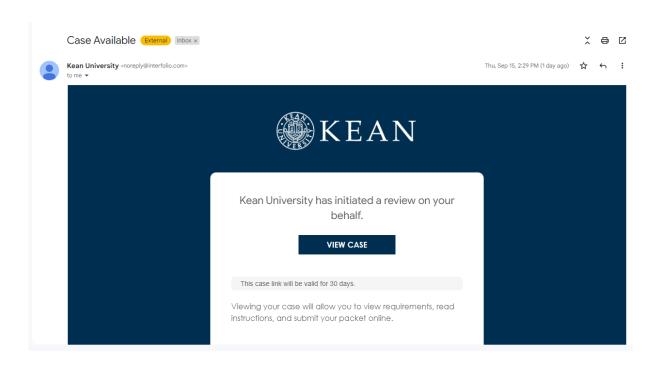
Submitting a 2nd-6th Year Reappointment Application through Interfolio



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

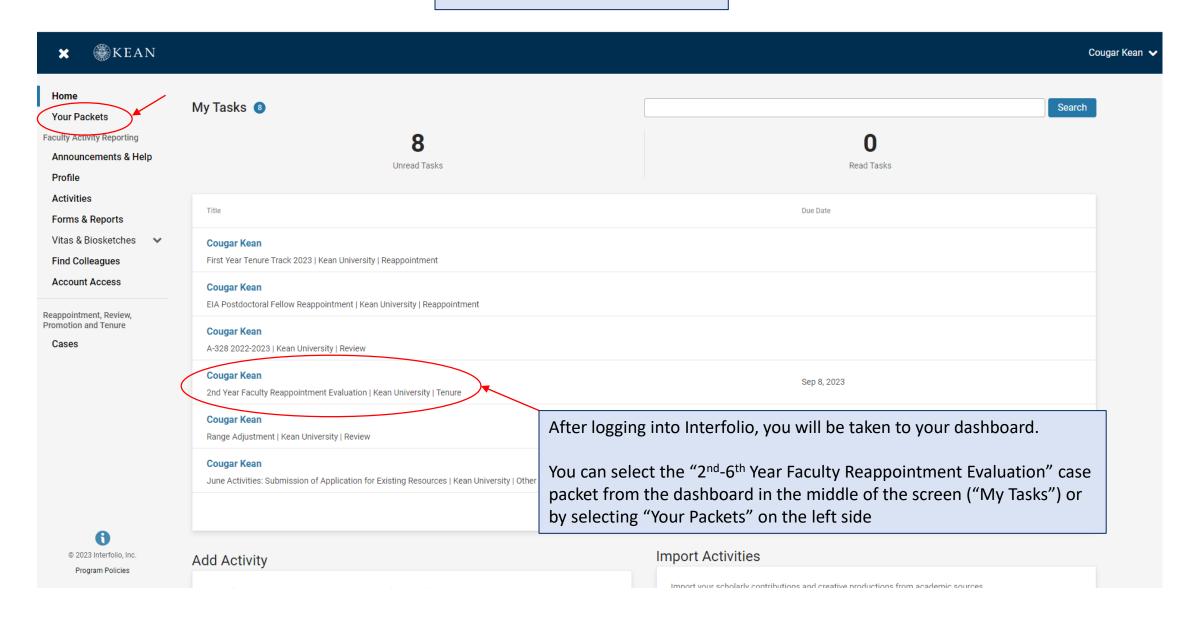
Select Log-In

Select "Sign in with partner institution"

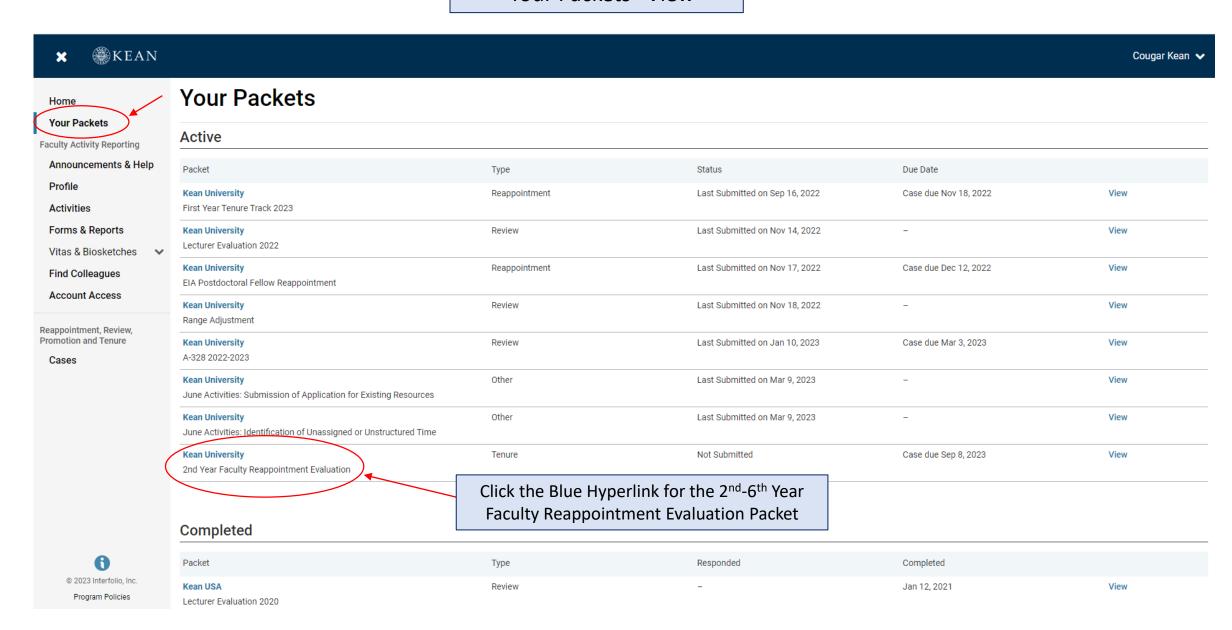
In search box, type Kean University and sign in using your Kean

credentials (the same username/password used for other SSO applications – Google mail, Workday, Workvivo, etc.)

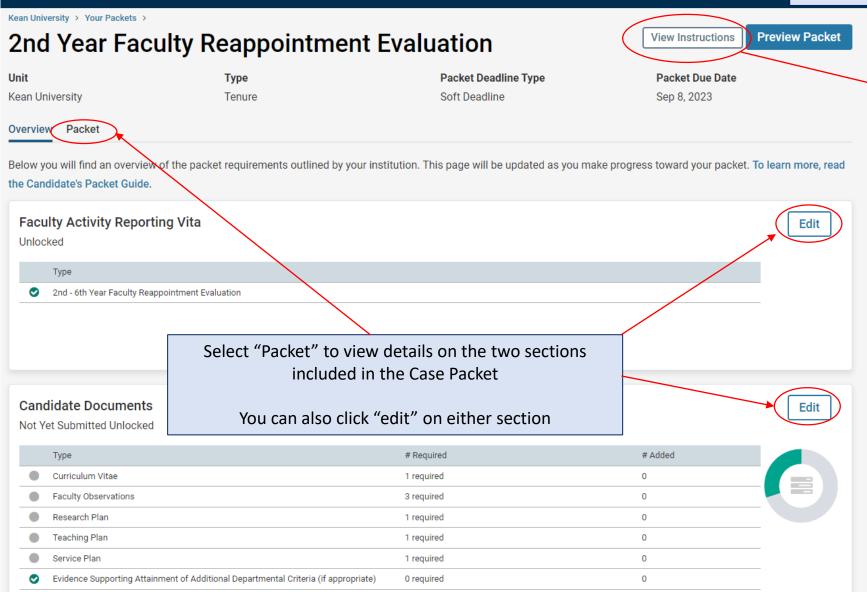
Dashboard View



"Your Packets" View



Click "View Instructions" to view information about the application



Candidate Instructions

The 2nd-6th Year Reappointment Evaluation Case Packet contains <u>two</u> submission sections:

1. Faculty Activity Reporting Vitae (2nd to 6th Year Evaluation Vitae)

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections will be generated into your 2nd-6th Year Faculty Reappointment Evaluation Vitae. Please make sure to thoroughly fill out the sections to ensure your application is complete.

The following are the Profile and Activity sections from Faculty Activity Reporting that are generated into your Vitae:

Contact Information

Degrees

Honors and Awards

Professional Licensures & Certifications

Professional Membership

Grants

Current Position

Administrative Appointments

Work Experience

Consulting

Non-Credit Instruction
Professional Development

Advising Load

Mentorship / Supervision

Other Institutional Service Institutional Committees

External Service

Teaching

Scholarly Contributions/Creative Productions

2. Candidate Documents

You will be required to upload several documents in this section:

- Curriculum Vitae
- Three (3) Faculty Observations
- Research, Teaching, and Service Plans (3 separate documents, 300-word max for each)
- Evidence Supporting Attainment of Additional Departmental Criteria, if appropriate

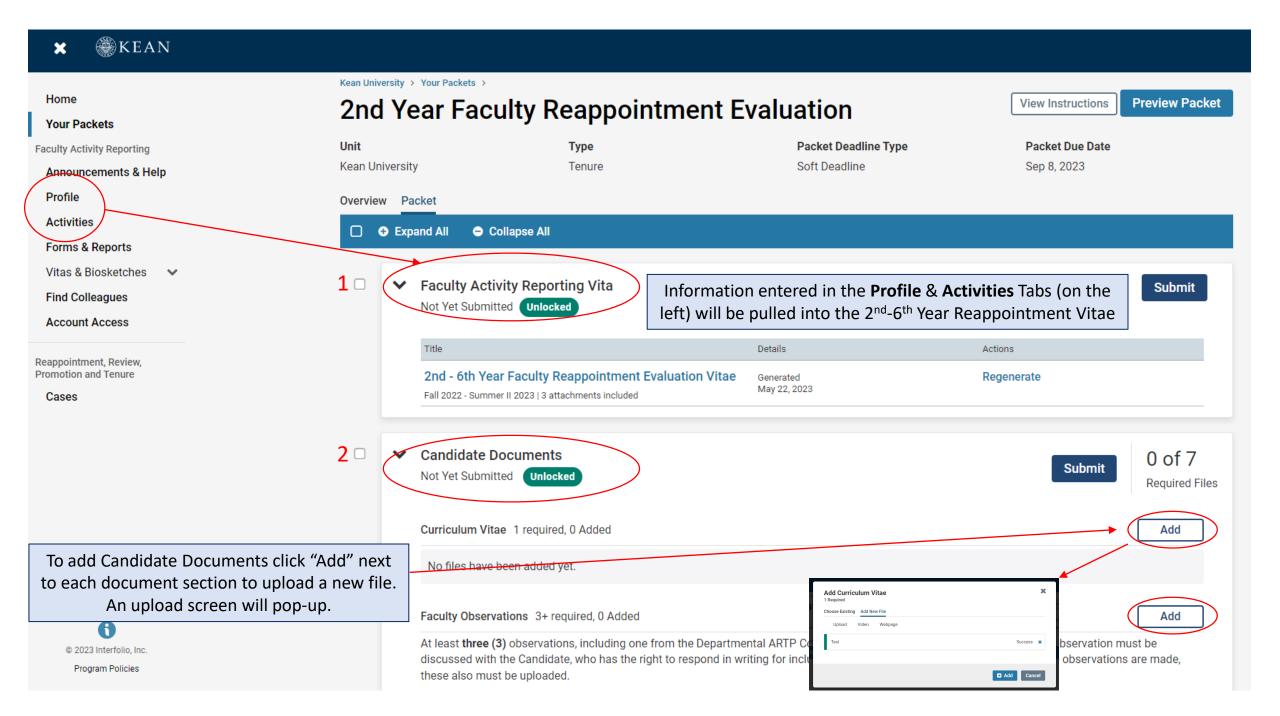
Please upload Word or PDF documents only

- no Google Documents or external links

This section also allows you to upload additional documents to amplify or expand upon any information that was generated into your Faculty Activity Reporting Vitae through the Optional Statement.

This section requires you to complete two forms:

- Acknowledgement by Tenure Track Candidate
- Tenure Track: Candidate Verification Form

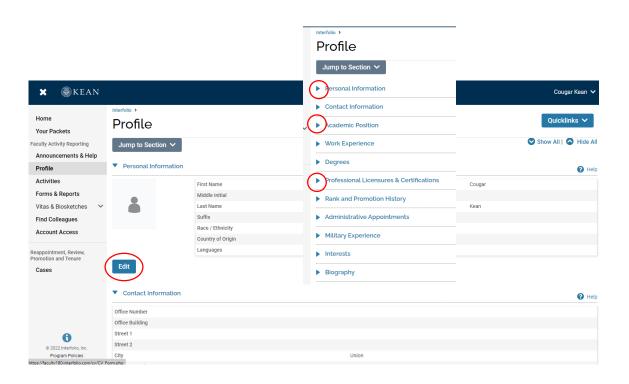


Updating the PROFILE Section

Review all sections of your Faculty Activity Report Profile closely.

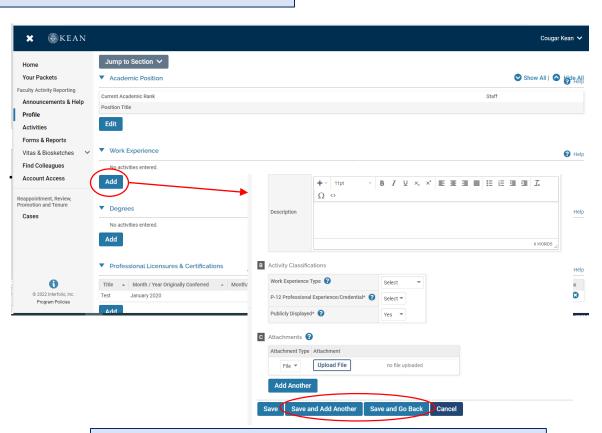
Click the blue triangle to expand a section.

Select "EDIT" or "ADD" to make updates



Note that some fields are locked for editing.

If you notice any discrepancies or missing information email interfolio@kean.edu for assistance.



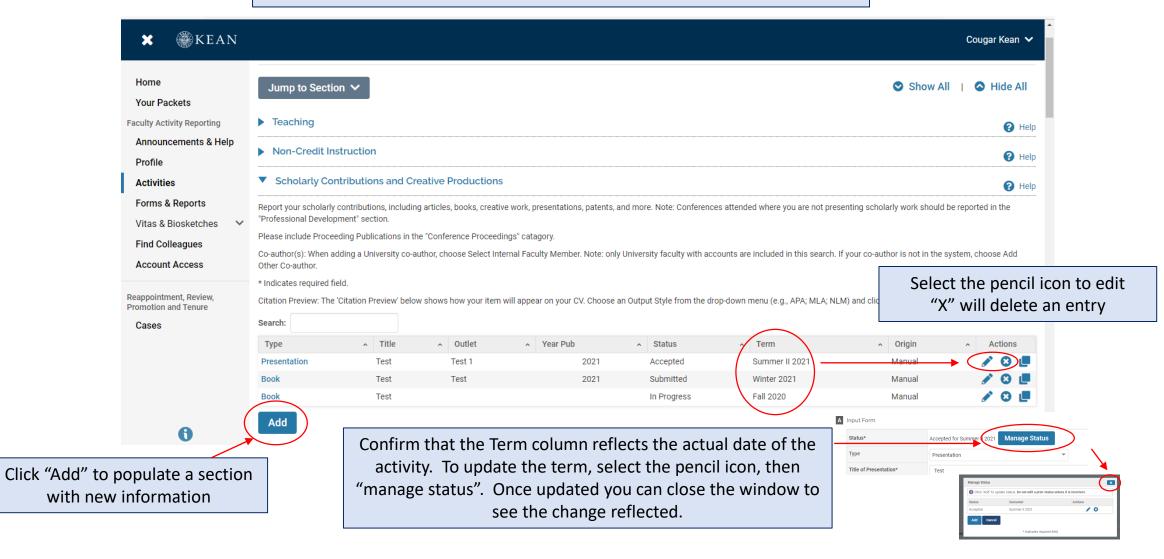
After adding new information, select "save and go back" to review another section.

You can also select "save and add another" if you have additional information to add to the section.

Updating the ACTIVITIES Section

Review all sections closely.

Click the blue triangle to expand a section and view instructions.

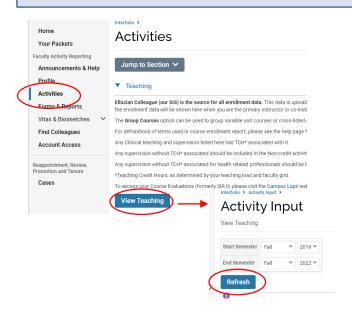


Updating the TEACHING Activities Section

This is where you will upload student course evaluations.

You should download copies of your course evaluations from your Campus Labs account

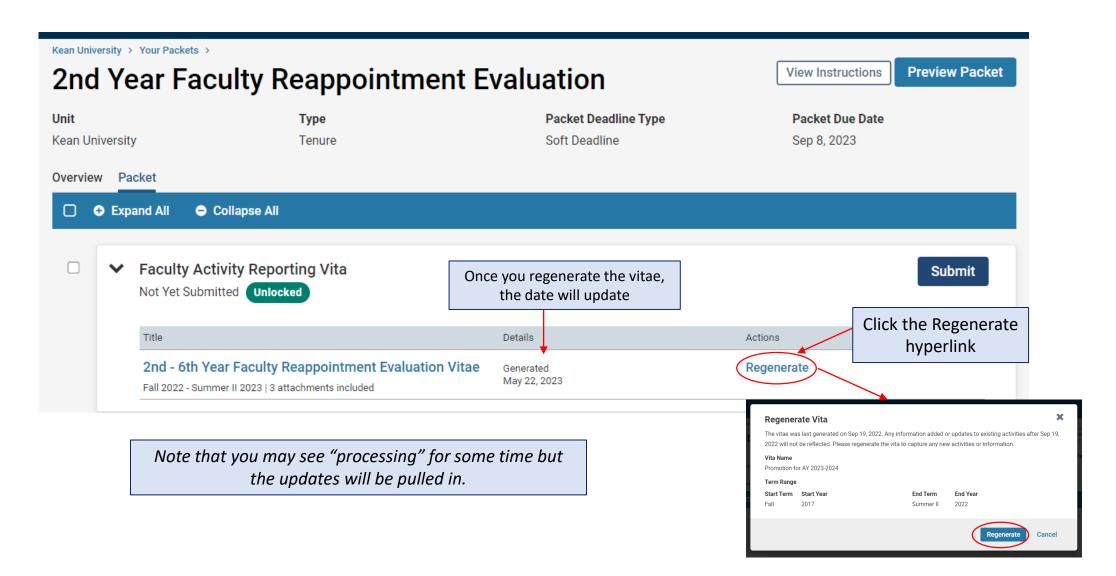
Under the Teaching section of the Activities tab, Select "View Teaching" and adjust the start and end dates to reflect the time period you wish to update.



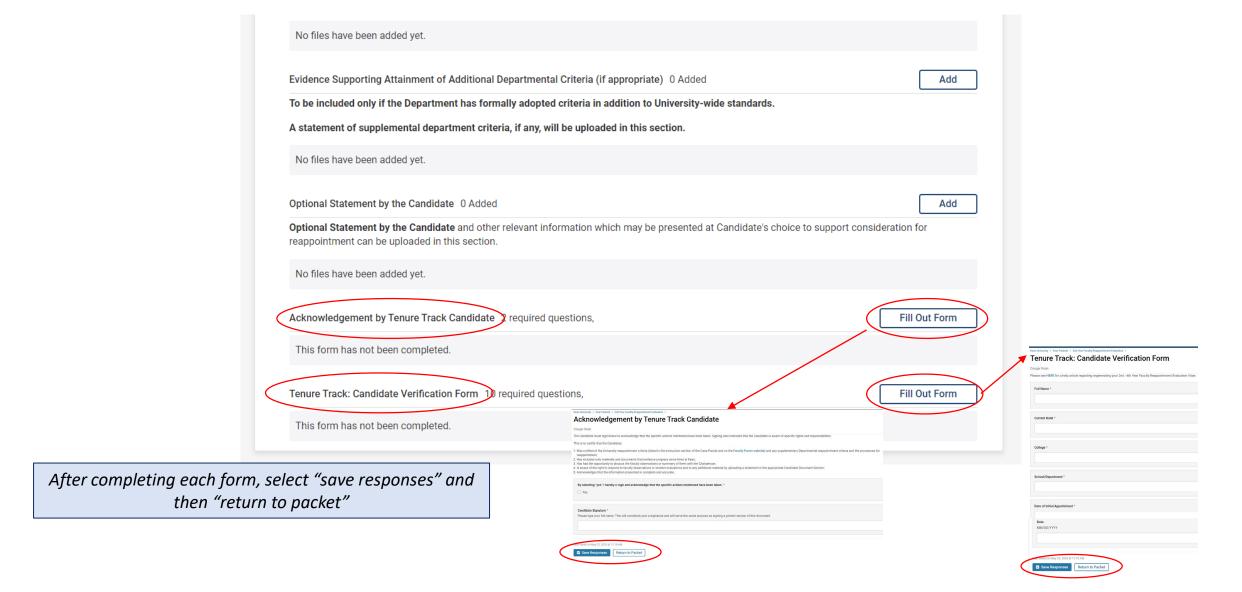
You should see all courses taught between the time period you indicated listed after selecting "Refresh" (email interfolio@kean.edu if you have missing courses).

Click "Add" to upload a new document to a course – be sure to indicate the 2 correct type so it populates under the right heading after upload Additional Credit Course Data Incomplete | Vi B Course Attachments Fall 2021 Course Evaluatio Peer Evaluation HIST 1062 26 Once uploaded, you can select the Course Attachments number under the heading to view the document HIST 1062 26

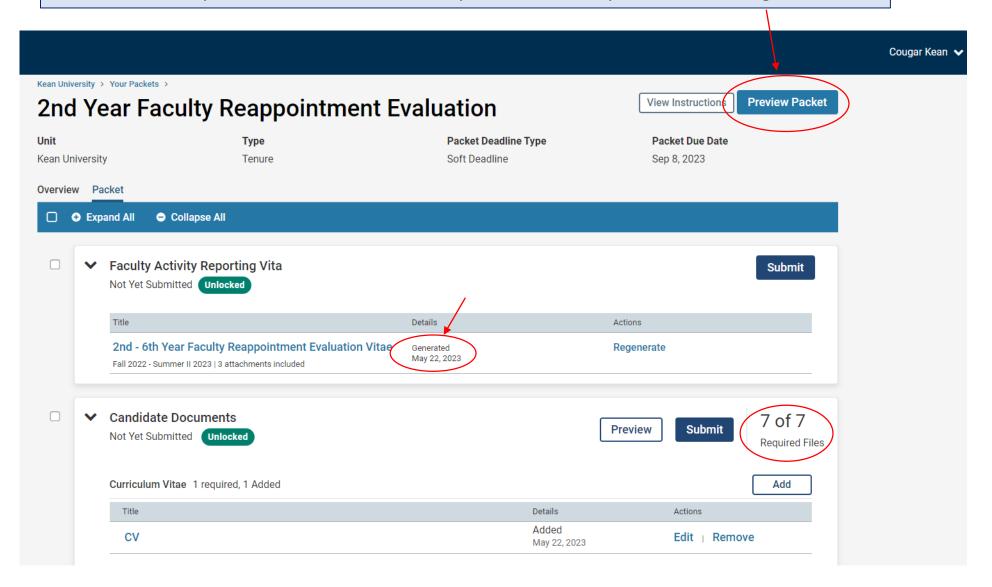
**Once you finish updating the Profile and Activities Sections,
you MUST REGENERATE your faculty activity reporting vitae in order for
the updates to be pulled into your 2nd-6th Year Reappointment vitae



After regenerating your vitae and uploading all required documents to the Candidate Documents section, scroll to the bottom of the packet to fill out the **two required forms** – You will not be able to submit your application until the 2 forms have been completed.



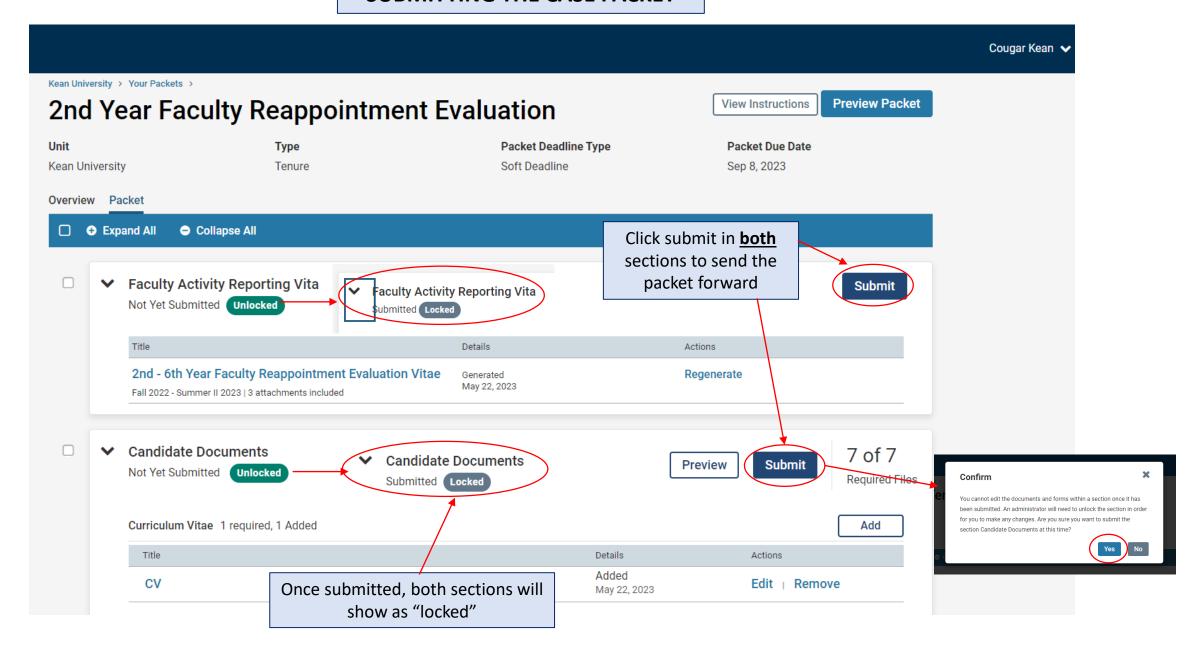
After **regenerating the vita**, and confirming that all documents and forms in the **Candidate Documents** section are complete, select "Preview Packet" to make sure all information has been pulled in and to view the compiled documents prior to submitting.



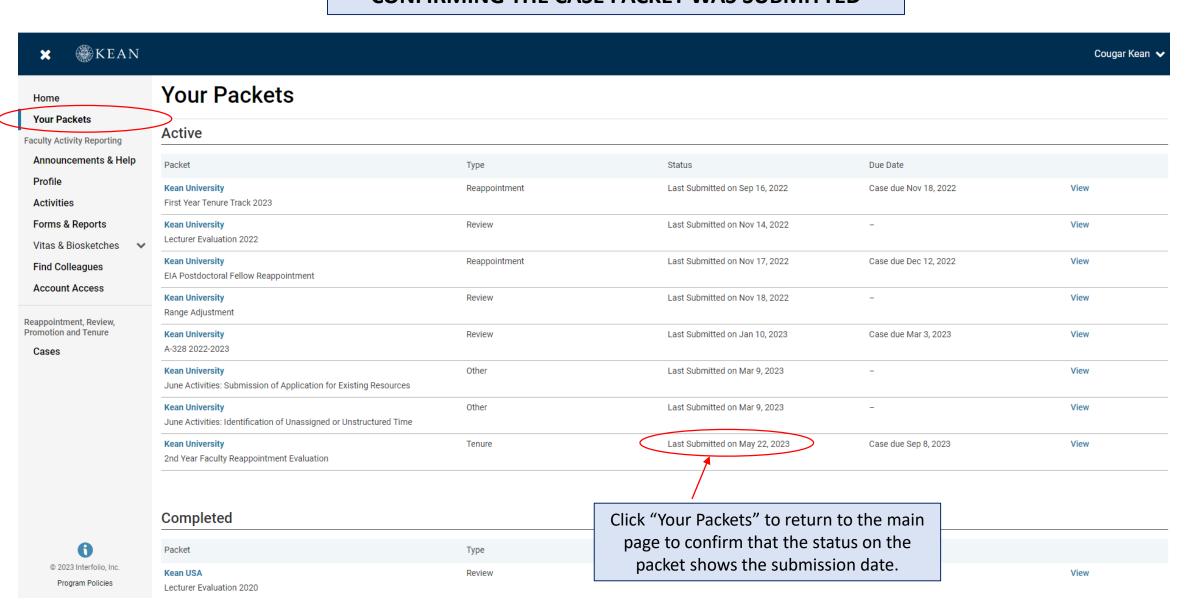
Packet Preview Screen

To return to the packet click the x in the top right. × Only show submitted sections. Search ▼ FACULTY ACTIVITY REPORTING VITAE 2nd - 6th Year Faculty Reappointment Evaluation Vitae Fall 2022 - Summer II 2023 2nd - 6th Year Faculty Reappointment Evaluation Vitae Attachments from 2nd - 6th Year Faculty Reappointment **Evaluation Vitae** \$cholarly Contributions and Creative Productions State or Province: NJ Zip / Postal Code: 07083 Previous Professional Experience.docx Test Document 2.docx Previous Professional Experience.docx The "2nd-6th Year Reappointment Evaluation CANDIDATE DOCUMENTS Professional Licensures & Certifications Vitae" link will show you the generated vita – Test, January 2020, New Jersey review all sections to confirm the information is **Faculty Observation** complete based on the updates you made **Faculty Observation** within the Profile and Activities sections. **Faculty Observation** Current Position **Teaching Innovation** No activities entered. Interfolio Document No activities entered CV All attached documents within the Faculty Activity Report sections as well **Test Document** as Candidate Documents will appear on the left side. Click the toggles to drill down to each section. You can click on each document to confirm everything is correct prior to submitting. To make the page larger, use the magnifying glass Q (Q Previous Material < 1 / 2 > Next Material

SUBMITTING THE CASE PACKET



CONFIRMING THE CASE PACKET WAS SUBMITTED



For any questions, contact interfolio@kean.edu