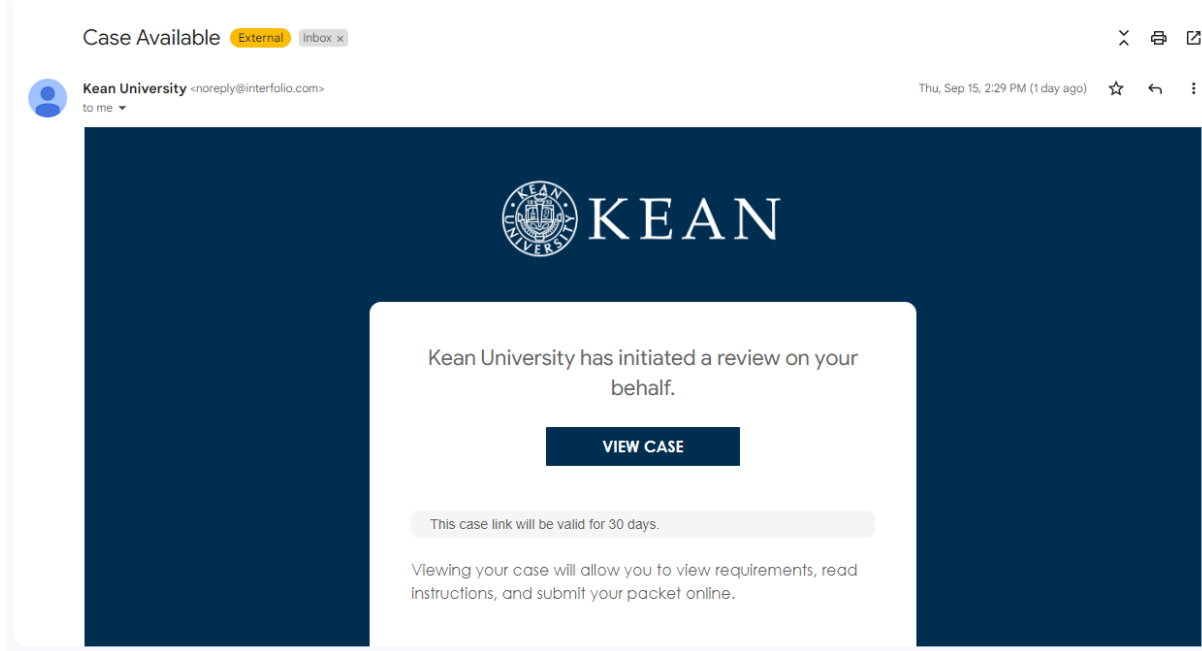


Submitting an A-328 Case Packet through Interfolio



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.

Dashboard View

Interfolio Dashboard View for Cougar Kean

Navigation Menu:

- Home
- Your Packets** (highlighted with a red circle and arrow)
- Faculty Activity Reporting
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access
- Reappointment, Review, Promotion and Tenure
- Cases

My Tasks: 8

Unread Tasks: 8

Read Tasks: 0

Title	Due Date
Cougar Kean First Year Tenure Track 2023 Kean University Reappointment	
Cougar Kean EIA Postdoctoral Fellow Reappointment Kean University Reappointment	
Cougar Kean Released Time for Research AY 23-24 Kean University Other	
Cougar Kean A-328 2022-2023 Kean University Review	
Cougar Kean	

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

You can select the "A-328 2023-2024" case packet from the dashboard in the middle of the screen ("My Tasks") or by selecting "Your Packets" on the left side

"Your Packets" Screen

The screenshot displays the 'Your Packets' interface. The left sidebar contains navigation options: Home, Your Packets (selected), Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'Your Packets' and is divided into 'Active' and 'Completed' sections. The 'Active' section contains a table with columns for Packet, Type, Status, and Due Date. The 'Completed' section contains a table with columns for Packet, Type, Responded, and Completed. A red circle highlights the 'Kean University' link for the 'A-328 2022-2023' packet in the Active section. A blue box with an arrow points to this link with the text 'Click the Blue Hyperlink for the A-328 Packet'.

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 A-328 2022-2023	Review	Not Submitted	Case due Mar 3, 2023	View
Kean University First Year Tenure Track 2023	Reappointment	Not Submitted	Case due Nov 18, 2022	View

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 A-328 process

Home

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Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

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A-328 2022-2023

Unit: Kean University
Type: Review

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.](#)

Faculty Activity Reporting Vita

Unlocked

Type
A-238

You will be taken to the "Overview" screen.
Select "Packet" to view details on the two sections included in the A-328 Case Packet
You can also click "edit" on either section

Edit

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
------	------------	---------

Edit

View Instructions Preview Packet

Packet Due Date
Mar 3, 2023

Candidate Instructions

Due: Mar 3, 2023

Self-Assessment by Tenured Faculty Member*

Calendar for Tenured Faculty and Librarians A-328

The assessment shall be based on the individual's performance primarily during the five years preceding assessment – September 2017 - December 2022.

Self assessment should amount to a comprehensive statement providing an overview of professional activities (as per the Agreement (2019-2023) - Appendix II, Article 1 C). Self assessment should describe performance with respect to the following criteria:

1. Teaching effectiveness
2. Effectiveness of performance of other duties and responsibilities
3. Scholarly achievement
4. Contributions to college and community

This application contains two submission sections: the Faculty Activity Reporting Vita and the Candidate Document section. Information you entered in the Faculty Activity Reporting Profile and Activity section will be generated into your A-328 Evaluation Vita which will eliminate duplication efforts. The Candidate Documents section will show your completed Award Document(s).

Close

Chat with us

The A-328 Case Packet contains two submission sections:

The Current Review Period is **Spring 2020 – Spring 2025**

1. Faculty Activity Reporting Vitae

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections (items dated between **Spring 2020 – Spring 2025**) will be generated into your A-328 Vitae. Please make sure to thoroughly fill out the sections to ensure your materials are complete.

The following are the Profile and Activity sections from Faculty Activity Reporting that are generated into your A-328 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

Scholarly Contributions and Creative Productions

Other Institutional Service

Institutional Committees

External Service

Teaching

2. Candidate Documents

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

- Self-Assessment of Teaching Effectiveness
- Self-Assessment of Effectiveness of Performance of Other Duties and Responsibilities
- Self-Assessment of Scholarly Achievement
- Self-Assessment of Contributions to University and Community
- Peer Assessment of Teaching Effectiveness (*peer observations by 2 members of the assessment committee are required*)
- Peer Assessment of Assigned Administrative Duties (if applicable)
- Student Evaluation of Teaching Effectiveness (*add these under the "Teaching" section of the FAR and upload statement confirming this has been done*)
- A-328 Acknowledgement By Tenured Faculty Member (Form)
- A-328 Candidate Verification (Form)

This section also allows you to upload a curriculum vita and provide additional documents to amplify or expand upon any information (optional).

Please upload Word or PDF documents only -
no Google Documents

The A-328 Case Packet contains two submission sections:



A-328 2022-2023

View Instructions

Preview Packet

Unit: Kean University | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Mar 3, 2023

Overview Packet

Expand All Collapse All

Home

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Faculty Activity Reporting Vita

Not Yet Submitted **Unlocked**

Information entered in the **Profile & Activities** Tabs (on the left) will be pulled into the A-328 Evaluation Vita

Submit

1

Title	Details	Actions
A-328 Evaluation Vitae Fall 2017 - Fall 2022 5 attachments included	Generated Jan 9, 2023	Regenerate

Candidate Documents

Not Yet Submitted **Unlocked**

To add Candidate Documents click "Add" next to each document section to upload a new file. An upload screen will pop-up.

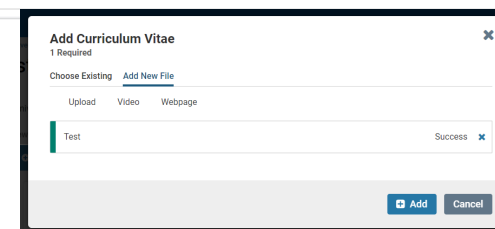
Submit

0 of 7
Required Files

2

Curriculum Vita 0 Added

Add



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

This screenshot shows the main profile page. On the left, a sidebar contains navigation links: Home, Your Packets, Faculty Activity Reporting, Announcements & Help, Profile (selected), Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'Profile' and includes a 'Jump to Section' dropdown. Below this is a list of sections: Personal Information, Contact Information, Academic Position, Work Experience, Degrees, Professional Licensures & Certifications, Rank and Promotion History, Administrative Appointments, Military Experience, Interests, and Biography. Each section has a blue triangle icon to its left. A red circle highlights the 'Edit' button in the sidebar. Another red circle highlights the 'Personal Information' section in the list.

This screenshot shows the 'Academic Position' section of the profile. The section is expanded, showing fields for 'Current Academic Rank' (set to 'Staff') and 'Position Title'. Below these fields is an 'Edit' button. A red circle highlights the 'Add' button in the sidebar, with a red arrow pointing to the 'Add' button in the section header. The section also includes a 'Description' field with a rich text editor, 'Activity Classifications' with dropdown menus for 'Work Experience Type', 'P-12 Professional Experience/Credential*', and 'Publicly Displayed*', and an 'Attachments' section with 'File' and 'Upload File' options. At the bottom, there are four buttons: 'Save', 'Save and Add Another', 'Save and Go Back', and 'Cancel'. A red circle highlights the 'Save and Go Back' button.

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.

Select the pencil icon to edit
"X" will delete an entry

Click "Add" to populate a section with new information

Confirm that the Term column reflects the actual date of the activity. To update the term, select the pencil icon, then "manage status". Once updated you can close the window to see the change reflected.

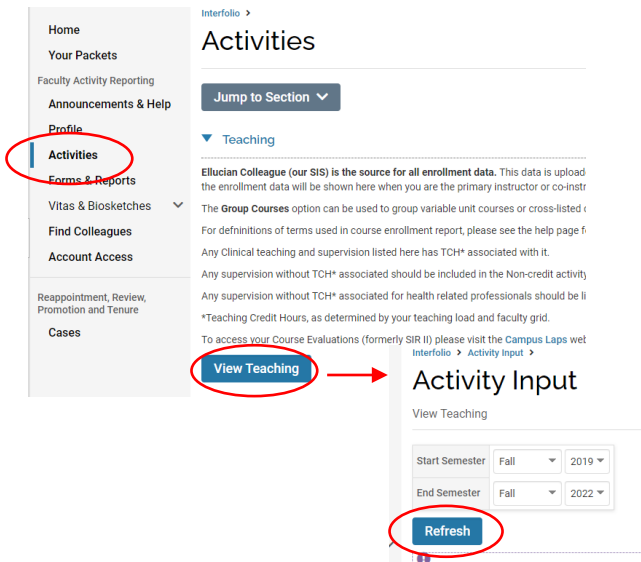
Updating the TEACHING Activities Section

This is where you should upload **student course evaluations** (download copies from Campus Labs)

1 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. The current A-328 review covers **Spring 2020 – Spring 2025**

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).

2 Click “Add” to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload



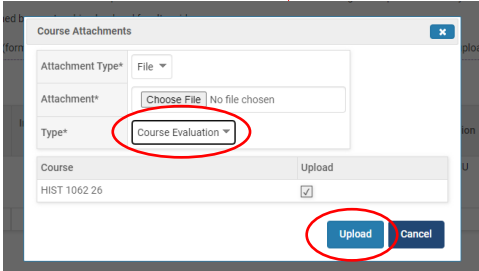
Course	Course Title	Credit Hours	Instruction Mode	Enrollment	Maximum Enrollment	Days	Time	Lab Hours	Lecture Hours	Location	Student Credit Hours	Teaching Level	Teaching Location	Teaching Type	Additional Course Data
HIST 1062 26	WORLDS OF HISTORY	3	Morning Class	25	25	S	11:00AM - 12:15PM	0	0	KJU	75				Incomplete View
Totals		3		25	25			0	0		75				

Course Attachments

Fall 2021

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
HIST 1062 26		1			

Once uploaded, you can select the number under the heading to view the document



****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 A-328 Evaluation Vitae**

Note that you may see "processing" for some time but the updates will be pulled in.

After regenerating your vita 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 case packet until these have been completed.

A-328 ACKNOWLEDGEMENT BY TENURED FACULTY MEMBER 3 required questions,
This form has not been complete.

A-328 Candidate Verification Form 6 required questions,
This form has not been complete.

Fill Out Form

Fill Out Form

By selecting 'yes' I hereby e-sign and acknowledge that the specified actions mentioned have been taken *

Yes

Please type your full name. Filling in the following information will constitute as you e-signature and will have the same impact as signing a printed version of this document *

Date (MM/DD/YYYY) *

Last Saved: Jan 9, 2022 at 4:53 PM

A-328 Candidate Verification Form

Cougar Khan

Please see [HERE](#) for a help article regarding regenerating your A-328 Evaluation Vita.

College *

School/Department *

Date of Initial Appointment *
(MM/DD/YYYY)

I verify that I have Regenerated my A-328 Evaluation Vita prior to submitting my application *

By selecting 'yes' you have verified that you have regenerated your A-328 Evaluation Vita thereby including the most up to date version.

Yes

Candidate's Signature *

Please type your full name. Filling in the following information will constitute as your e-signature and will have the same impact as signing a printed version.

Date *
(MM/DD/YYYY)

Last Saved: Jan 9, 2022 at 4:53 PM

After completing each form, select "save responses" and then "return to packet"

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.

KEAN Cougar Kean

Kean University > Your Packets >

A-328 2022-2023

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Review	Soft Deadline	Mar 3, 2023

Overview **Packet**

[Expand All](#) [Collapse All](#)

Faculty Activity Reporting Vita Not Yet Submitted Unlocked [Submit](#)

Title	Details	Actions
A-328 Evaluation Vitae	Generated Jan 9, 2023	Regenerate
Fall 2017 - Fall 2022 5 attachments included		

Candidate Documents Not Yet Submitted Unlocked [Preview](#) [Submit](#) 7 of 7 Required Files [Add](#)

Curriculum Vita 0 Added

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“Preview Packet” Screen

The screenshot shows a web interface for reviewing a 'Preview Packet'. On the left is a sidebar with a tree view of document categories. The main area displays a preview of a document titled 'A-328 Evaluation Vitae' by Cougar Kean. The document content includes sections for Contact Information, Degrees, Current Position, Administrative Appointments, Honors and Awards, Grants, and Funded - In Progress. At the bottom of the main area are navigation buttons for 'Previous Material' and 'Next Material', with a page indicator '1 / 4'. A search bar is visible in the top right corner.

Only show submitted sections.

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

The “A-328 Evaluation Vitae” link will show the generated vita – review all sections to confirm the information is complete based on the updates you made within the Profile and Activities sections.

All attached documents within the Faculty Activity Report sections as well 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.

- ▼ FACULTY ACTIVITY REPORTING VITAE
 - A-328 Evaluation Vitae
 - ▼ Attachments from A-328 Evaluation Vitae
 - ▼ Teaching
 - Student Evals His 1062 26.pdf
 - Test.docx
 - ▼ Scholarly Contributions and Creative Productions
 - Previous Professional Experience.docx
 - Test Document 2.docx
 - Previous Professional Experience.docx
 - ▼ CANDIDATE DOCUMENTS
 - Faculty Observation
 - Previous Professional Experience
 - Interfolio Document
 - Test

Submitting the Case Packet for Review

Kean University > Your Packets >

A-328 2022-2023

Unit: Kean University | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Mar 3, 2023

Overview Packet

Expand All Collapse All

Title	Details	Actions
A-328 Evaluation Vitae Fall 2017 - Fall 2022 5 attachments included	Generated Jan 9, 2023	Regenerate

7 of 7 Required Files

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Click submit in both sections to send the packet forward

Once submitted, both sections will show as "locked"

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

Confirming the Case Packet was Successfully Submitted

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Your Packets

Active

Packet	Type	Status	Due Date	
Kean University First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	View
Kean University Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	-	View
Kean University EIA Postdoctoral Fellow Reappointment	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	View
Kean University Range Adjustment	Review	Last Submitted on Nov 18, 2022	-	View
Kean University Released Time for Research AY 23-24	Other	Last Submitted on Dec 16, 2022	Case due Jan 27, 2023	View
Kean University Released Time for Research AY 23-24	Other	Not Submitted	-	View
Kean University Released Time for Research AY 23-24	Other	Not Submitted	-	View
Kean University A-328 2022-2023	Review	Last Submitted on Jan 10, 2023	Case due Mar 3, 2023	View

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