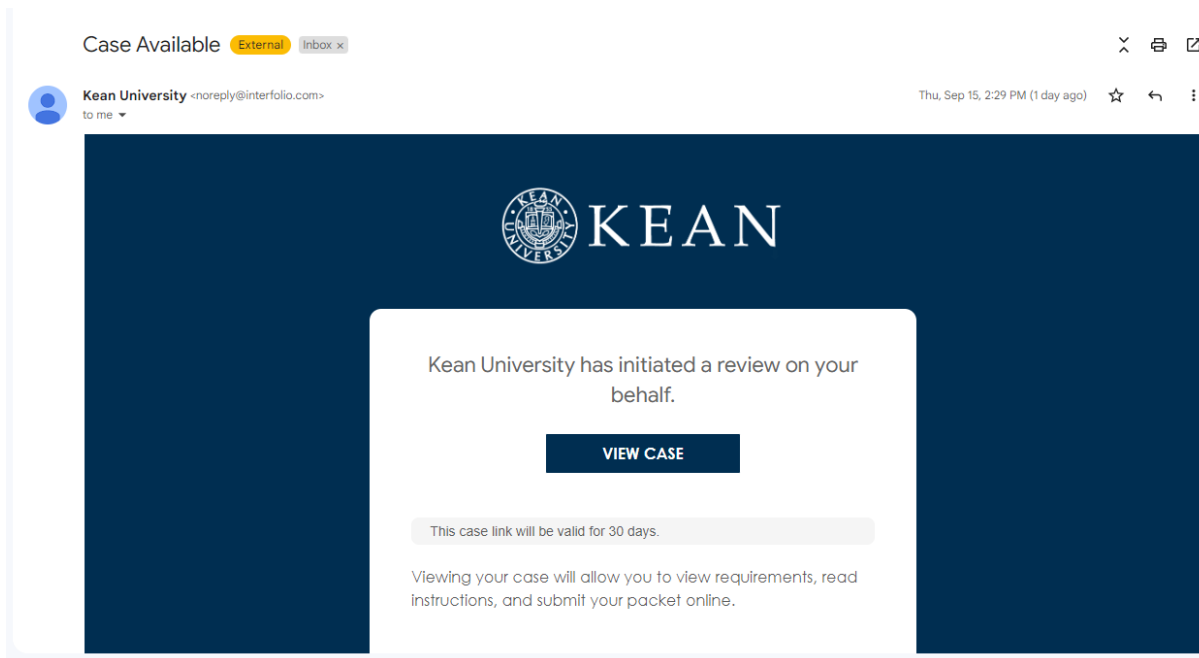


Submitting a Case Packet through *Interfolio*



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.

After logging into Interfolio, you will be taken to your dashboard.
Select "Your Packets" on the left side
Select the link for "EIA Postdoctoral Fellow Reappointment (TT Transition)"

The screenshot shows the Interfolio dashboard interface. The top navigation bar includes the Kean University logo and the user name 'Cougar Kean'. The left sidebar contains a menu with 'Your Packets' circled in red. The main content area displays a table of packets. The bottom-most packet, 'EIA Postdoctoral Fellow Reappointment (TT Transition)', is circled in red. A callout box with the text 'Click the "Kean University" link for the EIA Packet' points to the 'Kean University' link in the title of this packet.

Packet Title	Category	Status	Case Due Date	Action
Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	View
Kean University 1st Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	View
Kean University Sabbatical Leave	Sabbatical	Last Submitted on Dec 18, 2023	Case due Jan 19, 2024	View
Kean University Lecturer Evaluation 2023	Review	Not Submitted	Case due Jan 24, 2024	View
Kean University A-328 2023-2024	Review	Not Submitted	Case due Feb 16, 2024	View
Kean University 1st Year Tenure Track 2024	Reappointment	Last Submitted on Sep 27, 2024	Case due Nov 22, 2024	View
Kean University 1st Year Tenure Track 2024	Reappointment	Not Submitted	Case due Nov 22, 2024	View
Kean University Lecturer Evaluation AY24-25		Not Submitted	Case due Jan 14, 2025	View
Kean University Lecturer Evaluation AY24-25		Not Submitted	Case due Jan 14, 2025	View
Kean University A-328 Career Development Program	Review	Not Submitted	Case due Feb 21, 2025	View
Kean University EIA Postdoctoral Fellow Reappointment (TT Transition)	Reappointment	Not Submitted	Case due Dec 9, 2024	View

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

Kean University > Your Packets >

EIA Postdoctoral Fellow Reappointment (TT Transition)

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

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Reappointment	Soft Deadline	Dec 9, 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 Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0
● Peer Observations	2 required	0
● Student Evaluations	1 required	0
● Statement on Scholarly Contributions/Creative Productions* (300-word limit)	1 required	0
● Statement of Teaching Interest (300-word limit)	1 required	0
✔ Optional Statement	0 required	0
● EIA Postdoctoral Fellow Candidate Verification Form	6 required	0

[Edit](#)



Select "Packet" or "Edit" to begin adding the required documents

EIA Postdoctoral Fellow Reappointment (TT Transition)

[View Instructions](#)

[Preview Packet](#)

Unit Kean University	Type Reappointment	Packet Deadline Type Soft Deadline	Packet Due Date Dec 9, 2024
--------------------------------	------------------------------	--	---------------------------------------

Overview **Packet**

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



▼ Candidate Documents

Not Yet Submitted **Unlocked**

[Submit](#)

0 of 6
Required Files

Curriculum Vitae 1 required, 0 Added

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

[Add](#)

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)** classroom observations. These evaluations should be discussed with the Candidate, who has the right to respond. If more than two observations are made, these also must be uploaded.

Add Curriculum Vitae ✕

1 Required

Choose Existing **Add New File**

Upload Video Webpage

Test Success ✕

[Add](#) [Cancel](#)

[Add](#)

... (Oct. 9, 2024). Each observation must be discussed with the Candidate, who has the right to respond. If more than two observations are made, these also must be uploaded.

Once you've added documents to all required sections, scroll to the bottom of the page to complete the "EIA Postdoctoral Fellow Candidate Verification Form". Be sure to click "save responses" and then "return to packet"

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.

Title	Details	Actions
Test Document	Added Oct 30, 2024	Edit Remove

Optional Statement 0 Added Add

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

No files have been added yet.

EIA Postdoctoral Fellow Candidate Verification Form 6 required questions,

[Fill Out Form](#)

This form has not been completed.

Kean University > Your Packet > EIA Postdoctoral Fellow Reappointment (TT Transition) >
EIA Postdoctoral Fellow Candidate Verification Form
Cougar Kean

Full Name *

Current Faculty Rank *

School/Department *

College *

Date of Initial Appointment *

Candidate 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 of this document.

Last Saved on Sep 16, 2022 at 3:05 PM

Save Responses [Return to Packet](#)

EIA Postdoctoral Fellow Reappointment (TT Transition)

[View Instructions](#)

[Preview Packet](#)

Unit
Kean University

Type
Reappointment

Packet Deadline Type
Soft Deadline

Packet Due Date
Dec 9, 2024

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](#)

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

Title	Details	Actions
CV	Added Oct 30, 2024	Edit Remove

Peer Observations 2+ required, 2 Added

[Add](#)

At least two (2) classroom observations. These evaluations shall not occur before the 5th (5th) week of the semester (Oct 8, 2024). Each observation

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

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 under the heading "CANDIDATE DOCUMENTS" with the following items: Test, Test Document, Faculty Observation, Teaching Innovation (highlighted), Interfolio Document, and Test. A red circle highlights this menu. In the top right corner, there is a blue 'X' icon, also circled in red. A search bar labeled "Search PDF" is located above the main content area. The main content area displays a document titled "Teaching Innovation". At the bottom of the page, there are navigation controls: "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.

File names will appear as hyperlinks – name files carefully so the content of each is obvious to reviewers!

EIA Postdoctoral Fellow Reappointment (TT Transition)

[View Instructions](#)

[Preview Packet](#)

Unit: Kean University Type: Reappointment Packet Deadline Type: Soft Deadline Packet Due Date: Dec 9, 2024

Overview **Packet**

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

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](#)

▼ **Candidate Documents**
Not Yet Submitted **Unlocked**

▼ **Candidate Documents**
Submitted **Locked**

[Preview](#)

Submit

6 of 6
Required Files

[Add](#)

Click submit to send the packet forward

Curriculum Vitae 1 required, 1 Added

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

Once submitted, candidate documents will show as "locked"

Title	Details	Actions
CV	Added Oct 30, 2024	Edit Remove

Peer Observations 2+ required, 2 Added

[Add](#)

At least **two (2)** classroom 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



Home

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Reappointment, Review, Promotion and Tenure

Cases

Your Packets

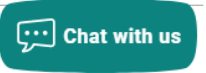
Active

Packet	Type	Status	Due Date	
Kean USA A-328 2021- 2022	Review	Not Submitted	Case due Feb 18, 2022	View
Kean University 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

Completed

Packet	Type	Status	Due Date	
Kean USA Lecturer Evaluation 2020	Review			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
Kean USA 2nd Year Faculty Reappointment Evaluation	Tenure	-	Sep 13, 2021	

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



For any questions, contact
interfolio@kean.edu