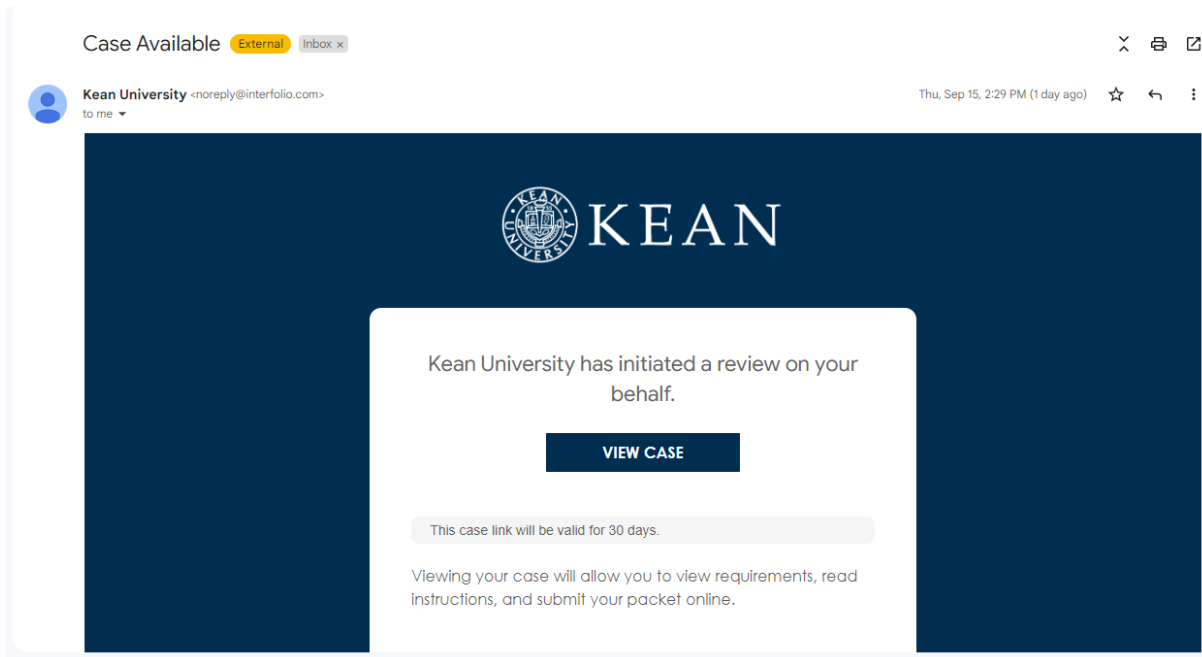


Submitting a Reappointment Packet through Interfolio



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.

Dashboard View

The screenshot shows the Interfolio dashboard interface. At the top, there is a dark blue header with the Kean University logo and the text 'KEAN'. Below the header is a navigation sidebar on the left with the following items: Home, Your Packets (circled in red with a red arrow pointing to it), Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches (with a dropdown arrow), Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'My Tasks' with a notification badge showing '5'. Below this title, there are two summary cards: '4 Unread Tasks' and '1 Read Tasks'. A search bar is located to the right of the 'My Tasks' title. Below the summary cards is a table of tasks with the following data:

Title	Due Date
Cougar Kean A-328 2021- 2022 Kean USA Review	Feb 18, 2022
Cougar Kean First Year Tenure Track 2023 Kean University Reappointment	
Cougar Kean EIA Postdoctoral Fellow Reappointment Kean University Reappointment	Dec 12, 2022
Cougar Kean Lecturer Evaluation 2022 Kean University Review	
Maria Shah Kean University Other Released Time for Research	

After logging into Interfolio, you will be taken to your dashboard. You can select the “EIA Postdoctoral Fellow Reappointment” 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

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

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	Not Submitted	Case due Dec 12, 2022	View

Completed

Packet	Type	Status	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
Kean USA 2nd Year Faculty Reappointment Evaluation	Tenure	-	Sep 13, 2021	

Click the "Kean University" link for the EIA Packet

© 2022 Interfolio, Inc. Program Policies [Chat with us](#)

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

The screenshot shows the 'EIA Postdoctoral Fellow Reappointment' page. The left sidebar contains navigation links: Home, Your Packets, 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 has a breadcrumb 'Kean University > Your Packets >' and a title 'EIA Postdoctoral Fellow Reappointment'. Below the title, there are four columns: Unit (Kean University), Type (Reappointment), Packet Deadline Type (Soft Deadline), and Packet Due Date (Dec 12, 2022). A 'View Instructions' button is circled in red. Below this, there are two tabs: 'Overview' and 'Packet', with 'Packet' circled in red. A text block below the tabs reads: '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.' Below this is a 'Candidate Documents' section with the status 'Not Yet Submitted Unlocked'. It contains a table with columns 'Type', '# Required', and '# Added'. The table lists eight document types. An 'Edit' button is circled in red in the top right corner of the table area. A donut chart is partially visible on the right side of the table.

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
● EIA Postdoctoral Fellow Candidate Verification Form	6 required	0

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

EIA Postdoctoral Fellow Reappointment

[View Instructions](#)

[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Reappointment	Soft Deadline	Dec 12, 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

No files have been added yet.

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

[Add](#)

Peer Observations 2+ required, 0 Added

At least **two (2)** observations. 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.

[Add](#)

Each evaluation must:

1. be signed by the faculty member
2. indicate the date of the observation

Note:

1. In order to satisfy the requirements of d

Add Curriculum Vitae ✕

1 Required

Choose Existing Add New File

Upload Video Webpage

Test Success ✕

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

which teaching competence may be fully

- Home
- Your Packets**
- Faculty Activity Reporting
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access
- Reappointment, Review, Promotion and Tenure
- Cases

Home

Your Packets

- Faculty Activity Reporting
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access

Reappointment, Review, Promotion and Tenure

Cases

Expand All | Collapse All

Title	Details	Actions
Teaching Innovation	Added Sep 16, 2022	Edit Remove

Current Research and Scholarly Activities 1+ required, 1 Added Add

Title	Details	Actions
Interfolio Document	Added Sep 16, 2022	Edit Remove

Research Plan for the Next Academic Year 1+ required, 1 Added Add

Title	Details	Actions
Test	Added Sep 16, 2022	Edit Remove

Optional Statement 0 Added Add

No files have been added yet.

First Year Tenure Track Verification Form 7 required questions, Fill Out Form

This form has not been complete.

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 3:03 PM

Save Responses Return to Packet

Once you've added documents to all 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"



Home

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Reappointment, Review, Promotion and Tenure

Cases



EIA Postdoctoral Fellow Reappointment

View Instructions

Preview Packet

Unit

Kean University

Type

Reappointment

Packet Deadline Type

Soft Deadline

Packet Due Date

Dec 12, 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
CV	Added Nov 17, 2022	Edit Remove

Peer Observations 2+ required, 2 Added

Add

At least **two (2)** observations. 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 member making the observation
2. indicate the date of the observation.

Note:

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 items: Test, Test Document, Faculty Observation, Teaching Innovation (highlighted), Interfolio Document, and Test. A central panel displays a document titled "Teaching Innovation". At the top right, there is a search bar labeled "Search PDF" and a blue 'X' icon circled in red. At the bottom, there are navigation controls: "Previous Material < 1 / 1 > Next Material" and a magnifying glass icon.

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.

- Home
- Your Packets
- Faculty Activity Reporting
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access

Kean University > Your Packets >

EIA Postdoctoral Fellow Reappointment

View Instructions Preview Packet

Unit: Kean University | Type: Reappointment | Packet Deadline Type: Soft Deadline | Packet Due Date: Dec 12, 2022

Overview Packet

Expand All Collapse All

Candidate Documents

Not Yet Submitted Unlocked

Preview Submit

6 of 6

Required Files

Click submit to send the packet forward

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:

Once submitted, candidate documents will show as "locked"

Candidate Documents

Submitted 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



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.

