



# KEAN

## EXTERNAL REVIEW TIMELINE

For faculty members submitting applications for Tenure and/or Promotion  
in Academic Year 2024-2025

<b>EXTERNAL REVIEW Activity</b>	<b>To be Completed on or Before</b>
1. Eligible faculty member <sup>1</sup> notifies in writing the Department Chairperson and Dean of their intent to apply for promotion, and requests a promotion case packet <sup>2</sup> for the purposes of preparing for the external review process. Probationary faculty members currently in their fifth year of service who are applying for tenure linked with promotion will have case packets created automatically.	Mar. 4, 2024 (Mon.)
2. Names of at least three (3) potential external reviewers are nominated by each of the following parties and submitted to the Office of Academic Affairs: a. The Candidate b. Department Chairperson or Chair of a special promotion committee appointed by the College Dean c. Committee of tenured faculty at the appropriate rank <sup>3</sup>	Mar. 22, 2024 (Fri.)
3. List of proposed external reviewers is shared with the candidate by the Office of Academic Affairs. The candidate may provide written rationale for striking the name of a prospective reviewer <sup>4</sup> .	Mar. 29, 2024 (Fri.)
4. Candidate submits materials required for external review through <i>Interfolio</i> .	Apr. 5, 2024 (Fri.)

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<sup>1</sup> A full-time faculty member who recently received a promotion or range adjustment award must complete four years in the rank or range before applying for another promotion.

<sup>2</sup> Promotion applications are submitted electronically and materials are shared with external reviewers via *Interfolio*. Email [interfolio@kean.edu](mailto:interfolio@kean.edu) to request a case packet.

<sup>3</sup> For candidates seeking promotion to associate professor: a committee of tenured faculty who are associate and full professors; for candidates seeking promotion to full professor: a committee of tenured faculty who are full professors.

<sup>4</sup> Candidates have the opportunity to strike names of parties they believe to be unable to provide an objective review. Should the candidate choose to strike the names of reviewers for just cause, the nominators will have the opportunity to add additional names for consideration. The candidate also has the option of submitting a list of reviewers to the Provost that are unacceptable. The Provost must approve the final list of names.

5. Office of Academic Affairs finalizes the list of reviewers and materials to be distributed (in consultation with the candidate) and sends requests to external reviewers. Apr. 12, 2024 (Fri.)
  - a. These materials include the candidate’s CV, scholarly activities dossier (includes service roles and other responsibilities while employed at Kean), together with a letter detailing the candidate’s teaching load and instructions for submitting the written review<sup>5</sup>.
  - b. External Reviewers must receive access to candidate materials no later than 10 weeks prior to the deadline for submission of their review.
  
6. Deadline for External Reviewers to submit their final assessment. Aug. 2, 2024 (Fri.)

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<sup>5</sup> The teaching load noted on the letter to reviewers shall be confirmed by the candidate and a copy of the letter shall be provided to the candidate before distribution. A template of the University’s letter shall also be provided to the KFT prior to dissemination.