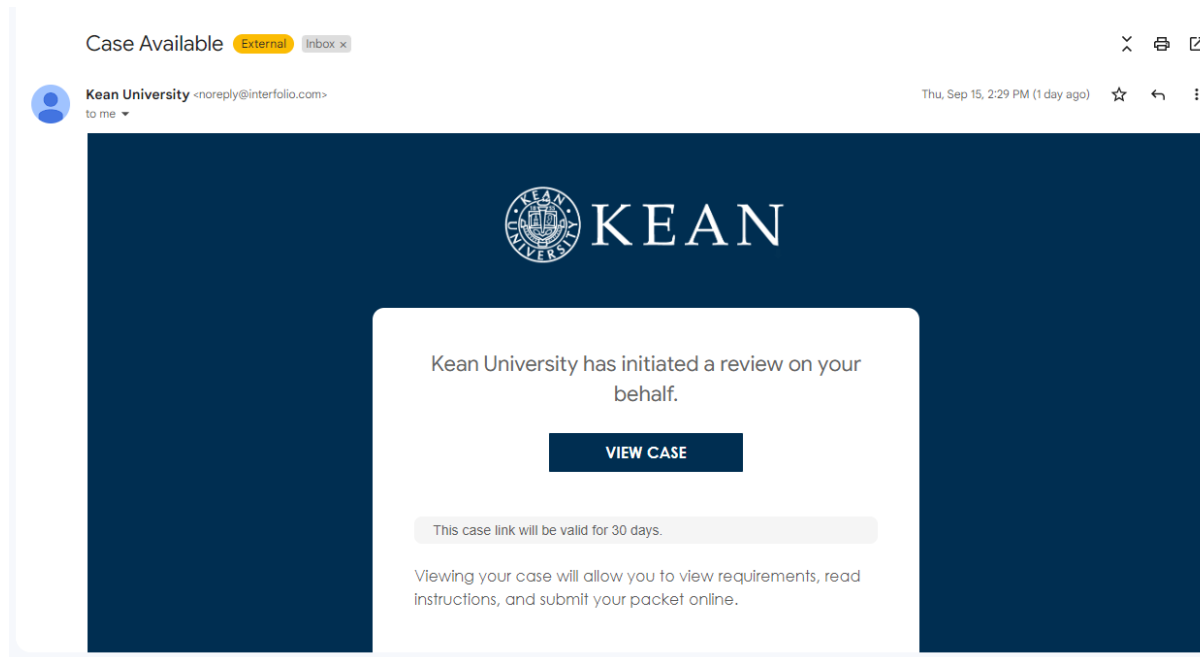


Submitting June Activities & Applications for Existing Resources through Interfolio



You will receive an email from ***noreply@interfolio.com*** with a link to your case packets once available.

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

The screenshot shows the Interfolio dashboard for a user named Cougar Kean. The left sidebar contains navigation options: Home, **Your Packets** (circled in red), Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. Below these are links for Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'Your Packets' and is divided into 'Active' and 'Completed' sections.

Active Packets Table:

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 A-328 2022-2023	Review	Last Submitted on Jan 10, 2023	Case due Mar 3, 2023	View
Kean University June Activities: Submission of Application for Existing Resources	Other	Not Submitted	-	View
Kean University June Activities: Identification of Unassigned or Unstructured Time	Other			

Completed Packets Table:

Packet	Type	Responded	Completed	
Kean USA Lecturer Evaluation 2020	Review	-	Jan 12, 2021	View

Callout Box:

Click the “Kean University” link for each Packet – note that there are two cases related to June Activities that may be available to you:

1. Application for Existing Resources – **by request only**
2. Identification of Unassigned or Unstructured Time – available to all

SUBMITTING AN APPLICATION FOR EXISTING RESOURCES

You must request an application by emailing interfolio@kean.edu. Applications are due **Monday, February 10, 2025**.

Click "View Instructions" to view information about the application

View Instructions
Preview Packet

Candidate Instructions

Dear
Jan 27, 2023

Please upload your Curriculum Vitae and complete the two (2) required forms: Release Time for Research Application and RTA Verification Form. Make sure to hit the "Submit" button in the Candidate Document section.

In recognition of the time that rigorous scholarship takes to produce, Kean University will support up to six (6) hours of released time per academic year for research for qualified proposals from tenure track and tenured faculty. The award cycle will cover the contract period from September 1 to June 30.

Released time for research is provided to a faculty member in the initial award cycle based upon approval of a research plan that includes measurable outcomes and a timeline, and in subsequent cycles on reflection of that research plan together with demonstrated progress on the research project(s) that prompted the award of released time.

Applicants should indicate where they intend to place their work in prospect (i.e., during the first application cycle), and in subsequent cycles must provide evidence that they have been successful in pursuing those or comparable placements. Consideration will be given for projects that have a multi-year completion timeline such as book projects to be submitted to distinguished university presses.

Close

Kean University > Your Packets >

June Activities: Submission of Application for Existing Resources

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	

Overview **Packet**

The "Overview" page outlines application progress

- Click "Edit" or "Packet" to access the application

Below you will find an overview of the packet and the Candidate's Packet Guide. To learn more, read

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0
● Submission of Application for Existing Resources	13 required	0



Edit

There are 2 Required Items for **Applications for Existing Resources** under the “Candidate Documents” section:

1. Updated Curriculum Vitae
2. Application for Existing Resources Form

The screenshot shows the 'Candidate Documents' section of an application portal. The section is currently collapsed, indicated by a downward arrow icon. A callout box points to this icon with the text: "If the section is not expanded, click the arrow to see all items".

Below the section header, there are two items listed:

- Curriculum Vitae**: 1 required, 0 Added. Below this, it says "Please upload your updated curriculum vitae." and "No files have been added yet." A callout box points to the "Add" button with the text: "Click 'Add' to upload your CV".
- Submission of Application for Existing Resources**: 13 required questions. Below this, it says "This form has not been completed." A callout box points to the "Fill Out Form" button with the text: "Click 'Fill Out Form' to complete the application form".

At the top right of the page, there are buttons for "View Instructions" and "Preview Packet". At the bottom right, there is a modal window titled "Add Curriculum Vitae" with a "Browse To Upload" button.

In addition to uploading your CV, you must also complete the required form: **Application for Existing Resources** before you will be able to submit the packet.

Questions include:

- Name, College, School/Department
- Please select one: Research/Creative Works Project, Curriculum Development Project, or Service Project
- Title of the Project
- Brief Description of the Project (*200-word maximum*) – this should include goals for the month of June. Please be as specific as possible and describe any deliverables. Accomplishing tasks enroute to a larger goal is encouraged.
- What resources are you requesting? Please be as specific as possible.
- How much funding is requested for the project? Indicate a dollar amount.
- By selecting “yes” you acknowledge that you are submitting an application for existing resources for activities to be performed in the month of June.

Click “Save Responses” at the bottom of the form to save your progress

Submission of Application for Existing Resources

Cougar Kean

Faculty may make an application to the College's Committee on Research or the College's Committee on Teaching and Service ("CCTS") under any of the three streams (Research and Scholarly Activity, Curriculum Development, or Service) to facilitate support (e.g., travel to archival collections, to field sites, or to laboratories with specialized equipment in the case of scholarly projects; to work with collaborators or attend a developmental workshop for curriculum development projects; or to visit ongoing projects or learn from recognized experts for service projects, etc.), gather data locally, or acquire materials to study during the month of June under the auspices of relevant University research award programs that may occur earlier in the academic year.

Please note that all support and assistance is contingent upon the availability of resources or support and the needs of the University.

First Name *

Last Name *

Kean ID Number *

Rank *

- Assistant Professor
 Assistant Professor (Tenure-Track)
 Associate Professor

What will be accomplished during the month? *

Please be as specific as possible and describe any deliverables. Accomplishing tasks en route to a larger goal is encouraged.

What resources are you requesting? *

Please be as specific as possible.

By selecting "yes" you acknowledge that you are submitting an application for existing resources for activities to be performed in the month of June. *

Yes

Are you currently on your College's Research (CCOR) or Teaching and Service Committee (CCTS)? *

- Yes
 No

Last Saved on Mar 9, 2023 11:27 AM

Save Responses

Return to Packet

Click “Return to Packet” to go back to the case

Once your CV is uploaded and the form is complete, select “Submit” to send your **Application for Existing Resources** forward for review. “Candidate Documents” will be locked and you will no longer be able to edit your application.

June Activities: Submission of Application for Existing Resources

Unit: Kean University | Type: Other | Packet Deadline Type: Soft Deadline | Packet Due Date: [Blank]

Overview | **Packet**

Expand All | Collapse All

Candidate Documents (Unlocked) → Candidate Documents (Submitted, Locked) | 1 of 1 Required Files

Curriculum Vitae: 1 required, 1 Added [Add]

Please upload your updated curriculum vitae.

Title	Details	Actions
CV	Added Mar 9, 2023	Edit Remove

Submission of Application for Existing Resources: 13 required questions, [Edit Form]

Title	Details	Actions
Submission of Application for Existing Resources	Completed Not Yet Submitted	Edit

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

If the form has missing information, an error screen will appear and you will not be able to submit until all required questions have been answered.

Sorry! You must answer all required questions.

SUBMITTING THE JUNE ACTIVITIES FORM: Identification of Unassigned or Unstructured Time for All Faculty

During the month of June, faculty will be asked to identify areas they will work on during their unassigned or unstructured time. The purpose of identifying one of the focus areas for the month of June is solely for data gathering and reporting purposes (HERD survey; Open Educational Resources reporting etc.). **Forms are due Friday, March 28, 2025.** You will receive an email when the case packet is available.

Cougar Kean ▾

Kean University > Your Packets >

June Activities: Identification of Unassigned or Unstructured Time

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	

Overview **Packet**

Below you will find an overview of the p...
the [Candidate's Packet Guide](#).

Candidate Documents
Not Yet Submitted Unlocked

Type	# Required	# Added
● Identification of Unassigned or Unstructured Time for All Faculty	10 required	0

View Instructions
Preview Packet

Click "View Instructions" to view information about the form

The "Overview" page outlines application progress

- Click "Edit" or "Packet" to access the application

Click "View Instructions" to view information about the form

Edit

Candidate Instructions

Due: Jun 27, 2025

Please upload your Curriculum Vitae and complete the two (2) required forms: Release Time for Research Application and RTR Verification Form. Make sure to hit the "Submit" button in the Candidate Document section. In recognition of the time that rigorous scholarship takes to produce, Kean University will support up to six (6) hours of released time per academic year for research for qualified proposals from tenured track and tenured faculty. The award cycle will cover the contract period from September 1 to June 30.

Released time for research is provided to a faculty member in the initial award cycle based upon approval of a research plan that includes measurable outcomes and a timeline, and in subsequent cycles upon achievement of that research plan together with demonstrated progress on the research project(s) that prompted the award of released time.

Applicants should indicate where they intend to place their work in prospect (i.e., during the first application cycle), and in subsequent cycles must point to evidence that they have been successful in pursuing those or comparable placements. Consideration will be given for projects that have a multi-year completion timeline such as book projects to be submitted to distinguished university presses.

Close

There is 1 Required Item under the “Candidate Documents” section: **Identification of Unassigned or Unstructured Time for All Faculty Form**

Kean University > Your Packets >

June Activities: Identification of Unassigned or Unstructured Time

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

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	

Overview **Packet**

Expand All Collapse All

Click “Fill Out Form” to complete the form

▼ Candidate Documents
Not Yet Submitted **Unlocked** [Submit](#) 0 of 0 Required Files

Identification of Unassigned or Unstructured Time for All Faculty 10 required questions,
[Fill Out Form](#)

This form has not been completed.

Questions include:

- Name, College, School/Department
- Please check all that apply: Research/Creative Works Project, Curriculum Development Project, or Service Project
- Title of the Project
- Brief Description of the Project (*200-word maximum*) - Include your goals for the month of June. Please be as specific as possible and describe any deliverables. Accomplishing tasks enroute to a larger goal is encouraged.

Identification of Unassigned or Unstructured Time for All Faculty

Cougar Kean

During the month of June, faculty will be asked to identify areas they will work on during their unassigned or unstructured time. The purpose of identifying one of the focus areas for the month of June is solely for data gathering and reporting purposes (Carnegie R2 status; Open Educational Resources reporting etc.).

First Name *

Last Name *

Kean ID Number *

Rank *

Assistant Professor

Assistant Professor (Tenure-Track)

Associate Professor

Associate Professor (Tenure-Track)

Professor

Title of the Project: *

Brief Description of the Project (200 words maximum): *

What are your goals for the month of June? Please be as specific as possible.

Click “Save Responses” at the bottom of the form to save your progress

Last Saved on Mar 9, 2023 at 1:54 PM

Save Responses [Return to Packet](#)

Click “Return to Packet” to go back to the case

Once the form is complete, select “Submit” to send your **June Activities: Identification of Unassigned or Unstructured Time** forward for review. “Candidate Documents” will be locked and you will no longer be able to edit your case.

kean university > your packets >

June Activities: Identification of Unassigned or Unstructured Time

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

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Other	Soft Deadline	

Overview **Packet**

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

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

Submit 0 of 0 Required Fields

[Edit Form](#)

Identification of Unassigned or Unstructured Time for All Faculty 10 required questions,

Title	Details	Actions
Identification of Unassigned or Unstructured Time for All Faculty	Completed Not Yet Submitted	Edit

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](#)

If the form has missing information, an error screen will appear and you will not be able to submit until all required questions have been answered.

Sorry! You must answer all required questions.

How to Confirm that the **Application for Existing Resources** and/or **June Activities: Identification of Unassigned or Unstructured Time** were successfully submitted:

Your Packets

Active

Packet	Type	Responded	Completed	View
Kean University First Year Tenure Track 2023	Review	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 A-328 2022-2023	Review	Last Submitted on Jan 10, 2023	Case due Mar 3, 2023	View
Kean University June Activities: Submission of Application for Existing Resources	Other	Last Submitted on Mar 9, 2023	-	View
Kean University June Activities: Identification of Unassigned or Unstructured Time	Other	Last Submitted on Mar 9, 2023	-	View

Completed

Packet	Type	Responded	Completed	View
Kean USA Lecturer Evaluation 2020	Review	-	Jan 12, 2021	View

If you have any questions, please email interfolio@kean.edu