Submitting June Activities & Applications for Existing Resources through Interfolio

Case Available [External] [Inbox ×]

Kean University <noreply@interfolio.com>
to me ▾   Thu, Sep 15, 2:29 PM (1 day ago)

KEAN

Kean University has initiated a review on your behalf.

VIEW CASE

This case link will be valid for 30 days.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

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:
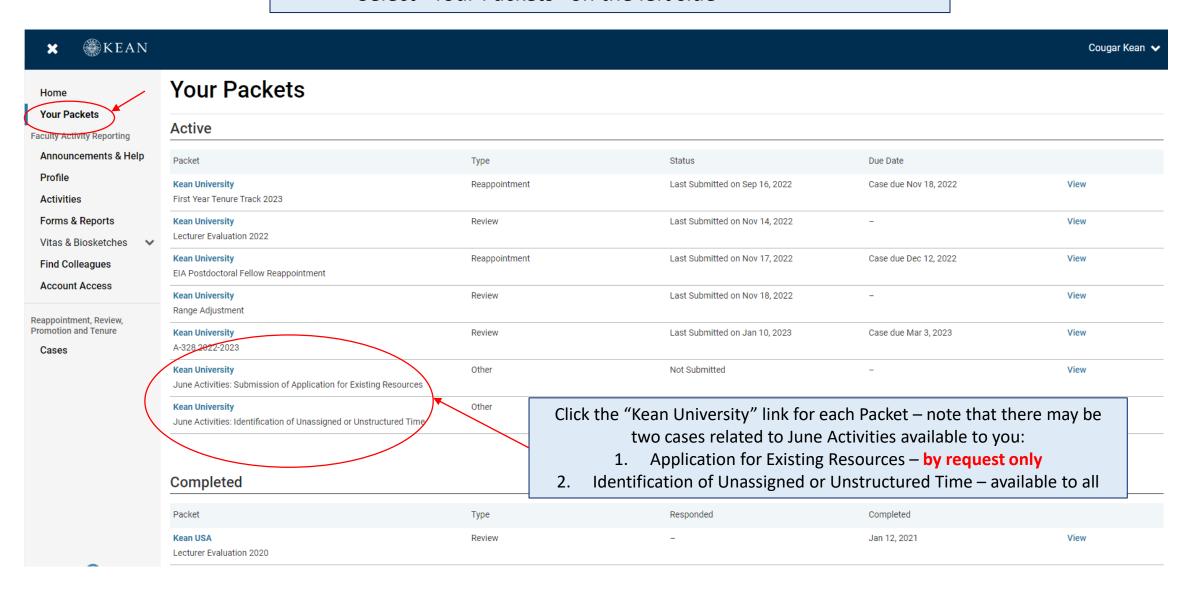
Go to interfolio.com
Select Log-In
Select "Sign in with partner institution"
In search box, type Kean University and sign in using your Kean credentials.
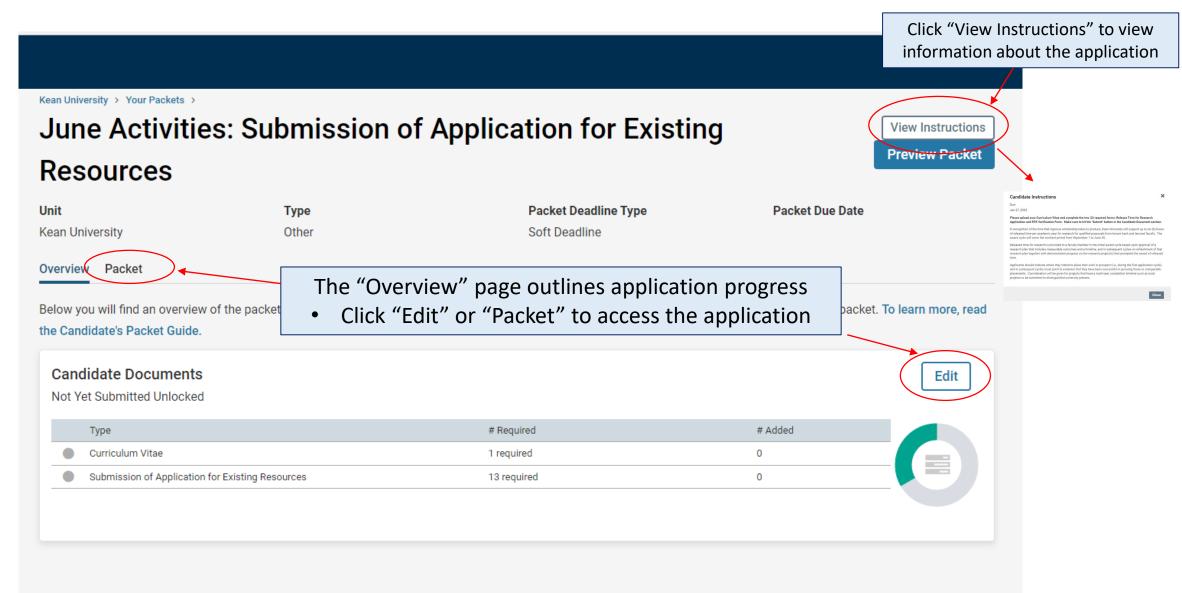
After logging into Interfolio, you will be taken to your dashboard.
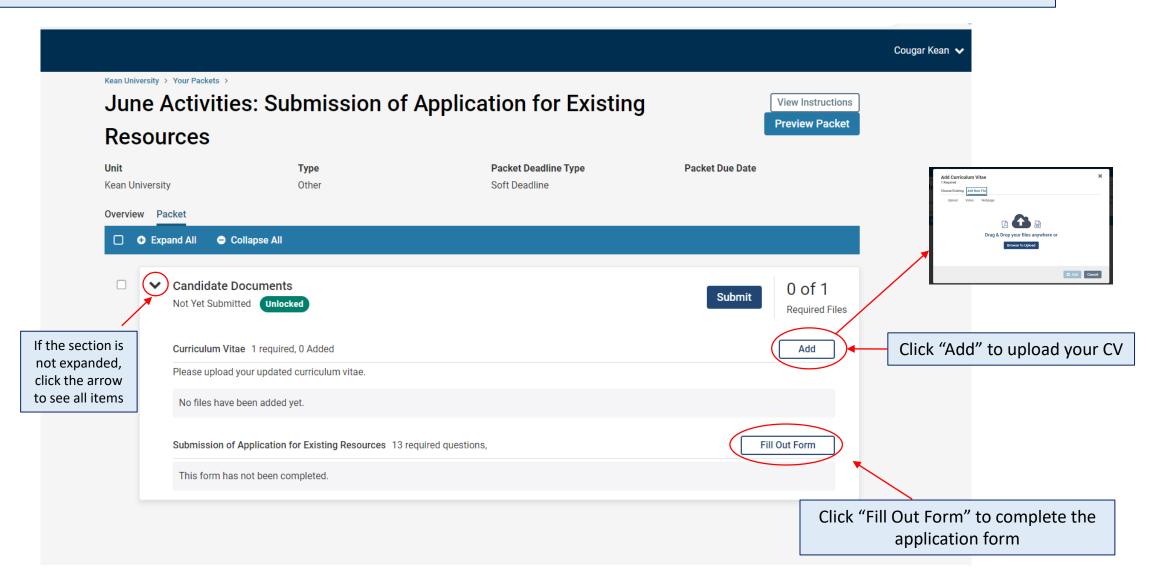- Select "Your Packets" on the left side

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 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

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

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

Click the "Kean University" link for each Packet – note that there may be two cases related to June Activities 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 19, 2024.**

Click "View Instructions" to view information about the application

The "Overview" page outlines application progress
- Click "Edit" or "Packet" to access the application

There are 2 Required Items for **Applications for Existing Resources** under the "Candidate Documents" section:
1. Updated Curriculum Vitae
2. Submission of Application for Existing Resources Form

Cougar Kean ⌄

Kean University > Your Packets >

June Activities: Submission of Application for Existing Resources

View Instructions

Preview Packet

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

Overview   Packet

☐ ➕ Expand All   ➖ Collapse All

Add Curriculum Vitae
1 Required
Choose Existing Add New File
Upload   Video   Webpage

Drag & Drop your files anywhere or
Browse To Upload

Add   Cancel

☐ ⌄ **Candidate Documents**
Not Yet Submitted   Unlocked

Submit

0 of 1
Required Files

If the section is not expanded, click the arrow to see all items

Curriculum Vitae 1 required, 0 Added

Add

Please upload your updated curriculum vitae.

No files have been added yet.

Click "Add" to upload your CV

Submission of Application for Existing Resources 13 required questions,

Fill Out Form

This form has not been completed.

Click "Fill Out Form" to complete the application form

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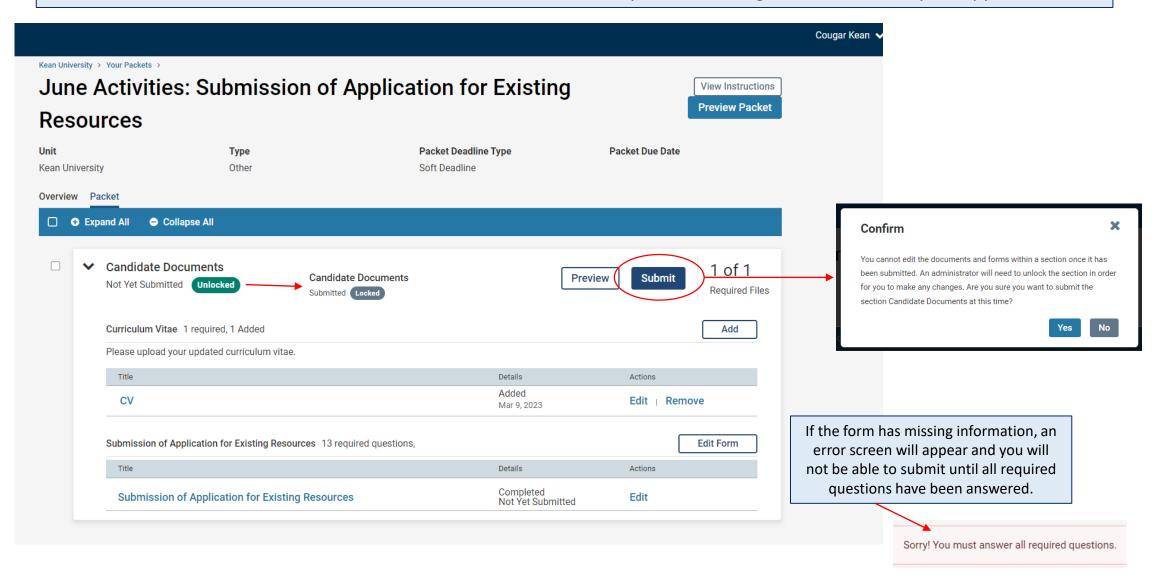
Questions include:

- Name, Kean ID Number, Rank, College, School/Department
- Please <u>select one</u>: Research Project, Curriculum Development Project, or Service Project
- Title of the Project
- Brief Description of the Project *(200-word maximum)*
- What are your goals for the month? 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?
- For collaborative projects, indicate name(s) of other faculty involved.
- By selecting "yes" you acknowledge that you are submitting an application for existing resources for activities to be performed in the month of June.
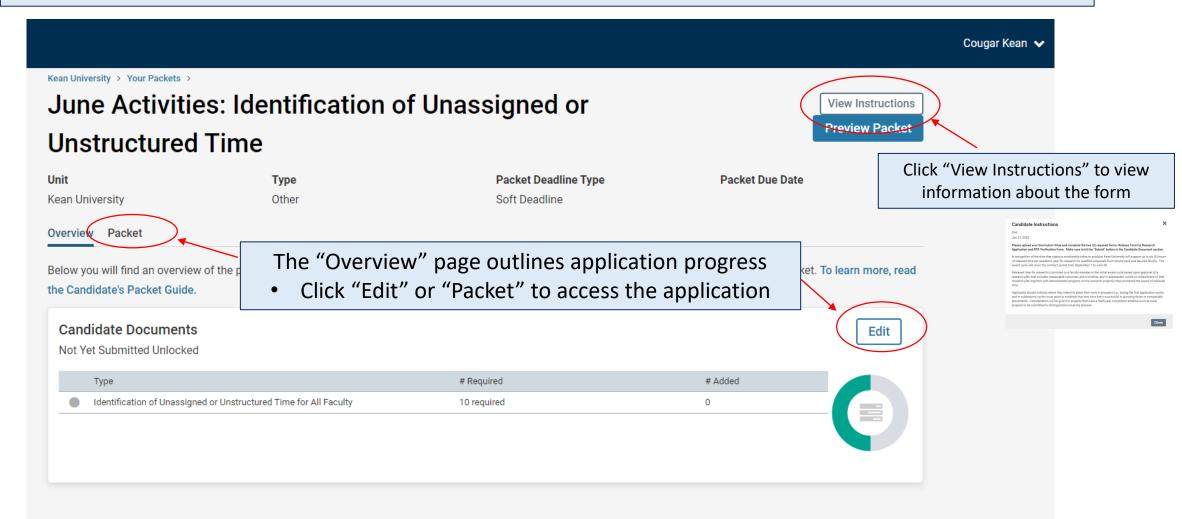- Are you currently on your College's Research (CCOR) or Teaching and Service Committee (CCTS)?

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 at 1:27 PM

[✓ Save Responses] [Return to Packet]

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

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.

Cougar Kean ⌄

June Activities: Submission of Application for Existing Resources

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**

Preview   **Submit**   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.

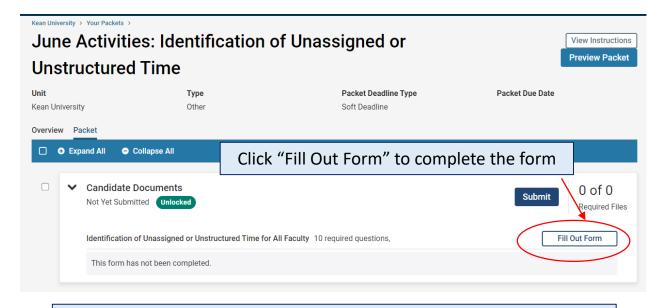Sorry! You must answer all required questions.

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 (Carnegie R2 status; Open Educational Resources reporting etc.). **Forms are due Friday, March 22, 2024**

Click "View Instructions" to view information about the form

The "Overview" page outlines application progress
• Click "Edit" or "Packet" to access the application

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

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

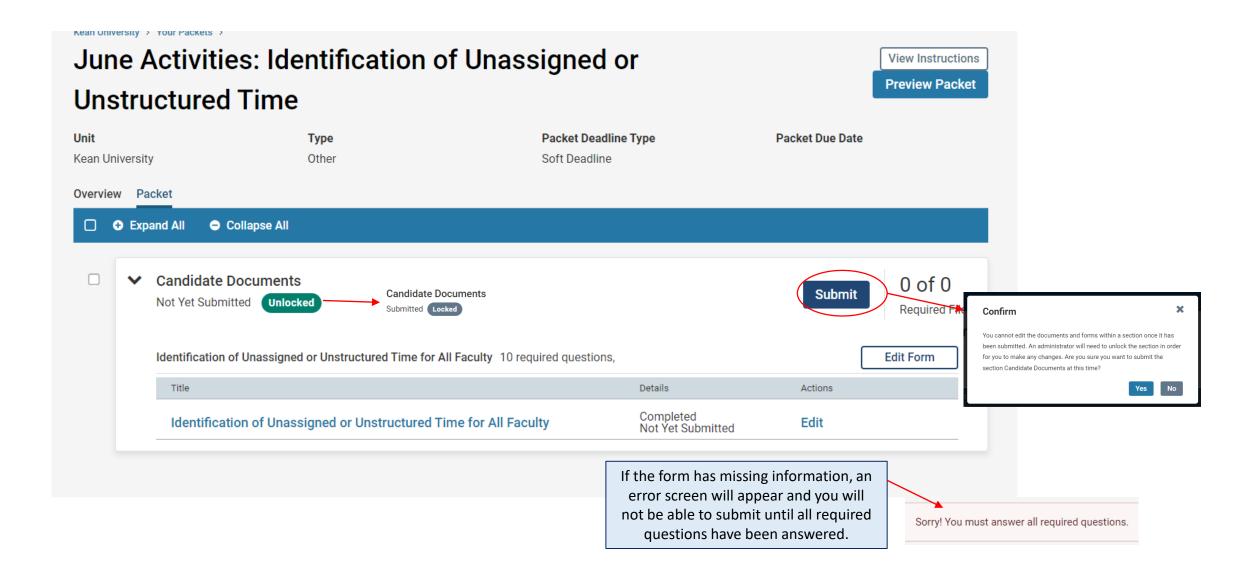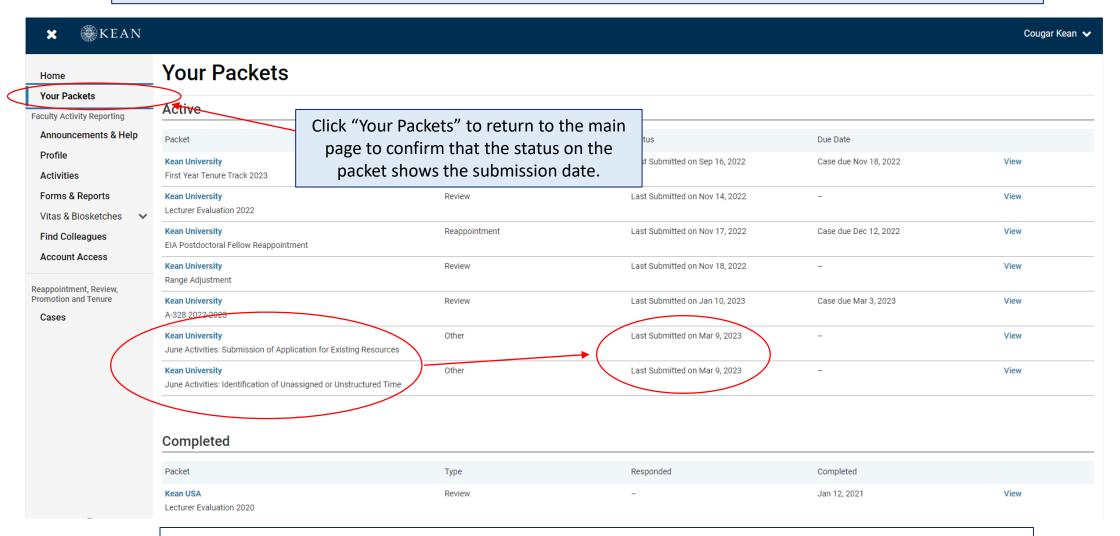This form has not been completed.

Questions include:
- Name, Kean ID Number, Rank, College, School/Department
- Please <u>check all that apply</u>: Research Project, Curriculum Development Project, or Service Project
- Title of the Project(s)
- Brief Description of the Project(s) *(200-word maximum)*
- What are your goals for the month? 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

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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 m
Please be as specific as possi

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

Last Saved on Mar 9, 202   11:54

☑ 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.

June Activities: Identification of Unassigned or Unstructured Time

View Instructions

Preview Packet

Unit
Kean University

Type
Other

Packet Deadline Type
Soft Deadline

Packet Due Date

Overview   Packet

☐   ⊕ Expand All   ⊖ Collapse All

☐   ⌄ **Candidate Documents**
Not Yet Submitted Unlocked ⟶ **Candidate Documents**
Submitted Locked

Submit   0 of 0
Required F...

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

Edit Form

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		Status	Due Date	
Kean University First Year Tenure Track 2023		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	
Kean USA Lecturer Evaluation 2020	Review	–	Jan 12, 2021	View

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

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

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