



# KEAN

## JUNE ACTIVITIES & APPLICATIONS FOR EXISTING RESOURCES

### Calendar of Activities for Academic Year 2024-2025

For consideration of June Activities Existing Resources Awards in Summer 2025 and reporting of unassigned/unstructured time for all faculty in June 2025

	To be Completed on or Before
<b>June Activities - Existing Resources Application Process</b>	
1. Faculty member requests a case packet for an existing resources application <sup>1</sup> .	Jan. 15, 2025 (Wed.)
2. Deadline for faculty member to submit application for existing resources to the College Committee on Teaching & Service (CCTS) for curriculum development or service projects <u>OR</u> to the College Committee on Research (CCOR) for scholarly projects not attached to RTR via <i>Interfolio</i> .	Feb. 10, 2025 (Mon.)
3. CCTS or CCOR forwards their recommendation on applications for existing resources, with candidates in rank order of preference, to the College Dean.	Mar. 7, 2025 (Fri.)
4. College Dean reviews applications and forwards the rank order list with comments to the Provost/Senior Vice President for Academic Affairs.	Mar. 21, 2025 (Fri.)
5. Provost/Senior Vice President for Academic Affairs reviews applications for existing resources and recommendations from the CCTS/CCOR and College Dean and sends written notification of decision to the faculty member.	Apr. 7, 2025 (Mon.)
	<b>To be Completed on or Before</b>
<b>June Activities Reporting Activity</b>	
1. June Activities Reporting forms made available to faculty <sup>2</sup> via <i>Interfolio</i> .	Feb. 24, 2025 (Mon.)
2. Deadline for all faculty (regardless of whether they submit applications for existing resources) to submit information on planned June activities (unassigned or unstructured time) solely for data gathering and reporting purposes <sup>3</sup> .	Mar. 28, 2025 (Fri.)

<sup>1</sup> June Activities Existing Resources applications are submitted electronically via *Interfolio*. Email [interfolio@kean.edu](mailto:interfolio@kean.edu) to request a case packet.

<sup>2</sup> Faculty with RTR awards in AY24-25 are not asked to submit a reporting form as the expectation is that they will be working on their research project through June 30.

<sup>3</sup> As per the established LOA (*Advancing Faculty and University Goals in Research, Curriculum Development and Service*), submission of the June Activities reporting form is voluntary.