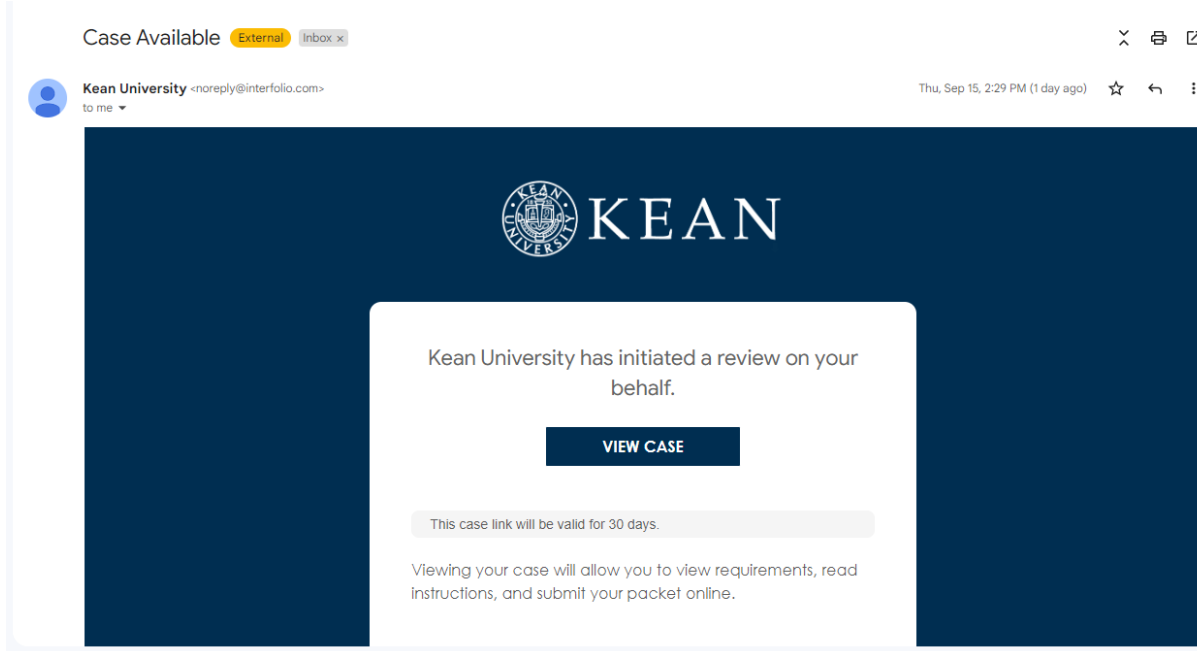# Submitting a Lecturer Application through Interfolio

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.

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Unread Tasks

1
Read Tasks

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 Lecturer Evaluation 2022	Kean University	Review	

After logging into Interfolio, you will be taken to your dashboard.

You can select the "Lecturer Evaluation 2023" case packet from the dashboard in the middle of the screen ("My Tasks") or by selecting "Your Packets" on the left side

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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	Not Submitted	–	View

Completed

Click the Blue Hyperlink for the Lecturer Packet

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Overview   Packet

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.

Faculty Activity Reporting Vita
Unlocked

Type
✅ Evaluation

Select "Packet" to view details on the two sections included in the Lecturer Application

You can also click "edit" on either section

Edit

Candidate Documents
Not Yet Submitted Unlocked

Type	# Required	# Added
⚪ Personal Statement by Candidate	1 required	0

Edit

Candidate Instructions
Due:
Oct 5, 2022

Decisions about promotion shall include consideration of several broad and interrelated factors (Faculty Senate Guidelines on Retention, Tenure, and Promotion, A3.3).

1. Mastery of subject matter — as demonstrated by such criteria as advanced degrees, licenses, honors, continuing education credits, and general reputation in the academic field under consideration, etc.

2. Effectiveness of teaching — as demonstrated by such criteria as evaluation by colleagues and students, development of new teaching materials and courses, etc.
Should include formal course evaluation data from designated instrument.

3. Scholarly abilities — as demonstrated by such criteria as published research in the academic field, contribution to artistic creation, the prestige of publication venues, presentations at international, national, or regional conferences etc. To ensure that Kean scholars are performing at a level of achievement demanded by their disciplines nationwide, a process of external peer review will be implemented beginning in the 2023-2024 Academic Year. The details to be negotiated in a subsequent agreement.

4. Effectiveness in University and community service — as demonstrated by such criteria as participation in university governance, improvement of departmental, college, and all-University programs, service to students, service to the University community and to related professional organizations, etc.

Close

ℹ

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Program Policies

The Lecturer Application contains two submission sections:

1. Faculty Activity Reporting Vitae

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections will be generated into your Lecturer Evaluation Vitae. Please make sure to thoroughly fill out the sections to ensure your application is complete.

The following are the Profile and Activity sections from Faculty Activity Reporting that are generated into your Lecturer Evaluation Vitae:

Degrees	Work Experience	Institutional Committees
Honors and Awards	Consulting	External Service
Professional Licensures & Certifications	Non-Credit Instruction	Teaching
Professional Membership	Professional Development	Scholarly Contributions/Creative Productions (not required)
Grants	Advising Load	
Current Position	Mentorship / Supervision	
Administrative Appointments	Other Institutional Service	

2. Candidate Documents

You will be <u>required</u> to upload several documents in this section: Please upload Word or PDF documents only - ***no Google Documents***

- Curriculum Vitae
- Personal Statement by Candidate
- Course Observation *(conducted by Department chair or designee)*
- Statement on Effectiveness of Teaching
- Statement on Effectiveness in Non-Teaching Responsibilities & Service Plan

This section also requires you to complete two forms:

- Acknowledgement by Lecturer
- Candidate Verification Form

Updating the PROFILE Section

Review all sections of your Faculty Activity Report Profile closely.
Click the blue triangle to expand a section.
Select "EDIT" or "ADD" to make updates
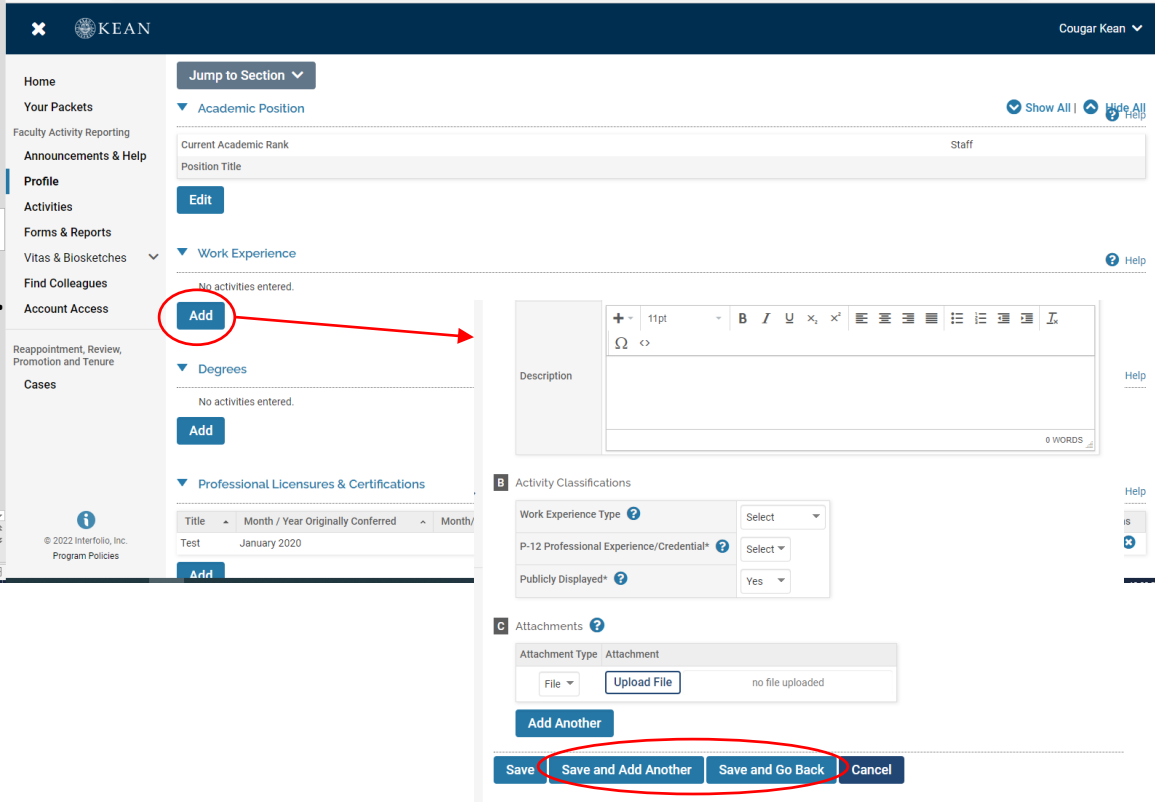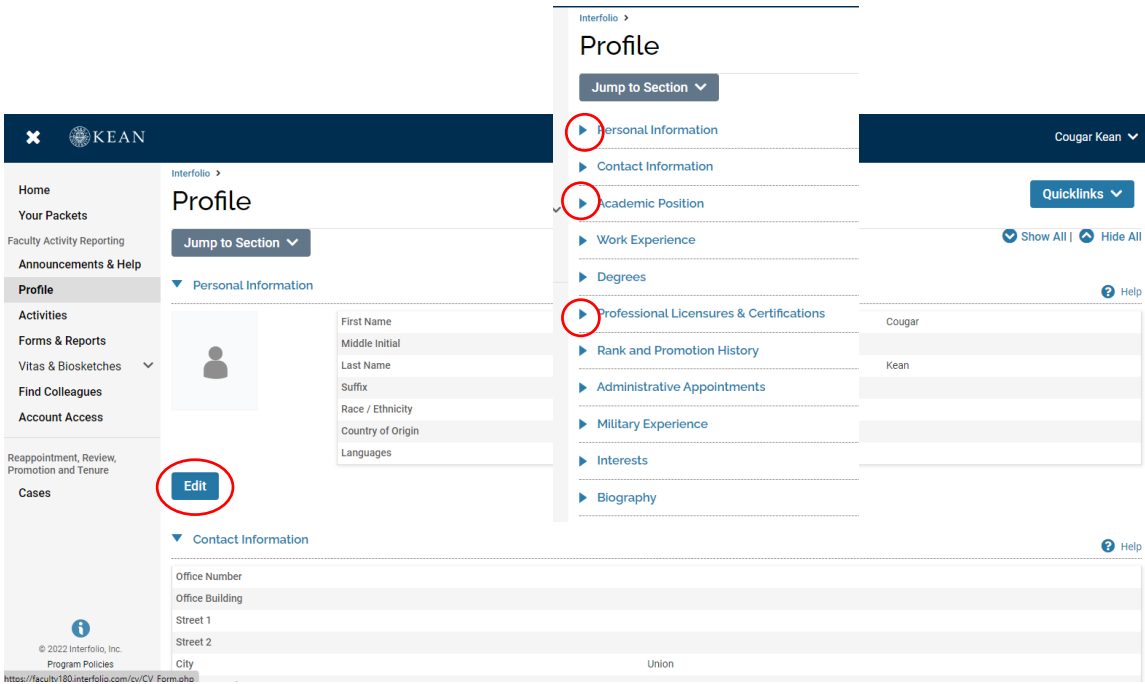
Note that some fields are locked for editing.
If you notice any discrepancies or missing information
email interfolio@kean.edu for assistance.

After adding new information, select "save and go back" to review another section.
You can also select "save and add another" if you have additional information to add to the section.

Updating the ACTIVITIES Section

Review all sections closely.
Click the blue triangle to expand a section and view instructions.

Select the pencil icon to edit "X" will delete an entry

Click "Add" to populate a section with new information

Confirm that the Term column reflects the actual date of the activity. To update the term, select the pencil icon, then "manage status". Once updated you can close the window to see the change reflected.

Updating the TEACHING Activities Section

This is where you will upload **student course evaluations** and **syllabi.**
You should download copies of your course evaluations from your Campus Labs account

You should see all courses taught between the time period you indicated listed after selecting "Refresh"
(email interfolio@kean.edu if you have missing courses).

1 Under the Teaching section of the Activities tab, Select "View Teaching" and adjust the start and end dates to reflect the time period you wish to update.
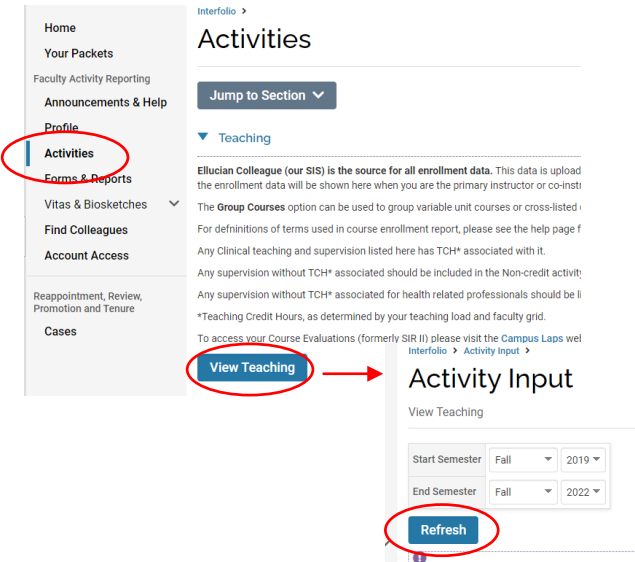
2 Click "Add" to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload

Once uploaded, you can select the number under the heading to view the document

****Once you finish updating the Profile and Activities Sections,
you MUST REGENERATE your faculty activity reporting vitae in order for
the updates to be pulled into your Lecturer vitae**

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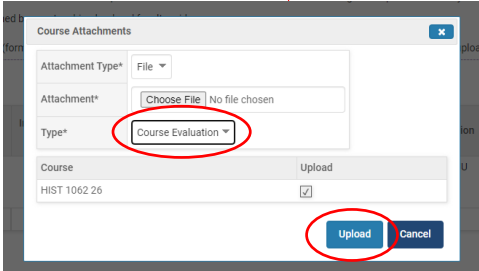| Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Review	Soft Deadline	

Overview   **Packet**

☐ ⊕ Expand All   ⊖ Collapse All

☐ ⌄ **Faculty Activity Reporting Vita**
Not Yet Submitted **Unlocked**

Submit

Title	Details	Actions
Lecturer Evaluation Vitae Fall 2020 - Fall 2022 | 5 attachments included	Generated Nov 14, 2022	Regenerate

Once you regenerate the vitae, the date will update

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

Personal Statement by Candidate 1+ required, 0 Added

Please attach your statement in this section

Note that you may see "processing" for some time but the updates will be pulled in.

Regenerate Vita   ✕

The vitae was last generated on Sep 19, 2022. Any information added or updates to existing activities after Sep 19, 2022 will not be reflected. Please regenerate the vita to capture any new activities or information.

Vita Name
Promotion for AY 2023-2024

Term Range

Start Term	**Start Year**	**End Term**	**End Year**
Fall	2017	Summer II	2022

Regenerate   Cancel

After regenerating your vita and uploading all required documents to the Candidate Documents section, scroll to the bottom of the packet to fill out the **two required forms** – you will not be able to submit your application until these have been completed.

After completing each form, select "save responses" and then "return to packet"

After **regenerating the vita,** and confirming that all documents and forms in the **Candidate Documents** section are complete, select "Preview Packet" to make sure all information has been pulled in and to view the compiled documents prior to submitting.

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View Instructions | **Preview Packet**

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Overview   **Packet**

☐   ⊕ Expand All   ⊖ Collapse All

☐   ⌄ **Faculty Activity Reporting Vita**
Not Yet Submitted **Unlocked**   **Submit**

Title	Details	Actions
Lecturer Evaluation Vitae Fall 2020 - Fall 2022 | 5 attachments included	Generated Nov 14, 2022	Regenerate

☐   ⌄ **Candidate Documents**
Not Yet Submitted **Unlocked**   Preview   **Submit**   **5 of 5**
                                                              Required Files

Personal Statement by Candidate 1+ required, 1 Added   Add

Please attach your statement in this section

☰

☐ Only show submitted sections.

To return to the packet click the x in the top right.

FACULTY ACTIVITY REPORTING VITAE

Lecturer Evaluation Vitae

∨ Attachments from Lecturer Evaluation Vitae

∨ Teaching

Student Evals His 1062 26.pdf

Test.docx

〉 Scholarly Contributions and Creative Productions

∨ **CANDIDATE DOCUMENTS**

Faculty Observation

Previous Professional Experience

Interfolio Document

Test

Cougar Kean
Fall 2020 - Fall 2022
Lecturer Evaluation Vitae
Staff
interfolio@kean.edu

Contact Information

City: Union
State or Province: NJ
Zip / Postal Code: 07083
Email Address: interfolio@kean.edu

Degrees

No activities entered.

Honors and Awards

No activities entered.

Professional Licensures & Certifications

Test, January 2020, New Jersey

Professional Membership

No activities entered.

Grants

Completed

Test (September 6, 2022), Completed, Spring 2021, PI Cougar Kean

Administrative Appointments

No activities entered.

Work Experience

The "Lecturer Evaluation Vitae" link will show you the generated vita – review all sections to confirm the information is complete based on the updates you made within the Profile and Activities sections.

All attached documents within the Faculty Activity Report sections as well as Candidate Documents will appear on the left side. Click the toggles to drill down to each section. You can click on each document to confirm everything is correct prior to submitting.

evious Material 〈 1 / 2 〉 Next Material

Lecturer Evaluation 2022

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[View Instructions] [Preview Packet]

Unit
Kean University

Type
Review

Packet Deadline Type
Soft Deadline

Packet Due Date

Overview | **Packet**

☐ ⊕ Expand All   ⊖ Collapse All

☐ ⌄ Faculty Activity Reporting Vita
  ⌵ Not Yet Submitted [Unlocked]

☑ Faculty Activity Reporting Vita
  Submitted [Locked]

Click submit in both sections to send the packet forward

[Submit]

Title	Details	Actions
Lecturer Evaluation Vitae	Generated	Regenerate
Fall 2020 - Fall 2022 | 5 attachments included	Nov 14, 2022	

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

⌄ **Candidate Documents**
  Submitted [Locked]

[Preview] [Submit]

5 of 5
Required Files

Once submitted, both sections will show as "locked"

Personal Statement by Candidate 1+ required, 1 Added

Please attach your statement in this section

[Add]

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]

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For any questions, contact
interfolio@kean.edu