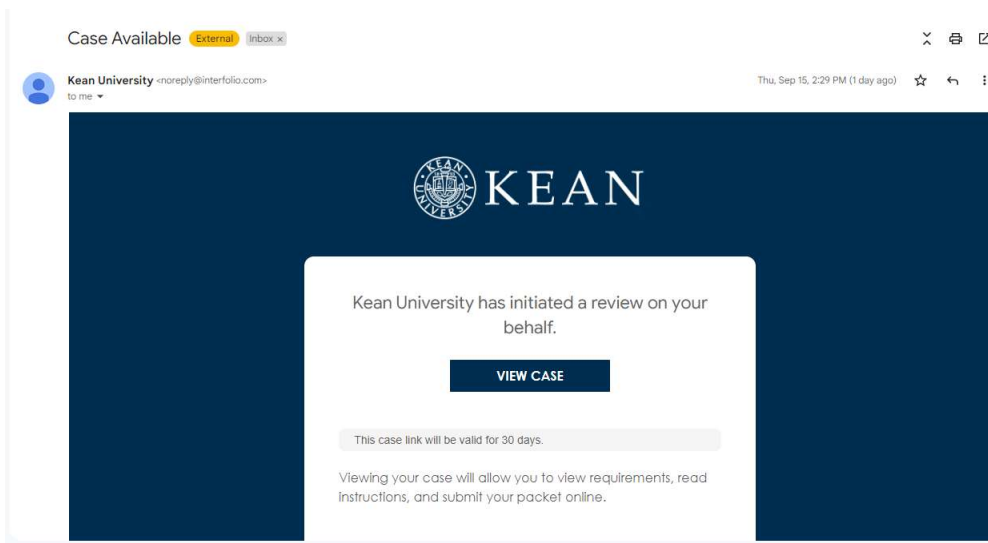# Submitting a Promotion Application through Interfolio

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 *(the same username/password used for other SSO applications – Google mail, Workday, Workvivo, etc.)*

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Title	Due Date
Cougar Kean A-328 2021- 2022	Kean USA	Review	Feb 18, 2022
Cougar Kean 2nd Year Faculty Reappointment Evaluation	Kean University	Tenure	Sep 7, 2022
Cougar Kean Promotion for AY 2023-2024	Kean University	Promotion	Oct 5, 2022
Cougar Kean First Year Tenure Track 2023	Kean University	Reappointment	Nov 18, 2022
Maria Shah Kean University	Other	Released Time for Research	

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

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

https://apply.interfolio.com/12677/packets

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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 2nd Year Faculty Reappointment Evaluation	Tenure	Not Submitted	Case due Sep 7, 2022	View
Kean University Promotion for AY 2023-2024	Promotion	Not Submitted	Case due Oct 5, 2022	View
Kean University First Year Tenure Track 2023	Reappointment	Not Submitted	Case due Nov 18, 2022	View

Click the Blue Hyperlink for the Promotion Packet

Completed

Packet	Type	Responded	Completed	
Kean USA Lecturer Evaluation 2020	Review	–	Jan 12, 2021	View
Kean University Lecturer Evaluation 2020	Review	Feb 10, 2021	Feb 5, 2021	View
Kean University	Review	–	Apr 26, 2021	View

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Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Promotion	Soft Deadline	Oct 5, 2022

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.

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

Faculty Activity Reporting Vita
Unlocked

Type	
✓ Promotion for AY 2022-2023	

Edit

Candidate Documents
Not Yet Submitted Unlocked

Edit

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Type	# Required	# Added
✓ Curriculum Vitae	0 required	0

The Promotion 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 Promotion 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 Promotion for AY 2023-2024 Vitae:

Degrees	Administrative Appointments	Mentorship / Supervision
Honors and Awards	Work Experience	Scholarly Contributions and Creative Productions
Professional Licensures & Certifications	Consulting	Other Institutional Service
Professional Membership	Non-Credit Instruction	Institutional Committees
Grants	Professional Development	External Service
Current Position	Advising Load	Teaching

2. Candidate Documents

You will be <u>required</u> to upload several documents in this section:

- Peer Observations (3)
- Student course evaluations from each semester for a three year period (you can download these from Campus Labs)
- Promotion Acknowledgement By Candidate Form
- Promotion Verification Form

This section also allows you to upload additional documents to amplify or expand upon any information that was generated into your Faculty Activity Reporting Promotion Vitae.

Please upload Word or PDF documents only - *no Google Documents*

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Promotion for AY 2023-2024

View Instructions   **Preview Packet**

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

Overview   Packet

☐   ⊕ Expand All   ⊖ Collapse All

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

1

Information entered in the **Profile** & **Activities** Tabs
(on the left) will be pulled into the Promotion Vita

Submit

Title	Details	Actions
Promotion for AY 2023-2024 Fall 2017 - Summer II 2022 | 4 attachments included	Generated Sep 19, 2022	Regenerate

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

2

Submit   0 of 4
Required Files

Curriculum Vitae 0 Added

No files have be

To add Candidate Documents click "Add" next
to each document section to upload a new file.
An upload screen will pop-up.

Add

Add Curriculum Vitae
1 Required

Choose Existing   Add New File

Upload   Video   Webpage

Test   Success ✕

⊕ Add   Cancel
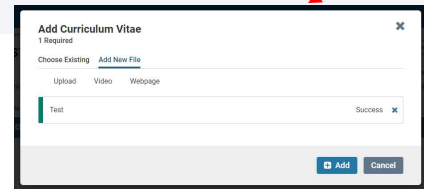
Updating the PROFILE Section

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.

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Jump to Section ⌄

⌄ Show All | ⌃ Hide All

▶ Teaching   ❓ Help

▶ Non-Credit Instruction   ❓ Help

▼ Scholarly Contributions and Creative Productions   ❓ Help

Report your scholarly contributions, including articles, books, creative work, presentations, patents, and more. Note: Conferences attended where you are not presenting scholarly work should be reported in the "Professional Development" section.

Please include Proceeding Publications in the "Conference Proceedings" catagory.

Co-author(s): When adding a University co-author, choose Select Internal Faculty Member. Note: only University faculty with accounts are included in this search. If your co-author is not in the system, choose Add Other Co-author.

* Indicates required field.

Citation Preview: The 'Citation Preview' below shows how your item will appear on your CV. Choose an Output Style from the drop-down menu (e.g., APA; MLA; NLM) and clic...

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

Search: [   ]

Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
Presentation	Test	Test 1	2021	Accepted	Summer II 2021	Manual	✏ ✖ ⧉
Book	Test	Test	2021	Submitted	Winter 2021	Manual	✏ ✖ ⧉
Book	Test			In Progress	Fall 2020	Manual	✏ ✖ ⧉

Add

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.

Status* — Accepted for Summer 2021 — **Manage Status**
Type — Presentation
Title of Presentation* — Test

Manage Status
ℹ Click "Add" to update status. Do not edit a prior status unless it is incorrect.

Status	Semester	Actions
Accepted	Summer II 2021	✏ ✖

Add Cancel

* indicates required field

Updating the TEACHING Activities Section

This is where you will upload **student course evaluations.**
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.
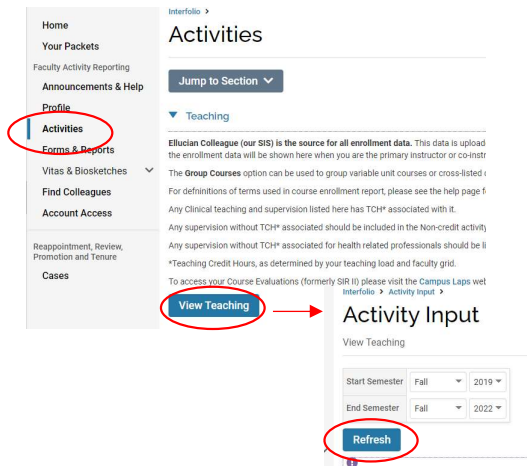
2 Click "Add" to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload

Once uploaded, you can select the number under the heading to view the document
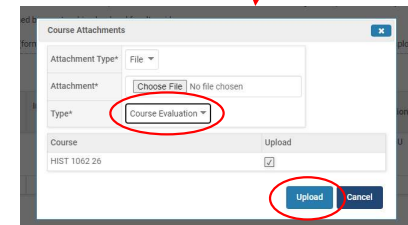
Once you finish updating the Profile and Activities Sections, you MUST REGENERATE your faculty activity reporting vitae in order for the updates to be pulled into your Promotion vitae

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

After regenerating your vitae 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 the 2 forms 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.

Packet Preview Screen

☐ Only show submitted sections.

×

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

Search

FACULTY ACTIVITY REPORTING VITAE

Promotion for AY 2023-2024

Attachments from Promotion for AY 2023-2024

Scholarly Contributions and Creative Productions

Previous Professional Experience.docx

Test Document 2.docx

Previous Professional Experience.docx

Teaching

Student Evals His 1062 26.pdf

Test.docx

CANDIDATE DOCUMENTS

Faculty Observation

Previous Professional Experience

Interfolio Document

Test

Cougar Kean
Fall 2017 - Summer II 2022
Promotion for AY 2023-2024
Staff
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
No activities entered.

Current Position
No activities entered.

Administrative Appointments
No activities entered.

Work Experience
No activities entered.

Consulting
No activities entered.

Non-Credit Instruction
No activities entered.

The "Promotion for AY 2023-2024" 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.

Previous Material ‹ 1 / 2 › Next Material

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.

SUBMITTING THE CASE PACKET

Click submit in **both** sections to send the packet forward

Once submitted, both sections will show as "locked"

CONFIRMING THE CASE PACKET WAS SUBMITTED

Your Packets

Active

Packet	Type	Status	Due Date	
Kean USA A-328 2021- 2022	Review	Not Submitted	Case due Feb 18, 2022	View
Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Not Submitted	Case due Sep 7, 2022	View
Kean University Promotion for AY 2023-2024	Promotion	Not Submitted	Case due Oct 5, 2022	View
Kean University First Year Tenure Track 2023	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	View
Kean University Promotion for AY 2023-2024	Promotion	Last Submitted on Sep 19, 2022	–	View

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

Completed

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

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For any questions, contact
interfolio@kean.edu