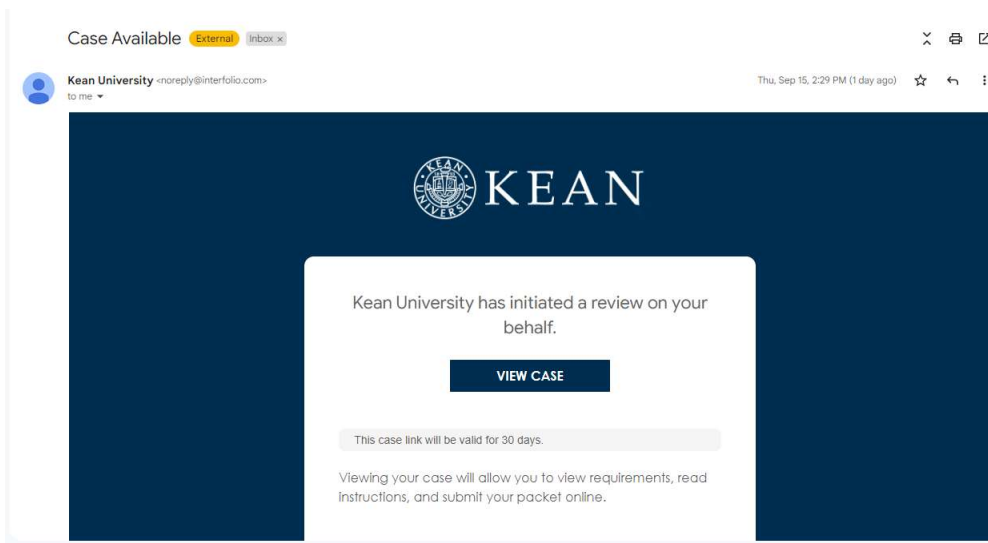


# Submitting a Promotion Application through Interfolio



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](https://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.*)

Home - Interfolio | <https://home.interfolio.com/12677> | Cougar Kean

**Home**  
**Your Packets** (circled in red, with a red arrow pointing to it)  
Faculty Activity Reporting  
Announcements & Help  
Profile  
Activities  
Forms & Reports  
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Find Colleagues  
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Reappointment, Review, Promotion and Tenure  
Cases

**My Tasks** 5

**Dashboard View**

3 Unread Tasks | 2 Read Tasks

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

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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

Your Packets - Apply - Interfolio x +

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

**KEAN** Your Packets Screen Cougar Kean

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Cases

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## Your Packets

### Active

Packet	Type	Status	Due Date	
<a href="#">Kean USA</a> A-328 2021-2022	Review	Not Submitted	Case due Feb 18, 2022	<a href="#">View</a>
<a href="#">Kean University</a> 2nd Year Faculty Reappointment Evaluation	Tenure	Not Submitted	Case due Sep 7, 2022	<a href="#">View</a>
<a href="#">Kean University</a> Promotion for AY 2023-2024	Promotion	Not Submitted	Case due Oct 5, 2022	<a href="#">View</a>
<a href="#">Kean University</a> First Year Tenure Track 2023	Reappointment	Not Submitted	Case due Nov 18, 2022	<a href="#">View</a>

Click the Blue Hyperlink for the Promotion Packet

### Completed

Packet	Type	Responded	Completed	
<a href="#">Kean USA</a> Lecturer Evaluation 2020	Review	-	Jan 12, 2021	<a href="#">View</a>
<a href="#">Kean University</a> Lecturer Evaluation 2020	Review	Feb 10, 2021	Feb 5, 2021	<a href="#">View</a>
<a href="#">Kean University</a> L-328 2021-2022	Review	-	Apr 26, 2021	<a href="#">View</a>

# Promotion for AY 2023-2024

[View Instructions](#)

[Preview Packet](#)

Click "View Instructions" to view information about the promotion process

- Home
- Your Packets
- Faculty Activity Reporting
- Announcements & Help
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- Find Colleagues
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- Reappointment, Review, Promotion and Tenure
- Cases

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.](#)

## Faculty Activity Reporting Vita

Unlocked

Type
<input checked="" type="checkbox"/> Promotion for AY 2022-2023

Select "Packet" to view details on the two sections included in the Promotion Application  
You can also click "edit" on either section

[Edit](#)

## Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
<input checked="" type="checkbox"/> Curriculum Vitae	0 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 discipline 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](#)

## 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 required 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**

- Home
- Your Packets**
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- Announcements & Help
- Profile**
- Activities
- Forms & Reports
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- Reappointment, Review, Promotion and Tenure
- Cases

# Promotion for AY 2023-2024

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

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

Overview **Packet**

Expand All  Collapse All

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

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	Generated Sep 19, 2022	<a href="#">Regenerate</a>
Fall 2017 - Summer II 2022   4 attachments included		

**Candidate Documents**  
Not Yet Submitted Unlocked

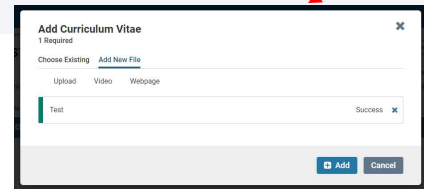
Submit 0 of 4 Required Files

Curriculum Vitae 0 Added

No files have been added

Add

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



## 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

The screenshot shows the Interfolio Profile page for Cougar Kean. The 'Personal Information' section is expanded, showing fields for First Name, Middle Initial, Last Name, Suffix, Race / Ethnicity, Country of Origin, and Languages. The 'Edit' button is circled in red. Other sections like 'Contact Information' and 'Academic Position' are also visible.

The screenshot shows the Interfolio Profile page for Cougar Kean. The 'Degrees' section is expanded, showing a table with columns for Title, Month / Year Originally Conferred, and Month. The 'Add' button is circled in red. The 'Add' button is also circled in red in the 'Degrees' section. The 'Save and Add Another' button is circled in red at the bottom.

Note that some fields are locked for editing.  
If you notice any discrepancies or missing information  
email [interfolio@kean.edu](mailto: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.

Home

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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" category.

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 click

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

Input Form

Status\* Accepted for Summer 2021 Manage Status

Type Presentation

Title of Presentation\* Test

Manage Status

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

Status Accepted Semester Summer II 2021

Accepted Summer II 2021

Add Cancel

\* Indicates required field

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.



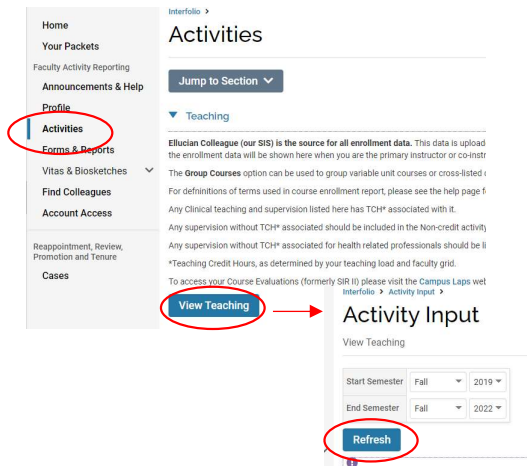
# Updating the TEACHING Activities Section

This is where you will upload **student course evaluations**.  
*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](mailto: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

A Fall 2021

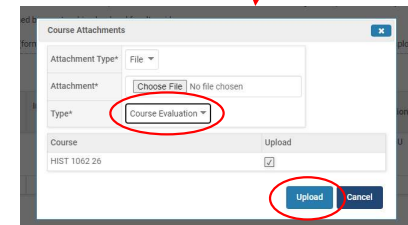
Course	Course Title	Credit Hours	Instruction Mode	Enrollment	Maximum Enrollment	Days	Time	Lab Hours	Lecture Hours	Location	Student Credit Hours	Teaching Level	Teaching Location	Teaching Type	Additional Course Data
HIST 1062 26	WORLDS OF HISTORY	3	Morning Class	25	25	S	11:00AM - 12:15PM	0	0	KUU	75				Incomplete   View
Totals				3	25			0	0		75				

B Course Attachments

Fall 2021

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
HIST 1062 26	-	1	-	-	Add

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**

Kean University > Your Packets >

## Promotion for AY 2023-2024

View Instructions Preview Packet

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**

Submit

Title	Details	Actions
Promotion for AY 2023-2024	Generated Sep 19, 2022	<b>Regenerate</b>

Fall 2017 - Summer II 2022 | 4 attachments included

Candidate Documents

Not Yet Submitted **Unlocked**

Curriculum Vitae 0 Added

No files have been added yet.

### 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

*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.

Optional Statement 0 Added

Add

No files have been added yet.

Promotion Acknowledgement by Candidate 8 required questions,

Fill Out Form

This form has not been completed.

Promotion Verification Form 8 required questions,

Fill Out Form

This form has not been completed.

#### Promotion Verification Form

Couger Keen

Please see [HERE](#) for a help article regarding regenerating your Promotion for AY 2024-2025 Vitae.

\*Terms of Grandfather Clause are given in the current Agreement (July 1, 2019 – June 30, 2023), Article XIV (b). See also University Promotion Committee Bylaws

\*\*Special Consideration is explained in the current Agreement (July 1, 2019 – June 30, 2023), Article XIV (b). The State Colleges recognize that on rare occasions individuals may present qualifications as to education and experience that their peers will recommend to the board of trustees to be the equivalent of (contractually established qualifications for rank) although not corresponding to them to the letter.

#### Promotion Acknowledgement by Candidate

Couger Keen

##### ACKNOWLEDGEMENT BY CANDIDATE

The Candidate must acknowledge that the specific actions mentioned have been taken. Signature also indicates that the Candidate is aware of all rights and responsibilities indicated below.

##### This is to certify that the Candidate:

1. Was notified of the University and Departmental (if any) criteria and procedures for promotion, as required by the Bylaws of the University Promotion Committee;
2. Has had the opportunity to discuss all faculty observations or summaries with the Chairperson;

By selecting "Yes" I hereby acknowledge that the specific action mentioned has been taken \*

Yes

Please type your full name. Filing in the following information will constitute as your e-signature and will have the same impact as signing a printed version of this document. \*

Date (MM/DD/YYYY) \*

Last Saved on Sep 3, 2024 12:24 PM

Save Responses Return to Packet

##### Basis for application \*

check one

- Regular  
 Grandfather Clause\*\*  
 Special Consideration\*\*  
 Other

Date of last application for promotion to rank now being sought \*

I verify that I have regenerated my Promotion for AY 2024-2025 Vitae \*

By selecting "Yes" you verify that you regenerated your Promotion for AY 2024-2025 Vitae thereby attaching the most up-to-date version.

Yes

Last Saved on Sep 3, 2024 12:24 PM

Save Responses Return to Packet

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.

The screenshot displays the 'Your Packets' interface for a promotion packet. The top navigation bar includes the Kean University logo and the user name 'Cougar Kean'. The main heading is 'Promotion for AY 2023-2024'. Below this, a table provides details for the packet: Unit (Kean University), Type (Promotion), Packet Deadline Type (Soft Deadline), and Packet Due Date. The interface is divided into two main sections: 'Faculty Activity Reporting Vita' and 'Candidate Documents'. The 'Faculty Activity Reporting Vita' section shows a submitted and unlocked vita with a 'Submit' button. The 'Candidate Documents' section shows '4 of 4 Required Files' and a 'Submit' button. A 'Preview Packet' button is located at the top right of the main content area. A red arrow points to the 'Preview Packet' button, and a red circle highlights the '4 of 4 Required Files' status. Another red circle highlights the 'Generated Sep 19, 2022' date in the 'Faculty Activity Reporting Vita' section.

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

Title	Details	Actions
Promotion for AY 2023-2024	Generated Sep 19, 2022	Regenerate

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## Packet Preview Screen



Only show submitted sections.

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.



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

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.

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.

Previous Material < 1 / 2 > Next Material

# SUBMITTING THE CASE PACKET

KEAN

Cougar Kean

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Kean University > Your Packets >

## Promotion for AY 2023-2024

View Instructions Preview Packet

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**

Faculty Activity Reporting Vita

Submitted **Locked**

Submit

Title	Details	Actions
Promotion for AY 2023-2024	Generated Sep 19, 2022	Regenerate
Fall 2017 - Summer II 2022   5 attachments included		

Candidate Documents

Not Yet Submitted **Unlocked**

Candidate Documents

Submitted **Locked**

Preview Submit

4 of 4 Required Files

Add

Curriculum Vitae 0 Added

No files have been added yet.

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

Once submitted, both sections will show as "locked"

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

**CONFIRMING THE CASE PACKET WAS SUBMITTED**

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**Active**

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

**Completed**

Packet	Type	Status	Due Date	
<a href="#">Kean USA</a> Lecturer Evaluation 2020	Review	-	Jan 12, 2021	<a href="#">View</a>

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

For any questions, contact  
[interfolio@kean.edu](mailto:interfolio@kean.edu)