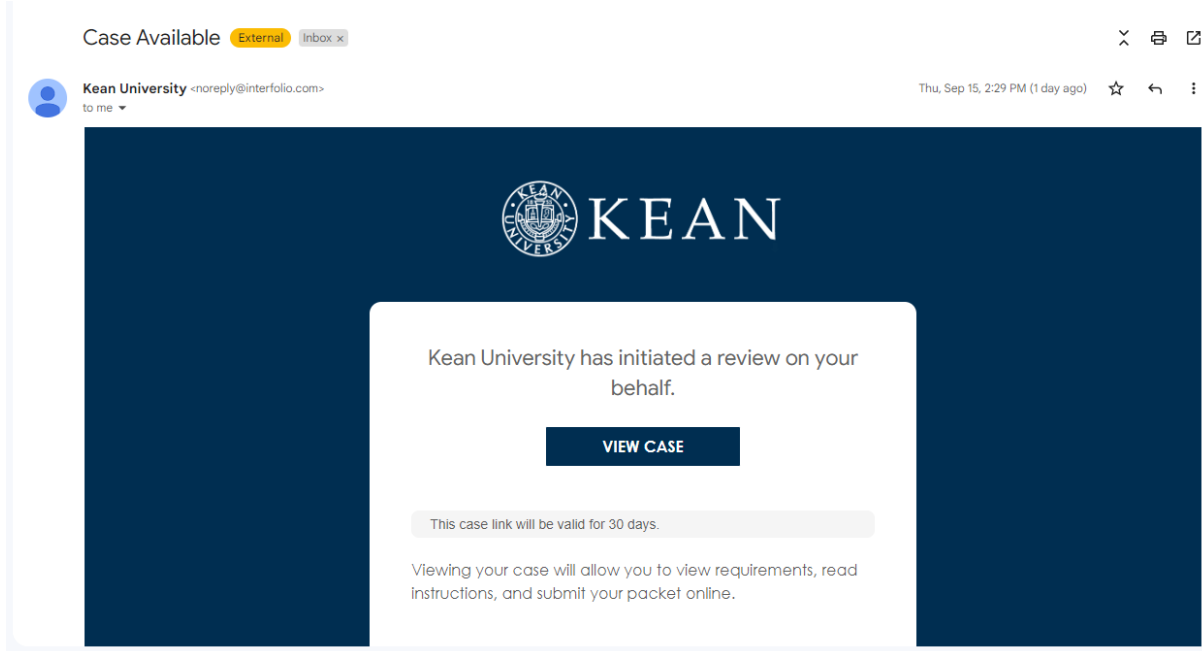


Submitting a Range Adjustment Application through Interfolio



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.

Your Packets Screen

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

You can select the "Range Adjustment" case packet from the dashboard on your Home screen or by selecting "Your Packets" on the left side

The screenshot shows the 'Your Packets' dashboard for a user named Cougar Kean. The left sidebar contains navigation links: Home, Your Packets (circled in red), Faculty Activity Reporting, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Reappointment, Review, Promotion and Tenure, and Cases. The main content area is titled 'Your Packets' and shows a table of 'Active' packets. The table has columns for Packet, Type, Status, Due Date, and a View link. The 'Range Adjustment' packet is circled in red, and a callout box with an arrow points to it, containing the text 'Click the Blue Hyperlink for the Range Adjustment Packet'. Below the table is a section for 'Completed' packets.

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	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	Not Submitted	-	View

Completed

Click the Blue Hyperlink for the Range Adjustment Packet

Click "View Instructions" to view information about the requirements for a range adjustment application

Range Adjustment

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

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"/> Range Adjustment

[Edit](#)

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

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="checkbox"/> Up-to-date Curriculum Vitae	1 required	0
<input type="checkbox"/> A. Teaching	1 required	0
<input checked="" type="checkbox"/> B. Scholarship	0 required	0
<input checked="" type="checkbox"/> C. Service to University and Community	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 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](#)

The Range Adjustment 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 Range Adjustment 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 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 and complete three forms in this section:

- Up-to-date Curriculum Vitae
- Peer Observations (2)
- Range Adjustment Academic Advisement Self-Evaluation Form
- Range Adjustment Verification Form
- Range Adjustment Acknowledgement

This section also allows you to upload additional documents and statements on Teaching, Scholarship and Service to amplify or expand upon any information that was generated into your Faculty Activity Reporting Vitae.

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

Range Adjustment

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

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

Overview **Packet**

[Expand All](#) [Collapse All](#)

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

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

Title	Details	Actions
Range Adjustment Fall 2017 - Fall 2022 5 attachments included	Generated Nov 18, 2022	Regenerate

Candidate Documents
Not Yet Submitted **Unlocked**

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

2

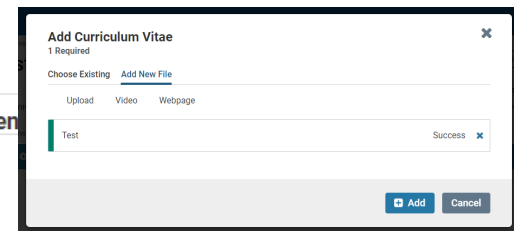
Up-to-date Curriculum Vitae 1+ required, 0 Added

No files have been added yet.

A. Teaching 1+ required, 0 Added

Teaching Effectiveness: as demonstrated by such evidence as evaluation by student materials and

[Add](#) [Add](#)



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

Updating the ACTIVITIES Section

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

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

Jump to Section

Teaching
Non-Credit Instruction
Scholarly Contributions and Creative Productions

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 on the citation preview to view the citation.

Search:

Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
Presentation	Test	Test 1	2021	Accepted	Summer II 2021	Manual	[Pencil] [X] [Close]
Book	Test	Test	2021	Submitted	Winter 2021	Manual	[Pencil] [X] [Close]
Book	Test			In Progress	Fall 2020	Manual	[Pencil] [X] [Close]

Add

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.

Input Form

Status* Accepted for Summer 2021 Manage Status

Type Presentation

Title of Presentation* Test

Manage Status

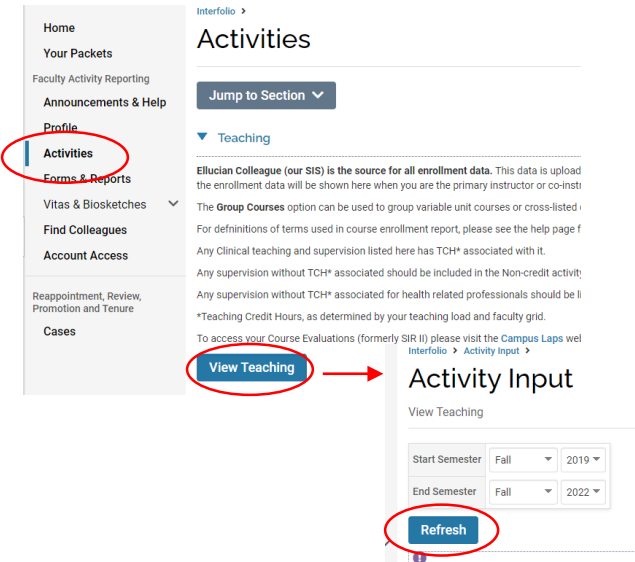
Status	Semester	Actions
Accepted	Summer II 2021	[Pencil] [X] [Close]

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.

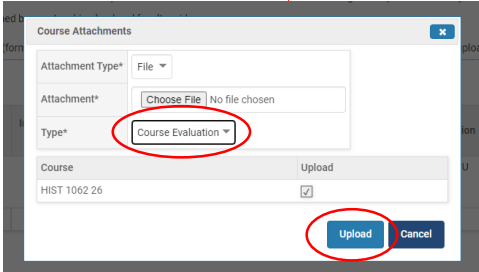


2 Click “Add” to upload a new document to a course – be sure to indicate the correct type so it populates under the right heading after upload

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	25			0	0		75				

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 Range Adjustment vitae**

Range Adjustment

[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

Submit

Once you regenerate the vitae, the date will update

Title	Details	Actions
Range Adjustment Fall 2017 - Fall 2022 5 attachments included	Generated Nov 18, 2022	Regenerate

Regenerate

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 **three required forms** – you will not be able to submit your application until these have been completed.

RANGE ADJUSTMENT: ACADEMIC ADVISEMENT SELF-EVALUATION FORM 11 required questions,

This form has not been complete. Fill Out Form

Range Adjustment Acknowledgement 2 required questions,

This form has not been complete. Fill Out Form

Range Adjustment Verification Form 9 required questions,

This form has not been complete. Fill Out Form

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

RANGE ADJUSTMENT: ACADEMIC ADVISEMENT SELF-EVALUATION FORM

Cougar Kean
The Academic Advisement Self-Evaluation Form will be used by faculty members applying for a range adjustment who wish to document contributions to University service by selecting the academic advisement criteria that best describe the Form in its entirety.

Date *
MM/DD/YYYY

1. How do I assess the completeness and accuracy of my knowledge of University graduation requirements, the course schedule, and policies and procedures governing registration for majors in my field? *

Knowledge is complete and accurate
 Knowledge is somewhat complete and accurate
 Needs improvement

2. How do I assess the completeness and accuracy of my knowledge of the academic programs for which I serve as advisor? *

Knowledge is complete and accurate
 Knowledge is somewhat complete and accurate
 Needs significant improvement

Kean University > Your Packet > Range Adjustment >

Range Adjustment Acknowledgement

Cougar Kean

This is to certify that the Range Adjustment candidate:

1. Was notified of the criteria and procedures for application for a Range Adjustment, as required by the Range Adju.
2. was shown all peer observation;
3. has seen the student evaluations and summary sheets;
4. has seen all material included in his/her Portfolio;
5. is aware of the right to file a grievance (procedural, discriminatory claim, or denial of academic freedom) regardir
6. is aware of the right to appeal, in writing, the Range Adjustment recommendation of the ARTP Committee, URAC,
7. certifies that the information presented in the candidate's portfolio is complete and accurate.

By selecting "yes" I hereby e-sign and acknowledge that the specific actions mentioned has been taken. *

Yes

Candidate Signature *

Please type your full name. Filling in the following information will constitute as your e-signature and will have th

Text

Kean University > Your Packet > Range Adjustment >

Range Adjustment Verification Form

Cougar Kean

Please see [HERE](#) for a help article regarding regenerating your Range Adjustment Vita.

Name *

Text

Department *

Text

Current Rank *

Text

Date of initial appointment *

MM/DD/YYYY

11/18/2022

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.

Kean University > Your Packets >

Range Adjustment

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 **Submit**

Not Yet Submitted **Unlocked**

Title	Details	Actions
Range Adjustment Fall 2017 - Fall 2022 5 attachments included	Generated Nov 18, 2022	Regenerate

Candidate Documents **Preview** **Submit** **3 of 2** Required Files

Up-to-date Curriculum Vitae 1+ required, 1 Added **Add**

Title	Details	Actions
CV	Added Nov 18, 2022	Edit Remove

A. Teaching 1+ required, 2 Added **Add**

Packet Preview Screen

Only show submitted sections.

Search PDF



- ▼ FACULTY ACTIVITY REPORTING VITAE
 - Range Adjustment
 - ▼ Attachments from Range Adjustment
 - > Scholarly Contributions and Creative Productions
 - > Teaching

▼ CANDIDATE DOCUMENTS

- Faculty Observation
- Faculty Observation
- CV

Cougar Kean
Fall 2017 - Fall 2022
Range Adjustment
Staff
interfolio@kean.edu

Contact Information
Union, NJ 07083
interfolio@kean.edu

Degrees
No activities entered.

Honors and Awards
No activities entered.

Professional Licensures & Certifications
Test, January 2020, New Jersey
[No Title]
Professional Membership
No activities entered.

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

Current Position
Current Academic Rank: Staff

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 "Range Adjustment" 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

Range Adjustment

[View Instructions](#)

[Preview Packet](#)

Unit

Kean University

Type

Review

Packet Deadline Type

Soft Deadline

Packet Due Date

Overview

Packet



[+ Expand All](#)

[- Collapse All](#)

Click submit in both sections to send the packet forward



Faculty Activity Reporting Vita

Not Yet Submitted

Unlocked



Faculty Activity Reporting Vita

Submitted **Locked**

Submit

Title

Details

Actions

Range Adjustment

Generated
Nov 18, 2022

[Regenerate](#)

Fall 2017 - Fall 2022 | 5 attachments included



Candidate Documents

Not Yet Submitted

Unlocked



Candidate Documents

Submitted **Locked**

[Preview](#)

Submit

3 of 2

Required Files

Up-to-date Curriculum Vitae 1+ required, 1 Added

Title

Details

Actions

CV

Added
Nov 18, 2022

[Edit](#)

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**

A. Teaching 1+ required, 2 Added

[Add](#)

Home

Your Packets

Faculty Activity Reporting

Announcements & Help

Profile

Activities

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Find Colleagues

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Reappointment, Review,
Promotion and Tenure

Cases

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 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

Completed

Packet	Type	Responded	Completed	
Kean USA	Review	-	Jan 12, 2021	View

To confirm your application was successfully submitted, Click "Your Packets" to return to the main page. Under status, you will see the submission date.

For any questions, contact
interfolio@kean.edu