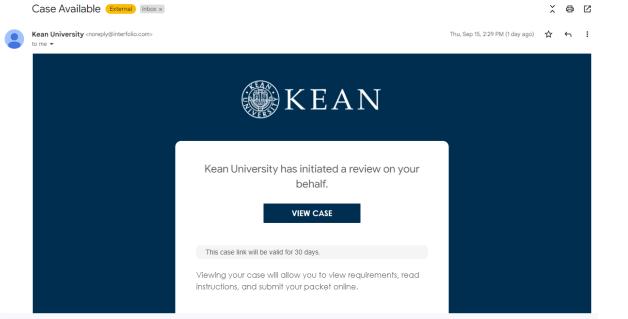
# Submitting an Application for RTR through Interfolio

You must request an application by emailing *interfolio@kean.edu* no later than Friday, December 20, 2024.



to	ou will receive an email from <i>noreply@interfolio.com</i> with a link o your case packet once created. Applications for RTR are due by fonday, January 13, 2025.
	ou can also log-in to Interfolio at any time to access your case acket by following the steps below:
	o to <u>interfolio.com</u>
	elect Log-In
	elect "Sign in with partner institution"
	n search box, type Kean University and sign in using your Kean redentials.

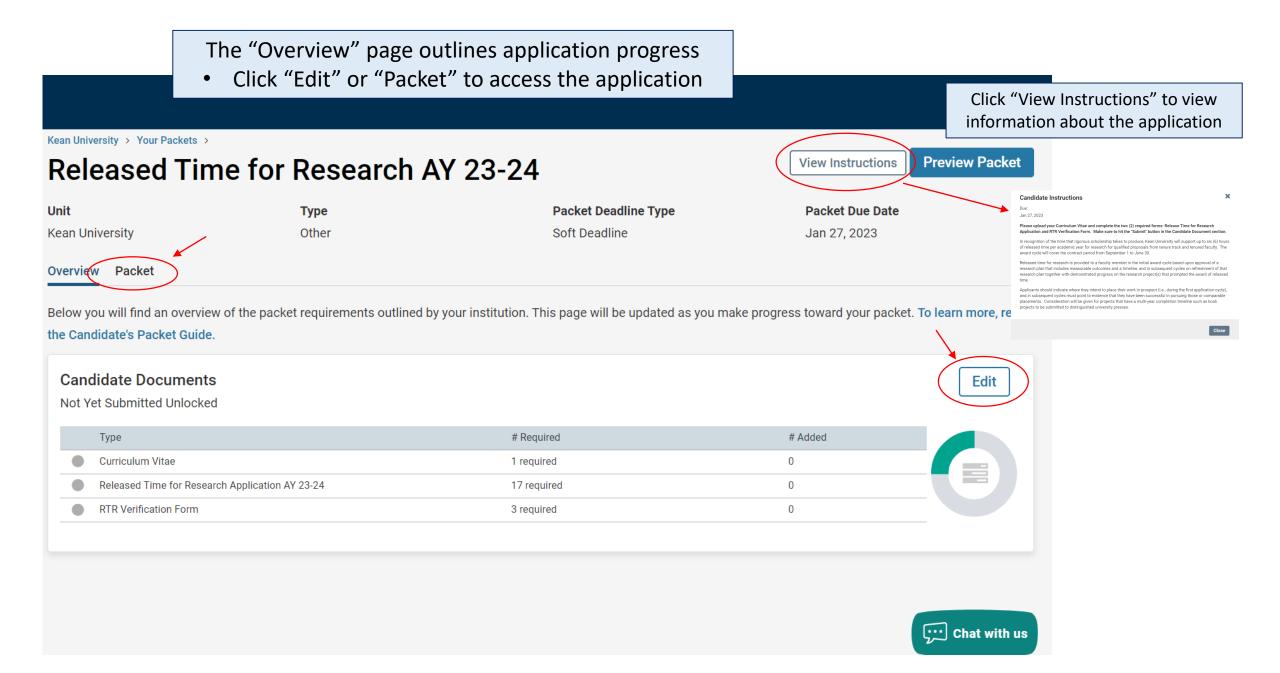
### After logging into Interfolio, you will be taken to your dashboard.

• Select "Your Packets" on the left side

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ouncements & Help	Packet	Туре	Status	Due Date	
file	Kean University	Reappointment	Last Submitted on Sep 16, 2022	Case due Nov 18, 2022	View
ivities	First Year Tenure Track 2023				
ms & Reports	Kean University	Review	Last Submitted on Nov 14, 2022	-	View
as & Biosketches 🛛 🗸	Lecturer Evaluation 2022				
d Colleagues	Kean University	Reappointment	Last Submitted on Nov 17, 2022	Case due Dec 12, 2022	View
ount Access	EIA Postdoctoral Fellow Reappointment				
	Kean University Range Adjustment	Review	Last Submitted on Nov 18, 2022	-	View
ointment, Review, otion and Tenure	Kean University	Other	Not Submitted	Case due Jan 27, 2023	View
ses	Released Time for Research AY 23-24		Not Submitted		VIEW
		Click the "Kean University	" link		
		for the RTR Applicatio			
	Completed				
•					
© 2022 Interfolio, Inc.	Packet	Туре	Responded	Completed	
Program Policies	Kean USA	Review	-	Jan 12, 2021	Chat with us
	Lecturer Evaluation 2020				



There are 3 Required Items under the "Candidate Documents" section:

- 1. Updated Curriculum Vitae
- 2. Released Time for Research/Creative Works Form
- 3. RTR Verification Form

Unit	Туре	Packet Deadline Type	Packet Due Date	
Kean University	Other	Soft Deadline	Jan 27, 2023	
Overview Packet				Add Curriculum Vitae X 1 Required Choose Existing Add New File
□	ollapse All			Upicas Vitos Unique [2] Carlos (2)
Candidate I Not Yet Submi	ted Unlocked		Submit 0 of 1 Required Files	Drag & Drop your files anywhere or Rever housdan
led,	ae 1 required, 0 Added your updated curriculum vitae.		Add	Click "Add" to upload your CV
ems No files have	been added yet.			
Released Time	for Research Application AY 23-24 17	required questions,	Fill Out Form	
This form has	This form has not been complete.			Click "Fill Out Form" to complete
RTR Verificatio	<b>n Form</b> 3 required questions,		Fill Out Form	application and verification for
	not been complete.			

Kean Univer	sity > Your Packe	ets >			
Released Time for Research			AY 23-24	View Instructions	Preview Packet
<b>Unit</b> Kean Univ	versity	<b>Type</b> Other	Packet Deadline Type Soft Deadline	<b>Packet Due Date</b> Jan 27, 2023	
Overview	Packet				
□ •	Expand All	Collapse All			
		ate Documents Submitted Unlocked	Once your CV is added you will	Preview Submit	1 of 1 Required Files
	Curriculu	Im Vitae 1 required, 1 Added	see the date updated and have options to "edit" or "remove"		Add
	Please up	pload your updated curriculum vitae.			
	Title	<u>_</u>	Details	Actions	
	CV	$\mathbf{\mathcal{A}}$	Added Dec 16, 2	Edit   Remo	ove
	Released	d Time for Research Application AY 23-24	17 required questions,	F	II Out Form
	This for	rm has not been complete.			
	RTR Veri	fication Form 3 required questions,		F	III Out Form
	This for	rm has not been complete.			

In addition to uploading your CV, you must also complete two required forms before you will be able to submit the packet:

- 1. Released Time for Research/Creative Works Form
- 2. RTR Verification Form

To view the questions on the application prior to completing the forms in Interfolio, visit the <u>Faculty Forms Website</u> and select the "RTR Application Example" link for full details

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	Kean University > Your Packets > Released Time for Research AY 25-24 >		Kean University > Your Packets > Released Time for Research AY 23-24 >	
Home Your Packets	Released Time for Research Application AY 23-24	F	RTR Verification Form	
Faculty Activity Reporting	Cougar Kean	c	Cougar Kean	
Announcements & Help	The University's definition of scholarship is intentionally broad to allow faculty to engage in a variety of both traditional and innovative activities that generate new knowledge and understanding. Included are the scholarships of		Applications will be considered for six-hour (6) awards of released time for research for a period of the fall and spring semesters. No faculty member may receive more than six (6) hours of research-released time i	
	Discovery: scholarship that adds to the field of knowledge of a particular discipline or combination of disciplines;		6) hours of research release time from Kean resources in a single semester, subject to the approval of the Dean. No faculty member may receive an overload teaching assignment during a period of research releas administrative duties may apply if the prospective award of research-release time will not produce an overload.	
Activities	Teaching & Learning: scholarship that adds to the knowledge and understanding of teaching;     Integration: scholarship that makes connections among existing ideas within and/or across disciplines to provide new understandings;			
Forms & Reports Vitas & Biosketches	Application: scholarship that applies knowledge to issues of contemporary social concern in a manner that generates new intellectual understandings;     Ergagement: scholarship that applies knowledge and skills to elucidate the relationship between theory and practice in order to address significant local, national, and global issues; and		Please check each item below to confirm the following: * I understand that if awarded RTR. I must:	
Find Colleagues	<ul> <li>Aesthetic Creation: the production of works of art in any medium, including the performing, visual, and literary arts.</li> </ul>		Submit a final progress report through Interfolio at the end of the academic year, no later than June 30	
Account Access	In addition to the categories designated above, the University will also consider the following:		Provide, upon request, information necessary for Carnegie R2 consideration and for reporting on University efforts on implementation of OER.	
	Scholarb projects: met full also be determined by the quality of the journal in which the work is publications and by the quality of the academic (usually a university) press for monographs.     Oracter projects quality will also be determined by the quality of the journal in which the work is publications down and by the quality of the academic (usually a university) press for monographs.     Oracter projects quality will also be determined by the quality of the academic (usually a university) press for monographs.     Other appropriate hallmarks of distinction advanced by the relevant research committee and approved by the office of the Provest.     First Name *		Create a full faculty biography for inclusion on kean.edu	
Reappointment, Review, Promotion and Tenure			Participate in Kean Research Days, presenting the work completed to date.	
Cases			Continue to work with University curricular and pedagogical initiatives including robust use of the Learning Management System [LMS] and adoption of Open Educational Resources [OER] where possible.	
			I understand that I will not be permitted to receive an overload teaching assignment during a period of research release time whether from internal or external sources. *	
	Last Name *		() Yes	
			Type your Name below * This serves as your official signature on the RTR application.	
	Kean ID Number *			
0 9 2022 Henfolta, Inc. Program Policies	Swee Responses " at the bottom of each form to save your progress	्रिंग Chat with us	ast Saved on Dec 16, 2022 at 11.05 km Return to Packet Click "Return to Packet" to go back to the case	
	each ionn to save your progress			

Once your CV is uploaded and the forms are complete, select "Submit" to send your application forward for review. "Candidate Documents" will be locked and you will no longer be able to edit your application.

Kean Unive	rsity > Your F	Packets >						
Rele	eased	Time for Research	AY 23-24		View Instructions	Preview Packet		
<b>Unit</b> Kean Unit	versity	<b>Type</b> Other	Packet Deadline T Soft Deadline	Гуре	<b>Packet Due Date</b> Jan 27, 2023			
Overview	Packet				,			
0 0	Expand Al	I 😑 Collapse All						
		didate Documents /et Submitted Unlocked	Candidate Documents Submitted Locked	Prev	view Submit	1 of 1 Required Files		
	Curri	culum Vitae 1 required, 1 Added				Add	Confirm	×
	Pleas	se upload your updated curriculum vitae.	Details Actions			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		
	Tit	Title						
	С	v		Added Dec 16, 2022	Edit   Rer	move	section Candidate Documents a	this time? Yes No
	Relea	Released Time for Research Application AY 23-24 17 required questions,			Edit Form			
	Tit	le		Details	Actions			
	Re	eleased Time for Research Application AY	23-24	Completed Not Yet Submitted	Edit		-	ve missing information, will appear and you will
	RTR	Verification Form 3 required questions,			(	Edit Form		ubmit until all required ave been answered.
	Tit	le		Details	Actions			
	R	<b>FR Verification Form</b>		Completed Not Yet Submitted	Edit			Sorry! You must answer all required q

uestions

## How to Confirm that the Application was successfully submitted:

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Home Your Packets Faculty Activity Reporting	Your Packets Active							
Announcements & Help Profile Activities	Packet <b>Kean University</b> First Year Tenure Track 2023	Type Reappointment	Status Last Submitted on Sep 16, 2022	Due Date Case due Nov 18, 2022	View			
Forms & Reports Vitas & Biosketches Find Colleagues	Kean University Lecturer Evaluation 2022 Kean University	Review Reappointment	Last Submitted on Nov 14, 2022 Last Submitted on Nov 17, 2022	- Case due Dec 12, 2022	View			
Account Access	EIA Postdoctoral Fellow Reappointment Kean University Range Adjustment	Review	Last Submitted on Nov 18, 2022	-	View			
Promotion and Tenure Cases	Kean University Released Time for Research AY 23-24	Other	Last Submitted on Dec 16, 2022	Case due Jan 27, 2023	View			
	Completed	page to confirm t	" to return to the main hat the status on the ne submission date.					

If you have any questions, please email interfolio@kean.edu