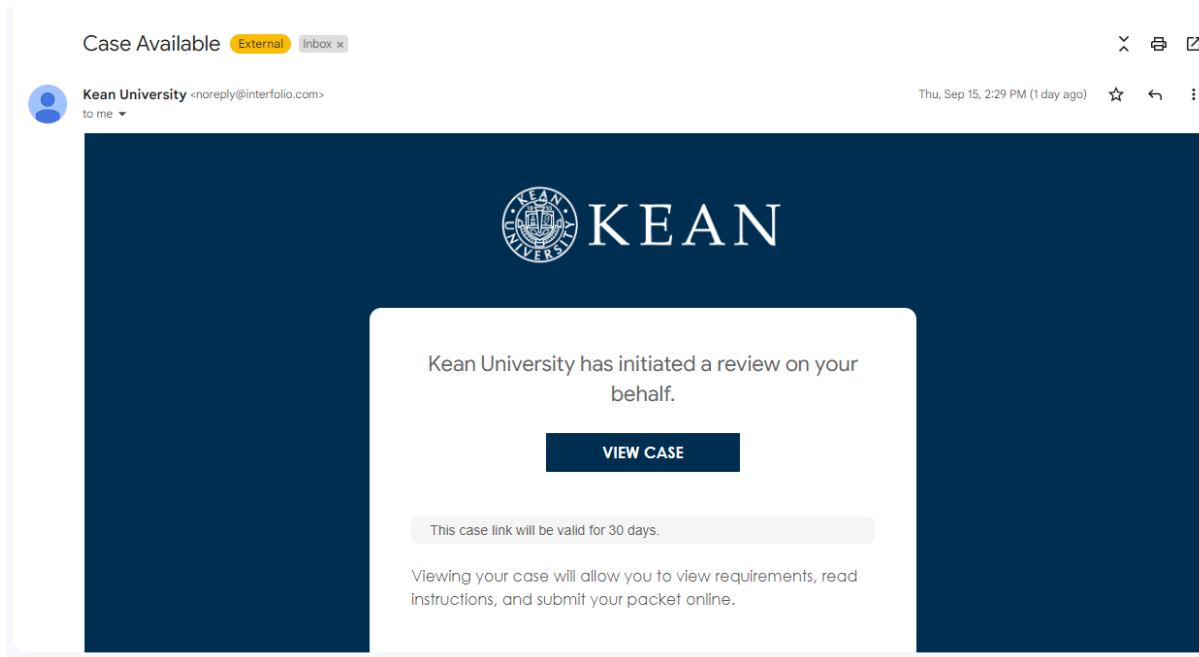


Submitting an Application for Sabbatical Leave through Interfolio

You must request an application by emailing interfolio@kean.edu



You will receive an email from ***noreply@interfolio.com*** with a link to your case packet once created.

You can also log-in to Interfolio at any time to access your case packet 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.

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

- Select “Your Packets” on the left side

Home

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KEAN

Cougar Kean

Your Packets

Active

Packet	Type	Status	Due Date	
Kean University First Year Tenure Track 2023	Reappointment	Last Submitted on Oct 24, 2023	Case due Nov 18, 2022	View
Kean University Lecturer Evaluation 2022	Review	Last Submitted on Nov 14, 2022	–	View
Kean University Range Adjustment	Review	Last Submitted on Nov 18, 2022	–	View
Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	View
Kean University Promotion for AY 2024-2025	Promotion	Not Submitted	Case due Oct 4, 2023	View
Kean University First Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	View
Kean University Sabbatical Leave	Sabbatical	Not Submitted	Case due Jan 19, 2024	View

Click the “Kean University” link for the Sabbatical Application

- The “Overview” page outlines application progress
- Click “Edit” or “Packet” to access the application

Click “View Instructions” to view information about the application

Kean University > Your Packets >

Sabbatical Leave

Unit: Kean University Type: Sabbatical Packet Deadline Type: Soft Deadline Packet Due Date: Jan 19, 2024

Overview **Packet**

[View Instructions](#)

[Preview Packet](#)

Candidate Instructions

Due: Jan 19, 2024

SABBATICAL LEAVE PROGRAM

The Agreement between the State and the Council of New Jersey State College Locals provides for a Sabbatical Leave Program for faculty members who have completed a period of seven (7) or more years of service. Applications may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or enhance competency as a scholar or teacher. Sabbatical leaves may be taken as half year or full year leaves. Each faculty member or librarian accepting a leave must continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President.

Applications for Sabbatical Leave require the following documents, uploaded to the **Candidate Documents** Section:

1. Curriculum Vitae
2. Sabbatical Proposal
3. Interfolio Form: Sabbatical Leave Candidate Verification Form

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 Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0
● Sabbatical Proposal	1 required	0
● Sabbatical Leave Candidate Verification Form	7 required	0

[Edit](#)



There are 3 Required Items under the “Candidate Documents” section:

1. Updated Curriculum Vitae
2. Sabbatical Proposal
3. Sabbatical Leave Candidate Verification Form

Kean University > Your Packets >

Sabbatical Leave

View Instructions

Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Sabbatical	Soft Deadline	Jan 19, 2024

Overview Packet

Expand All Collapse All

Candidate Documents

Not Yet Submitted **Unlocked**

Submit

0 of 2

Required Files

If the section is not expanded, click the arrow to see all items

Curriculum Vitae 1 required, 0 Added

Add

Click “Add” to upload your CV

No files have been added yet.

Sabbatical Proposal 1+ required, 0 Added

Add

Click “Add” to upload your Proposal

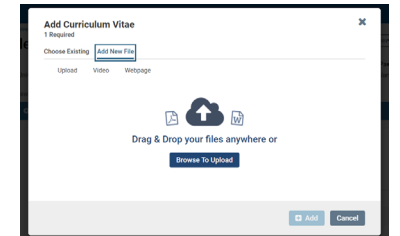
Please upload you proposal in a PDF or Word Document.

Sabbatical Leave Candidate Verification Form 7 required questions,

Fill Out Form

Click “Fill Out Form” to complete the verification form

This form has not been completed.



Once your CV and proposal are uploaded and the required form is complete, **you must 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 University > Your Packets >

Sabbatical Leave

View Instructions Preview Packet

Unit: Kean University Type: Sabbatical Packet Deadline Type: Soft Deadline Packet Due Date: Jan 19, 2024

Overview Packet

Expand All Collapse All

Candidate Documents Not Yet Submitted **Unlocked** Candidate Documents Submitted **Locked** Preview **Submit** 2 of 2 Required Files

Curriculum Vitae 1 required, 1 Added Add

Title	Details	Actions
CV	Added Dec 18, 2023	Edit Remove

Sabbatical Proposal 1+ required, 1 Added

Please upload your proposal in a PDF or Word Document.

Title	Details	Actions
Interfolio Document	Added Dec 18, 2023	Edit Remove

Sabbatical Leave Candidate Verification Form 7 required questions, Edit Form

Title	Details	Actions
Sabbatical Leave Candidate Verification Form	Completed Not Yet Submitted	Edit

Confirm

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time?

Yes No

Once your CV and proposal are added you will see the date updated and have options to "edit" or "remove"

If any forms have missing information, an error screen will appear and you will not be able to submit until all required questions have been answered.

Sorry! You must answer all required questions.

How to Confirm that the Application was successfully submitted:

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Kean University First Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	View
Kean University Sabbatical Leave	Sabbatical	Last Submitted on Dec 18, 2023	Case due Jan 19, 2024	View

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

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