

TENURE-TRACK FACULTY REAPPOINTMENT

The Nuts and Bolts

✓ **KEY RESOURCE:** [Faculty Processes & Forms Website!](#)

Your one stop shop for Calendars, Instructions & Interfolio Guides!

✓ **ALL THINGS INTERFOLIO:** interfolio@kean.edu

Please route all inquiries and technical issues here!

✓ **Faculty Process Team:**

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TENURE-TRACK FACULTY PROCESSES: GENERAL TIMELINE AND REVIEW STEPS

2nd-6th** Year Tenure-Track:

- 1) Submission of materials early September
- 2) Department ARTP Committee
- 3) Consultation with Department Chair
- 4) College RT Committee
- 5) Provost
- 6) President
- 7) BOT (December board)

***Note about External Review: During their 6th year, faculty are reviewed for tenure, linked with Promotion. The external review process begins in the Spring semester prior to the reappointment cycle for the next year. The candidate, chairs, and senior faculty in the department will be asked to nominate potential reviewers.*

First Year Tenure-Track *(new hires AY24-25):*

- 1) Submission of materials mid-November
- 2) Department ARTP Committee
- 3) Consultation with Department Chair
- 4) Dean
- 5) Provost
- 6) President
- 7) BOT (March board)

2nd-6th YEAR REAPPOINTMENT - Two Components:

1. Faculty Activity Reporting Vitae (2nd to 6th Year Evaluation Vitae)

Information you enter in the Faculty Activity Reporting **Profile** and **Activity** sections are generated into your 2nd-6th Year Faculty Reappointment Evaluation 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:

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

2. Candidate Documents

You will be required to upload several documents in this section:

- Curriculum Vitae
- Three (3) Faculty Peer Observations
- Research, Teaching, and Service Plans (3 separate documents, 300-word max for each)
- Evidence Supporting Attainment of Additional Departmental Criteria, if appropriate

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

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

This section requires you to complete two forms:

- Acknowledgement by Tenure Track Candidate
- Tenure Track: Candidate Verification Form

INTERFOLIO BASICS - Two Main Modules:

1. Faculty Activity Reporting (FAR): Unique to you! Always available - updates can be made at any time – once information is added, it lives here forever! This is your best friend!

- Captures basic profile information and data on teaching, scholarly contributions, grants, professional development, advising, committee work, honors/awards, etc.
- Information and attachments entered here pull into the “Vita” section of individual reappointment case packets.

2. Reappointment, Review, Promotion and Tenure (RPT): Individual cases for all faculty processes are created and managed here:

- **Your Packets** = Cases unique to you (*Reappointment, RTR, June Activities, etc.*)
- **Cases** = Faculty materials that require your review/action (*if you serve on CCOR/CCTS committees*)

2nd-6th YEAR REAPPOINTMENT – Required Documents:

1. Curriculum Vitae:

- Uploaded as word or PDF document.

2. Peer Teaching Observations:

- First year faculty require two (2) peer observations during their first semester (*Fall*), not to occur prior to the 9th week.
- Faculty applying in their 2nd year must submit three (3) observations and are permitted to “re-use” an observation from their first (*Fall*) semester. 2nd years should plan for two new observations during their second (*Spring*) semester for a total of 3 to be submitted with 2nd year materials.
- Faculty in 3rd – 6th years must have three (3) new observations in each subsequent submission.
- One of the observations should be completed by the Department Chair (or chair of the Dept ARTP)

3. Three Statements: 300-word max for each

- **Research Plan** = summary of the work you intend to do, explaining how it fits into your prior output, what contributions the next step(s) will make to the broad scope of your scholarly ambitions and what you expect to accomplish during the coming year.
- **Teaching Statement** = opportunity to discuss the evolution of your teaching and pedagogy, reflect on what is working well and what you hope to do differently to improve student outcomes, and any other innovations that you intend to work on in the coming year.
- **Service Plan** = your efforts to serve the University and/or the community outside of your research and teaching commitments.

REQUIRED DOCUMENTS (Cont.):

4. Faculty Activity Reporting PROFILE & ACTIVITIES Updates:

- **Teaching; Clinical Teaching/Supervision; Non-Credit Instruction:**
 - Teaching – Includes all courses with associated TCH; [Upload Student Course Evaluations here!](#)
 - Clinical Teaching/Supervision (health related professionals) & Non-Credit Instruction (non-health related) – any clinical teaching or student supervision not included in the courses listed under the Teaching section (does not have associated TCH)
- **Advising Load; Mentorship/Supervision:**
 - Advising Load - Reference *Colleague* (Faculty Portal) and *Navigate* for current undergraduate advisee list; Masters and Doctoral advisees should only include students who you provide academic advisement to
 - Mentorship/Supervision - Masters and Doctoral students whose research or thesis you direct, or any thesis or dissertation committee on which you serve
- **Scholarly Contributions/Creative Productions** – [Copies of manuscripts/creative work are uploaded here!](#)
- **Grants**
- **Professional Development** – Includes internal & external activities (CTL workshops, trainings/conferences, continuing professional education, CEU activities etc.)
- **Institutional Committees; Other Institutional Service; External Service**
- **Contact Information; Degrees; Current Position; Administrative Appointments**
- **Honors and Awards; Professional Licensures & Certifications; Professional Memberships**
- **Work Experience; Consulting**

How Faculty Activity Reporting “speaks” to Cases in RPT:

- Home
- Your Packets
- Faculty Activity Reporting
- Announcements & Help
- Profile**
- Activities**
- Forms & Reports

2nd Year Faculty Reappointment Evaluation

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

Unit	Type	Packet Deadline Type	Packet Due Date
Kean University	Tenure	Soft Deadline	Sep 8, 2023

[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


Locked [View](#)

Type
✔ 2nd - 6th Year Faculty Reappointment Evaluation

Candidate Documents

Submitted Locked [View](#)

Type	# Required	# Added
✔ Curriculum Vitae	1 required	1
✔ Faculty Observations	3 required	3
✔ Research Plan	1 required	1
✔ Teaching Plan	1 required	1
✔ Service Plan	1 required	1
✔ Evidence Supporting Attainment of Additional Departmental Criteria (if appropriate)	0 required	0
✔ Optional Statement by the Candidate	0 required	0
✔ Acknowledgement by Tenure Track Candidate	2 required	2



Faculty Activity Reporting (FAR) Views

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Activities

Jump to Section

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- ▶ Non-Credit Instruction
- ▶ Scholarly Contributions and Creative Productions
- ▶ Grants
- ▶ Advising Load
- ▶ Mentorship / Supervision
- ▶ Institutional Committees
- ▶ Other Institutional Service
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- ▶ Professional Development
- ▶ Honors and Awards
- ▶ Professional Membership
- ▶ Consulting
- ▶ Clinical Teaching and Supervision

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- ▶ Administrative Appointments
- ▶ Military Experience
- ▶ Interests
- ▶ Biography

Go Back

Updating ACTIVITY Sections

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

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	  

Input Form




Status* Accepted for Summer 2021

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 Actions   

* Indicates required field

Click the blue triangle to expand a section and view instructions.

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 status or term, select the pencil icon, then "manage status". Once updated you can close the window to see the change reflected.

Attaching Files to Individual Entries in ACTIVITY Sections

Activity Input

Scholarly Contributions and Creative Productions : Journal Article

Report your scholarly contributions, including articles, books, creative work, presentations, patents, and more. Note: Conferences attended where you are not presenting 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 c * 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

* Indicates required field

A Input Form

Status* Select for Semester Spring 2024

Title*

Journal Title

Series Title

Month / Season ?

Fill in all required form fields for each entry. Be sure to update the status and select the correct semester for the activity.

Upload copies of manuscripts, etc. under the "Attachments" section.

C Attachments ?

Attachment Type	Attachment
File	Upload File no file uploaded

Add Another

Save Save and Add Another Save and Go Back Cancel

Activity Input

Grants

Please enter any sponsored or non-sponsored grant data.

Note: Honors, awards and fellowships, etc (internal and external) whether or not it includes a monetary grant or award, should be reported in the Honors and Awards activ

* Indicates required field

A Input Form

Status* Select for Semester Spring 2024

Title*

Funding Agency / Sponsor

Grant ID / Contract ID

Abstract

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	Faculty at your institution
1	Marianne	E	Gass	Select		<input checked="" type="checkbox"/>

Type of Funding* ? Select

Type of Grant* ? Select

Publicly Displayed* ? Yes

E Attachments ?

Attachment Type	Attachment
File	Upload File no file uploaded

Add Another

Save Save and Add Another Save and Go Back Cancel

Reappointment, Review, Promotion and Tenure (RPT) Views

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Cases

Packet	Type	Status	Due Date	
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
Kean University A-328 2022-2023	Review	Last Submitted on Jan 10, 2023	Case due Mar 3, 2023	View
Kean University June Activities: Submission of Application for Existing Resources	Other	Last Submitted on Mar 9, 2023	-	View
Kean University June Activities: Identification of Unassigned or Unstructured Time	Other	Last Submitted on Mar 9, 2023	-	View
Kean University 2nd Year Faculty Reappointment Evaluation	Tenure			
Kean University Promotion for AY 2024-2025	Promotion			
Kean University First Year Tenure Track 2024	Reappointment			

➤ **Your Packets**
= cases to be completed by you

➤ **RPT Cases**
= faculty materials you will be reviewing (i.e. RTR/June Activities)

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Cases

Search cases

Name	Type	Template Name	Status
Cases which are available for your review will appear listed here. If no cases are displayed, you may not currently have access to any cases. If you have filtered the list of cases and no cases are displayed, there may be no cases matching the filters you have selected.			

Faculty User - Frequently Asked Questions:

➤ **How do I find my student course evaluations and where do I put them in *Interfolio*?**

Student evaluations for all courses are conducted online (via *Anthology/Campus Labs*) – this system does not speak to *Interfolio*! Faculty must download their evaluations from their *Anthology/Campus Labs* account and upload them to the **Teaching** section under the Faculty Activity Reporting (FAR) module in *Interfolio*.

➤ **One of the classes I taught is missing from the Teaching section, what do I do?**

Email interfolio@kean.edu with the Semester, Course and Section Number and we'll correct this for you.

➤ **I haven't received one of my peer observations yet – I'm not going to be able to meet the deadline!**

The observation section will require a minimum of two documents in order for you to submit. If you have less than two observations, simply upload a placeholder document in that section stating the observation is pending (indicating when and who conducted it). Once received, email interfolio@kean.edu and we can add it to the system for you.

➤ **Is the 300-word limit on Research, Teaching and Service Plans a typo?**

No! This word limit is purposeful – please do your best to synthesize and summarize!

Faculty User - Frequently Asked Questions (Cont.):

➤ **I added information to the Activities sections in FAR but it's not reflected in the vita!**

Anytime new information is added, vitas must be **REGENERATED** for the updates to pull in. Vitas have specific time periods based on the process – check the date on the activity!

➤ **Can I re-use materials from a previous application?**

Anything entered in the Profile and Activities sections of **FAR** will automatically generate into any vitas (provided the activity occurred during the vita range). However, “**Candidate Documents**” are specific to a case and need to be re-uploaded to any new case packets.

➤ **My name is misspelled or my title is wrong and I can't change it!**

Certain Profile information is locked for editing. Email interfolio@kean.edu with the requested changes and we will update.

➤ **HELP! I accidentally submitted my case before I was ready and got locked out.**

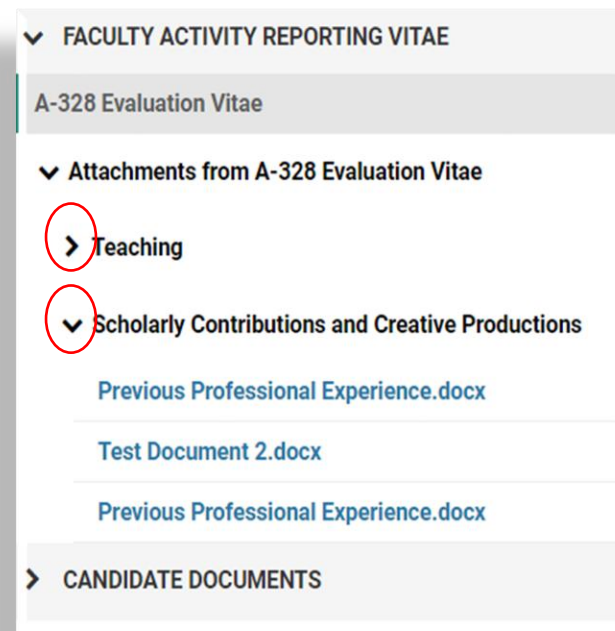
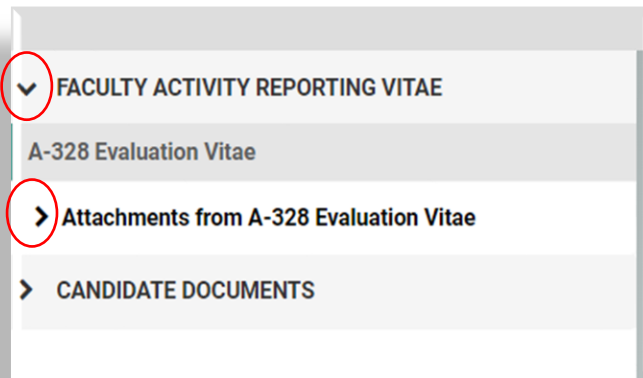
Email interfolio@kean.edu and we can help! As long as you get in touch prior to the deadline we can unlock your case.

Faculty User - Frequently Asked Questions (Cont.):

➤ How do I make sure my application is complete?

Always use the “**Packet Preview**” button prior to submitting – this is the same view that anyone reviewing the case will have. It will show exactly how the information is presented. A case cannot be submitted if required sections of “Candidate Documents” are incomplete.

Be sure to click the triangle toggles to drill down under each section to see all the documents.



Interfolio is not perfect...

- **I regenerated my vita 3 hours ago and it still says “processing”!**

The system takes some time to pull in new information and attachments from FAR, but it does eventually update! Closing the browser and logging back in usually does the trick!

- **The way files are organized is confusing!**

Make it a best practice to name files in a way that makes it obvious to reviewers (and yourself) what they are. Documents will appear in a list as hyperlinks with the file name used at the time of upload.

- **I can't see the information I entered on the forms I submitted!** (also applies to RTR/June Activities)

Unfortunately, responses captured on Candidate Forms cannot be seen by the faculty member once submitted. Email interfolio@kean.edu and we can pull a copy! The Interfolio tech team has this on their list of suggested system improvements.

QUESTIONS? COMMENTS? SUGGESTIONS?

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