KEAN UNIVERSITY
ACADEMIC OBJECTIVES AND ADMINISTRATIVE PROCEDURES

The following procedures have been compiled here to create a consistent and cogent document to ensure the delivery of efficient world-class academic services and opportunities to Kean University students. These procedures are to be firmly and equitably implemented to achieve the stated objectives for the benefit of Kean University students and the University, with clarity and efficient allocation of University resources.

Procedures for Student Support (Advisement and Office) Hours Procedures

In an effort to better serve our students to achieve superior learning outcomes, all full-time faculty are required to post and hold 12 office hours over a minimum of four days. During the last three weeks of the semester, office hours are required as follows: 8 office hours per week for the two weeks prior to Exam Week and 6 office hours during Exam Week. Advisement responsibilities are discussed in the Procedures for Academic Holds and Advisement. Note: This does not apply to adjunct faculty.

Please refer to the KeanWISE Faculty Office Hours Training Manual dedicated to providing instruction on how to enter office hours for further direction and assistance.

Fall semester hours are required to be entered via KeanWISE by the first week of September each year, but generally occurring before the end of June. Spring office hours must be recorded during the first week of January. If you have difficulty entering your office hours, contact the Office of Computer and Information Services (OCIS) at (908) 737-6000 for assistance.

For your reference and for important deadlines from the Office of the Registrar, you may access the Kean University Academic Calendar.

Procedures for Academic Holds and Advisement

Academic advisement and advisement holds are mandatory for all undergraduate students at all locations, in order to improve students' progress toward their degree, improve retention and graduation rates and minimize students taking classes that do not apply towards their degrees. The procedures below will ensure that high-quality, expert faculty advisement is delivered to all students, regardless of the program or campus location.

Advisor Assignment: All undergraduate students will have one faculty advisor (MJR1A for the first or primary major, MJR2A for any second major(s)) per program they pursue, with the respective Executive Director/Chairperson serving as the default secondary advisor. Each Executive Director/Chairperson/Program Coordinator assigns the appropriate MJR1A or MJR2A in accordance with the established policies/procedures of the respective school/program after the students' initial registration at Kean. Particular attention is paid to the home location of the student, so that they receive an advisor appropriate for that location. Wenzhou-Kean University students studying at Kean USA will also have a Kean USA advisor assigned (MJR1B/MJR2B) for the duration of their time here by the respective Kean USA Executive Director/Program Coordinator. Students coded as Undecided majors, will have their advisement provided by the School of General Studies until they declare a major program of study. The Office of Academic Affairs monitors students missing a primary advisor on a weekly basis and disseminates this information to the respective school/program for prompt assignment.

First time freshmen will have an additional School of General Studies (SGS) advisor, who provides advisement prior to their initial enrollment as well as advisement during their first semester at Kean. Starting with their second semester of enrollment, responsibility switches from the SGS advisor to the primary major advisor(s) (MJR1A and MJR2A). During this transition, students should meet with each advisor once prior to the start of their second term of enrollment. Before the end of the first semester, the handover must take place to ensure second semester registration is conducted properly by the major advisor, and the SGS advisor is fully in the loop until the student is registered. This process must be fully documented in the student record. Special admission programs (*e.g.* SSP, EEO) will have additional advisors/counselors assigned to those students by the respective program directors.

Academic Holds: It is required that faculty advisors will meet with their advisees twice per semester, with one mandatory session required for each student prior to their registration for subsequent terms/sessions. Two academic holds (A_x and $2A_x$ where x =1 or 2 as appropriate) are assigned prior to the start of the registration periods each semester. The A_x holds prevent student registration (mandatory meeting). The $2A_x$ holds are informational only (they do not restrict student registration), in order to record the second advisement session that is optional based on the student's interest. The assigned advisor will remove the hold that corresponds to their assigned role (A_1/$2A_1$ by the MJR1A advisor, A_2/$2A_2$ by the MJR2A advisor). Academic holds cannot be removed by support staff or any non-faculty advisors. Most special admission programs have additional academic holds that can only be removed by staff within those programs. Holds must be removed ONLY by an academic advisor or Executive Director through *Colleague/KeanWISE/Student Planning* where and when appropriate. This responsibility cannot be assigned to staff or office managers.

The Advisement Processes: To maximize availability to their continuing student advisees, faculty advisors will maintain the required 12 Student Support Hours per week (described in Faculty Responsibilities). With the implementation of *Ellucian CRM Advise*, faculty advisors will be required to document all outreach (email, phone, in-person, virtual) to their advisees. Prior to the start of the registration period, faculty will utilize *Advise* to contact their advisees to make them aware of their availability and remind them of pertinent information regarding the advisement process. When an advisement hold is ended, documentation of the session that corresponds with the end date added to the Academic Holds will be recorded in *Advise*. Academic programs and/or Schools will also develop supplemental, program-specific communication plans in *Advise* for their students. Additionally, each program and advisor will have a specific communication plan and outreach documentation through *Advise* for current students who have not enrolled for the next semester(known as the ENR, Enrolled Not Registered for the next term, Process). It is the responsibility of the assigned faculty advisor(s) to make this outreach to their advisees and encourage their retention and continued enrollment.

In addition to continuing student advisement, tenure/tenure track, non-tenure/tenure track faculty and Executive Directors in undergraduate serving programs will support the efforts of the School of General Studies with the New Student Orientation advisement sessions over the summer for the firs- time freshman population. The tenure/tenure track, non-tenure/tenure track faculty and Executive Directors in undergraduate serving programs will also provide all advisement for newly admitted/entering transfer, second degree and readmitted students. These efforts will be coordinated and assigned by the Executive Director and corresponding Managing Assistant Directors, with 10-month faculty being assigned through June, and 12-month faculty and Executive Directors shall be covering July and August. The corresponding Dean's and their staff will be monitoring to ensure full coverage of all required new student advisements, providing a personalized and welcoming environment for all new Kean students.

Faculty Advisement Training: The Division of Academic Affairs, with the assistance/participation as appropriate of the Office of Student Success and Retention, the Center for International Studies and Office of Career Services and Internships will provide training for new faculty advisors during New Faculty Orientation, as well as periodic trainings regarding new technologies and policies to assist in advisement and refresher trainings to help faculty provide the highest level of advisement to their student advisees. These trainings will include sessions during Professional Development Days and College Days, as well as continued training and professional development within the College and Schools as requested through and assisted by the Deans, Executive Directors and Managing Assistant Directors. Training for technology, when implemented, will include, but will not be limited to, *Ellucian CRM Advise*, *Ellucian Student Planning, Colleague/KeanWISE*, *Ruffalo Noel Levitz College Student Inventory* and any other technologies implemented to improve the advisement experience of Kean students.

Procedures for Faculty Position Creation

In order to effectively manage faculty resources and ensure the delivery of a world-class education through efficient use of faculty resources, the University must engage in a thorough and thoughtful evaluation of its creation of new faculty positions. Annually in early September or before, a request shall be made by each school's Executive Director for recommendations of new faculty lines to the College Dean, then passed on to the Office of the Provost ("Provost")/Vice President for Academic Affairs ("VPAA") for the following academic year.

Required information shall include:

1. Title: Tenure-Track (Asst. or Associate, with specific area of specialization), Lecturer or Senior Researcher;
2. Program Enrollment Trends: Enrollment statistics for the preceding five-year period for each program;
3. Anticipated enrollment projections for each program for a minimum of three years;
4. Current number of full-time faculty, including faculty retirement and resignations during the most recent academic year, and number of students [FTE] majoring in the program;
5. Current number of adjunct faculty and number of sections taught;
6. Rationale, including specific expertise articulated for tenure-track requests.

All recommendations submitted by each Dean shall be reviewed by the Provost/VPAA and then forwarded to the President for consideration by the end of September with the Provost/VPPA's recommendation or non-recommendation. Positions approved by the President are forwarded to Human Resources to create a position authorization form and develop advertisements for recruitment.

Appointment, Reappointment and Promotion Procedures

In order to effectively manage the faculty workforce and ensure the delivery of a world-class education by world-class faculty, the University must engage in a thorough and thoughtful evaluation of its faculty. The procedures enumerated below will be utilized at Kean University to direct a variety of discrete faculty evaluation procedures. Deadlines will be calendared at the onset of each academic year and will be disseminated widely.

PROCEDURES FOR FIRST YEAR FULL-TIME PROBATIONARY FACULTY REAPPOINTMENT		
1.	Faculty member prepares a portfolio that includes a statement of teaching interest, current research, scholarly activity and description of research plan for the next academic year to the Department Chair or Chair of the Appointment, Retention, Tenure and Promotion (ARTP) Committee.	**Specific dates between the first Monday in September and the last Monday in October**
1a.	The Department Chair or Chair of the ARTP Committee arranges for student evaluations and faculty (peer) observations in at least two different courses (or two different sections, if one course is taught.) These evaluations shall not occur before the ninth (9th) week of the semester.	
2.	School or Department ARTP Committee reviews and discusses portfolio and prepares a statement regarding the faculty member's teaching performance and research agenda. Statement is placed in portfolio. School or Department ARTP Committee forwards portfolio to the Department Chair or Chair of the ARTP committee.	**First Monday in December**
3.	Department Chair or Chair of the ARTP committee prepares summary statement and meets with candidates. Department Chair or Chair of the ARTP committee submits portfolio of all first year faculty members to Dean of the College.	**Second Monday in December**
4.	Dean compiles the portfolios and submits to Provost/VPAA.	**Specific date within first week of January**
5.	Provost/VPAA makes recommendation to the President regarding reappointment.	**Third Monday in January**
6.	Last day for filing substantive appeal to the President.	**First Monday in February**
7.	President forwards nomination to Board of Trustees Academic Policy and Personnel (APP) Committee and sends written notification of this nomination to candidate.	**Second Monday in February**
8.	Board receives nomination from its APP Committee and takes action.	**Second Monday in March**
9.	Last day for formal notification by Board of Trustees to candidate for reappointment.	**Third Monday in March**

FULL-TIME PROBATIONARY FACULTY MEMBERS AND ELIGIBLE PART-TIME FACULTY MEMBERS WITH TWO OR MORE CONSECUTIVE YEARS OF SERVICE REAPPOINTMENT PROCEDURES		
1.	Department ARTP Committee forwards recommendation to College Round Table (RT) Committee and sends written notification of this recommendation to candidate.	**Second Tuesday after Labor Day.**
2.	College RT Committee forwards recommendation to Provost/VPAA and sends written notification of this recommendation to candidate.	**Second Friday after date set for procedure 1.**
3.	Provost/VPAA forwards recommendation to President and sends written notification of this recommendation to candidate.	**Fourth Friday after date set for Procedure 2.**
4.	Last day for filing substantive appeal to the President. In contrast to writing a substantive appeal to the President, any candidate who feels that a matter for grievance may be present (either procedural grievance or grievance claiming discriminatory treatment or denial of academic freedom) should refer to the current AGREEMENT'S article on "Grievance Procedure."	**First weekday in November.**
5.	President forwards nomination to Board of Trustees APP Committee and sends written notification of this nomination to candidate.	**15 days after the date set for procedure 4.**
6.	Board receives nomination from its APP Committee and takes action.	**Date of last Board of Trustees meeting for calendar year.**
7.	Last day for formal notification by Board of Trustees to candidate for reappointment.	**Not later than December 21.**

PROCEDURES FOR LECTURER APPOINTMENT		
1.	University notification sent from Human Resources to current Lecturers (10-month and 12-month).	**Second Thursday in November**
2.	Deadline for Lecturers to submit their application packet which includes letter of intent to apply, updated resume and evaluation form to the Dean/Executive Director.	**Second Friday in January**
3.	Deadline for Dean/Executive Director to review portfolio.	**Last weekday in January.**
4.	Dean will make recommendation to the Provost/VPAA.	**Two weeks after the date set for procedure 3.**

5.	Lecturers have five (5) days to respond in writing to the Executive Director or Dean, whichever is applicable.	**Five days after the date set for procedure 4.**
6.	Provost/VPAA will make recommendation to President.	**Four weeks after the date set for procedure 5.**
7.	President's notification to the candidate for appointment.	**One week after the date set for procedure 6.**
8.	If the Lecturer has not received an appointment letter by April 30, then the faculty member is considered not appointed.	**On or before April 30.**
9.	Action by the Board of Trustees.	**Date of second to last Board of Trustees meeting for the academic year.**

PROCEDURES FOR FACULTY PROMOTION		
1.	Eligible faculty member notifies in writing the Executive Director/Department Chairperson of their intent to apply for promotion.	**Within the first five days of the Fall Semester.**
2.	Candidate submits application for promotion to either the School/Department ARTP Committee or a special promotion review committee appointed by the College Dean.	**Three weeks after date set for procedure 1.**
2a.	If peer observations and student instructional report (SIR II) have been made, these supporting materials may be added by the Department Personnel Committee (DPC) to a candidate's promotion file. If peer observations and SIR II's will be done during the Fall semester. (See procedure 3b.)	
2b.	DPC assigns committee members to write peer observations and to administer SIR II's. This activity should be conducted between September 24th and October 5th and materials should be included in the candidate's promotion file.	
3.	DPC completes its review of a candidate's application for promotion and sends the candidate written notification of its recommendation.	**A date to be chosen within the range of Oct. 5- Oct 10.**
3a.	In the case of a negative recommendation, this notification must include a statement of reasons for the recommendation.	
3b.	DPC will hold all recommendations on candidates until the departmental appeal procedures are completed. (See Procedure 6)	

4.	A promotion candidate not recommended by the DPC may request a substantive appeal hearing at the departmental level. At the conclusion of the hearing, the DPC conducts a final vote on the candidate's application and, if necessary, on the rank order of all school/departmental candidates' applications for promotion to same academic rank.	**Not more than seven days subsequent to the date set for procedure 3.**
5.	DPC must respond in writing to appeals from candidates not recommended for promotion at the school/departmental level.	**Not more than seven days subsequent to the date set for procedure 4.**
6.	DPC forwards to University Promotion Committee (UPC) recommendations for promotions.	**A date falling between the date set for procedure 5 and on or before the last day of October.**
7.	UPC completes a preliminary review. If the UPC deems a candidate ineligible for promotion, that notification must include a statement of reasons for the lack of eligibility. A candidate shall have an opportunity to collect and submit required data with the letter of appeal.	**On or before November 1.**
8.	Candidates deemed ineligible for promotion by the UPC may submit a written appeal to the UPC. Chairperson of UPC will distribute the appeal request to the Committee for review on or before November 30.	**One week after the date set for procedure 7.**
8a.	UPC meets to consider the candidate's appeal. Candidate is allowed to attend. At the conclusion of the appeal session, UPC votes on the candidate's appeal.	
9.	UPC sends to appellant a written response to his/her appeal.	**One week after the date set for procedure 8.**
10.	UPC completes the review and ranking of all folders and sends to candidates a written notification of its recommendation. UPC forwards its final recommendation to the President for review.	**A date to be selected within the range Jan 2-Jan 7.**
11.	President sends the candidate written notification of intent to recommend or not recommend to the Board of Trustees.	**Two weeks after the date set for procedure 10.**
12.	A candidate not recommended for promotion by the President may file a written appeal to the President on substantive grounds.	**At least one week from the date set for procedure 11.**
13.	President responds to the substantive appeal from the candidate in writing.	**Within ten days from the date set for procedure 12.**
14.	President forwards promotional recommendations to the Board of Trustees Academic Policy and Personnel Committee (APP).	**One week prior to the Board of Trustees**

		February APP Committee meeting.
15.	Board receives promotional recommendations from the APP Committee and takes official action.	**Date of March Board of Trustees Meeting.**
16.	President sends to candidate final promotional decision by the Board of Trustees.	**Ten days subsequent to the date set for procedure 15.**
17.	President provides to the University Community the final promotion decision of the Board of Trustees.	**One week after the date set for procedure 16.**

Procedures for Class Scheduling

Course scheduling ("Scheduling") shall utilize facilities throughout the day/evening and across the week so as to maximize and optimize educational opportunities for students, as well as reduce classroom and parking demands at particular time slots. Scheduling shall utilize a centralized system for every location that is managed by the Office of the Registrar ("Registrar") in collaboration with the VPAA and direction from the University President.

The applicable procedures are as follows:

1. Scheduling must be guided by prior student registration history and appropriate historical registration data for at least during the last five years.
2. Classes must be scheduled to comply with the requirements to stabilize the University's maximum number of students on-campus within a 1-2 hour time block specific to each Kean location.
3. No full-time faculty shall be scheduled to teach courses in back-to-back time slots. Adjuncts may not teach double back-to-back classes after 4:00 PM.
4. Classes must be scheduled to optimize the use of all facilities (e.g., spread throughout the day/evenings and across the week and equalize distribution of classes during the entire instructional period.)
5. Class Capacities, absent approval from the Provost/VPAA shall be:
    a. 1000 – 2000 level courses: 40-60
    b. 3000 – 4000 level courses: 25-40
    c. Graduate Level: 20-25
    d. Graduate Seminars: 12-20
    e. Doctoral Offerings: Academic/managerial discretion of the President and/or VPAA.
6. Class size may take into consideration program accreditation guidelines, particularly among professional degree programs. Approval of the VPAA is required.
7. The Registrar will assign classrooms to all courses based on projected enrollment, building location, room capacity, day/time, accessibility and special use instructional classrooms; when possible, priority will be given to proximity to academic department offices. All assignments will adhere to these guidelines.
8. The Deans and Executive Directors will assign the full-time faculty to the classes within the class block consistent with the foregoing requirements within one week of receipt of the block from the Registrar.

9. In the event that full-time faculty course assignment deadlines are not met, the Registrar, with consultation from the VPAA, will make course assignments.
10. Adjunct Faculty will be assigned to instruct sections of courses within a program based on need in a similar procedure, after all full-time faculty meet the conditions in accordance with the terms and conditions delineated in the Master Contract and local letters of agreement have been met.
11. The Registrar will confirm that faculty assignments and schedules comply with the procedures as set forth in this document and will post the schedule with faculty assignments in KeanWISE.
12. Adjunct assignments will post as “ADJUNCT” in KeanWISE, until the Office of Human Resources confirms the adjunct’s contract is complete, at which point the adjunct faculty’s name will be posted.
13. Classes (sections) are subject to cancellation as follows:
    a. Undergraduate - under 15 enrolled
    b. General Graduate - under 12 enrolled
    c. Doctoral - under 10 enrolled
14. The first step after cancellation will be class consolidation. If consolidation is not possible, or the same course(s) are already at capacity, when possible, the second step will be to offer students in the canceled class placement in the same online course (if available), followed by an independent study. Under special circumstances, occasional additional courses and exceptions can be made where running a particular course or section is deemed to be in the best interest of students and a program. Recommended exceptions must be made to the Dean, with direct approval by the VPAA.

Procedures for Syllabi Submission and Posting

All syllabi must be submitted and posted to the Executive Director or Chairperson on the required template. It should contain course information from approved course outlines from 2014 to the present to be accepted. All syllabi must conform to KEAN ONLINE format with unit learning outcomes and assessment. This is required to ensure smooth conversions in cases of emergencies. The Deans and Executive Directors are responsible for ensuring compliance.

Instructors should go to the Syllabus website and log in using their Kean University email account information. Once logged in, select the desired semester under "Future Sites,” and then click on “Syllabus Guidelines” under “For Instructors” in the left column to access the updated syllabus templates. The “Short Version” is the required syllabus template for all courses except undergraduate capstone or graduate culminating courses, which must adhere to the “Capstone/Culminating Syllabus” guidelines.

To resolve any issues with logging into the system, please contact OCIS at (908) 737-6000. The appropriate Executive Director or Department Chairperson should be contacted to resolve individual questions regarding which template to use or specifics about a particular template.

Course syllabi are to be submitted and posted to the Executive Director or Department Chairperson **no later than June 27** for Fall syllabi and **no later than January 7** for Spring syllabi**.**

Items to be included on each course syllabus:

1. Course name, number, section

2. Semester
3. Instructor contact information, including phone number, e-mail address, office location
4. Faculty office hours (times/place) – Adjuncts should provide location of academic program office
5. Prerequisites, if any, to the course (students who have not met the required prerequisites should be asked to withdraw)
6. Required textbooks or public domain information addresses
7. Course objectives, weekly learning outcomes/assessment
8. Outline of course content compliant with format of KEAN ONLINE
9. Course requirements, methods of evaluation, and basis by which the final grade is derived
10. Special features of the course (e.g., field trips or visits to facilities off campus)
11. Academic deadlines (e.g., the last day to withdraw, the last day to declare P/F option)
12. Academic Integrity Policy, hard copies are available at the Center for Academic Success
13. Student Code of Conduct, as it discusses expectations of appropriate conduct in the classroom
14. Information on Campus Alert, the University's emergency notification system; students are encouraged to register with the system to be informed of campus emergencies, weather notices and other announcements
15. Faculty must emphasize that all students must have a valid Kean email account and that all their communication with students will be through their Kean email. To obtain an account, students should complete and submit an E-mail Account Request Form.

For Syllabus information, Capstone/Enhanced Syllabus Guidelines and General Education Rubrics, please refer to the Syllabus website. Instructors may log in with their Kean e-mail account information.

Procedures for Never Attended Student Reporting

Each term, in order to remain compliant with federal and state financial aid regulations, the University must determine if there are any students who have registered for a class but have never attended it. Failure to comply can result in serious fines and other penalties to the University and are subject to disciplinary action.

Participation by all instructors is required with the following exceptions: co-ops, internships, independent studies, field experiences, practica, special topics, student teaching supervision, thesis courses, service-learning sections and mentoring sequence sections. Executive Directors/Chairpersons will follow up on any sections not reported.

Executive Directors/Chairs: Please note that an outstanding or assignment of "Staff" to a course section will prevent the instructor from accessing an assigned course section. It is important that Executive Directors/Chairs send all faculty assignments and failure to submit information to their respective Dean's office. Although not part of the "Never Attended" reporting process, please note that students who do not appear on the class roster should not be allowed to continue in class without verification of registration. Instead, they should be directed to the One Stop Service Center to have their registration verified.

Instructions to submit a "Never Attended" report:

1. Go to KeanWISE
2. Log in

3. Click the link for Faculty
4. Click on "Never Attended Student Tracking"
5. Then, check one of the following:
    a. ALL students appearing on the roster HAVE ATTENDED at least one class session, check the box "All students have attended" and click SUBMIT.
    b. If any student appearing on the roster has never attended one session, check the "Never Attended" box next to his/her name and click SUBMIT.
    c. Online sections follow the protocols set forth by the School of Online Learning to determine if a student has "never attended" and follow the procedures in (a) or (b) above.

To change a status while the system is still open, go back to the screen and check on the student whose status needs to be changed. The check mark can be removed by clicking on it, or a check mark may be added by clicking on the “Never Attended” box. Once the check mark has been added or removed, click SUBMIT. Corrections/revisions may be made until the system closes. However, if a student’s status needs to change after that date, they may complete and submit a Never Attended Reinstatement form.

Instructors should verify their input by logging back into the screen and reviewing the information that appears. An email will automatically be sent to the instructor's Kean email address to confirm receipt of the report. An email will automatically be sent to the students' Kean email addresses alerting them to the “Never Attended” status reported about their attendance.

When a student is marked as "Never Attended," the following will happen:

- The student will be dropped from the class.
- The tuition/fees for the class will be reviewed and adjusted if the student's load or status is changed.
- Any financial aid for the class will be reviewed and adjusted if the student's load or status is changed.
- The student will be charged $250 for the semester if one or more classes are marked as "Never Attended." Note that the fee may only be charged to a student's account once per semester.

Any questions, including guidance for accessing the proper roster or logging into KeanWISE, can be addressed by contacting the One Stop Service Center at (908) 73-REGME (73463) or regme@kean.edu.

Procedures for Early Student Alerts

In order to ensure student success with all learning outcomes and objectives, all instructors of Kean undergraduate and graduate courses are required to submit Academic Early Alerts (grades and/or comments) for the students enrolled in each of their courses. (Academic Early Alerts were previously known as Midterm Progress Reports.) These alerts will reflect the instructor’s assessment of student performance in the beginning of the semester.

Academic Early Alerts are meant to provide students with early feedback on how they are performing in a course. These reports will also be shared with students’ faculty advisors and with Student Success and Retention staff who will intervene with those students receiving poor or failing grades/comments. Students whose Academic Early Alerts indicate they are at risk for earning poor final grades will be connected with the appropriate services (e.g., tutoring, workshops, advisement, and/or counseling) to help them improve their academic performance in time to impact their final grades.

Academic Early Alerts are submitted on the Academic Early Alerts screen on KeanWISE, the University's web-based information system. Reports can be submitted during a window of dates to be determined on an annual basis typically falling between the last week of September and first week of October for the Fall or last week of February for the Spring semester. Submitting progress reports as early as possible within the designated time frame will benefit both students and their advisors.

Instructions for submitting Academic Early Alerts via KeanWISE's Academic Early Alerts screen are outlined below. The procedures are similar to those for submitting final grades.

Students are being notified about the purpose and timing of Academic Early Alerts. Students will be able to view their Academic Early Alerts on KeanWISE as soon as they are entered. These alerts will not appear on students' transcripts or become part of their permanent records. Academic Early Alerts are for immediate, short-term informational/advisement/intervention purposes only. Academic Early Alerts will be replaced by the final grade.

IMPORTANT: For users who have not logged into KeanWISE recently, they should login to make sure they recall both their login (Username) and password (PIN) information. In the event that a user has forgotten their password and is unsuccessful in resetting it via the KeanWISE *Forgot My Password* link, users may contact OCIS at (908) 737-6000 to have it reset. Passwords can only be reset during normal business hours, Monday - Friday, 8:30 a.m. to 5 p.m. (excluding holidays). Passwords cannot be given to another person since it will give access to an unauthorized person to student record, a violation of the student's right to privacy. Telephone support will be provided weekdays Monday – Friday from 8:30 a.m. to 5 p.m. to answer questions you may have. When changing a password, it must meet system requirements, which are that a password is six to nine characters in length and includes both letters (case sensitive) and numbers.

KeanWISE Faculty Instructions for Submitting Academic Early Alerts:

To Access KeanWISE

- Go to the Kean University Homepage
- In the Quick Links menu click on KeanWISE
- Review message page

To Log In

- Click Log In
- Enter User Name (lower case) and PIN
- Click SUBMIT

To Select Grading Option

- Click on Faculty Menu (upper right corner)
- Click on Academic Early Alerts under Faculty Information section

- Select correct term (required)
- Select correct course (required)
- Enter appropriate grading information* and/or comments** for each student
- Scroll down and click SUBMIT

*Appropriate grades are A, A-, B+, B, B-, C+, C, D and F. *P (Passing), S (Satisfactory) or U (Unsatisfactory) are also options if the course is a Pass/Fail course.* Grades of P, S, U or F should be accompanied by the appropriate comment(s). Incomplete is not a valid Academic Early Alert.

**In addition to, or instead of, submitting a grade for each student, comment(s) may be submitted from the drop-down menu:

- Satisfactory Progress
- Exceptional Progress
- Missing Assignments
- Multiple Absences
- Low Test/Quiz Scores
- Schedule Meeting with Instructor
- Recommend Tutoring (Assistance)
- Recommend Writing (Assistance)
- Public Speaking (Assistance)
- Visit Learning Commons (for resource assistance)
- Unprepared for Class
- Unsatisfactory Work

Note: Click on the Grading Instructions faculty menu option for additional documentation on grade submission procedures or instructions on printing rosters for recordkeeping. Please remember to log out.

Procedures for Semester Grade Reporting

Grades for all students must be submitted online within 72 hours of the last class meeting. All teaching faculty members are required to submit grades via KeanWISE. Web documentation can be found on the "Faculty" menu on KeanWISE – Grading Instructions. The "Final Grading" option will be available on the "Faculty" menu within KeanWISE. The deadline for grade submission of the grades will be announced via Kean University email at the end of final exam week. However, the website will remain available until the end of the 72-hour period after the last class meeting of the semester. For assistance, staff in both the Registrar's Office and the Office of Computer & Information Services will be available during normal business hours for any questions.

IMPORTANT: For users who have not logged into KeanWISE recently, they should login to make sure they recall both their login (Username) and password (PIN) information. In the event that a user has forgotten their password and is unsuccessful in resetting it via the KeanWISE *Forgot My Password* link, users may contact the Office of Computer and Information Services at (908) 737-6000 to have it reset. Passwords can only be reset during normal business hours, Monday - Friday, 8:30 a.m. to 5 p.m.

(excluding holidays). Telephone support will be provided weekdays Monday - Friday from 88:30 a.m. to 5 p.m. to answer questions you may have. When changing a password, it must meet system requirements, which are that a password is six to nine characters in length and includes both letters (case sensitive) and numbers.

Procedures for Kean University Professional Development

Consistent with the Kean University Mission which states that "[t]he University dedicates itself to the intellectual, cultural, and personal growth of all its members — students, faculty, and professional staff," Kean University annually provides multiple opportunities for professional development for staff and full-time faculty. For faculty, additional professional development days are organized and scheduled by each college. Adjunct faculty are invited, but are not required, to attend any and all relevant workshops.

At the beginning of each semester, there is an email communication to all faculty and staff that provides information about the mandatory dates for attendance. In addition, the email encourages faculty and staff to submit a session proposal and/or a topic suggestion and provides appropriate links for submissions.

A committee comprised of representatives from each University division reviews proposals and suggestions and finalizes the schedule of workshops. Division representatives, knowledgeable about new initiatives, technology, software platforms and other emerging areas of interest, ensure that appropriate training sessions are included in the schedule of workshops so that all members of the Kean University community receive appropriate information and training.

Procedures for Faculty Service and Accountability

All faculty are expected to comply with the following criteria when completing and submitting their mandatory Service and Accountability Records:

1. **College/Dept–Name**: The faculty enters their name and the College and Department/School where they work.
2. **Pay Period #:** The faculty enters the payroll period week number.
3. **Pay Period From:** The faculty enters the beginning and end dates of the pay period.
4. **Day:** The faculty enters the day which the activity took place.
5. **Total Hours Worked:** The faculty totals the sum of time in the row for the date in question not including Total Hours of Leave Usage.
6. **Total Hours of Leave Usage:** The faculty enters any leave time they have taken on that day.
7. **Total Hours of Classroom Instruction:** The faculty enters the total amount of time spent that day teaching in the classroom and the location. If the location is on campus, it should be entered as building and room number. If it is taught off campus, the specific location should be provided.
8. **Total Hours of Class Preparation:** The faculty should enter the total time spent preparing for the teaching of a class(es) and the location.
9. **Total Hours of Advisement:** The faculty should enter the total time spent in the office providing office hours.
10. **Total Hours of Service:** The faculty should enter their total hours of service performed and the location.

11. **Specify Other Hours Categories:** The faculty should enter the total hours of work performed not covered in items 6-9 and the location where the work was performed.
12. For a pay period, the sum of the Total Hours Worked and Total Hours of Leave Usage should be at least 70 hours.
13. The faculty may utilize more than one record (page) should the space provided be insufficient.
14. The faculty must sign and date each page of the Service and Accountability Record.
15. The supervisor must sign and date each page of the Service and Accountability Record.
16. The supervisor's office is responsible for delivering all work records to the Office of Human Resources by noon the following Monday after completion of the Period.

Procedures for Faculty Overload and Travel

All program administrators and faculty must comply with the following criteria when requesting overload assignments and approval for travel:

- Attendance at Professional Development Days
- Participation in annual assessment activities
- Service to Kean University and professional field
- Teaching evaluation scores in the discipline comparable to national averages
- Annual submission of Faculty Activity Report by June 30
- Full compliance with Office Hours and posting requirements
- Same day notification to Dean/Executive Director of cancellation of classes in writing to Executive Directors and Human Resources
- Timely submission of grades, "Never Attended" student reports, Early Academic Warning reports, and course syllabi
- Submission of Service and Accountability Records
- Absence of disciplinary history
- Attendance at commencement

Faculty requesting overload or travel must submit a written request and certify compliance with each of the foregoing criteria.

Overload assignments may be made by the Executive Director/Chairperson but shall not exceed 3 TCH per semester, only if the faculty member certifies compliance with each of the criteria. Any assignment of overload to a faculty member who has not complied fully with the criteria must be recommended by the Dean and approved by the VPAA.

If travel is requested during the academic semester/session, a plan for adequate coverage for any missed classes must be submitted.

Requests for travel must be complete and in full compliance with the current posted Travel Policies and Procedures.

Procedures for Online Delivery of Academic Content

In an effort to better serve our students to achieve superior learning outcomes in an online environment, uniform standards and criteria are essential. Accordingly, the following requirements must be followed:

1. Scheduling to teach a Kean Online Course is completed by the Academic Departments. Finalization of scheduling of faculty is with the approval of the School of Online Learning.
2. Faculty scheduling must be completed one month prior to the beginning of the term/session.
3. Faculty members serving as Kean Online Course Developers are required to teach their online courses the first time it is offered even if it is within their teaching load.
4. Absent VPAA approval, full-time Faculty are permitted to teach a Kean Online Course only as an overload and not within their teaching load.
5. Absent VPAA approval, adjuncts teaching Kean Online courses are held to the same credit amount teaching requirements as those teaching other modalities.
6. All faculty must have demonstrated Blackboard efficiency prior to enrolling in the Kean Online Faculty Training provided by the School of Online Learning.
7. Faculty must successfully complete the Kean Online Faculty Training provided by the School of Online Learning which focuses on pedagogy and learning Kean Online Teaching Standards.
8. Prior to teaching their first Kean Online course faculty must verify that they will follow all Kean Online Faculty Teaching Standards.
9. Faculty teaching Kean Online courses will be observed by the School of Online Learning. Results of these observations will be used to determine rehiring decisions in this modality.