

CLA Chair & Faculty Handbook: AY 23/24



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QUICK LINKS

FAC Development	TEACHING & ADVISING		
DEAN'S OFFICE	ACADEMIC CALENDAR	CURRICULUM GUIDES	COURSE CATALOG
REAPPOINTMENT	KEANWISE	FACULTY ADVISE	DECLARE/CHANGE MAJOR
TENURE	ACADEMIC POLICY	CANVAS	DROP A COURSE
PROMOTION	ACADEMIC INTEGRITY	KEANWISE	TIME CONFLICT PETITION
A-328	SIMPLE SYLLABUS		COURSE LOAD OVERLOAD
TRAVEL FORMS	TEXTBOOK ADOPTION	COURSE EVALUATIONS	COURSE AT DIFFERENT INSTITUTION
ORSP/GRANTS	OER INFORMATION	OCIS HELP TICKET	K-12 CURRICULUM
INTERLIBRARY LOAN	COURSE RESERVES	STUDENT SUPPORT DIRECTORY	KUBIT INCIDENT REPORT
VALE LIBRARY CARD	CENTER FOR TEACHING & LEARNING		
ORDER LIBRARY BOOKS	EMERGENCY ALERT SYSTEM		

DEAN's Office	CAS 405	
Office Directory	Jonathan Mercantini, Acting Dean, until 8/28	jmercant@kean.edu
	Jessica Thurlow, Dean, effective 8/28	jthurlow@kean.edu
	Elizabeth Hyde, Acting Associate Dean	ehyde@kean.edu
	Denise Horn, Associate Dean, WKU	dhorn@kean.edu
	Assistant Dean	Position Vacant
	Judy Pena	jpena@kean.edu
	Maria Ingelmo	ingelmom@kean.edu
Contracts	Adjunct, Overload, Coordinator, and Chairs' contracts are handled by Maria Ingelmo. Independent Study processing and contracting are also handled by Maria. Contracts are issued by semester.	Maria Ingelmo; ingelmom@kean.edu
Grids	Faculty teaching loads, teaching releases, and coordinator roles are managed via "Grids." Maria Ingelmo will share with each department faculty grids; Chairs complete and sign grids, faculty sign, and Maria Ingelmo reviews in the Dean's Office in preparation for VPAA Office review. NOTE: <i>Please inform Maria Ingelmo of any updates to grids after the initial submission.</i>	Maria Ingelmo; ingelmom@kean.edu
Course Scheduling	The Registrar initiates scheduling each semester via email/spreadsheet into which Chairs and their administrative support edit the past schedule to reflect intended scheduling for the upcoming semester.	Chenelle Smith, Office of the Registrar; chensmit@kean.edu Maria Ingelmo;

	Once completed, scheduling materials are submitted to Chenelle Smith in the Registrar's Office, cc'ing Maria Ingelmo and the Dean.	ingelmom@kean.edu
Changes to Schedule	<p>Any changes to the schedule must be initiated by the Chair. To cancel or change the schedule, the Chair must notify Chenelle Smith in the Registrar's Office AND Maria Ingelmo; all changes to a faculty member's teaching scheduling must be reflected on a revised "grid;" you must inform Maria of any changes to a grid.</p> <p>NOTE: <i>any course cancellation involving an adjunct instructor needs to be shared with Maria Ingelmo immediately so that contracts can be canceled.</i></p>	<p>Chenelle Smith; Office of the Registrar, chensmit@kean.edu</p> <p>Maria Ingelmo; ingelmom@kean.edu</p>
Hiring Adjuncts	Adjunct hiring occurs via Human Resources. Department Chairs submit an ad to HR that will be posted on Workday; Mackenzie Carty in HR oversees on-boarding of Adjunct hires. All hires will require official copies of academic transcripts.	<p>Makenzie Carty, Human Resources, cartyma@kean.edu</p> <p>Kean Adjunct Faculty Handbook 22/23</p>
Hiring Student Workers	For information on hiring Student Employees, see here . For assistance, contact Makenzie Carty in HR.	<p>Kean HR Student Employee Hiring</p> <p>Makenzie Carty, Human Resources, cartyma@kean.edu</p>
Budget	<p>The CLA and Department level budgets are developed in the Spring semester for the upcoming fiscal year (July 1-June 30).</p> <p>The Dean inquires of any special funding needs or projects prior to submitting a request for budget for the following year.</p> <p>Each department has a Cost Center with designated sub cost centers for specific types of expenditure.</p>	For assistance, contact Judy Pena; jpena@kean.edu
Purchasing	<i>DO NOT PURCHASE ANYTHING WITHOUT PRIOR APPROVAL - reimbursement after the fact is not possible without prior approval.</i>	<p>University Procurement and Business Services</p> <p>For initial assistance, contact Judy Pena; jpena@kean.edu</p>

	<p>Instead, those with approved access are to use Colleague Distributed Financials system and follow the steps below:</p> <ol style="list-style-type: none"> 1. The online requisition must be completed using Colleague Distributed Financials (Datatel System). 2. The dean or department head approves the requisition in the system. 3. The vice president and budget officer approve requisitions for more than \$500.00 4. The requisition is sent electronically to University Procurement and Business Services upon completion and authorization. 5. University Procurement and Business Services changes the requisition into an authorized purchase order. 6. The purchase order is signed and mailed to the supplier. 7. The goods are shipped to the University based on the purchase order contract item description. 8. Acceptance of goods or services is entered into the Distributed Financials system by the ordering department to give an indication to Accounts Payable that the goods have been received; therefore, the supplier can be paid. 9. Supplier invoices must be sent directly to General Accounting. 10. General Accounting pays the invoice. 	
<p>Research Purchasing</p>	<p><i>DO NOT PURCHASE ANYTHING WITHOUT PRIOR APPROVAL - reimbursement after the fact is not possible without prior approval.</i></p> <p>Instead, follow the steps above. But note that all Research expenditures must be reported as a HERD expense; HERD reporting in CLA is tracked by Judy Pena.</p>	<p>University Procurement and Business Services</p> <p>For assistance, contact Judy Pena; jpena@kean.edu</p>
<p>Food</p>	<p><i>DO NOT ORDER FOOD WITHOUT PRIOR APPROVAL - reimbursement after the fact is not possible without prior approval.</i></p> <p>Instead, those seeking food for an event should first use the Gourmet Dining website to generate a quote, and then enter the request with the quote in the Food</p>	<p>For assistance, contact Judy Pena; jpena@kean.edu</p> <p>Kean Gourmet Dining</p> <p>Food Request (Formstack)</p>

	<p>Request Formstack. Once approved in Formstack, place the order with Gourmet Dining.</p> <p>It is not possible to order and receive reimbursement for food from outside sources.</p>	
Curriculum Committees/Process	<p>Each department maintains a curriculum committee that reviews all course proposals (course outlines), course revisions, and curriculum. Department committee submits decisions to College Curriculum Committee; the College Curriculum Committee conveys approvals to University Curriculum Committee, for approval by University Senate (in certain cases) and finally by the Dean.</p> <p>Curriculum rules, processes, and forms are housed in the University Senate website. Documents move through the Curriculum Management System platform.</p>	<p>University Senate</p> <p>Curriculum Management System</p> <p>University Curriculum Committee Manual</p>
Recruiting: Open House and Accepted Student Days	<p>“Enrollment Management” generally hosts 4 Open House recruiting events (2 per semester, 1 Sunday and 1 Saturday), and multiple accepted student events as part of the university recruitment strategy.</p> <p>Format for these events is perpetually evolving, but most require Dean and Chair or Faculty representation from each Department, as well as student representatives/ambassadors from each department.</p> <p>Chairs are advised to identify students who will be effective ambassadors for your programs early in the semester.</p>	<p>Kean Admissions</p>
Assessment	<p>In addition to regular course evaluations, each academic unit submits an annual assessment. The annual assessment report is the vehicle through which departments can request allocation of budgetary resources for program level needs.</p> <p>Each academic unit is also required to undergo a periodic Program Review.</p>	<p>Kean University Office of Accreditation and Assessment</p>
Gender Equity	<p>CLA takes matters of gender equity very seriously, and expects equal respect in our</p>	<p>Kean's Sexual Harassment Title IX</p>

	workplace and within our academic community. <i>CLA further expects equitable distribution of service obligations and scholarly opportunities in all academic units.</i> Kean University Title IX Director: Brian A. Beckwith	Violation Reporting Form Kean University Sexual Harassment Policy and Procedures Breaktime for Nursing Mothers Lactation Rooms	
Diversity, Equity, Inclusion, and Belonging	CLA continues efforts to ensure diversity, equity, inclusion, and belonging for all students in the curriculum. More details can be found in Teaching and Learning in CLA . These also include data-informed efforts to eliminate equity gaps. The annual Kean Common Read is anchored by a text focusing on a DEIB theme.	Kean Common Read Teaching and Learning in CLA	
CLA Social Media	Instagram: @Keandeancla Twitter: @Keandeancla		
DEPARTMENTS			
Department Chair	Effective 9/1/2023, Kean University is reverting to academic organization by Departments, each of which shall be led by an elected Department Chairperson. Associate Chairs and Program Coordinators are pending announcement by Provost Office, determinations made according to information in departmental Considerations Document.	Department Chairperson Job Description Considerations Document Chairperson Summer Compensation (pending)	
CLA Department Leadership Directory (effective 9/1/23)		Leadership	Administrative Contact
	Communication, Media, and Journalism	Jack Sargent, Chair	Jen Brooks; brooksje@kean.edu
	English	Charles Nelson, Chair	Kimberly Alvarado; kalvarad@kean.edu
	Fine Arts	Jen Crupi,	Pamela Riley,

		Chair	priley@kean.edu
	History	C. Brid Nicholson, Chair	Position vacant
	Global Studies/Interdisciplinary Studies (til 9/1) , then IDS moves to VPAA, Global Studies to Political, Social, and Cultural Sciences	Sara Compion, Director	
	Music	Matt Halper, Chair	Pamela Riley, priley@kean.edu
	Psychology	Ilyse Odesky, Chair	Palak Vaidya; vaidyap@kean.edu
	School of General Studies (til 9/1) , then moves to VPAA	Bridie Chapman, Director	
	Political, Social, and Cultural Sciences	Charles Boateng, Chair	Lisia Aikins, laikens@kean.edu
	Theatre	Rachel Evans, Chair	Pamela Riley, priley@kean.edu

FACULTY PROFESSIONAL DEVELOPMENT		
New Faculty and Adjunct Academic Policy Manual	The Office of Academic Affairs maintains a manual that outlines Kean policies.	New Faculty and Adjunct Policy Manual
ARTP Committee	Within each academic department, all tenured faculty at the rank of Associate Professor and higher constitute the ARTP Committee. Departmental ARTP Committees shall make recommendations on all retention actions and for tenure and promotion decisions below the rank of Professor. Promotion decisions at the rank of Professor are made by members of the	LOA 34 Master Contract

	<p>ARTP Committee at the rank of Professor.</p> <p>In governmentally insufficient units (units with fewer than 3 tenured faculty members at rank of Assoc or higher), the Chair should work with the Dean and Provost to constitute an ad hoc ARTP committee.</p> <p>ARTP committees are chaired by the Department Chair, unless a Professor of higher rank assumes that role.</p>	
<p>1st Year Reappointment</p>	<p>First-year Faculty are required to go through a reappointment process that involves the assembly of a portfolio demonstrating one's teaching, research, and service activities, as well as obtaining 2 faculty (peer) teaching observations. The portfolio is assembled and reviewed in Interfolio.</p> <p>See the VPAA's Forms site for the current calendar (as dates differ slightly each year), but expect to request, schedule, complete observations and compile a portfolio by the end of November of the first year of employment.</p> <p>The portfolio will be reviewed with recommendation by the Chair; Department ARTP committee; Dean; Provost; President; Board of Trustees.</p>	<p>VPAA Faculty Forms</p> <p>https://www.kean.edu/media/reappointment-first-year-faculty</p> <p>Calendar for 1st Year Reappointment</p> <p>Questions to Marianne Gass; marianng@kean.edu</p>
<p>Reappointment 2nd-6th Year</p>	<p>2nd-6th Year Faculty are required to go through a yearly reappointment process that involves the assembly of a portfolio demonstrating one's teaching, research, and service activities, as well as obtaining 3 faculty (peer) teaching observations, including one by ARTP Chair. In the 6th year, the reappointment application is for "reappointment with tenure." The portfolio is assembled and reviewed in Interfolio. See Criteria and Instructions for essential details.</p> <p>See the VPAA's Forms site for the current calendar (as dates differ slightly each year), but expect to request, schedule, and complete observations in Spring of previous academic year and compile the</p>	<p>VPAA Faculty Forms</p> <p>2nd-6th Year Reappointment Criteria and Instructions</p> <p>Interfolio Instructions</p> <p>Questions to Marianne Gass; marianng@kean.edu</p> <p>2023-2024 Calendar for 2nd-6th Year Reappointment</p>

	<p>portfolio in early September of the review year.</p> <p>The portfolio will be reviewed with recommendation by the Chair; Department ARTP committee; College RT Committee; Provost who makes recommendation to President; President who makes recommendation to Board of Trustees.</p>	
<p>A-328 Post Tenure Review</p>	<p>After achieving tenure, faculty undergo assessment of their career development every 5 years; faculty assemble a portfolio, conduct a self assessment, and are assessed by a committee of peers on their teaching effectiveness, administrative duties, and scholarship; the committee finds the faculty member either “deficient” or “not deficient.”</p> <p>The recommendations of the committee and the portfolio are reviewed by the Dean, who shares recommendations with Provost.</p> <p>The portfolio is assembled in Interfolio.</p>	<p>VPAA Faculty Forms</p> <p>A-328 “Old” Form</p> <p>Calendar for A-328</p>
<p>Lecturer Reappointment</p>	<p>Lecturer reappointment occurs on the basis of 1- or 2-year contracts. Portfolios are usually due in the 3rd week of January for review by the Dean/Executive Director who makes recommendation to Provost; Provost reviews and makes recommendation to the President to the Board of Trustees.</p> <p>Portfolios are assembled in Interfolio.</p>	<p>VPAA Faculty Forms</p> <p>Lecturer Reappointment Forms</p>
<p>Promotion</p>	<p>All full-time faculty with academic rank are able to apply for promotion.</p> <p>Applications, assembled on Interfolio, are reviewed by the Department ARTP committee, and then reviewed by the University Promotion Committee (elected) and ranked. The President reviews the committee rankings and makes final recommendations to the Board of Trustees on who and how many to promote.</p> <p>Effective Fall 2023, all those seeking</p>	<p>VPAA Faculty Forms</p> <p>Promotion By-laws</p> <p>Sample Promotion Form</p> <p>Promotion Calendar</p> <p>External Review Letter of Agreement.</p>

	<p>promotion must seek external review of their portfolios. See the details in the Letter of Agreement. For those seeking promotion who already have tenure, the requirement for external review is postponed to Fall 2024.</p>	
<p>Sabbatical</p>	<p>Kean has a competitive Sabbatical program through which faculty who have completed 6 years of service (per the Master Contract) can apply for a year-long (at 85% pay) or a semester's-long (at 100% pay) leave for the purposes of conducting research.</p> <p>In order to apply for the Sabbatical, you must email interfolio@kean.edu to receive a Case Packet (application) via Interfolio.</p> <p>Upon completion of the Sabbatical, recipients must complete a report of accomplishments.</p>	<p>Sample Sabbatical Form</p> <p>Email: Interfolio@kean.edu</p> <p>Calendar for Sabbatical Leave</p> <p>Sabbatical Summary Report</p>
<p>Travel</p>	<p>All T/TT Faculty are entitled to up to \$1000 in work-related travel per academic year.</p> <p>Permission to travel must be sought in advance. You are advised to submit paperwork 2 months in advance; the official cutoff is now 5 weeks in advance for submission to VPAA.</p> <p>Consult the Travel Manual for the forms needed; complete the necessary forms and submit to your supervisor (Chair) for signatures, and scan signed forms to Judy Pena in the Dean's Office for the Dean's signature. Judy will forward to the VPAA's office for their approval; if approved, it will be reviewed by Finance and Legal (Ethics form). Once it has been approved by all units, the trip will be assigned a BT number by Yelena Khaytin; Yelena will email you a BT number and the reimbursement form. Once you have a BT number, you can use Direct Travel/Concur to make airline and hotel reservations.</p> <p>Within 45 days of completion of travel,</p>	<p>Travel Manual and Forms</p> <p>Judy Pena; jpena@kean.edu</p> <p>VPAA Travel; travelvpaa@kean.edu</p> <p>BT Number: Yelena Khaytin; ykhaytin@kean.edu</p> <p>Reimbursement: Michael A. Munoz; munozmig@kean.edu</p> <p>Direct Travel/Concur: 1-866-492-9840 or email at keantravel@dt.com</p>

	complete the reimbursement form, attach necessary receipts, and submit to supervisor (Chair) for signature. Then email to Michael A. Munoz.	
Student Travel	See below under “Teaching”	Travel Manual and Forms
Grant Support	<p>Kean’s Office of Research and Sponsored Programs supports faculty in seeking research support by helping to identify funding sources, draft and submit grants, and support post-award grant management.</p> <p>See the CLA Grants Opportunities in Arts, Humanities, and Social Sciences for suggested sources of funding that will be of interest to CLA faculty.</p>	<p>Office of Research and Sponsored Programs (Grants Office)</p> <p>ORSP Grant Writing Resources</p> <p>Upcoming Grants Workshops</p> <p>Grants Opportunities in Arts, Humanities, and Social Sciences</p>
Internal Kean Grant Opportunities	<p>Kean offers several internal research support grants including:</p> <ul style="list-style-type: none"> • SpF, or “Students Partnering with Faculty” for Faculty conducting research with undergraduate students (administered by ORSP); • RTR, or “Release Time for Research” (administered by VPAA) to reduce the AY teaching load by 6 TCH; applications due in January 	<p>Students Partnering with Faculty</p> <p>RTR Description</p> <p>RTR Application Information</p> <p>RTR Interfolio Instructions</p> <p>RTR Calendar</p>
Internal CLA Research Supports	As funding permits, there will be opportunities each semester to make modest requests for research support, which can include books, databases, other equipment, as well as travel, and student research assistants. Watch for announcements.	See also Grants Opportunities in Arts, Humanities, and Social Sciences of Interest to CLA Faculty.
CLA Writing Group	The CLA maintains a weekly zoom writing group to facilitate scheduled, but unstructured, writing time. Participation is voluntary. Just log in and spend the time writing.	<p>AY23/24: Weekly on Fridays, 9:30am-11am: https://kean-edu.zoom.us/j/91050116555?pwd=SjdvbU9kQlIiZnNvVlRCblNoOy9JOT09</p> <p>Summer: Weekly on Thursdays, 9:30-11am</p>
Library:	Faculty members may recommend the purchase of a specific library book by	Nancy Thompson Learning Commons

<p>Nancy Thompson Learning Commons</p>	<p>filling out a Library Book Request Form.</p> <p>Faculty can also request books not in the Kean collection through Interlibrary Loan.</p>	<p>Library Book Request Form Interlibrary Loan</p>
<p>External Library Use</p>	<p>Kean students and faculty can apply for a VALE card that will allow them user and/or borrowing privileges at academic libraries across New Jersey INCLUDING Rutgers, though EXCLUDING Princeton. Form requires signature of Kean University Librarian.</p> <p>Princeton University allows user access only to faculty from any University (see Access Office).</p>	<p>Vale Library Participation Information VALE Program Application Princeton University Libraries Access Information New York Public Library</p>
<p>Benefits</p>	<p>Human Resources manages your benefits enrollment. Enrollment in benefits, including health insurance, occurs in October/November each year; stay alert for announcements.</p>	<p>Human Resources</p>
<p>Payroll/Sick Days</p>	<p>All matters related to payroll, vacation time, sick days are handled through Workday.</p> <p>All employees needing to take a sick day “request an absence” on Workday and select “sick time”; administrative employees with vacation days “request an absence” via Workday for approval by supervisor.</p>	<p>Workday</p>
<p>Identification Cards</p>	<p>The ID Card Office is located in the Office of Student Accounting on the third floor of the Administration Building. To receive your Kean ID, you must show a valid (legal) form of photo identification, such as a driver’s license, state ID, passport or military/dependent ID. There is no charge for the first card issued.</p> <p>All cards that are lost, stolen or damaged are subject to a \$15 replacement fee.</p>	<p>Kean ID Cards</p>
<p>Parking</p>		<p>Parking Information</p>
<p>Well-Being at Kean</p>	<p>Kean is participating in a new employee wellness initiative through Virgin Pulse.</p>	<p>Information about Virgin Pulse</p>
<p>KeanConnect/</p>	<p>Kean maintains an “intranet”</p>	<p>KeanConnect/WorkVivo</p>

WorkVivo	communication platform and information repository called KeanConnect (or WorkVivo). University-wide announcements to Faculty and Staff are made via KeanConnect/WorkVivo.	
KFT	Established in 1978, the Kean Federation of Teachers (KFT) is a union of more than 450 professors, professional staff and librarians. KFT Local 2187 is a member of the American Federation of Teachers (AFT) and of the AFL-CIO. The KFT is one of the locals under the Council of New Jersey State College/University Locals (CNJSCL), the statewide bargaining agent for more than 6,500 professional employees in 11 state college locals in New Jersey.	Email: kftoffice@kft2187.org Master Contract Kean Federation of Teachers

TEACHING		
Academic Calendar	The Academic Calendar is determined by the Academic Council and is posted by the Registrar.	Academic Calendar (link)
New Faculty and Adjunct Academic Policy Manual		New Faculty and Adjunct Policy Manual
Teaching Schedule	Teaching schedules are developed in consultation with the Chair and take into account faculty expertise and preference; curricular need; distribution of courses across curriculum, week, and time of day. Teaching schedules assume 12TCH/semester with maximum 3 course preparations, unless otherwise agreed upon (by terms of Master Contract).	My Schedule (KeanWise)
Office Hours	The full-time faculty are expected to schedule five (5) office hours per week, scheduled in one-hour minimum time blocks over a minimum of three days. Note: This does not apply to adjunct faculty.	Step-by-Step Instructions for Advise Advisor Experience

	Office Hours are required to be entered in CRM Advise under the Advisor Experience.	
Student Rosters	Student rosters are visible in KeanWise to the course instructor.	(KeanWise/ Ellucian)
Never Attended Reporting	<p>Each term (typically at the third week of the semester), 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. Failure to comply can result in serious fines and other penalties to the University, and students marked “never attending” will be dropped from the class. Participation by all instructors is required with the following exceptions: Wenzhou sections, co-ops, internships, independent studies, field experiences, practica, special topics, student teaching supervision, thesis courses, service-learning sections, and mentoring sequence sections.</p> <p>Submit “never attended” report via KeanWise (KeanWISE-Faculty menu-“Never Attended Student Tracking”). If ALL students appearing on your roster HAVE ATTENDED at least one class session, check the box “All students have attended” and click SUBMIT. If any student appearing on your roster has never attended one session, check the “Never Attended” box next to his/her name and click SUBMIT.</p> <p>If you need to change a status after the published deadline, complete the Never Attended Course Reinstatement form.</p> <p>When you mark a student as “never attended,” the following will happen:</p> <ul style="list-style-type: none"> • The student will be dropped from 	<p>One Stop Service Center at 908-73-REGME (73463) Email regme@kean.edu.</p> <p>Never Attended Course Reinstatement Form</p>

	<p>the class.</p> <ul style="list-style-type: none"> • 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. <p>NOTE: If a student is legitimately "not attending" (as in they attended NONE of your class meetings) you are NOT helping them by indicating that they ARE attending. Accuracy is essential for both the student and the University.</p>	
<p>Midterm Progress/Early Alerts</p>	<p>All instructors of Kean USA undergraduate and graduate courses are required to submit Academic Early Alerts (grades and/or comments) for the students enrolled in their courses. These alerts will reflect your assessment of student performance in the beginning of, and throughout, the term. Information for Wenzhou-Kean is sent separately.</p> <p>Academic Early Alerts are meant to provide students with early feedback on how they are performing in your class. These reports will also be shared with students' faculty advisors, as well as Center for Advising, Persistence and Success (CAPS) advisors and other professional academic advisors or staff across the University who will intervene with those students for whom you submit poor or failing grades/comments. Students whose Academic Early Alerts indicate they are at risk for earning poor</p>	<p>See short video on Early Alerts</p> <p>For help with Advise, please visit the Helpdesk.</p>

	<p>final grades will be connected with the appropriate services (e.g., tutoring, workshops, advisement, and/or counseling) to help them improve their academic performance throughout the semester and in time to impact their final grades.</p> <p>Academic Early Alerts are submitted via Advise (until phased out by F24). Students will receive notification and referrals related to their Academic Early Alerts via Advise through their Kean email 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.</p> <p>Instructors may submit a grade*, comment/alert, or both.</p> <p>*Appropriate grades are A, A-, B+, B, B-, C+, C, D and F. Options for Pass/Fail courses also include P (Passing), S (Satisfactory) or U (Unsatisfactory). Grades of P, S, U or F should be accompanied by the appropriate comment(s). Incomplete is not a valid Academic Early Alert.</p>	
<p>Final Grades</p>	<p>Final grades are submitted using Faculty Self-Service.</p> <p>Once grading opens, follow these steps to submit your grades:</p> <ul style="list-style-type: none"> ● Visit Faculty Self-Service and sign in using your KeanWISE credentials. ● Select "Faculty" from the menu. ● Select the course you wish to submit grades for from the list of assigned courses. ● Select the tab for "Grading". 	<p>Faculty Self-Service</p> <p>See step-by-step instructions for submitting final grades.</p>

	<ul style="list-style-type: none"> ● Select the "Final Grade" tab. ● Select the appropriate final grade from the "Select Grade" dropdown menu. <ul style="list-style-type: none"> ● If you are submitting an "IN" incomplete grade for a student, you must enter an expiration date. ● If you are submitting an "F" failing grade for a student, you must enter the student's last date of attendance. ● The system will automatically save the grades that you have entered, there is no submit button. Once all grades are submitted, a confirmation message will appear on the right side of the screen with the date, time and the submitter's name. A system-generated confirmation will be sent only when all students on the roster have been graded. 	
Change of Grade	<p>Once grades have been submitted, changing a student's grade requires a "Change of Grade" form. The form requires the previous grade, the new grade, a reason for the change. It must be signed by the Chair and submitted to the Dean's office via Judy Pena, who will submit to the Registrar.</p> <p>To request the form, email Judy Pena.</p>	Judy Pena; jpena@kean.edu
Academic Policy		New Faculty and Adjunct Policy Manual
Academic Integrity		Academic Integrity Policy
ChatGPT	<p>The Center for Teaching and Learning has developed recommendations regarding ChatGPT and AI in the classroom.</p>	AI & ChatGPT Expectations and Guidelines for teaching.

Grade Grievance	<p>Each department should have a Grade Grievance Committee that shall act on complaints that come to the Department Chair per the university Grade Grievance Policy.</p> <p>When complaints cannot be resolved and are appealed to the Dean's office, cases along with supporting materials should be forwarded to the Dean and Judy Pena.</p>	<p>Grade Grievance Policy</p> <p>Judy Pena: jpena@kean.edu</p>
LMS: Canvas	<p>Effective AY23-24, Kean's LMS will be Canvas. All faculty should at minimum post syllabi and make use of the Gradebook feature on Canvas.</p> <p>If you do not have a Canvas shell for a course, request via the link.</p> <p>Training is available through the Center for Teaching and Learning.</p>	<p>Request Canvas Shell</p> <p>List of Canvas Classes</p> <p>Center for Teaching and Learning</p> <p>Canvas</p>
OCIS (Computers and Information Systems)	<p>OCIS handles all matters related to computers, computer programs, email, CANVAS—our LMS.</p>	<p>OCIS Help Ticket Portal</p>
Classroom Technology	<p>For assistance with Classroom Technology, file a help ticket through OCIS.</p>	<p>OCIS Help Ticket Portal</p>
Syllabi	<p>All syllabi are to be completed in Simple Syllabus. The Simple Syllabus template includes mandatory SLOs and student information. Syllabi are reviewed in the Simple Syllabus platform.</p>	<p>Simple Syllabus</p>
Textbook Adoption and Course Materials	<p>Textbook orders or notations of textbook not required must be placed through the Barnes and Noble Adoptions and Insights Portal. If you need assistance, contact the bookstore or email Tina Hart.</p> <p>Kean Ocean textbook orders must be emailed to Michael George, of the Ocean County College bookstore</p> <p>To reduce textbook costs, faculty are</p>	<p>Barnes & Noble Textbook Adoption</p> <p>OER Information</p> <p>Kean University Bookstore: 908 737-4940</p> <p>Tina Hart; thart@bncollege.com</p> <p>Michael George; mgeorge@bncollege.com</p>

	<p>encouraged to use OER materials, while bearing in mind that our students are also under-resourced in technology—both in terms of laptops and data.</p> <p>To reserve library materials for course use, complete and submit the online NTLC Reserve Request Form.</p>	<p>Learning Commons: LearningCommons@kean.edu</p> <p>NTLC Reserve Request Form</p>
Assessment	<p>GE and Capstone courses are subject to assessment of the course ability to meet Course, disciplinary, and GE SLOS through the Kean Office of Accreditation and Assessment.</p>	<p>Kean Office of Accreditation and Assessment</p>
Course/Student Evaluations	<p>All course evaluations are conducted online. Course evaluation results are available by logging into the Campus Labs dashboard. Faculty requiring evaluations for reappointment, tenure, and promotion portfolios can download reports there.</p>	<p>Course Evaluation Information</p> <p>Campus Labs: Course Evaluation Results</p>
Campus Emergency Alert	<p>All faculty, staff, and students should subscribe to the campus emergency alert system that is used to inform the community of campus closures due to weather. In the event of a campus emergency, the system is used to keep the campus informed in real time.</p> <p>Kean is transitioning to RAVE.</p>	<p>Campus Emergency Alert System</p>
Class Cancellation	<p>If an instructor needs to cancel class due to illness, the instructor should 1) inform the class via email ASAP; 2) post the cancellation in Canvas; 3) inform the Department Chair.</p> <p>Faculty should keep in mind that Kean students often commute long distances to campus and therefore any cancellation needs to keep that travel time in mind.</p>	
Teaching Resources	<p>CLA supports our faculty in their growth as teachers and encourages the sharing and adoption of best classroom practices</p>	<p>Teaching and Learning in CLA</p> <p>Kean Center for Teaching &</p>

	<p>to cultivate inclusion, equity, and ultimately student success. See the CLA resource for discussion of some of those practices.</p> <p>Consult the SADI dashboard for equity gaps in the student academic experience.</p> <p>Kean has a newly instituted Center for Teaching and Learning that offers workshops on matters related to teaching and LMS.</p>	<p>Learning</p> <p>SADI Data Dashboard</p> <p>Kean Tutoring or Learning Support Services</p>
<p>Undergraduate Research</p>	<p>Faculty are encouraged to incorporate undergraduate original research into their course curricula, especially in capstone courses. Students are encouraged to present their research at Kean University Research Days, held each year at the end of April. Registration typically is open November-February.</p>	<p>ORSP Research Days</p>
<p>Student Travel/Field Trips</p>	<p>Faculty wishing to take students on field trips or to conferences should consult their Chair and Dean first. Sometimes it is possible to secure funding from the University for a bus. Student travel requires additional forms to be completed by faculty as well as students.</p> <p>If Faculty/Staff are traveling with students, please complete the additional (in addition to faculty travel forms) forms below in advance of travel:</p> <ul style="list-style-type: none"> • Curricular Travel Notification Form (Form S-1) • Roster Form (Form S-2) • Bus Trip Approval Form (Form S-3) <p>Students must complete the following forms individually:</p> <ul style="list-style-type: none"> • Student Travel Registration Form - Day Trip (Form CCST-4A) 	<p>Travel Manual and Forms</p> <p>Curricular Travel Notification Form (Form S-1)</p> <p>Roster Form (Form S-2)</p> <p>Bus Trip Approval Form (Form S-3)</p> <p>Student Travel Registration Form - Day Trip (Form CCST-4A)</p> <p>Student Travel Registration Form - Overnight Trip (Form CCST-4B)</p>

	<ul style="list-style-type: none"> • Student Travel Registration Form - Overnight Trip (Form CCST-4B) 	
ADVISING		
My Advisees	You can find a list of your advisees, and review their academic progress on Advise (to be phased out in favor of Navigate by F24).	Advisor Experience
Curriculum Guides and 4-Year Plans	Students follow the curriculum as outlined on the Curriculum Guide/Sheet. The curriculum is also spelled out in the Course Catalog.	Majors Minors Course Catalog
Student Progress to Degree/Degree Evaluation or Audit	Faculty can view student schedules, course completion and grades, and progress to degree via “Progress” in Student Planner or “Degree Audit” or “Program Evaluation” in KeanWise.	Student Planner via KeanWise
Advising Meeting Notes	Faculty advisors are recommended to memorialize advising meetings, by making notes related advising or other relevant matters to student outreach and support, in Advise (to be phased out by F24 in favor of Navigate).	Advisor Experience
Student Holds Listed	All holds on a student’s account (e.g. Advising, Accounting, Immunization) can be identified in Advise (to be phased out by F24). Some holds prevent a student from registering; some holds prevent a student from accessing their transcript.	Advisor Experience
Removing Student (Advising) Holds	<p>With the exception of the COE Advising Holds, most Advising Holds no longer bar a student from registering. But when you advise a student, it is recommended that you record the advisement via taking off the Advising Hold.</p> <p>Note that the COE Advising Hold must be taken off by the student’s COE advisor</p>	KeanWise

	(the Second Major Advisor for students in K-12 Teacher Certification degree programs).	
Search for Sections (Student Scheduling)	To build a schedule, students must search for courses and sections via “Self-Service” in Student Planner.	Search for Sections in Self-Service/Student Planner via KeanWise
How to Register	In order to register for classes, students build a schedule and register through Student Planner. Prior to doing so, students must agree to their “Financial Obligation” and address any other HOLDS (advising, immunization, financial, etc).	“How to Register” Video
Declare or Change a Major	Fillable PDF form to be completed by student; signed by Chair; submitted via email to Registrar at regme@kean.edu .	Change of Major regme@kean.edu
Declare or Add a Minor	Fillable PDF form to be completed by student; signed by Chair; submitted via email to Registrar at regme@kean.edu	Declare a Minor regme@kean.edu
Drop a Course	Students wishing to drop a course should be advised of the “W” and refund deadlines. For special requests to drop courses after the deadline, students should appeal to the Dean.	DROP a course
Time Conflict Petition	Form requires signature of Chairperson; submit to Registrar at regme@kean.edu	Time Conflict Petition
Take a Course at Another Institution	Form requires signature of Chairperson; submit to Transfer Office at transfer@kean.edu	Petition to Take Course at Other Institution
Overload Course Petition	For more than 19 credits, students submit this Form requires signature of Dean; submit to Registrar at regme@kean.edu Students are charged for credits taken beyond 18 in Fall or Spring semester.	Overload Course Credit Petition

Doing an Internship	Students are encouraged to do internships for course credit. All internships are managed in Kean’s Online Employment & Internship Portal. Students search for Internships via the	Doing an Internship
Career Services	All students have access to career supports, including resume writing and interview technique through the Office of Career Services. Career Services can also offer major specific career programming.	Career Planning
K-12 Dual Degree Teacher Certification Programs	CLA offers degree programs in English, History, Fine Arts, Music and K-12 Teacher Certification. See the website on how students should progress through the program on schedule: Path to Graduation and Certification.	Academic Major/K-12 Teacher Certification Curriculum & Advising Resource Path to Graduation and Certification
SAP or “Satisfactory Academic Progress”	In order to remain eligible for federal financial aid, students must meet the minimum 2.0 GPA and “pace of completion” in “maximum time frame” as established by federal policy. Student eligibility is determined at the end of each spring semester. Students failing to meet the requirements have a right to appeal based upon extenuating circumstances. NOTE that students who successfully appeal are required to adhere to an “academic plan,” deviation from which can result in loss of financial aid eligibility. If advising a student on an SAP academic plan, please use caution and consult the Financial Aid advisor prior to suggesting any changes to a student’s schedule. <i>Please note that the SAP appeal is different from the Academic Probation and Dismissal policy and appeal process (described below).</i>	Kean “Satisfactory Academic Progress” Policy
Academic Probation	Students who fail to achieve a 2.0 GPA are	Academic Probation Policy

<p>and Dismissal</p>	<p>subject to “Academic Probation.” A cumulative average that would place a student on academic probation for the third time makes the student subject to dismissal from the University.</p> <p>Students can appeal their dismissal through the Reinstatement appeal process.</p> <p><i>Please note that the Academic Probation and Dismissal policy and appeal process is different and separate from the SAP policy and appeal process (described above).</i></p>	<p>Reinstatement following Academic Dismissal</p>
<p>Report Student Crisis/Emergency: KUBIT</p>	<p>If a student is in crisis, file a KUBIT report. In particularly worrisome cases, you may wish to loop in your Chair, Dean, and Associate Vice President Joy Moskovitz.</p> <p>KUBIT is a multidisciplinary team that provides proactive intervention, caring support and appropriate institutional response to students exhibiting disruptive and/or concerning behavior. KUBIT serves five major functions for the University: provides consultation, education and support to faculty, staff and administration in assisting students who display disconcerting or unusual behaviors; gathers information to assess situations involving students who display disconcerting or disruptive behaviors; recommends appropriate intervention strategies; connects students with needed campus and community resources; monitors the ongoing behavior of students who have displayed disruptive or disconcerting behavior. Faculty/staff can make a KUBIT referral by filing a report at KUBIT INCIDENT REPORT. If a student’s behavior is concerning but does not pose an immediate safety risk for that student or others, please submit a report.</p> <p><i>If the behavior poses an immediate threat</i></p>	<p>https://www.kean.edu/kubit-cares</p>

	<p><i>to the student or others please contact University Police at 908-737-4800 (Union); 732-255-0451 (Ocean)</i></p> <p><i>KUBIT is not responsible for emergencies. In case of an EMERGENCY or immediate danger to yourself, others or the community please DIAL 911 or call the Kean University Department of Public Safety and Police at (908) 737-4800.</i></p> <p>For non emergency support, see below.</p>	
STUDENT SUPPORT		
Student Support on QuickLinks		Student Support



[Kean University Support Services](#)

[COVID Policies](#)

<u>COVID Policies: Students</u>		
Students who test positive for COVID-19 should report their test results via this form: https://cm.maxient.com/reportingform.php?KeanUniv&layout_id=50 .		
<u>COVID Policies: Faculty/Staff</u>		
Employees who test positive for COVID-19 should report the result to Human Resources at hrvax@kean.edu . The university will follow appropriate state and federal guidelines on contact tracing.		

TECHNOLOGY SUPPORT

[Computer and Information Services Help Desk](#)

<u>Helpdesk.kean.edu/support/home</u>		908-737-6000
The Office of Computer and Information Services (OCIS) has launched a new self-service support portal for Faculty/Staff/Students at the above link. The portal will be the central hub for all technology needs. The Helpdesk provides support for email, passwords, internet connectivity, and software installation. You can also request to be added to mailing lists if you are a faculty member not receiving “all faculty” emails or a student not receiving “all student” emails		
<u>Student Loaner Laptop Program</u>		<u>https://libguides.kean.edu/c.php?g=912343&p=9102658</u>
Students who have a hardship and need a short-term or long-term loaner laptop can request one by completing this form:		

<https://libguides.kean.edu/c.php?g=912343&p=9102658> or by emailing Community Care Coordinator Carla Vitola at vitolac@kean.edu.

Campus Alerts <https://www.kean.edu/offices/university-police-0/campus-alert>

All students are required to register for CampusAlert™ as part of the Campus Safety Checklist. Students who do not complete the Campus Safety Checklist will be ineligible to register for classes in the next semester until the Checklist tasks are completed. Students must register for Campus Alert with an @kean.edu email address. Specific instructions for students can be found at www.kean.edu/safety-checklist. All other (non-student) users should go to <https://ondemand.mir3.com/kean/login/>.

ACADEMIC SUPPORT

Nancy Thompson Learning Commons: The Nancy Thompson Learning Commons offers student support services designed to meet the academic and information needs of the student community including workshops on Health & Wellness, Information Literacy, Library Resources, Open Educational Resources (OER), Endnote, Public Speaking, Technology, Writing, Tutoring, Learning Management System.

Library Services **NTLC 1st floor** **908-737-4629** **library@kean.edu**

Library Services aims to support students, faculty, and other members of the Kean community in their research, scholarship, creative works, and innovative use of technology. Digital and print collections, including OER materials, are selected to meet the teaching, learning, and research needs of students and faculty. Librarians and other library personnel help Kean students to search for and access relevant information for their various academic needs and to develop the information literacy skills that will support career development and lifelong learning.

NTLC Tutoring Services **Schedule appts at**
<http://tutoring.kean.edu/>

Subject Tutoring **NTLC 108** **908-737- 4681** **tutoringcenter@kean.edu**

Learning Support Services offers peer-to-peer, subject-based tutoring for a large array of courses. Tutors assist students with course content areas, as identified by the student. Additionally, the tutor reinforces additional academic skills, such as: organizing and developing ideas, building confidence, and personalized academic strategies. Visit: tutoring.kean.edu to make an appointment.

Writing Services **NTLC 108** **908-737- 4793** **writingcenter@kean.edu**

Learning Support Services offers one-to-one writing support. Writing tutors actively collaborate with students in examining students' writing processes, challenges, and specified area identified by the student. Writing assistance covers a variety of areas and assignments, including: essay assignments, lab reports, cover letters, graduate school admissions essays, resumes, job applications, or any other writing piece. Tutors help students reflect on their writing goals and offer them viable strategies for becoming skilled, confident academic writers. Visit: tutoring.kean.edu to make an appointment.

Public Speaking **NTLC 108** **908-737- 4793** **publicspeaking@kean.edu**

Learning Support Services offers assistance in all areas around public speaking including communication, content, presentations, and practice. Public Speaking tutors guide students through the process from writing content, through practicing public presentation. This service covers topics such as: dissertation defense, research presentations, conference presentations, speeches, and mock interviews. Visit: tutoring.kean.edu to make an appointment.

LSAMP (Louis Stokes Alliance for Minority Participation) Program **Science Building 316**

Offers workshops and research opportunities to support STEM education for underrepresented student populations. Available to students across all STEM majors and provides financial support for conducting research with faculty. Program helps students reflect on their career goals and offer various career and education opportunities and resources

Supplemental Instruction (SI)	NTLC 218	908-737-3090	KeanSI@kean.edu
<p>Supplemental Instruction (SI) is a free, peer-facilitated academic assistance program designed to help students succeed in traditionally difficult courses. SI sessions are regularly-scheduled, informal review sessions that involve collaborative learning activities through which students can clarify course concepts and practice the types of study strategies that will help them truly master the information and skills required by the target course. Visit: tutoring.kean.edu to make an appointment.</p>			
ATEAM Math and ENG Lab (GE)	CAS 121 SGS Office	908-737-0314	mwhite@kean.edu
<p>ATEAM stands for Adjuncts Tutoring English and Math. During SGS MATH ATEAM SL sessions your instructor will provide coaching and feedback that guides you toward mastery of math skills in topics such as critical thinking, and quantitative reasoning. Students and instructors will collaborate on topics covered in class and work on real-world math problems. You are highly encouraged to bring in your own questions to these interactive sessions. All School of General Studies (SGS) math courses offer MATH ATEAM SL sessions for our students. Your instructor will offer 2 to 5 hour long ATEAM MATH SL sessions each week for up to 10 student participants. You may also participate in tutoring in the Nancy Thompson Library Learning Commons to fulfill this course requirement if your schedule does not match with your professor's hours. Your Professor's ATEAM SL hours and location will be announced in class. ATEAM ENG small group writing studio is also offered for select sections of ENG 1025 and ENG 1030. Your instructor will let you know if you are enrolled in one of these select sections. For assistance finding your Professor's ATEAM SL hours please email mwhite@kean.edu.</p>			
The Math Lab for Math Majors	GLAB 308	908-737-4720	math@kean.edu
<p>The Math Lab offers tutoring services to all students in Math courses at the 1000-4000 level. In addition, Math faculty offer retention and student success services to Math majors such as Praxis- High School Mathematics review sessions, Actuarial Science exams preparation, graduate school application guidance, mentoring, and career advisement. The Math Lab also organizes educational and enrichment activities for K-12 students.</p>			
Code Samurai Peer-Mentoring Program	GLAB 422		http://yoda.kean.edu/~samurai/
<p>The School of Computer Science and Technology, under the direction of Dr. Austin Huang and Prof. Paolien Wang, provides Code Samurai peer-mentoring for students enrolled in advanced computer science and information technology courses, including data structures, database, and cybersecurity. Appointments can be booked at the Code Samurai website (http://yoda.kean.edu/~samurai/). The Code Samurai peer-mentors have taken the courses which they are mentoring for and can assist junior and senior CS/IT majors with navigating academic and major activities. Once you've worked with Code Samurai, consider applying to be part of the Code Samurai program in the future and mentor others!</p>			
McNair Scholars Program	HH 334E	908-737-3952	
<p>Prepares first-generation & income eligible AND/OR underrepresented students for graduate studies. The program provides undergraduate research opportunities, academic advisement, graduate school preparation workshops and other educational seminars. The overall goal is to provide students with the necessary skills and knowledge to pursue and complete graduate studies.</p>			

ADVISING SUPPORT

Center for Advising, Persistence and Success (CAPS)	CAS 111		Caps_freshmen@kean.edu Caps_sophomore@kean.edu Caps_transfer@kean.edu
<p>The Center for Advising, Persistence and Success believes that holistic and student-centered advising fosters student success, community and retention. Our team provides culturally responsive academic advising, evidenced-based programming, educational planning and positive academic transitions for matriculated and undeclared freshman, sophomore and transfer</p>			

students at Kean University. We connect students to services and resources across the University, while also empowering them to engage in unique experiences on their academic journey. They assist matriculated and undeclared freshmen, sophomores, and transfers with advisement. They can schedule an appointment on ADVISE. Freshmen and sophomores can schedule an appointment by following instructions [here](#). Juniors and Seniors will receive advising primarily with their faculty advisor. If they have questions about their majors or other academic inquiries, they can use the above email addresses.

Faculty Advising for Juniors and Seniors: see [Student Experience](#)

Juniors and Seniors receive advising primarily with their Faculty Advisor (a faculty member in your major). To identify your Faculty Advisor and see their office hours, students should consult ADVISE [Student Experience](#).

[Career Services](#)

CAS 201

908-737-0320

career@kean.edu

At Career Services, students are immediately assigned to one of our Career Advisors, who they can meet with to discuss internship opportunities, get resume or interview assistance, and receive general employment advice thereafter. Additionally, students can use [the Focus2 tool](#) to help navigate the workforce and identify what career path(s) may suit them. Students also have access to [College Central Network](#), a platform designed to work with our employer partners that give students direct access to available jobs and internships. Students can learn more about taking the first steps of their Cougar Career Journey here: <https://www.kean.edu/career-services>.

WELLNESS SUPPORT

[Kean Wellness Center](#)

The Kean Wellness Center provides holistic, integrated health and wellness services for the entire campus community. The Center's interdisciplinary, student-centered and culturally-inclusive approach is designed to educate and empower students, faculty and staff to make informed lifestyle choices. To see upcoming events, visit the Kean Wellness Center page on Cougar Link.

[Student Health Services](#)

Downs Hall 126

908-737-4880

studenthealthservices@kean.edu

From illnesses to injuries to immunizations, the office is available for **all** matriculated students of Kean University. Student Health Services offers both in person and telemedicine appointments. Services that the department covers are primary care, gynecology, STI testing and HIV prevention, LGBTQ+ services, physicals, health absences due to medical reasons. Students can utilize their student health portal to submit secure messages to a healthcare provider. To schedule an appointment, you must first REGISTER for an account on the [Student Health Portal](#).

[Office of Accessibility Services](#)

Downs Hall 122

908-737-4910

accessibilityservices@kean.edu

The newly updated and re-organized Office of Accessibility Services (OAS) is committed to ensuring equal access by fostering an accessible learning environment. Our office provides assistance and accommodations for all students with documented physical, medical, learning, emotional and/or physical disabilities both temporary and permanent. Students should reach out to the office to schedule an intake appointment.

[The Counseling Center](#)

Downs Hall 127

908-737-4850

counseling@kean.edu

Kean Counseling Center provides a range of mental health services to all registered Kean University students. Our goal is to help students address any personal, social, or emotional concerns that may be affecting their functioning and success. We offer individual and group counseling, consultations, referrals, wellness absences and psychiatric assessments and medication management. All information is confidential and we are available for remote and in-person services. To schedule an

appointment, you must first register for an account on the Student Health Portal .			
Alcohol and Other Drug Services	Downs Hall 127	908-737-4850	aod@kean.edu
Alcohol and Other Drug Services is available to help students with substance use concerns for themselves and that of family or friends. The Alcohol and Other Drug Services website contains information to help navigate on campus services and off campus resources. All services are available to students free of charge and are offered both in person or remote. To schedule an appointment, you must first register for an account on the Student Health Portal .			
KUBIT- Kean University Behavioral Intervention Team		908-737-5260	studentaffairs@kean.edu
KUBIT is a multidisciplinary team that provides proactive intervention, caring support and appropriate institutional response to students exhibiting disruptive and/or concerning behavior. KUBIT serves five major functions for the University: provides consultation, education and support to faculty, staff and administration in assisting students who display disconcerting or unusual behaviors; gathers information to assess situations involving students who display disconcerting or disruptive behaviors; recommends appropriate intervention strategies; connects students with needed campus and community resources; monitors the ongoing behavior of students who have displayed disruptive or disconcerting behavior. Faculty/staff can make a KUBIT referral by filing a report at KUBIT INCIDENT REPORT . If a student's behavior is concerning but does not pose an immediate safety risk for that student or others, please submit a report. If the behavior poses an immediate threat to the student or others please contact University Police at 908-737-4800 (Union); 732-255-0451 (Ocean)			
KUBIT is not responsible for emergencies. In case of an EMERGENCY or immediate danger to yourself, others or the community please DIAL 911 or call the Kean University Department of Public Safety and Police at (908) 737-4800.			

SOCIAL WORK SUPPORT

Cougar Connections Center of Social Work	CAS 227	908-737-0530	cougarconnections@kean.edu
The Cougar Connections Center of Social Work (CCCSW) promotes and prioritizes a sense of belonging on campus for all students, regardless of their circumstances. Our goal is to provide a holistic multifaceted approach to social services and support including but not limited to the following: Food, Shelter and Clothing Resources; Emergency Financial Services; Case Management Support; Advocacy; Life Skills Development; Safe Space Support; Family Resources; and Career Enhancement. Make a referral here: https://keanu.formstack.com/forms/cougarconnections			
Cougar Pantry	DOWNNS Hall		cougarpantry@kean.edu
The Cougar Pantry is a food pantry for Kean University students experiencing hunger and food insecurity. It offers an assortment of donated nonperishable foods as well as health and hygiene products. To schedule an intake appointment, you must first register for an account on the Student Health Portal .			

FINANCIAL SUPPORT

Financial Aid and Scholarship Services	<i>Administration 1st Fl One Stop Service Center, CAS 1st Fl</i>	908-737-3190	<i>Scholarship Services:</i> kuscholar@kean.edu
Kean University offers a number of scholarships to help qualified undergraduate and graduate students of every race/ethnicity, gender, and creed meet the financial requirements of attending college.			
All students are also strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), which will improve their ability to receive needed funding through grants and other types of financial aid. The FAFSA application can be completed			

electronically by visiting https://studentaid.gov/h/apply-for-aid/fafsa . Links to external scholarships are available on the Scholarship website at www.kean.edu/offices/financial-aid/scholarship-services			
<i>Financial Aid</i>			Finaid@kean.edu
Assists students with all processes of the financial aid process. The department holds workshops throughout the year for students to help them with the FASFA form. Students are assigned a Financial Aid Advisor based on their last name. This can be found on www.kean.edu/financial-aid-staff			
<i>Student Accounting</i>	<i>Administration 3rd Fl</i>	<i>908-737-3240</i>	
Students that have specific billing questions can email billing@kean.edu . Students that have general student accounting questions such as flex plan, Student ID, refunds, hours of operations should email stuactg@gmail.com			