KEAN

Office of Human Resources

Adjunct Faculty Handbook

Kean University Adjunct Faculty Handbook

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Notice of Disclaimer

The policies and procedures contained in this handbook are for informational purposes only and are subject to change. Any changes made to this handbook will be included in the version appearing on Kean University's website. Since this handbook is subject to change, it is the employee's responsibility to refer to the current version and to be knowledgeable of the revised policies and procedures. This handbook is a general guide to Kean University's current employment policies, procedures and employee benefits. It is for informational purposes only, and is not intended to be and should not be construed as a contract, or an implied contract, of employment.

Equal Employment Opportunity and Affirmative Action at Kean University (EEO/AA)

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles that are integrally woven into the University's mission. Kean is committed to providing equal opportunity in employment and education, as well as equitable conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

Kean University follows the New Jersey State Policy Prohibiting Discrimination in the Workplace.

Mission Statement & Core Values

Mission:

Kean University, New Jersey's first Urban Research University, creates a world-class, innovative and inclusive society through equity and excellence in teaching, learning, global research, and impactful public engagement.

Core Values:

Academic Excellence: Kean University strives for excellence in all aspects of academia. Committed to upholding rigorous standards, intellectual curiosity, and the active pursuit of knowledge, we hope to ignite a passion for life-long learning in our students, faculty and staff.

Equity: Kean University intentionally deconstructs barriers that hinder access to opportunities. As champions of diversity, we foster an environment where all individuals, regardless of their background, circumstance or perspective, can thrive in teaching and learning.

Inclusivity: Kean University deliberately embraces the transformative power of inclusion. We recognize our strength lies in the varied perspectives and experiences within our learning community. By celebrating and valuing varied perspectives, we prepare our students, staff, and faculty to intentionally build relationships that assist them in navigating our complex, global society.

Wellness: Kean University aspires to collaboratively create a vibrant, equitable, supportive and inclusive culture of care in which all members of the Kean community feel energized, safe and empowered to thrive and engage in the campus community.

Social Mobility: Kean University serves as a catalyst for social mobility, enabling students to transcend socioeconomic barriers and realize their full potential. Through personalized support,

mentorship programs, and hands-on learning experiences, we equip our students with the tools to seize new opportunities, break the cycle of inequality, and create positive change in their lives and communities.

Public Impact: We embrace a core value of fostering public engagement and promoting meaningful public impact. We strive to cultivate a collaborative environment that empowers students, faculty, and staff to actively contribute their knowledge and expertise to address societal challenges and create positive change in our communities.

Kean University Adjunct Faculty Federation (KUAFF)

AFT Local 6024

Adjunct faculty members are eligible for Kean University Adjunct Faculty Federation membership. For full details, please see the current KUAFF Agreement. Any additional inquiries, please contact aftlocal6024@gmail.com for more information.

Pay scale based on Union Contract (compensation is per credit hour):

Date	1- 12 semesters	13+ semesters
September 2023	$1,825	$1,900
September 2024	$1,975	$2,050
September 2025	$2,100	$2,175
September 2026	$2,225	$2,300

The minimum employee compensation per credit hour shall be determined based on the schedule above. Adjunct Faculty who has taught thirteen (13) or more semesters at Kean University will receive an additional $75 per credit.

The Agreement shall remain in full force and effect from July 1, 2023 until June 30, 2027. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify and amend this Agreement.

Payroll Distribution

Adjunct faculty members are paid bi-weekly and in accordance with their current union contract. Adjunct faculty members are paid based on the proper and timely submission of a pre-approved adjunct contract. The due dates for the adjunct contracts are issued each semester and are on file in the dean's offices of each respective college. The per-credit rate is determined each semester in accordance with the prevailing union contract.

Direct Deposit

Direct Deposit is mandatory for all New Jersey state employee compensation. The University requires all faculty, staff, adjuncts, temporary employees and students who receive pay through Payroll to receive their wages electronically.

All employees may access their pay information using Workday, a cloud-based application that allows employees to view, make changes and print their paycheck information on or off campus.

Academic Colleges Contact Information

Adjunct contracts are issued by each Dean's office. If you have an issue regarding your contract, please contact your respective college:

College of Business & Public Management

cbpm@kean.edu 908-737-4100

College of Education

coe@kean.edu 908-737-3750

College of Liberal Arts

cla@kean.edu 908-737-0430

The Dorothy and George Hennings College of Science, Mathematics and Technology

csmt@kean.edu 908-737-3600

Michael Graves College

design@kean.edu 908-737-0560

architecture@kean.edu

The College of Health Professions and Human Services

hphsdean@kean.edu 908-737-5900

Additional Campus Contacts

Office of Computer & Information Services (OCIS)	908-737-6000
Office of Academic Affairs	908-737-3450
Kean Ocean	908-443-2500
Kean Skylands	908-337-0877

Please see our directory for additional contacts.

Organizational Chart

Please visit our Leadership and Governance page to view our current Organizational Chart.

Antidiscrimination & Antiharassment

Affirmative Action

The Office of Affirmative Action Programs is committed to providing fair and equitable treatment for all members of the campus community, inclusive of all students, faculty and staff, and works to ensure that they are protected from all forms of discrimination, harassment, and gender-based discrimination.

Equal Opportunity and Affirmative Action Statement

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles that are integrally woven into the University's mission. Kean is committed to providing equal opportunity in employment and education, as well as equitable conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

The Americans with Disabilities Act (ADA)

Kean University is committed to ensuring equal opportunity and access to all members of the campus community in accordance with Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended. The University prohibits discrimination against any student, employee or applicant on the basis of physical or mental disability, or perceived disability. Kean University will provide reasonable and appropriate accommodations to enable employees and students to participate in the life of the campus community. Individuals with disabilities are responsible for reporting and supplying documentation verifying their disability. Employees should contact Ms. Yrelys Tapanes, Office of Human Resources, Administration Building, 2nd Floor, (908) 737-3300.

Conscientious Employee Protection Act "Whistleblower Act"

The Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) protects an employee from retaliatory action when the employee discloses violations of law, rule or regulation.

Kean University provides a secure channel through which current University employees can make confidential disclosures. The University has retained a firm to receive and evaluate any disclosure to determine whether there is a substantial likelihood that it pertains to a violation of any law, rule or regulation.

Additional information on Antidiscrimination and Antiharassment Policies and Procedures are available at the following links:

Affirmative Action & Whistleblower Act

Office of Human Resources

Our Mission

Through strategic partnerships and collaboration, the Office of Human Resources recruits, develops, and retains a high performing diverse workforce and fosters a healthy, safe, and productive work environment for students, employees, and the public in order to maximize intellectual, cultural, and personal/professional growth for all.

Contact Information

The Office of Human Resources is located on the 2nd floor of the Administration Building.

Benefits Inquiries:	benefits@kean.edu
Employment Verifications:	hrvoe@kean.edu
Payroll Department:	payroll@kean.edu
Recruitment Inquiries:	recruitment@kean.edu
Student Employment:	studenthiring@kean.edu
All Other Inquiries:	hr@kean.edu or 908-737-3300

Calendars

Academic Calendars

Payroll Schedule

State Holidays

University Policies, Procedures and Regulations

Information regarding Attendance Policy, Grading, Evaluations, Class Cancelations and more, please see the New Faculty and Adjunct Policy Manual.

Hiring Procedures

Guidelines for adjunct faculty teaching assignments will be established by each academic college. The required degrees, certifications and other pertinent qualifications are determined by the provost and respective dean. Employment commitments are established by contract between the university and the adjunct faculty member on a semester-to-semester basis.

All employment at Kean University is contingent on a successful completion of a background check. Please see our newly adopted *Policy for the Protection of Minors on Campus* for further details.

Once an offer letter is accepted, Human Resources will contact the adjunct to welcome and provide information on how to complete the pre-employment process in Workday. Kean employee ID number and Kean email credentials will also be distributed by Human Resources. All hiring paperwork and tasks will be completed electronically.

Onboarding Workday Tasks Include:

- Verifying Personal and Contact Information
- Determining Withholding Elections (form W-4, both state and federal)
- Complete Form I-9, Employment Eligibility Verification
- Enter Payment Elections (direct deposit)
- Submit Pension Enrollment Forms
- Complete Ethics Forms and Review Additional New Hire Documentation & Policies

The final step during the hiring process is for each new hire to present their identification and employment verification documentation to the Office of Human Resources to fulfill the federal form I-9 requirements. Once the Workday tasks and the in-person verification are complete, Human Resources will inform the dean's office staff to create a contract. Employees are not authorized to begin employment until receipt of contract creation by the dean's office. Following the completion of the new hire process, all email communication relating to employment should be through a Kean email account.

Adjunct Orientation

All newly hired adjunct faculty members will be required to complete an online orientation. The Human Resources section provides information on getting started at Kean as well as benefits for adjunct faculty. The orientation is distributed through the Office of Academic Affairs.

Professional Development

Kean is committed to creating an exceptional learning environment, not just for our students, but also our faculty and staff. We strive to make a variety of professional development and training resources available to all employees. This is designed to support individual growth and development, and also benefit the entire campus community. Kean offers professional development workshops, LinkedIn Learning and more. Learn about professional development opportunities here.

Kean Employee Identification Card

An Employee ID Card can be obtained in the ID Office located within the Office of Student Accounting on the 3rd floor of the Administration Building. All new employees are required to obtain a card as a means of identification in the Kean community. This card is multifunctional and will allow access to Kean University events and use of campus facilities.

Parking

Parking is free to all Kean faculty, staff and students. With the use of ePermits, stickers or decals are not necessary. Vehicles should be registered here to avoid any violations while parking on campus. Yellow lined spaces are dedicated to employees and students are to park in white lined spaces. Employees are permitted to park in any non-reserved space on campus.

Workday

Workday is a cloud-based Human Resources and Payroll self-service system. All employment information can be viewed and managed in one place at any time, from anywhere. Workday is where the new hire tasks are completed such as contact information, I-9 Employment Eligibility Verification and direct deposit. Payslips and yearly W-2s will be available within the self-service portal as well as details regarding your contract starting at the effective date. For training materials and helpful resources, please visit our Workday webpage.

E-Verify

Kean University participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the United States. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

Contract Details

Accessing the details of your teaching contract can be done via Workday. Once logged in, click on the top right corner icon, which will either be a photo of a figure or yourself then continue to view profile. Once on your profile, you will click the “Compensation” tab located on the left side within the blue column. Across the top tabs, click “Current Activity Pay” and this is where you can find details of your teaching contract. If you require a PDF version of your contract, please contact your respective dean’s office.

Employment Opportunities

All of our job postings can be found on our Workday Career site. All active Kean employees (Staff, Faculty, Adjuncts, and Academic Specialists) should apply through the internal career site, located within the employee's Workday account. Kean University prohibits adjunct faculty from holding two positions/titles on campus simultaneously.

Workday can be accessed on the Kean University website or by clicking here.

Employee Benefits

Health Insurance for Part-Time Employees

Part-time employees of Kean University, including adjuncts, who are currently enrolled in a state administered retirement plan, are eligible to enroll in the Part-Time State Health Benefits Program for medical and prescription drug coverage. Eligible employees who wish to enroll in a prescription drug option must also enroll in a medical plan. If you are interested in health benefits, please click here.

Retirement Plan Enrollment

Depending on the employee's title and classification, the employee must enroll in one of the three types of retirement plans offered. If you are uncertain of the plan available to you, please contact the Office of Human Resources. Details regarding enrollment plans can be found here.

Reasonable Accommodations Policy and Procedure

Kean University is committed to providing employment opportunities to all qualified applicants and employees without regard to a person's mental or physical disability, pursuant to the Americans with Disabilities Act (ADA) of 1990, Section 503/504 of the Rehabilitation Act of 1973 and the New Jersey Law Against Discrimination (LAD). Every reasonable effort will be made to accommodate special needs, unless the accommodation would impose an undue hardship upon the University or pose a direct threat of substantial harm to the health or safety of the applicant, employee or others. For additional details regarding this policy, please click here.

To request an accommodation, please complete the Request for Accommodation Form.

Injury and Accident Reporting

To report an on-the-job injury or an accident report, please see our reporting procedures on our Workers Compensation page.

For all other benefit related inquiries, please visit our Benefits page on the Human Resources website.

Safety

The University has established a Labor-Management Safety Committee comprised of a representative from the American Federation of Teachers (AFT), the Communications Workers of America (CWA), the International the Federation of Professional and Technical Engineers (IFPTE), the Police Benevolent Association (PBA) and a representative from each of the following departments: the Office of Environmental Health and Safety, the Office of Human Resources, Business Services/Risk Management, the Office of Facilities and Campus Planning, and Student Health Services. The committee meets periodically to review and discuss safety issues brought forth by the University community and makes recommendations on safety policies. Questions or concerns regarding safety in the workplace can be directed to the Safety Committee chairperson who is located in the Office of Environmental Health and Safety.

Fire Safety

The primary mission of the Office of Fire Safety is to protect the health, safety and welfare of the campus community by providing fire and life safety educational and awareness programs. The Office is also responsible to continually review all campus facilities and buildings to create a "built in" fire safe environment in which faculty, staff and students are prepared/trained and able to react, evaluate and decide on the correct action should a fire or life safety emergency occur.

Emergency action plan, evacuation map, and additional fire safety resources can be found on our Office of Fire Safety webpage.

Building Evacuation of Occupants with Disabilities

The University is in the process of creating an emergency evacuation list of building occupants with disabilities and/or conditions that could prevent them from evacuating a building. This list, which will be updated each semester, will be accessible to campus police in case of an emergency and will help to ensure that all faculty and staff are evacuated to safety. If you feel that you may have difficulty evacuating your building in case of an emergency (i.e., without the use of an elevator), we encourage you to contact Leonard Dolan at 908-737-4813 or ledolan@kean.edu.

Campus Closing

When a decision is made to close the University, employees will be notified through Rave Mobile Safety, a notification system to communicate emergencies and share critical information and alerts to the campus community. Communications include: campus closings, utility shutdowns, weather related conditions, and security related incidents. Faculty and staff are automatically registered through the contact information in Workday. More information found here.

Campus Life and University Resources

Nancy Thompson Learning Commons

The Nancy Thompson Learning Commons (NTLC) serves as the intellectual and cultural center of Kean University and is dedicated to promoting lifelong learning. The Learning Commons offers student support services designed to meet the academic and research needs of the Kean Community. Through various workshops, placements, and events, the NTLC provides an integrated support system that directly assists students and faculty with completing academic research-creative-and-scholarly activities and their continuous professional development. Please visit the NTLC website for more information.

Kean University Bookstore

Located within the Green Lane Academic Building, the Kean University Bookstore carries both new and used textbooks and study aids. The bookstore also sells supplies, campus wear, discounted best sellers, children's books, dorm sundries, gifts, greeting cards and much more. For additional information please visit the bookstore's online shop: kean.bncollege.com

Campus Eateries

Kean University offers a robust selection of eateries on campus. Dining facilities are open to all students, faculty and staff. For information on where to dine on or off campus, please visit Eat at Kean.

Campus Shuttle

There is a daily shuttle service between Main Campus and East Campus. For more information and the campus shuttle map, click here. For directions on how to download TripShot, our new shuttle service app, click here.

Fitness Centers

Kean University offers various health and fitness options for the well-being of all employees. The Harwood Arena is home of the D'Angola Gymnasium, pool and basketball court with an elevated track for walking or running. The East Campus Gym has dedicated hours for Kean's faculty and staff. For hours and more information, please visit the Kean Athletics Homepage.

Kean Stage

Kean Stage is the professional presenting series at Kean University, featuring a diverse array of performers and artists from around the world. We are pleased to welcome you back to our uniquely designed venues, including the Wilkins Theatre, Enlow Recital Hall, and the Miron Center Little Theatre. For events, please click here.

Liberty Hall Museum and Kean Galleries

Liberty Hall stands at the center of the American Revolution and academic excellence. Home to trailblazing governors, congressmen, senators, assembly persons, philanthropists and entrepreneurs, its plush gardens have spurred civic change and social innovation for centuries. Inhabited by William Livingston, New Jersey's first elected governor and a signer of the United States Constitution, the 14-room Georgian style home evolved over time into a 50-room Victorian mansion.

Kean University has several on-campus art galleries which regularly feature the work of students, faculty and visiting artists. Exhibitions in these galleries often integrate the visual arts within various academic programs offered by the University. Other exhibitions housed in these galleries bring attention to ongoing cultural or human rights issues.

Additional information can be found here: Liberty Hall Museum & Kean Galleries

Telephone System

The Kean University main number is 908-737-KEAN (5326.) On-campus calls may be placed by dialing seven (7) before a four-digit extension (e.g., 7-5326.) To make an outgoing call to an off-campus location, you must type nine-one (91) before entering the entire phone number.

University Police

The Kean University Department of Public Safety/Police (KUPD) is located in Downs Hall. KUPD is open 24 hours per day, 7 days a week. For more information, please visit University Police on the Kean website.

Emergency Telephone Numbers

Police/Fire/Medical Emergency	911
KUPD Administration	908-737-4840
KUPD Dispatch	908-767-4800

For additional information and campus contacts, please visit University Police on the Kean website.

For additional employment information, please visit:

Kean University Employee Handbook

Kean University New Faculty and Adjunct Academic Policy Manual

Office of Human Resources Webpage

Kean Workday