



Updating Faculty Office Hours for Hybrid/In-Person Courses

Dear Kean USA Faculty and Staff,

In preparation for the resumption of some in-person instruction on Monday, March 1 and to limit potential student confusion about where faculty office hours will be held, we are asking faculty to update their office hours in KeanWISE by noon on Friday, February 26 to accurately reflect the location/modality of their scheduled office hours. (Instructors with courses approved for in-person or hybrid instruction beginning earlier than March 1 should update their office hours as soon as possible.)

Please see the [Instruction Manual for Faculty Office Hour Changes in Location Modality](#) for a step-by-step guide.

In preparation of the phase out of KeanWISE, Office Hours for Spring 2021 are also required to be updated in CRM Advise under the Advisor Experience link from the Quicklinks menu on the Kean homepage. For a tutorial on entering office hours in the Advisor Experience, please visit the [faculty user support site](#) and under the Advise dropdown menu, select Navigating Advise, then select STEP-BY-STEP instructions for Advise. There you will find information on Adding Your Office Hours.

For more information on refresher sessions for navigating Ellucian CRM Advise by the Office of Institutional Effectiveness, please refer to the [Remote Support Spring 2021 upcoming events webpage](#).

We also request that you update your syllabi in Blackboard to indicate the modality of your office hours for the remainder of the semester.

Thank you again for all of your efforts in supporting our students.

Sincerely,

The Office of Vice President for Academic Affairs

Vice President for Academic Affairs • vpaa@kean.edu