



Full-time Faculty Requirements for Spring 2021

We hope this message finds you and your family safe and well during this unprecedented time. Thank you for all you have done to support your students and colleagues during the Fall semester. Please visit the University homepage for the most updated information regarding our [Return to Campus](#) and the [academic and support services](#) available to students.

Syllabi:

As you prepare to teach your course(s) for the Spring semester, please be reminded that all syllabi must be submitted to the executive director, chairperson or coordinator on the required template and must contain course information from approved course outlines from within the last three years to be approved.

Your executive director, chairperson or coordinator will approve your syllabus as part of your Blackboard Course review.

If you have already revised and updated your Fall 2020 course syllabus in your Spring 2021 Blackboard course shell and you did not use the Spring 2021 required templates, please add the statements included in the "Spring 2021 Syllabus Addendum" from the syllabus website so your syllabus is fully updated with important information for Spring 2021.

For courses being developed in Blackboard for the first time for Spring 2021, please proceed as follows:

- Go to syllabus.kean.edu and log in using your Kean University email account information.
- Go to Spring 2021 under "Future Sites." (The Spring 2021 Syllabus Site will become the current site on Friday, December 18.)

- 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.

If you have difficulty logging in, contact the Office of Computer and Information Services (OCIS) at (908) 737-6000.

If you are unsure of which template to use or if you have questions about the syllabus templates, please contact your executive director, chairperson or coordinator.

All final Spring 2021 course syllabi must be submitted to your executive director, chairperson or coordinator as part of your Blackboard course **no later than Wednesday, January 6**. Note: this deadline does not apply to adjunct faculty.

Full-Time Faculty Office Hours:

To allow faculty the additional time necessary to ensure that they successfully navigate the challenges of a COVID-19 impacted academic year, full-time faculty office hours have been reduced to five (5) hours per week. The five office hours are to be scheduled in one-hour minimum time blocks over three days. Note: This does not apply to adjunct faculty.

[Click here](#) to view a PDF with instructions on how to enter office hours via KeanWISE.

KeanWISE will be open to receive Spring 2021 Office Hours **beginning Friday, December 18**. Spring 2021 office hours are required to be entered via KeanWISE **by Wednesday, January 13**. If you have difficulty entering your office hours, contact 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](#).

Textbook Orders, OER, Learning Commons Reading Reserve Materials:

As a reminder, all Spring 2021 textbook orders or notations of textbooks not required must be placed as soon as possible or by December 31 via the Kean University Bookstore at kean.bncollege.com.

For more information about textbook ordering, Open Educational Resources (OER), and Learning Commons Reading Reserve Materials for Spring 2021, please visit [this link](#).

All the best to you as you complete the fall semester.

Information and deadlines for Wenzhou-Kean University will be sent separately.

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