



Full-time Faculty Requirements for Fall 2022

The Office of the Provost and Senior Vice President for Academic Affairs wishes you all the best as we enter the summer season. As you prepare for the Fall 2022 semester, please note this important information.

Textbook Orders:

All Fall 2022 textbook orders or notations of textbook not required must be placed as soon as possible through the Barnes and Noble [Adoptions and Insights Portal](#). If you need assistance, contact the bookstore at (908) 737-4940.

All **Kean Ocean textbook orders** must be emailed to Michael George, store manager of the Ocean County College bookstore at mgeorge@bncollege.com. If you need assistance, contact the Ocean County College bookstore at (732) 255-0333.

Open Educational Resources (OER):

Kean University faculty can select quality **Open Educational Resources (OER)** and **DRM-free eBooks** from top academic publishers through [Faculty Select](#).

If you haven't already done so, please contact Muhammad Hassan or Craig Anderson to learn how to incorporate OER into your courses as we move toward compliance with the new state legislation. Please visit libguides.kean.edu/OER for updated information.

Syllabi:

All course syllabi are required to be submitted through Kean Simple Syllabus. Visit our [Simple Syllabus webpage](#) for instructions on how to view video

tutorials through the user support site, access the portal, create your syllabi and receive additional support.

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

Submit all Fall 2022 course syllabi **via Simple Syllabus by Thursday, June 30 with final revisions/updates accepted until Monday, August 15**. Note: this deadline does not apply to adjunct faculty.

Full-time Faculty Office Hours:

The 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 a minimum of three days. Note: This does not apply to adjunct faculty.

Office Hours for Fall 2022 are required to be entered in CRM Advise under the Advisor Experience link from the Quicklinks menu on the Kean homepage. For information on Adding Your Office Hours, please visit the [Step-by-Step Instructions for Advise](#). Faculty teaching Kean Online courses should enter virtual hours, and faculty teaching face-to-face courses should enter predominantly in-person hours with the appropriate location(s).

Fall 2022 office hours are required to be entered via CRM Advise **by Thursday, June 30 with final updates prior to the first class meeting**.

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

Learning Commons Reading Reserve Materials:

Instructors should submit Reading Reserve materials to the Learning Commons **by Monday, August 22** to ensure their availability for the first day of classes for Fall 2022.

To reserve library materials, please complete and submit the [online NTLC Reserve Request Form](#). If you have any questions, please contact LearningCommons@kean.edu.

[Click here](#) for more information about library reserves.

Reserve materials will be processed on a first-come, first-served basis. Requests received after August 22 will be processed as received and be made available as quickly as possible. However, late requests may not be

available for the first day of classes. During the semester, all Reserve Materials circulate for a two-hour period per student.

In accordance with the Copyright Act title 17, section 107 of the United States Code, articles from periodicals shall not be repeated with respect to the same item by the same instructor from term to term. If materials are needed term to term, you must request permission in advance from the owner of the copyright.

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

Provost and Senior VP for Academic Affairs • vpaa@kean.edu