Full-time Faculty Course Reminders and Requirements for Spring 2024

Canvas Implementation and CTL Support:
Canvas has been the primary learning management platform at Kean University, with full implementation achieved in the Fall 2023 semester. The Center for Teaching and Learning (CTL) at Kean University provides online workshops to furnish guidance and support. For detailed information regarding expectations, and the requisites for utilizing a digital grade book in all courses, please consult the Kean CTL website.

Open Educational Resources:
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, contact Muhammad Hassan at hassanmu@kean.edu or Craig Anderson at cjander@kean.edu to learn how to incorporate OER into your courses. Visit the OER website 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 access the portal and the user support site, receive additional support and create and submit your syllabi. NOTE: The CTL has provided AI & ChatGPT Expectations and Guidance for Teaching as an additional resource in the syllabus templates.
If you are unsure of which template to use or if you have questions about the syllabus templates, contact your department chairperson.
Submit all Spring 2024 course syllabi via Simple Syllabus no later than Friday, February 9 (Beijing Time) or prior to the first meeting of your class. NOTE: This deadline does not apply to adjunct faculty.
If possible, please create opportunities for your students to attend the WKU Student Research Day event on Friday, April 26, 2024. This can be through designing an assignment to attend, or by bringing your class to the Student Research Day event.

Full-time Faculty Office Hours:
The full-time faculty office hours are 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.
Office Hours for Spring 2024 are required to be entered in KeanWISE under the KeanWISE link from the Quicklinks menu on the Kean homepage. After you sign in, go to the faculty landing page by clicking the Faculty tab. There you can enter your office hours via **Office Hour** under Faculty Information.
Spring 2024 office hours are required to be entered via KeanWISE by Friday, February 9 (Beijing Time), with final updates before the meeting of your first class.
For your reference and for important deadlines from the Office of the Registrar, you may access the WKU Academic Calendar.

WKU Library Reading Reserve Materials

Instructors should submit Reading Reserve materials to WKU Library by Tuesday, January 2 to ensure their availability for the first day of classes for Spring 2024.

To reserve library materials or if you have any questions, please email library@wku.edu.cn.

[Learn more](#) about library reserves.

Reserve materials will be processed on a first-come, first-served basis. Requests received after Tuesday, January 2 will be processed as received and 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.

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