

Disclaimer

This *Keene State College Faculty Handbook* was compiled in 2013 by The Office of the Provost. You will receive annual updates from the Provost and Vice President for Academic Affairs Office. Changes to this document must be approved by the KSCEA Leadership Team and The Office of the Provost.

The [collective bargaining agreement](#) between the Keene State College Education Association and the University System of New Hampshire contains legally binding policies, rules, regulations, and conditions of faculty employment. Accordingly, this handbook is advisory in nature. Actual [regulations and College policies](#) may be changed at any time and may differ from those described in this handbook. Questions concerning the applicability of any provisions described herein should be directed to deans or to the provost and vice president for academic affairs, the vice president for student affairs, or the vice president for finance and planning.

Academic Calendar

[SD 10/11-39]

KEENE STATE COLLEGE
2013-2014 Academic Calendar

2013						
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FALL SEMESTER 2013	
August	
2	Payment due for Fall Semester
21	Residence Halls open for new students at 8 a.m.
22	New Student Convocation 10:00 a.m. Gym
25	Residence Halls and apts. open for returning students at 8 a.m.
26	Classes and Schedule Adjustment period begin at 8:00 a.m.
30	Schedule Adjustment period ends at 4:30 p.m.
September	
2	Labor Day Holiday (College Closed)
3	Course withdrawal (W) period begins at 8:00 a.m.
October	
11	Fall Break Day (No Classes)
14	Semester Mid-Point
21	Registration for spring classes Begins
November	
8	Last day to withdraw from a class.
11	Veteran's Day Holiday (College Closed)
27	College open. No classes. Res Halls close at noon except Res. Apts.
28&29	Thanksgiving Holiday. (College Closed)
December	
1	Residence Halls reopen at noon
2	Classes resume at 8:00 a.m.
6	Payment due for Spring Semester
6	Last day of classes.
9	Reading Day. Final Exams begin at 6:00 p.m.
13	Final Exams end at 3:00 p.m.
14	Res. Halls close at noon. Res. Apts. close at noon on the 20th
SPRING SEMESTER 2014	
January	
3	Res. Apts. open at noon.
19	Res. Halls open at 9:00 a.m.
20	Martin Luther King Holiday (College Closed)
21	Classes and Schedule Adjustment period begin at 8:00 a.m.
28	Schedule Adjustment period ends at 4:30 p.m.
29	Course Withdrawal (W) period begins at 8:00 a.m.
February	
23	Summer Registration Begins
March	
10	Semester Mid-Point
15	Spring Break begins. Res Halls close at noon except Res. Apts.
23	Residence Halls re-open at noon
24	Classes resume
31	Registration for fall classes begins
April	
11	Last day to withdraw from a class
May	
2	Last day of classes.
2	Payment due for Summer Session
5	Reading Day. No classes. Final Exams begin at 6:00 p.m.
9	Final Exams end at 3:00 p.m., Spring Honors Convocation: 4:00 p.m.
10	Commencement Ceremony begins at 1:00 p.m.
11	Residence Halls and Residence Apts. close at noon
SUMMER SESSION 2014**	
May	
18	Residence Halls open at noon
19	Classes and Schedule Adjustment begins at 8:00 a.m.
21	Schedule Adjustment period ends at 4:30 p.m.
22	Course Withdrawal (W) period begins at 8:00 a.m.
26	Memorial Day Holiday (College Closed)
June	
13	Course Withdrawal (W) period ends
July	
4	Fourth of July Holiday (College Closed)
25	Classes/ Exams end at 5:00 p.m.
26	Residence Halls close at noon

**Comparable time parameters for schedule adjustment and course withdrawal time periods for courses running less than ten weeks will apply. Check with Continuing Education for details.

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I. General Institutional Information

A. The Mission and Values of Keene State College

1. **Mission:** Keene State College prepares promising students to think critically and creatively, to engage in active citizenship, and to pursue meaningful work. As the public liberal arts college of New Hampshire, we offer an enriching campus community and achieve academic excellence through the integration of teaching, learning, scholarship, and service.
2. **Values:** Our liberal arts mission dedicates us to the development of knowledge and skills necessary to meet the challenges of our changing world. As a public institution, we provide educational opportunities for all qualified students and continue our heritage of service to New Hampshire and the New England region.

We value:

- all members of our community: students, faculty, staff, alumni, and friends
 - strong relationships among students, faculty, and staff
 - excellence in teaching, learning, and scholarship
 - commitment to learning and cultural enrichment
 - social justice and equity in our community and in our curriculum
 - educational challenge and support for a wide range of learners
 - physical and financial access and support
 - balanced development of mind, body, and character
 - diversity, civility, and respect
 - civic engagement and service to the community
 - environmental stewardship and sustainability
 - partnerships that enhance the quality of life in the Monadnock region, New Hampshire, and the world
 - an attractive campus that inspires and supports inquiry, reflection, and social interaction.
3. **Rights and Responsibilities:** Students, faculty, staff, and administrators have worked together to create the Statement of Student Rights and Responsibilities based on accepted values of a learning community. This document has been printed in various forms on campus but may also be found in the Student Handbook.
 4. **Our Connection to the Keene Community:** Keene is a community of 25,000, located in the scenic Monadnock region of southwestern New Hampshire. Keene has been described as “that small, progressive New England city nestled among the surrounding hillsides, with the white church at the head of the square.” The Monadnock region has long been known for its rich history and “Currier and Ives” appeal. Keene State College highly values its relationship with the greater Keene community. The College participates in community-wide events such as the annual Pumpkin Festival and has joined with the city to pursue many initiatives of mutual benefit, such as Keene-Link, the combined city-College online library catalog. In addition, students, faculty, and staff members annually donate many thousands of hours in volunteer activities at the local level. An extensive Continuing Education program of credit and noncredit courses is accessible to Keene residents with high school diplomas. Admission to credit-bearing courses is free to anyone 65 years of age or older.
 5. **Keene State College Profile:** Keene State College is a four-year, liberal arts and sciences college with an enrollment of approximately 4,300 undergraduate students and 900 graduate and continuing education students. Academic majors, bachelor of arts, bachelor of fine arts, bachelor of music, bachelor of science and graduate degree programs are listed in the College catalog. Nearly 100 academic, social, and sport clubs are active on campus. Students also have the opportunity to participate in national and international exchange programs, community service, and the cooperative education program, which matches students to jobs related to their academic field of study.
 6. **History and Growth:** The evolution of Keene State College began at its founding on April 9, 1909, when legislation signed by Governor Henry B. Quinby created Keene Normal School in Keene, New Hampshire. In 1939, to recognize the bachelor of education degree and the expanded four-year curricula, the name of the institution was changed to Keene Teachers College. In 1963, to recognize programs in liberal arts and sciences, the College was named Keene State College and began its affiliation with the University System of

New Hampshire (USNH). From its original 20 acres, the campus has grown to 150 acres, and from its initial enrollment of 27 students, it has grown to approximately 5,900 full- and part-time students.

- B. **College Governance:** Keene State College operates on the principle of shared governance—a process of civic engagement in action. Faculty, staff, and students are involved in decision making at all levels through their membership on committees, and the principal administrators (the provost and vice presidents) are responsive to their proposed initiatives, supporting these ideas with necessary resources. Principal administrators strive to keep communication lines open with the entire campus community. Information and ideas flow in both directions, and the channels through which they travel are clearly delineated, as are the processes for decision making. Inviting input and making everyone part of the decision-making process demonstrates that all members of this community are valued. In terms of the College’s commitment to shared governance and valuing—all members of our community. The College has continued its commitment to an inclusive system of planning, which results in transparency in the governance process and aids the campus in arriving at informed decisions. This process requires all members of the faculty and staff to become active and engaged members of this community, educating themselves on a variety of issues and view points to make fully informed recommendations.

[Senate Website](#)

[PAT Council Website](#)

[OS Council Website](#)

II. Human Resources

- A. **[University System Personnel Policies:](#)** USNH has an On-Line Policy Manual which contains policies adopted by the University System Board of Trustees, the Presidents’ Council (also known as Administrative Board), the Chancellor’s office (also known as the University System Administration), and each of the USNH institutions, the Granite State College, Keene State College, Plymouth State University, and the University of New Hampshire. We have published only those policies which the promulgating body determined should be distributed through this mechanism. Although every effort has been made to make this manual accurate and up-to-date, we can not guarantee that it is completely accurate. For further information about existing policies, including effective dates, please contact either of the individuals listed below. Please also note that this compilation of policies is presented solely for the convenience of the user and is not a contract of employment and cannot be construed to establish rights beyond those provided for in the official and current policies of USNH and its institutions. The policies published in this manual are subject to amendment and repeal at any time and without notice. If you have any questions or comments regarding the format or content of this manual, please feel free to contact Keene State College Human Resources.
- B. **Affirmative Action Officer, Title IX:** Keene State College, in accordance with federal and state laws and regulations where applicable, does not discriminate on the basis of race, color, religion, national origin, gender identity, sex, age, veteran’s status, handicap, or sexual orientation in any of its programs or activities. Inquiries regarding this policy should be made to the affirmative action officer, who is the director of human resources, or to the Chief Officer for Diversity and Multiculturalism. The Title IX officer for faculty, staff, and students is the Chief Officer for Diversity and Multiculturalism. Students with special needs may also contact the associate vice president for student affairs and dean of students. Further inquiries may also be addressed to the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.
- C. **Diversity and Multicultural Office:** The Diversity and Multiculturalism Office provides leadership and collaborative guidance to the College’s deans, commissions, department chairs, administrators, staff, and students in matters related to the advancement of Keene State College’s goals for diversity and multiculturalism. In collaboration with campus entities, the office recommends institutional practices and policies that foster a welcoming and inclusive campus community. The office collaborates directly with the Campus Commission for Diversity and Multiculturalism, the Campus Commission for the Status of Women, and the student group, Common Ground. The office works with the campus to address issues and concerns related to multiple dimensions of diversity and multiculturalism, including, but not limited to, age, class, culture, differing physical and learning abilities, different learning styles, race, ethnicity, gender, sexual orientation, gender identity or expression, and beliefs.
- D. **[Background Checks:](#)** This policy is intended to support the verification of credentials, criminal history, credit status, and other information related to employment decisions. As part of the hiring process, USNH requires

disclosure of relevant employment, education, and criminal history information. In order to promote a safe workplace and academic environment, all new hires will be subject to background reviews of this information prior to hiring. Background checks review all regulated by federal and state statutes, such as the Fair Credit Reporting Act, the Americans with Disabilities Act, and Equal Employment Opportunity legislation. Each USNH institution shall establish specific procedures for background reviews that shall be applicable to the job and consistent with the requirements of this policy.

E. International Faculty Support

1. Financial Support: The College provides international faculty \$3,000 reimbursement for visa/Lawful Permanent Resident (Green Card) petition expenses: In addition, as the sponsor, the College is responsible for attorney fees for the PERM certification of the Green Card petition.
2. Visa/Green Card Statement: H1B Visa and H1B visa extension petitions are prepared and processed by Keene State College Human Resources. International faculty use an attorney to file their Green Card petition. Human Resources provides additional support to international faculty to assist them in adjusting to the KSC and Keene community.

F. Occupational Accidents, Injuries or Illness

1. Employment Related: Faculty/staff members who are injured or develop an occupational-related illness in the course of employment with the University System must report the incident and should be examined and/or treated by a health care facility unless immediate hospitalization is required. It is the responsibility of the faculty/staff member's department head to see that such examinations and/or treatment take place. [An Employer's First Report of Injury/Illness form](#) must be completed and filed with the proper campus department responsible for Workers' Compensation.
2. Reporting: Within 24 hours the department head, supervisor, or campus official specifically designated to investigate the cause and extent of an accident/illness must make a written report to the campus office responsible for Workers' Compensation. Written statements by any witnesses are also required.
3. Medical Attention: Any faculty/staff member consulting an outside physician or entering a hospital for treatment of a condition resulting from an injury/illness received while doing work for the University System must notify in writing the designated campus official responsible for complying with the Workers' Compensation policy. Medical evaluation information received by the faculty/staff member must be provided to the designated campus official for the purpose of determining eligibility for Workers' Compensation and the provisions of the Americans with Disability Act.
4. Return to Work: An employee who has been absent from work due to an injury received in the course of working for the University System must be examined by a physician and must submit to the designated campus official a written report from such physician before returning to work. USNH will make reasonable accommodations in accordance with the guidelines set forth in the Americans with Disability Act if requested.

G. [Discrimination and Discriminatory Harassment](#): All students, staff, and faculty at Keene State College have the right to work and learn in an environment free of discrimination and discriminatory harassment. Such conduct interferes with the mission of the College by diminishing access to education and employment; compromising the free and open exchange of ideas; and impeding the relationships among students, faculty, and staff. In accordance with University System of New Hampshire policy and applicable state and federal laws, all persons shall have equal access to the College's programs, facilities, and employment without regard to race, color, religion, sex, age, national origin, sexual orientation, marital status, veteran's status, or disability. No member of the campus community may engage in behavior within the jurisdiction of the College that unjustly interferes with any individual's required tasks, career opportunities, learning, or participation in campus life. All members of the campus community share responsibility for preventing and reporting discrimination and harassment, cooperating in any investigation which might result, and maintaining confidentiality

H. [Drug-Free Workplace](#): The University System of New Hampshire views alcoholism and drug addiction as highly complex diseases that, once they have been recognized, can be arrested by appropriate treatment, and for which the same consideration is given to faculty and staff as is given in cases of other illnesses. The University System's only purpose in involving itself in the complex areas of alcoholism and drug addiction is to assist the faculty or staff member in seeking treatment and returning to a state of effectiveness and productivity. The Employee Assistance Program is available to assist with such illnesses. Every case is handled with the utmost confidentiality. Using, possessing, or being under the influence of alcoholic beverages, amphetamine-type drugs,

barbiturate-type drugs, cannabis-type drugs, Phencyclidine, Methaqualone, Benzodiazepines, cocaine-type drugs, morphine-type drugs, hallucinogenic drugs, or any controlled drugs as provided in RSA 318-B during work hours by University System employees is prohibited. Where the use of alcohol is permitted by policy, safety considerations and concern for the image of the institution require that discretion be exercised in the use of alcoholic beverages either on or away from University System property. The use of prescription drugs will be permitted by policy in strict accordance with the prescription of a physician or dentist. In situations where the use of certain types of prescription and nonprescription medication may negatively affect mental concentration or coordination (such as antihistamines or “mood altering” drugs), safety considerations may require temporary reassignment of duties and responsibilities. Supervisors who have documented a faculty or staff member’s deficient or deteriorating performance and believe such performance to be related to the use of alcohol or drugs must discuss options for handling the problem with the Human Resource Office or other official designated by the campus chief executive officer. Supervisors shall not engage in diagnosis or establishing treatment plans for employees. The supervisor must then confront the employee and a formal referral to the Employee Assistance Program is to be made. The decision to undertake treatment through qualified sources is the responsibility of the individual faculty or staff member. The individual’s employment status will in no way be affected by the decision to seek treatment. The individual will continue to be covered by applicable personnel policies. If work performance continues to be deficient, or if treatment does not result in evident improvement of performance, a performance review will be conducted within the framework of USNH policy to allow for appropriate determination concerning the individual’s future employment status. Such performance reviews will consider evidence of poor work performance, frequent absences, neglect of duties and responsibilities, drastically altered moods, physical or verbal abuse, and deterioration of working relationships. Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace. USNH will take the following actions within 30 days upon notification of an employee conviction:

- take appropriate personnel action against a convicted employee up to and including termination;
- place a notice of the drug conviction in the employee’s personnel file in accordance with normal disciplinary policy procedures;
- require the convicted employee to utilize the services of the EAP;
- require the convicted employee to successfully complete an approved drug abuse assistance or rehabilitation program recommended by the EAP as a condition of continued employment.

I. Consensual Relations: *Adopted April 29, 2002* Keene State College’s Mission/Values Statement is best served in an academic environment characterized by professional, ethical behavior on the part of each member of the campus community. The College, while respecting individual rights, recognizes its responsibility to communicate to the campus community the professional risks associated with consensual romantic and/or sexual relationships between a Keene State College employee and someone over whom they have authority (for example, a faculty member and a student, or a supervisor and their assistant). Such relationships are of concern to Keene State College for two primary reasons.

1. Conflict of interest, or the appearance of conflict of interest, may arise in connection with consensual romantic and/or sexual relationships between administrators/faculty/staff and students/employees. Furthermore, such a relationship may give others cause to believe that unfair advantage accrues to the student/employee in the relationship. Keene State College, as well as more general ethical principles, precludes individuals from evaluating the work or general academic performance of others with whom they have intimate familial relationships, or from making hiring, salary, or similar financial decisions concerning such persons. Consensual romantic and/or sexual relationships that fall within the categories described above may also raise conflicts of interest and other ethical concerns.
2. Abuse of Power Differential: Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving a power differential, the potential for serious consequences remains. Examples of power differentials include but are not limited to: a faculty member who will be grading a student’s performance, an athletic coach who determines players on a team, a residence hall director who may assess fines or other penalties against a resident student, or an administrator who has access to student records. An administrator/faculty/staff member who enters into a romantic and/or sexual relationship with a student/employee where a professional differential exists must be aware that:
 - The reasons for entering the relationship may be a function of the power differential;

- If a charge of sexual harassment is alleged, it will be exceedingly difficult to defend against the charge on grounds of mutual consent; and
- The individual with power in the relationship will likely bear the burden of accountability.

The following suggestions can help you avoid the potential problems outlined above:

- Avoid consensual relationships when there is a conflict of interest or a potential power differential.
- If a romantic or sexual relationship exists or develops, divest yourself of the professional responsibility for evaluation and/or supervision. Your supervisor may be able to help you develop alternative plans.

- J. **Nepotism:** More than one member of an immediate family may be employed by a System institution. No faculty member, department chairperson, dean, supervisor, or other administrative officer may participate in decisions affecting the appointment, tenure, promotion or other personnel status of a relative. In situations where direct supervision by a relative is involved, the immediate senior to such a supervisor will be responsible for establishing special procedures as may be required to provide equitable treatment, including performance evaluations. For all purposes involving the application of this rule concerning the employment of relatives of existing personnel, a “relative” is defined as parent, spouse, child, brother, sister (or the foregoing as in-laws), and other close relative by birth or marriage (such as aunt, uncle, nephew, or niece)
- K. **Wellness**
1. **ELF:** The ELF program provides health promotion programs (e.g., nutrition and weight loss seminars, cancer screenings, smoking cessation, blood pressure clinics, cholesterol screenings, walking programs) to faculty and staff members. Some programs are provided free of charge, and others are provided on a cost-shared basis. All benefits-eligible faculty and staff members may participate in the ELF programs. The University System of New Hampshire encourages the active involvement of faculty and staff members in the health promotion activities provided by the Exercise for Lifelong Fitness program.
 - i. **Visual Acuity Program:** Employees who use a Video Display Terminal (VDT) on a frequent basis or have a position that requires a high degree of eye concentration are eligible for this program on a cost-shared basis 80%/20%. Depending on availability, a comprehensive eye exam will be administered by a pre-selected optometrist or ophthalmologist. Any follow-up exams, procedures, or purchase of corrective lenses as a result of any exam administered under this program will be the responsibility of the employee. Each campus will designate the specific time period during the year when exams will be offered. The USNH Benefits Office is responsible for funding and designating vendors.
 2. **Employee Assistance Program:** The EAP strives to provide an effective program to assist faculty and staff members and their families in resolving problems such as alcoholism, drug abuse, relationship conflicts, and job performance issues. The Employee Assistance Program provides counseling, assessments, and referrals to outside professional resources for faculty/ staff members and their eligible family members. All employees in benefits eligible positions, their spouses, domestic partners and dependent children are eligible to participate in the USNH Employee Assistance Program.
 3. **Confidentiality:** Information regarding individual participation will not be disclosed without the written consent of the faculty or staff member.
 4. **Coverage:** The faculty or staff member, spouse and dependent children will receive a number of free visits to the EAP for each situation.
 5. **Supervisory Referrals:** Supervisory referrals may be made on behalf of a faculty or staff member whose job performance is deteriorating. Although supervisors may recommend the EAP, the decision to seek assistance through the EAP is the responsibility of the faculty or staff member. Supervisors shall not engage in diagnosis or in establishing treatment plans for employees.
 6. **Employment Status** will in no way be affected by the decision to seek assistance. The services of the Employee Assistance Program must be used on the faculty/staff member’s personal time (i.e., accrued leave or earned time).

III. **Faculty Performance and Evaluation:** [The Collective Bargaining Agreement](#) (CBA) specifies that full-time faculty shall generally teach 24 credit hours per academic year (Article XI. B.1.) and may be assigned a maximum of 21 advisees (Article XI. I.2). It is impossible, however, to define faculty responsibilities in such limited terms. Quality teaching demands ongoing study and professional development, participation in professional organizations, work with campus committees, and hours spent mentoring students as well as evaluating their work. Other activities supporting

quality teaching may include setting up and breaking down labs, ordering and inventorying supplies, maintaining equipment, supervising student assistants, and coordinating multi-section courses taught by adjuncts.

- A. **Instructional Expectations:** Chairs and coordinators have a wealth of information to support faculty, manage problems and can provide formative as well as summative feedback. New faculty will find it useful to consult with department chairs for guidance and assistance with normal classroom procedures. Chairs and coordinators are responsible for course scheduling, convening section meetings, and generally ensuring that teaching, student advisement, curricular changes, and other matters function smoothly. They communicate information from deans and administrators to faculty in their disciplines. Chairs (Article VIII. B.) oversee the development of Department Peer Evaluation Committees (DPECs) and see that the business of faculty evaluation is carried out appropriately. Deans make recommendations on staffing courses and hiring new faculty. They have a strong voice in proposals for curricular change and in encouraging professional development. Any incidents of student dishonesty must be reported to assistant deans. Details on preparation of the syllabus, attendance policies, and other matters can be found in the following chapter on “Teaching and Classroom Management.” The Center for Engagement Learning, and Teaching (CELТ) can provide support, consultation, and materials on these and other teaching, learning, and assessment issues. In addition to their teaching responsibilities, faculty is expected to participate in the governance and civil activities of the College. This would normally include active membership on a few committees each year. Faculty is encouraged to choose committee assignments in line with their special interests and talents. Service to the College constitutes one of the criteria for promotion and tenure.
1. **Course Syllabi:** A course syllabus is required to be uploaded on to the course Blackboard site by the start of classes. Syllabi should be reviewed with students during the first week of classes.
 2. **Class Attendance and Related Matters:** Faculty Members are expected to attend all class sessions unless alternate arrangements have been made and students have been notified. Classes shall begin and end promptly. Throughout each class session all parties shall adopt a courteous, attentive demeanor appropriate to an academic setting.
 3. **Deadlines:** Faculty members shall maintain a minimum of three (3) Office hours per week on three (3) different days per week during the regular semester. Faculty members will post and maintain their office hours and are encouraged to have evening office hours at least one (1) per week to accommodate non-traditional students (Article XI. H. 1 and 2). Faculty members shall return students’ work in a reasonable amount of time. Changes in the course requirements or established deadlines shall allow reasonable time for students to complete the work. Faculty members shall submit final grades to the Registrar’s Office by noon on Tuesday after the last final.
 4. **Format for Student Work:** Faculty members are expected to inform students of acceptable scope and format for work and of the consequences for noncompliance. This information shall be included in the course syllabus.
 5. **Academic Ethics:** As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of the discipline. They demonstrate respect for students as individuals and adhere to the proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect their academic freedom.
- B. **Annual Self Evaluation:** Every tenure track faculty member must complete [a self evaluation](#) to be submitted to the faculty member’s Dean by May 15th.
- C. **Promotion and Tenure Procedures (Articles VIII, IX and X):** The [CBA](#) with the Keene State College Education Association (KSCEA) contains legally binding information about tenure and promotion procedures. The following guidelines are offered as general advice only. The faculty member’s official relationship with the College begins with the letter of appointment, which should be preserved, along with all other relevant personnel documents, and later presented when applying for tenure and promotion. Faculty are appointed at the rank of assistant professor, or as Instructor if the terminal degree is in process. Upon confirmation of degree completion, faculty members at the rank of Instructor will automatically receive a change in status to assistant professor effective the beginning of the next academic year. Assistant professors are eligible for promotion to associate

professor after a term of five years and tenure decisions are considered after six years of service at Keene State College, unless a faculty member's letter of appointment specifies otherwise.

1. Evaluation As a faculty member, it is in your best interest to see that reviews occur in a timely fashion, despite changes of personnel in the office of department chair or dean. You must also notify your chair and dean by September 1st (Article VIII.C.2) of the year in which you intend to apply for tenure and/or promotion. It is your responsibility to maintain records (initial letter of appointment, your annual [self-evaluations](#), [classroom observations](#), [DPEC reports](#), and dean's evaluations) and to present them when applying for promotion and/or tenure. The promotion and/or tenure process begins with individual self-evaluations, to be completed by all faculty every spring, and proceeds as follows:
 - a. Non-tenured faculty are evaluated by their DPEC chair informally at the end of their first semester of service.
 - b. Formal DPEC evaluations occur at the end of the first and third years of service.
 - c. In any year, the dean, the department chair or the faculty member can request an evaluation
 - d. Additional DPEC evaluations occur as part of the application process for promotion and/or tenure
2. Application for Promotion and/or Tenure: During the fall semester of the academic year in which a promotion and/or tenure decision is to be made, a faculty member will present a portfolio to their DPEC committee outlining the faculty members accomplishments in three areas: teaching, scholarship/related professional activities and service to the College. Faculty applying for promotion and/or tenure will be evaluated by the Faculty Evaluation Advisory Committee (FEAC) following [FEAC procedures](#). It is highly recommended that faculty members seeking promotion to associate professor or professor communicate their intentions at least a year in advance to their dean and DPEC, so that appropriate evaluations be included in the promotion file. Copies of recommendations from all authorized persons and bodies will be sent to the candidates.
 - a. Portfolio: A portfolio includes a binder not more than 3" wide with support materials and a second binder of student evaluations. Each candidate will assemble their own promotion and/or tenure file and deliver it to the DPEC chair by the date issued by the Provost's Office. Candidates are encouraged to be selective in their choices of materials for inclusion in their portfolio. The candidate's portfolio should be organized in a coherent, professional manner. The information should be fully accessible to those who will review the portfolio.
 - b. Application:
 - i. Eligibility: Faculty members eligible for promotion and/or tenure will be notified by the Provost's Office by May 31st. Candidates will be considered in the following groups: Professor, Associate Professor and tenure. Eligibility rank qualifications are available in the CBA Article IX.
 - ii. [File/Portfolio Guidelines](#) : Candidates are responsible for the preparation of promotion and tenure files. Evaluation will be based on the contents of the file. Care should be exercised to ensure the file's accurate representation of your professional activities and achievements. Supporting evidence for tenure shall cover the entire period since the candidate's appointment to a tenure-track position. Supporting evidence for promotion shall cover the entire period since the previous promotion. In the case of a faculty member who wishes to cite performance at previous institution(s), the faculty member should provide documentation of performance in all three categories for the period of service at those institutions. Those documents should be included in the file. **Supporting documentation should be submitted for all work.** Those who read a file may not be familiar with terminology, professional associations, journals, acronyms, certifications, and other language of your field. Help these readers understand your professional competence and achievements as you would help your students understand your field.
 - iii. DPEC Submission: The second step in the evaluation process occurs at the discipline level. A Department Peer Evaluation Committee (DPEC) evaluates untenured faculty by June 1st of their first year and third year of service. Department standards for promotion and/or tenure are available at: <http://sites.keene.edu/academicaffairs/departamental-dpec-guidelines> The [DPEC Report](#) template must be used to complete the evaluation process. Each DPEC will examine the promotion and/or tenure file and augment it with its [classroom observation](#) reports and recommendation, including the vote and rationale. The DPEC will submit its report and all promotion and/or tenure materials to the Provost's Office by the date specified by the Provost's Office.

- iv. Dean's Process: The deans will examine the promotion and/or tenure portfolios, including the DPEC report and complete a recommendation.
 - v. [FEAC Process](#)
 - vi. Final Steps: The FEAC will examine the promotion and/or tenure portfolios, including the DPEC report and complete a recommendation. The mutually independent recommendation of the dean and of the FEAC will go directly to the Provost's Office. The recommendation of the Provost, after view by the president of the College, will be transmitted to the Board of Trustees for final consideration. Copies of the FEAC, Dean's and Provost's recommendations will be provided to the candidates as well.
 - vii. Rights of the Candidate: Rights of the Candidate: (*in addition to those in the Collective Bargaining Agreement and the DPEC and the FEAC Guidelines*):
 - To respond in writing to any materials used in the evaluation at any level.
 - To submit written responses to recommendations by DPEC and FEAC, within four calendar days of receipt of a copy to the Dean.
 - In the event the DPEC has not completed its work by the FEAC deadline, the candidate may retrieve the promotion files from the DPEC and deliver them to the Academic Affairs Office.
 - If the dean is not completing evaluations in a timely manner, the candidate should contact the KSCEA grievance officer and/or the Academic Affairs Office.
 - A formal committee hearing called by the FEAC will:
 1. To confront and examine all parties testifying.
 2. To have a Keene State College colleague-advisor present.
 3. To request testimony from qualified faculty members of this or another institution, upon approval of FEAC, such witnesses being subject to cross-examination.
 - Candidates may request reconsideration by the FEAC. Such requests shall be in writing and received by the chair of the FEAC within four days of the candidate's receipt of the FEAC letter. This request will be granted if the candidate points out a significant procedural error or provides information that could not reasonably have been included in the original file and that, in the opinion of the FEAC, substantially alters the material basis of the FEAC action. In the event of denial of reconsideration, the FEAC will so notify the candidate in writing indicating that the FEAC did not find substantial grounds for reconsideration. No other explanation should be made.
 - Candidates may write a letter of rebuttal directly to the office of the provost and vice president academic affairs that will be used in deliberations.
- D. Student Evaluation of Faculty: This process is currently under review and may be changed within this year. At Keene State College the current policy is to conduct end-of-semester student valuations of each course. Course evaluation packets are distributed a week before the end of classes. During class time you will need to assign a student monitor to take responsibility for distribution and collection of the evaluations. You must leave the room while students complete the forms. The student monitor will then collect the completed forms, return them to the envelope, and deliver the sealed envelope to your dean's office. If the class is held after the regular 4:30 p.m. closing time, evaluations are to be delivered to the circulation desk at the Mason Library. These course evaluations are important in the consideration of faculty for promotion and tenure; therefore, you must emphasize their importance to students and make sure that they understand the procedure.
- E. [Sabbatical Guidelines](#): A sabbatical leave is for the purpose of professional study and research that promises to contribute to the development of the faculty member in relation to their capacity at the College. Applicants for sabbatical leave must develop a specific proposal that outlines the benefits expected for both the College and the individual. (Article XV)
1. Faculty members with the rank of assistant professor or above become eligible for a sabbatical leave of absence for professional development upon completion of six full years of full-time service in the rank of instructor or above, not including time spent on previous leaves without salary. Subsequent eligibility for sabbaticals shall be upon completion of six full academic years upon return from the previous sabbatical.

2. Leaves of up to one semester with full salary or two semesters with half salary may be granted. Such leaves shall constitute continuous service time for the purpose of general salary increases and benefits. The faculty member will accrue service time in rank for promotion, tenure and seniority. Any sabbatical leave must have the approval of the Provost/Vice President for Academic Affairs.
3. A sabbatical leave is for the purpose of professional study and research which promises to contribute to the development of the faculty member in relation to his/her capacity at the College. Applicants for sabbatical leave must develop a specific proposal which outlines the benefits expected for both the College and the individual.
4. Sabbatical leaves are granted with the agreement that the recipient shall return to the service of the College for at least one year or reimburse the full amount of salary received and the College's share of the benefits provided while on leave.
5. No such leave shall be considered a termination or breach of the contract of employment and the faculty member on sabbatical leave shall be entitled to the same position occupied prior thereto except as affected by the operation of Article XV, Retrenchment.
6. Nothing in this article shall be construed to prevent any faculty member on sabbatical leave from receiving a grant for further study from any institution of learning other than USNH.
7. A committee of six faculty members chosen by KSCEA shall receive all applications for sabbatical leaves at a time and in a manner which it shall determine and announce. Each subcommittee shall have five of the six members. The committee shall review and prioritize the applications and make its advisory recommendations to the Provost/Vice President for Academic Affairs.
8. The Provost/Vice President for Academic Affairs shall not arbitrarily reject the recommendations of the Sabbatical Leave Committee.

IV. Academic Resources

- A. Teaching and Classroom Management: Keene State College has placed teaching at the center of its mission and at the head of the list of faculty roles and responsibilities. Guidance for those just entering the teaching field may be sought from senior colleagues, department chairs, or deans. The following guidelines are intended to answer basic questions related to teaching. Each faculty member is expected to teach 24 credit hours per year, or 12 per semester. Courses to be taught are usually assigned through discussions within the discipline, led by the department chair or coordinator, who attempts to see that each person teaches a mix of lower- and upper-level courses, with both large and small enrollments. The CBA requires faculty to hold office hours for at least three hours per week, scheduled on three different days.
 1. General Suggestions
 4. Statement on Faculty Authority and Safety in the Classroom: Keene State College faculty members have the authority and the responsibility to set reasonable behavior standards for students in their classes and to enforce those standards. All faculty members also have a right to be reasonably safe in their professional activities. These rights and authority serve to ensure the quality of education and protection of all members of the Keene State College community. The College has an obligation to create a reasonably safe environment. At a time when many students enter colleges and universities without a clear understanding of academic expectations and when faculty themselves differ in their expectations, it is important that each faculty member create explicit standards for their classroom. These standards may include but are not limited to such matters as attendance, late arrival, eating food in class, talking with other students while the faculty member is speaking, sleeping in class, and handing in assignments late. Since faculty members vary widely in their attitudes toward some of these behaviors, faculty should not assume that it is clear to students what will be expected. It is incumbent on faculty to create these explicit standards, communicate them to students, and then consistently enforce them. In most cases, a student who does not meet expectations should be dealt with individually outside of class. If a student continues to violate these expectations or in an especially severe case, the faculty member can require the student to leave the class temporarily or recommend deregistration. Faculty members who have asked a student to

leave the class should inform their chair and dean. In cases of an irreconcilable conflict between a faculty member and a student, the possibility of alternative classes could be explored. All faculty members have a right to be reasonably safe and free from student harassment, especially in their classrooms. Any faculty member who has personal safety concerns should contact the dean, Campus Safety, and Student Conduct Office immediately; faculty members may also contact the Keene Police or New Hampshire State Police if confronted by threatening or criminal behavior. The College has policies in place to deal with such situations and will move promptly to institute these policies for the protection of the faculty member. If a faculty member files a complaint concerning student behavior, the faculty member shall be kept informed of the process of the investigation and of any judicial proceedings against the student consistent with the rights of the parties and the integrity of the investigation. The College will make a reasonable effort to inform the faculty member of the potential return of that student to the faculty member's courses or department/program.

5. Writing the Syllabus: Faculty members may find it helpful to consult course syllabi kept on the library K-Dig Drive to find out what textbooks and course plans have been used in the past. A course syllabus should be reviewed at the first class meeting and an electronic copy should be sent to your administrative assistant. It is recommended that a syllabus include the information identified below:
 - Course title, including course number and section number, and the year and semester the course is offered.
 - Faculty Member's name, telephone number, office location, and office hours.
 - Catalog description.
 - Goals and learning objectives.
 - Course methodology. Briefly describe your approach to the course (e.g., lecture, discussion, demonstrations, etc.).
 - Topics covered together with a schedule or timeline; commonly, course syllabi list weekly readings, written assignments, and dates for exams, midterms, and papers or projects. It is helpful to list dates for the schedule adjustment period, College holidays, and the end of the late-withdrawal period.
 - Required or recommended textbooks and other instructional materials, and a list of reserve readings where appropriate. Faculty are advised to be mindful of the high costs of textbooks, to use library reserve materials where appropriate, and to be sure that any textbooks students are required to purchase will be fully utilized in the course.
 - Course evaluation procedures: how student work will be graded, both the percentages awarded to the various components of the course, and the numerical values assigned to each letter grade. The syllabus should also state your policy on attendance, make-ups, and information about where or whether students who have missed class may turn in their assignments. Students should also be informed about your expectations for conduct (courtesy, lateness, collaborative work), and reminded of policies in their Student Handbook concerning standards of performance for students, plagiarism, and academic honesty.
 - Faculty should include in their syllabi language regarding expectations of student use of mobile technology including laptops.
 - The Office of Disability Services recommends including on the syllabus a statement inviting students to disclose any documented learning disabilities. The following wordings are suggested, depending on your teaching style: If you have a documented disability and require adaptations or alternative testing, please notify me in writing or meet with me during my office hours; or: If you need assistance or accommodation with any aspect of the class, please see me immediately. This way we can collaborate and ensure proper resources and supports are in place to assist you with your success.
 - The syllabus should also inform students that in case of inclement weather, they can call your voice mailbox to learn whether or not you will be holding class.
6. Attendance Policies: While the College has no institutional attendance policy, faculty members need to state their individual attendance policies in their syllabi. The percentage of the semester grade allocated to attendance or participation may be expected to vary with the nature of the course. Occasionally faculty will encounter problems with students who stop attending class. In these cases, the Faculty Member may call the student or attempt to make contact and discuss the absences. Missing a significant number of

classes (regardless of the validity of student excuses) is grounds for failing the course; students sometimes need to be reminded of this fact. Faculty Members may decide on an individual basis whether to give unannounced quizzes. Exams, however, should be announced at least a week in advance, and students should be told what the exam will cover. Midterms are given at the discretion of the Faculty Member. Students have the right to practice the religion of their choice. Each semester, students should submit to their Faculty Members, by the end of the second week of classes, a written list of religious holidays whose observance will cause them to be absent from class. Students are expected to make up missed work. Faculty members are expected to make reasonable attempts to accommodate students who are appropriately following this policy.

7. **First Day of Class:** Faculty should distribute the syllabus and review grading procedures, introduce the textbook and subject matter, and create an opening day atmosphere that stimulates student interest in the subject at hand. The Faculty Member may encounter questions about course capacity: if a course has enrolled as many students as the number of seats available, it will be closed and no further registrations will be possible during the period before classes actually begin. On the first day of class, the Faculty Member should call the roster and note the names of students who do not appear. Their seats may be given to any students waiting to enroll. These new students will present a Schedule Adjustment form, available from the Registrar's Office, for the Faculty Member to initial. This slip must be returned by the student to the Registrar in order for enrollment to become official. The student who has lost the seat is still responsible for formally dropping or withdrawing from the course. Sometimes students approach faculty before classes begin, asking to get into a course that has been designated as closed. Faculty may keep a list of these students and then award them any available seats on the first day of class. There are several reasons why there may be fewer students in the class than the number officially enrolled. First, two or more seats are reserved for Continuing Education students; if none have enrolled in the class, those seats become available to regular, matriculated students. Second, students may have registered for the course but not returned to College, either because of a change in plans or because they were excluded for poor academic performance. Third, the College de-registers students who have not paid their bills on time. These students then must go through the schedule adjustment procedure along with everyone else. If there are chairs remaining in the classroom despite the fact that a class has been designated as full, it is up to the faculty member to decide whether or not to accept additional students. For courses that are not full to capacity, faculty may authorize their departmental administrative assistants to sign Schedule Adjustment forms; administrative assistants then give faculty a list of names of students who have dropped or added the course.
8. **Class Cancellations:** If you must cancel a class due to inclement weather, illness, or emergency, contact your departmental administrative assistant and the dean's office so that class cancellation notices can be posted on classroom doors and the cancellations web page, and inquiries can be answered by staff. You may post assignments or postponement of tests with your cancellation notice. If your class meets early in the morning or only once a week, you may keep off-campus students' telephone numbers or organize a telephone tree to notify those who come to campus only for your class. It is important to list your office telephone number on the syllabus so that students who are unable to attend due to poor winter driving conditions can leave messages with your voice mail. A convenient way to notify students of your absence is to instruct them to dial your voice mailbox in case of inclement weather. If you must be absent, change your mailbox greetings specifying the date, to explain that you will miss class, and to announce any changes in assignments. Don't forget to change this emergency greeting as soon as you return to your office.
9. **Personal Safety:** Any faculty member with personal safety concerns should contact Campus Safety immediately at 358-2228. The Keene Police and Keene Fire Department are available by dialing 911. Campus Safety is also alerted when a 911 call is made from the campus.
10. **Off-Campus: Faculty-Led Programs:** Proponents of all off-campus programs, short or long, must adhere to Keene State College procedures for study-away programs. Keene State College will not sanction any faculty-led or faculty-connected trips without full adherence to the guidelines. No student/client may participate in a study-away program without full compliance with these requirements. It is the responsibility of each study-away leader to distribute information and collect forms related to safety, risk

management, and liability. Information, guidelines, and forms may be obtained from the Global Education Office and must be returned to that office prior to departure. The following information and guidelines are available:

- Approval process, guidelines, and forms for new programs
- Emergency procedure guidelines
- Cultural adjustment issue guidelines

The following information must be distributed to all participants:

- State Department travel advisories (official government travel advisories)
- Centers for Disease Control Traveler's Health Report

The following forms must be distributed to and collected from all participants:

- Proof of required medical and medical evacuation insurance form
- Medical information release form
- Release and waiver of liability form
- Emergency contact information form

In addition, the following group information must be provided by all study-away leaders:

- List of all participants (including faculty/staff /others)
- Travel itineraries (including information to contact participants while away)

2. Textbooks and Bookstore Services: The Keene State College Bookstore is committed to ensuring that textbook adoptions promote a high quality educational experience. The bookstore is also committed to minimizing the cost of textbooks for our students, which have increased substantially in recent years and have had a significant fiscal impact on students. Faculty should carefully consider the appropriateness of textbooks and other supplemental materials for each course, the cost to students, and factors that determine the cost. The importance of considering costs in textbook adoption decisions was addressed in the College Textbook Competition and Affordability Act

a. Best Practices Guidelines:

- I. Educational Appropriateness: Textbooks and other supplemental materials assigned for use in coursework serve as important tools in the educational process. Faculty members should select textbooks and other materials that are suitable for the subject matter in a course, that support appropriate pedagogical approaches to teaching within a discipline, and that promote the goal of providing a high quality educational experience.
- II. Prices of Textbooks: Publishers are required to provide information on prices of textbooks and supplemental materials, both in bundled and unbundled form, and for both the current edition and previous editions. Publishers are required to include information on substantial content revisions between current and previous editions. Publishers are also required to provide information on paperback or other alternative forms for materials and lists of textbooks that are classified as integrated textbooks. This provides the opportunity for faculty to obtain information on a variety of textbook choices. The Keene State Bookstore can also provide retail price information (the price students will pay in the bookstore) to faculty. Faculty should take into account price considerations in making textbook decisions.
- III. Early Adoption: In order to ensure that books are available in our store or Web site on or before the first day of class, please submit your textbook and related course materials adoptions by the following deadlines: Winter and Spring - October 15; Summer and Fall - February 15. This allows our staff time to research your titles, seek as many used copies as possible (first and foremost from our students), and to work with publishers and suppliers to resolve out-of-stock situations or other problems. There is another very important reason to have your textbook orders in on time. You can help save your students money on their textbook purchases. If we have your adoption information prior to finals week and buyback, we can add your titles to our buy list. Students receive up to 50% of the current retail price for their unwanted books (in some instances, 60%), and we can then place the used book stock on our shelves for other students to buy at a reduced price.
- IV. Content of New Editions and Consideration of Used Textbooks: Faculty should carefully consider the content of new versus existing editions of textbooks. Repeated use of the same textbook in a course provides opportunities for students to acquire used textbooks, which can often save students

significant costs. In choosing between a new version and an existing edition, faculty should consider whether content revisions warrant the cost differential that is often associated with using a new edition.

- V. Use of Required Items: Faculty members should ensure that a significant portion of each assigned textbook will be used in the course. If supplemental materials are sold with the textbook (a practice called bundling), faculty members should be aware of the variance in price between the bundled and unbundled items. They should consider whether all parts of the bundle are intended for use in the course. Faculty may ask the bookstore whether it can obtain from the publishers only a subset of the bundled items. [Integrated textbooks are not considered bundled items for purposes of this policy. See definition below.]
- VI. Alternative Approaches: Faculty members may want to consider permitting students to purchase electronic versions of textbooks when available or to incorporate the use of online resources into course instruction wherever feasible or prudent.
 - b. Textbook Adoption Process: Faculty textbook orders need departmental approval and should be placed with your department chair or instructional coordinator, or other designated faculty or staff member within your department. The department chair or instructional coordinator will review and compile the adoptions, then send them to the Keene State Bookstore. Please provide as much information as possible: author, title, edition, copyright date, publisher, ISBN, and an estimated quantity (based on estimated enrollment) needed for each course. We strongly encourage you to consider the final retail price when making your textbook selections. If you need assistance in determining retail prices, please contact the Keene State Bookstore’s textbook manager @ 8-2137 or bookstore staff @ 8-2645.
 - c. Faculty Acknowledgement of Compliance: As directed by the provisions of the Textbook Affordability Law of 2009 and to ensure compliance with that law, faculty members must indicate an acknowledgement of compliance. A letter regarding the acknowledgement requirement will be distributed with requests for adoption information.
 - d. College Text Book and Affordability Act: The State of New Hampshire legislature has before it a “College Textbook Competition and Affordability Act” which has as its purpose “to establish practices in higher education institutions in the State in which textbook selection reflects consideration of textbook prices and ways to reduce costs to students, that posts textbook decisions in a timely manner to help students in obtaining assigned books at the least cost, and promotes competition”. The statute notes that textbook prices increased by more than twice the increase in overall inflation in the period 1986-2004. Faculty members are encouraged to understand and consider the proposed legislation before selecting a college textbook. Selected Provisions of the Statute:
 - I. Best Practices: Section (1)(C)(3). Each public institution of higher education in the State shall develop and implement a best-practices process for faculty in selecting college textbooks and supplemental material that:
 - ensures early adoption of college textbooks and supplemental material;
 - encourages the maximum usage of used college textbooks and of previous editions of college textbooks, when possible
 - for undergraduate college textbooks, ensures that the majority of the assigned material will be used in the course unless it would be in the student’s financial interest to purchase separate materials; and
 - ensures that faculty are aware of various outlets for the supply of college textbooks and supplemental material.
 - II. Requirements for Publishers: Section (1)(E)(1). A publisher that sells college textbooks or supplemental material and provides information regarding a college textbook or supplemental material to a faculty member, other adopting entity in charge of selecting course materials, or the administration of an institution of higher education shall disclose with this information, in writing, by paper or electronic means:
 - the price of the college textbook or supplemental material;

- the title, author, publisher, edition, current and three previous copyright dates, publication date when available, and ISBN of the college textbook and supplemental material, both as bundled and unbundled items;
 - substantial content revisions made between the current edition of the college textbook or supplemental material and the previous edition of the college textbook or supplemental material;
 - other available formats for the college textbook or supplemental material such as paperback or unbound; and
 - a list of textbooks that are classified as integrated textbooks.
- III. Faculty Acknowledgment: Section (1)(D)(2). Before selecting a college textbook or supplemental material and before transmitting the selection to a campus bookstore, providing the selection to any other bookstore, or posting the selection on the website of the public institution of higher education, a faculty member shall acknowledge:
- I(1). If selecting a different college textbook from a different publisher, the cost of the new selection versus the cost of the previous selection; or
- I(2). If selecting a current edition of a college textbook,
- A. the differences in substantial content between the current edition of the textbook and the previous edition of the textbook as reported by the publisher under subsection (E) of this section;
 - B. that the use of the current edition is appropriate due to a material change in substantial content between the current edition and the previous edition;
 - C. the difference in price between the current edition of the textbook and the previous edition of the textbook; and
 - D. that the previous edition of the textbook may be available to students at a lower price via the used book market.
- II. That an integrated textbook is not subject to subsection (F)(3) of this section; and
- III. That supplemental material included in a bundle is intended for use in the course.
- Section (1)(E)(2). Faculty members acknowledge having been informed about the disclosures required of publishers under section (1)(E)(1) and the impact that the high cost of college textbooks and supplemental material has on students.
- IV. Academic Freedom: Section (1)(I). This section (referring to all of Section 1 of the statute) may not be construed to supersede the institutional autonomy or academic freedom of faculty members involved in the selection of college textbooks and supplemental material.
- V. Glossary of Terminology: *Section (1)(A)*.
- *“Supplemental material” means educational material developed to accompany a college textbook that is not being used as a component of an integrated textbook. “Supplemental material” includes printed materials and electronic materials such as computer disks and web access codes.*
 - *“Bundle” means one or more college textbooks or other supplemental material that are packaged together to be sold as course materials for one price.*
 - *“Integrated textbook” means a college textbook that is combined with materials developed by a third party and that, by third-party contractual agreement, may not be offered by publishers separately from the college textbook with which the materials are combined; or other materials that are so interrelated with the content of the college textbook that the separation of the college textbook from the other materials would render the college textbook unusable for its intended purpose.*
3. [Wallace E. Mason Library Services](#)
- a. Mason Library Mission: Mason Library provides resources and instruction in support of the Keene State College mission and curriculum.
 - b. General Information: library resources. The Library seeks to maintain an intellectual environment that encourages critical thinking while providing an atmosphere that is both informal and comfortable. The library holdings number about 326,000 items and annual publications; subscriptions to more than 900 print periodicals and newspapers, and an extensive selection of videos, DVDs, audio books, and music CDs. Online database providers such as EBSCOhost, JSTOR and Project Muse offer full-text access to additional 21,000 eSources which include journals, magazines and newspapers. The library’s collections

include the [Curriculum Materials Library](#), [Orang Asli Archive](#), the College Archives, including New Hampshire and Keene State College history, [and special collections](#), with holdings of children's literature manuscripts, an Edward Gorey collection, and social justice materials featuring materials used in creating the film on Jonathan Daniels among other collections. The [Cohen Center for Holocaust and Genocide Studies](#) is also housed within the building.

[Library Hours During the Academic Year](#)

Monday-Thursday, 8 a.m.-midnight

Friday, 8 a.m.-10 p.m.

Saturday, 10 a.m.-10 p.m.

Sunday, 10 a.m.-midnight

Extended Hours

Sundays (last 7 weeks of the semester), 10 a.m.-2 a.m.

Monday-Friday (last 3 weeks of the semester), 8 a.m.-2 a.m.

Saturday and Sunday (last 3 weeks of the semester), 10 a.m.-2 a.m.

- c. Library Instruction Program: The Mason Library offers course-integrated library instruction. The librarians develop specific instruction sessions tailored to the discipline, class, and assignment. The librarians also offer one-on-one instruction. Please contact Library Department Chair, [Peg Barrett](#) at 358-2714 or Information Literacy Librarian [Elizabeth Dolinger](#) at 358-2749, or via the [web form](#) if you would like to schedule a class or a one-on-one instruction session. Classes are held either in the first-floor classroom, the second-floor classroom, or in the departmental classrooms. Librarians also serve as liaisons to the various academic disciplines. [Librarian liaisons](#) establish and maintain positive communication with departments, specialize in upper-level and lower-level course instruction, and engage in collection development supporting faculty and student research and curriculum.
- d. [Reserve Materials](#): Faculty may place library materials and personal items on reserve at the Circulation Desk. These materials have restricted circulation periods specified by the faculty member (usually 1 or 3 hours, or 1, 3, or 7 days). Please allow for a minimum 48-hour processing period. Materials may be placed on reserve by using the Reserve Request form available at the Library Circulation Desk. USNH copyright restrictions are enforced (see section on Institutional Policies). Full copyright compliance information must appear on the front page of each photocopy placed on reserve. For more information on copyright issues, contact the Interim Library Dean [Frank Wojcik](#) at 358-2723 or Head of Access Services [Lois Merry](#) at 358-2738.
- e. Interlibrary Loan: Items not held by Mason Library can be obtained from other libraries through interlibrary loan. Submit requests electronically from the library web page or various databases such as EBSCOhost. Contact the [Interlibrary Loan office](#) by phone at 358-2715. Most items arrive within one to two weeks. You will be notified by e-mail when your item arrives. Most article photocopies are placed on the campus web server for online access. Books can be picked up at the Circulation Desk.
- f. Computer Facilities: The library maintains its own classroom, which doubles as a student computer lab when not scheduled for library instruction sessions. There is also a small classroom on the 2nd floor that is equipped with laptops. These two instructional spaces are heavily used by the library faculty in the delivery of the information literacy program and are not available for other instructional purposes. Additional public computers for research, without MS word processing applications, are clustered on the first and second floors and scattered in other areas of the building. The library also provides wireless laptop computers that are for building use only by students.
- g. Media Facilities: The library maintains an open media room with four video/CD/DVD players, all hooked up to cable TV. Each station has headphones, and two people at a time can view the same program. Most of the stations also have active data ports so students can take notes on a laptop while viewing or listening to media. For larger groups, a TV/VCR can be set up in a conference or seminar room. A color scanner is also available and is located in the Current Periodicals area in the center of the library's first floor. The Microformats room is also located on the first floor, adjacent to the interlibrary loan office, and includes digital readers for microfilm and microfiche, plus an older reader printer that will create a paper copy for ten cents a page. Digital images from the color scanner and the digital microformat readers may be saved to a USB/flash drive.

- h. Seminar and Conference Rooms: The library has a total of five seminar and conference rooms that are open for student use but that can also be reserved, on an occasional basis, by faculty. A few conference and seminar rooms are equipped with data projectors and screens, and some rooms are equipped with phone, data, and cable TV jacks. The Appian Way Conference Room is also equipped with an analog jack for conference calls (358-2741). Contact the Circulation Services Supervisor at 358-2782 to make reservations.
 - i. Electronic Resources: Members of the Keene State College community may use the [Library's home page](#) to connect to a significant number of electronic resources, indexes, and databases. A number of the resources provide full text and may be accessed off campus through our proxy server using your activated faculty ID. For additional information, [contact Reference](#) at 358-2710.
 - j. Library Catalog: Keene-Link, the online catalog accessed via the [library's website](#), is a shared database with the Keene Public Library, making it possible to access both catalogs. Within the Keene-Link catalog, locations beginning with the prefix "KSC" refer to Keene State College materials. Locations beginning with the prefix "KPL" indicate materials held by the Keene Public Library. Faculty have ready access to the 100,000 volumes available at the public library.
 - k. Borrowing Materials: Activate your faculty ID at the Library Circulation Desk. The ID serves as your borrower card to check out library materials and to access many of the library's electronic resources. You may also use your Keene State College ID to obtain a Keene Public Library card in order to borrow resources from the public library. Use of your ID allows a waiver of the residence requirement.
 - l. Collection Development: To request that the library add materials not found in its collection, or to discuss the library's acquisitions in your subject area, contact [Jennifer Ditkoff](#), Collection Development Librarian, or your librarian liaison.
 - m. Library Policies: Mason Library policies are posted on [the Mason Library website](#):
2. Adding and Withdrawing from Courses
- a. Adding a Course: Students may add a course (without fee) beginning with the first day of the semester through the completion of classes on the seventh calendar day of the semester. Any course added during the one-week schedule adjustment period requires the signature of the Faculty Member on a Schedule Adjustment form. The signed form must be submitted to the Registrar's Office prior to the end of the schedule adjustment period. In the case of a course scheduled to begin on a date other than the beginning of a semester, a student has the option of adding the course (without fee) any time from the start of the semester through the seventh calendar day after the course start date. The Faculty Member's signature is required on a Schedule Adjustment form. The signed form must be submitted to the Registrar's Office prior to the end of the seventh calendar day after the course start date.
 - b. Late Course Addition: Normally, courses are not added more than seven calendar days after the beginning of the course. Any course addition occurring more than seven calendar days after the beginning of the course requires the Faculty Member's signature on a Schedule Adjustment form and payment of a fee. The signed form must be submitted to the Registrar's Office.
 - c. Dropping a Course: Once students register for a course, they are responsible for dropping any course they decide not to attend or are required by policy to drop. Students may drop a course (without fee) at any point prior to the first day of the semester through the completion of classes on the seventh calendar day of the semester. Students may drop a course by listing the course on a Schedule Adjustment form and submitting the form to the Registrar's Office or dropping the course electronically using their MyKSC account. Any course dropped during this time period will not be recorded on a student's permanent academic record. Students may drop a course (without fee) scheduled to begin on a date other than the beginning of a semester at any point prior to the first day of the semester through the seventh calendar day after the course start date using the procedure specified in the preceding paragraph. Courses dropped during this time period will not be recorded on a student's permanent academic record.
 - d. Withdrawing from a Course: Students have the option of withdrawing from a course (without fee) from the end of the schedule adjustment period through the end of the 11th week of classes in a semester. In order to understand the full impact of withdrawing from the course, students should communicate with the course Faculty Member concerning their academic progress in the course, their academic advisor(s) or the Elliot Center, and possibly Student Financial Services. A "W" will be recorded on the student's permanent record.

The “W” will not affect the student’s grade point average. After the 11th week, students will receive a letter grade from the course Faculty Member that is included in the student’s grade point average for each course in which they remain enrolled. The default grade for a student who has registered for a course that the student did not attend will be a “W” if the course Faculty Member verifies that the student did not attend the course. A grade of “XF” will be assigned to students who are registered for a course, did not attend, but did not drop or withdraw according to policy if the course Faculty Member does not provide confirmation of non-attendance. A grade of “XF” may be changed to a “W” when the course Faculty Member confirms that the student did not attend the course. Students requesting a change of grade in a course they believe they have dropped or withdrawn from must initiate the request for change within one calendar year of the conclusion of the semester in question. Course add, drop, and withdrawal regulations and timelines for sessions other than the traditional fall and spring semesters (e.g., summer sessions and quarter terms) are published in the Keene State College Academic Calendar or the appropriate bulletins pertaining to those sessions.

3. Standards of Performance for Students: *The following “Standards of Performance” are distributed to all students. It is essential that students know the expectations that faculty have of them. The following standards of performance are expected of all students enrolled in any course offered at Keene State College.*
 - a. Class Attendance and Related Matters: Class attendance is expected as stated in the College catalog. Each Faculty Member’s specific policy will be included in the course syllabus. Classes shall begin and end promptly. Throughout each class session all parties shall adopt a courteous, attentive demeanor appropriate to an academic setting.
 - b. Responsibility for Course Content: Students are expected to meet the following standards:
 - To complete all assigned reading material.
 - To be familiar with all information presented orally during formal class sessions.
 - To complete all assigned work (e.g., reports, papers, etc.)
 - To participate in class as appropriate. If participation is to be part of the grade, the specific policy will be included in the course syllabus.
 - To spend as much time as necessary to assure comprehension. Study time will vary across courses.
 - c. Deadlines: All work (examinations, term papers, and so on) must be submitted on time. Examination dates and other deadlines shall be set by each Faculty Member. If the structure of a particular course does not permit the Faculty Member to specify examination dates in the course syllabus, oral notice of those dates shall be made, in class, at least one week prior to the scheduled examination. Requests for extensions or delays in submitting work shall be made to the Faculty Member at least one week prior to the specified deadline. Approval of such requests is at the Faculty Member’s discretion. If work is not submitted on time because of absence or tardiness, the student may be required to document the excuse. Policy for “make-ups” is clearly stated in the course syllabus.
 - d. Format for Student Work: Students shall demonstrate an acceptable command of the English language (e.g., syntax, grammar, spelling, punctuation, and other components). Assignments that do not conform to conventional standards of English usage may not be accepted for grading. The student may, at the Faculty Member’s discretion, be required to correct and resubmit the work before a grade will be recorded. If Faculty Members expect a particular style in the preparation of written work, they will specify the style manual required in the course syllabus.
 - e. Students with Disabilities: The 1990 Americans with Disabilities Act (ADA) provides that colleges and universities must assure that educational programs and services offered to all students be accessible to students with disabilities. A reasonable accommodation is an adaptation to a course, program, service, job, activity, or facility that enables a qualified student with a disability to have an equal opportunity. Based on documented need, reasonable accommodations must be made in the instructional process to ensure accessibility to the learning environment. This principle also applies to institutional and departmental policies. Accommodations do not require Faculty Members to adjust standards of performance or other essential elements of a course. Rather, accommodations allow students with disabilities to learn the material presented and Faculty Members to fairly evaluate students’ academic performance. It is important to remember that similarities between students with disabilities and other students are far more significant than their differences. The purpose of the Office of Disability Services is

to make accommodations consistently based on specific, documented need so that students are treated as fairly as possible and opportunities are equally available to all enrolled students.

- Syllabus Statement: Faculty members are often the first to know that a student with a disability is in class. Students with disabilities are **not required** to register with any program on campus. However, when they request accommodations for disability, they must self-identify to the Director of Disability Services, who is responsible for certifying eligibility for services. It is critical to the effective use of accommodations that they be determined and available in as timely a manner as possible. Toward this goal, faculty members are strongly encouraged to include statements on syllabi inviting students with disabilities to self-identify in order to use accommodations. An example statement is as follows: *“If you need assistance with any aspect of the class, please see me during office hours as soon as possible. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Disability Services Office at 358-2354 as soon as possible to ensure that such accommodations are implemented promptly.”*
- Classroom Accommodations: Accommodations are provided to ensure equal access to the learning environment. In order to protect students and faculty, it is important that a systematic process is in place for establishing eligibility for services and subsequently determining reasonable and appropriate accommodations. The following steps for providing accommodations involve student, faculty, and institutional responsibilities:
 - Students should identify their disabilities to the Disability Services Office in a timely manner (usually prior to or within the first two weeks of class unless a disability is newly discovered or has changed, such as a medical condition).
 - Students must provide appropriate documentation of their disability to Disability Services Office in order for accommodations to be determined and provided. At no time is a student required to provide documentation to an Faculty Member. Disability information is shared on a need-to-know basis, or specifically released by the student as desired.
 - Students will meet with staff at the Disability Services Office to determine appropriate accommodations and discuss how, when, and where accommodations should be provided. Consultation with faculty or staff may occur in new or complex situations, or when essential elements of a course are in question.
 - The Disability Services Office staff will write faculty notification letters to Faculty Members certifying that the student has a disability and recommending the determined reasonable accommodations. The letters invite faculty to consult with the Disability Services Office if there are questions or suggestions about how, when, or where the accommodations will be provided, or concerns that the accommodations may compromise essential elements or performance standards of the course.
 - Students should present accommodation memos to faculty as soon as possible. This should be done in individual meetings with faculty in order to discuss the logistics of the accommodations as well as to ensure an environment that allows for confidential and constructive communication between the student and faculty.
 - Questions, concerns, or disagreements about accommodations either from the student or faculty should be addressed with the Disability Services Office immediately so that resolution can be reached in as timely a manner as possible. If the resolution is unsatisfactory, students may follow the ADA Grievance Procedure. *Examples of Common Accommodations:*
 - priority seating in the classroom
 - accessible classroom location or furniture
 - note takers
 - texts on tape
 - tape recording lectures
 - advanced copies of syllabus or reading lists
 - copies of overheads or lecture notes
 - extended time or quiet location for tests
 - use of computer for tests, when appropriate

- use of calculator for tests, when appropriate
- use of scribes or readers for tests
- interpreters

f. [Policy on Academic Honesty](#): The pleasure and sense of accomplishment in doing original scholarship are central to the college experience. For some students, the resulting excitement and sense of purpose will be so great that they will decide to go beyond the undergraduate experience and dedicate their lives to research and writing. But for all students, the feeling of satisfaction and pride in producing their own work, without misusing or misappropriating the work of others, helps build confidence in their intellectual abilities and their powers of dealing with the larger world. To encourage this sense of purpose and accomplishment, Keene State College expects students to understand and observe certain widely accepted principles and standards of academic and intellectual honesty. Faculty members and students should read and be familiar with the entire Policy on Academic Honesty and accompanying [Academic Honesty forms](#).

g. Excused Absences: In accord with the
attendance policy in the 2012-2013 College catalog, “make-up procedures for excused absences are determined with the individual Faculty Member.” Faculty Members are expected to clarify the class attendance policy in the syllabus and through classroom announcements. Students are expected to contact the Faculty Member directly, in advance if possible, when they must miss class. As stated in the attendance policy, “excused absences include adverse weather conditions, illness, accident, death in the family, occurrences deemed proper by the Faculty Member, and approved activities.” If you suspect that an absence is not legitimate, you have the right to ask for further verification or documentation. On some occasions, the Dean of Students Office is contacted by a parent or student when a prolonged absence is expected as a result of accident or illness. The Dean of Students Office will notify Faculty Members, since the student may be incapacitated. It is still the Faculty Member’s responsibility to determine whether the absence fits into the excused absence policy and to coordinate appropriate make-up work. Faculty members are encouraged to deal directly with the students. It is hoped that students notify you if they know they will be missing any classes and that they contact you immediately if they have missed class due to emergency or illness. Clarify your attendance policy in writing and through classroom announcements. Attention to this detail protects you while allowing student to clearly understand your expectations. If you have questions or concerns, please contact Deb Barrett, administrative assistant or Gail Zimmerman, dean of students, at 358-2842.

h. Final Examinations: The last week of the semester is set aside for final examinations, and no classes are held during that time. The Monday of the week after classes end is Reading Day and no classes are held but faculty are available to students for consultation and advising. Final examinations must be given at the date and time specified in the College-wide final exam schedule. In cases where an exam is not appropriate to the nature of the course, faculty members are expected to hold a final class meeting during the regularly scheduled exam time. Students who have more than two final exams scheduled for one day have a right to request that one of their final exams be rescheduled. The schedule for final exams includes an unscheduled block from 8 to 10 a.m. Friday morning, which can be used to manage any scheduling conflicts. Faculty with questions or concerns about a particular case should consult with their dean.

i. Grading System: Grades at Keene State College are recorded as:

A (4.0)	C (2.0)
AB (3.5)	CD (1.5)
B (3.0)	D (1.0)
BC (2.5)	F (0.0)

It is up to each Faculty Member to determine what constitutes an A, AB, B, BC, and so on, and this information should be stated on the syllabus. The syllabus should also state what percentage of the semester grade will be comprised of tests, quizzes, papers, or projects, and what percentage may be given to class participation, for example. It is advisable to review the syllabus with students on the first day of class to be certain everyone understands the basis for assigning grades.

Some courses at Keene State are graded Pass/Fail:

- Music Workshop – MU 100
- Student Teaching – ESEC/SPED 460 and 465
- Sports and Leisure Activities – PE 150-186
- Honors Seminar – PSYC 496

Honors Research – PSYC 499

Cooperative Education – 294 and 494

Students who wish to change from credit to audit, audit to credit, or undergraduate to graduate status in a course must do so during the first two weeks of the semester.

An **Incomplete (“I”)** may be given when there have been extenuating circumstances or illness. An “I” is not calculated into a student’s quality point average, but becomes an “XF” if the course requirements are not completed by the end of the seventh week of the following semester, or, for students granted an academic leave of absence, by the end of the seventh week of the semester following the leave. The “XF” grade is calculated as an “F” in the student’s cumulative GPA (grade point average). Exceptions to the above stated procedure require the approval of the appropriate dean. Semester grades are entered online within 48 hours after each final exam; faculty are requested to enter grades for each class as they finish grades, rather than wait until they have finished grading all classes.

- Grade Appeals: If a student has not been graded according to the criteria contained in the course syllabus, or has been graded unfairly or inaccurately, the student should first consult with the course Faculty Member about the course requirements and grading procedures. If the student is still dissatisfied, the student may file an appeal in writing to the Faculty Member’s dean. The dean will conduct whatever review is necessary to arrive at a resolution, including, if necessary, a meeting with the Faculty Member and the student. If the matter is not resolved at this level, the student may appeal in writing to the Provost’s Office. If the Provost’s Office determines that the matter cannot be otherwise resolved, it has the option of removing any record of the student’s registration in the course from the student’s transcript without penalty.
 - Progress Reports: The Athletic Department sends faculty forms to be filled out that indicate the academic progress of student-athletes. Faculty members are urged to complete and return these forms to help ensure the academic success of the student athletes.
 - Course Retake Policy: Students have the option of retaking a course, not designated as repeatable, one time for the purpose of improving a grade if the original grade is “CD” or lower. Both grades received in the course will be entered on the transcript; but only the second grade, whether higher or lower, will be used in calculating the grade point average. Credit will be given only once. Any subsequent enrollment, for the purpose of meeting department requirements, may be allowed only at the discretion of the department and with the written permission of the department chairperson, which is submitted to the Registrar’s Office. Courses transferred from accredited colleges or universities may also be used under the Course Retake Policy. For a course to be accepted, a grade of “C” or better must be attained. As is true for any course transferred into Keene State College, the grade is not entered on the transcript nor calculated as part of the grade point average. The original grade earned at Keene State College will no longer be factored into the grade point average, but it remains on the transcript. Students taking advantage of the policy must register for the course, pay tuition, and complete and submit course substitution and course retake forms available in the Elliot Center. The Course Retake Policy does not apply to courses taken for Graduate credit.
- J. [FERPA](#): (Family Educational Rights and Privacy Act), also known as the Buckley Amendment, was passed in 1974 to assure students’ access to educational records, to protect students’ rights to privacy by limiting transferability of their records without consent, and, without overturning established standards and procedures, to give students the opportunity to challenge the correctness or at least enter an explanation regarding misleading or inaccurate information in their files. For faculty and staff at Keene State, FERPA means:
- As students enter the post-secondary institution, all rights previously held by parents are transferred to the student. Individuals may not disclose information (grades and other information) about students or student performance, even to parents. The Registrar’s Office may, with the submission of the proper form, send grade reports to parents with “dependent” students.
 - Basically, a student record is private and privileged except to those who have a legitimate educational interest.
 - Written permission from the student is required before allowing protected information to be disseminated – even if it is in praise – through any (verbal, written, or electronic) means.

- The institution may use Social Security numbers as student identifiers; faculty and staff cannot give those numbers out or post them publicly (as in posting a roster).
- Directory information (defined by the institution as name, address, telephone, date and place of birth, major, weight and height of athletes, dates of attendance, degrees and awards received) is accessible and may be disseminated unless a hold has been placed on the information by the student.
- All other information is considered protected (including student schedules, grades, and performance records). As a faculty member, you can help insure student privacy by shredding all student information instead of throwing it away or recycling it intact; omitting names when tempted to “vent” about specific students; assigning private code names and posting grades via the code name. To learn more about FERPA or student privacy rights, please feel free to contact Tom Richard, registrar, 358-2321; or Dr. Andrew Robinson, vice president for student affairs.

B. Professional Development and Research

1. CELT: The Center for Engagement, Learning and Teaching coordinates resources and experiences in support of deeper learning, effective teaching, and community and professional engagement at Keene State College. CELT will collaborate with faculty to create opportunities that lead to more effective pedagogy and deeper student learning. CELT is comprised of an Executive Director, the Academic Technology group, an Instructional Designer, and the Coordinator of Experiential Education. CELT is located on the first floor of Rhodes Hall (Academic Technology, Instructional Design, and Experiential Education) and at 115 Winchester Street (CELT Executive Director and CELT’s Administrative Assistant). Building on the College’s long-standing commitment to academic excellence, CELT encourages an atmosphere where outstanding teaching is valued and rewarded. We offer programming, events, and one-on-one consultation on a range of teaching and learning topics. The Academic Technology staff can assist with a range of issues related to the effective use of technology in teaching and learning. Staff expertise covers a wide variety of traditional and low cost, low barrier technologies for both face-to-face and blended learning environments. The Instructional Designer collaborates with faculty regarding pedagogical practices and curriculum design to develop effective traditional, blended, and technology-enhanced courses. The Coordinator of Experiential Education assists faculty as they integrate experiential education into their courses including service learning, civic engagement, and undergraduate research and creative endeavor. For more information visit the CELT website at <http://sites.keene.edu/celt> or call 358-2900.
 - a. Professional Development Weeks: Professional Development at Keene State involves supporting faculty scholarship and teaching. The institution is committed to providing faculty with opportunities to engage their scholarship and improve their teaching effectiveness. Throughout the academic year, faculty have opportunities to participate in instructional development institutes, workshops, and roundtables. Institutes are typically offered during the two weeks following Commencement when faculty have more flexibility in their schedules. Faculty are welcome to contact the Center for Engagement in Learning and Teaching with ideas they have for institutes, workshops, and roundtables.
2. Office of Sponsored Projects & Research: The mission of [OSPR](#) is to assist our faculty, staff, and students as they distinguish themselves through their scholarly efforts, and to contribute to the intellectual vibrancy of the campus and community. We accomplish this by assisting with the funding needs of faculty, staff, and students engaged in original research, creative endeavors, and other forms of scholarship.
 - Funds faculty and student scholarly projects through internal grant programs
 - Provides consultative services and technical support for faculty developing external grant proposals
 - With our partners in the Business Office, assists with the administration of grant awards.
 - Upholds the College's mission by attending to regulatory and compliance concerns through the development of policies and procedures relating to externally sponsored projects.
 - b. Internal Funding Opportunities: Demonstrating its commitment to investing in the research and creative activities of our campus, Keene State College provides funding for faculty and students researchers/scholars through a variety of internal grant programs. OSPR administers the following programs, which are described in detail at the links provided.
 - [Faculty Development Grant Fund](#)
 - [Adjunct Faculty Development Grant Fund](#)

- [Indirect Cost Reinvestment Grants](#)
 - [Undergraduate Research and Creative Grants](#)
 - c. External Funding: OSPR provides a range of services to faculty and staff seeking external funding for their research and creative projects, including: funding opportunity searches, proposal budgeting, technical consultation and advice during the proposal preparation process, and the completion of administrative portions of applications. Please contact OSPR early in your grant planning process. ***Keene State College community members are reminded that all grant proposals for sponsored projects and research are to be submitted via OSPR, who will submit the proposal to the sponsor on your behalf after all internal approvals have been secured. The College reserves the right to withdraw any application that has not been institutionally approved at the proposal stage, or to decline awards emanating from un-approved submissions.***
 - d. [Sponsored Projects & Research Policies](#): OSPR provides leadership for the campus regarding policies and procedures with regard to sponsored projects and research. Faculty should familiarize themselves with these policies, which are posted and periodically updated on the OSPR website
 - [Faculty and Staff Compensation for Sponsored Projects](#)
 - [Financial Conflict of Interest in Research](#)
 - [Financial Conflict of Interest in Research Disclosure Form](#)
 - [Research Misconduct](#)
 - [Return of Indirect Costs](#)
 - [Signing & Submission Authority for Sponsored Projects & Research](#)
 - [KSC Policy on Principal Investigators of Sponsored Projects \(Who can Serve as PI?\)](#)
 - [Mandatory Research Integrity Training](#)
 - e. Research Compliance: Keene State College takes seriously its responsibility to ensure the protection of human research subjects, the humane care and use of animals in research, the safety of our researchers and students, and the integrity of the research process. To that end, faculty are required to demonstrate research compliance in the following areas:
 - [Human Subjects](#)
 - [Animal Subjects](#)
 - [Chemical and Biological Safety](#) (Hazardous Materials)
 - [CITI Training](#)
- C. Awards: Faculty and staff are customarily recognized in campus publications and ceremonies upon completion of five, 10, 15 (and higher increments of five) years of service to Keene State College. The faculty member with the longest record of service to the institution traditionally carries the College mace during the New Student Convocation, Spring Honors Convocation and Commencement ceremonies. The Keene State College Award for Faculty Distinction in Research and Scholarship was instituted in the 2000-01 academic year to recognize outstanding scholarly achievement by a tenured faculty member. The award is intended to honor faculty members who have, over a significant period of their tenure at KSC, engaged in rigorous scholarship that is recognized by their professional peers both within and outside the institution and that represents effort above and beyond that required for promotion and tenure. The award is generally given on an annual basis if a suitable candidate is identified by the selection committee.
1. Community Service Award: The Keene State College Community Service Award is presented annually. The purpose of the award is to acknowledge a Keene State College staff or faculty member's community service and that individual's role in enhancing the quality of life within the Monadnock region or the faculty member's own community. The award is given to someone who has volunteered concentrated service to a community nonprofit organization or offered focused efforts in several community organizations. It seeks to acknowledge an individual who serves as a role model to both students and colleagues and supports the campus value of service to the community.
 2. Teacher of the Year: In 1971 the College's Alumni Association began a tradition of naming a Distinguished Teacher of the Year. Nominations are made by students, alumni, or fellow faculty members. The recipient is selected by a committee comprised of the three most recent recipients, the presidents of the student body and

senior class, one student at large, the Alumni Trustee, a member of the Alumni Association's board of directors, the director of alumni and parent relations, and the College president or a designated representative. The Distinguished Teacher Award is presented annually.

D. Other

1. Intellectual Property Policy

Section 1: Definition: For the purpose of this policy, "Intellectual Property" includes materials, which may be copyrighted, patented, and/or trademarked.

Section 2: Applicability: This policy applies to all Keene State College faculty (including adjunct faculty) or staff (including ancillary employees of the College hired on a contracted basis).

Section 3: Materials that May Be Copyrighted: Materials that may be copyrighted include, but are not limited to, the following examples:

- Books, journal articles, reports, texts, glossaries, bibliographies, study-guides, laboratory manuals, syllabi, tests, and proposals;
- Lectures, musical or dramatic compositions, and unpublished scripts;
- Photographs, films, film strips, charts, transparencies, and other visual aids;
- Video and audio tapes and cassettes;
- Live video and audio broadcasts;
- Programmed instructional materials (including Web-based courses or materials);
- Computer programs (software);
- Choreographic work and pantomimes;
- Graphic and sculpture works; works of art;
- Drawings and plastic works of a scientific or technical character;
- Architectural plans and structures;
- Dress and fabric designs;
- Computer generated and transmitted materials.
- Web pages, and or sections of those pages.
- Databases (in some cases).
- Digital representation of the above items.

Examples of Intellectual Property eligible for trademark or patent are not provided in this document at this time. Nonetheless, inventions eligible for Patents and items eligible for Trademark registration and protection are also included in this policy

Section 4: Categories of Intellectual Property: For purpose of this policy, intellectual property (eligible for patent, trademark and/or copyright) falls into the following four categories depending upon the status of the inventor. The status of interest to this policy are:

- Works made for hire by non-faculty employees (including ancillary staff), by students employed by the College, or by non-employees hired on a contractual basis.
- Individual efforts by faculty (including adjunct faculty).
- College-sponsored efforts by faculty (including adjunct faculty).
- Externally sponsored efforts.

Statutory Definition

- "Works made for hire" (Under Section 101 of the 1976 Copyright Act) are defined as: a) a work prepared by an employee within the scope of employment; or b) a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer materials for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.
- In the event the definition of "Works made for hire" changes in future Copyright laws, the then current law will govern.
- Patents and Trademarks are more complicated than Copyrights, and are each subject to separate laws than item 1 above. While generally the same, the appropriate and current U.S. statutes for each class of property shall govern with respect to this policy.

Section 5: Ownership of Intellectual Property: The ownership of intellectual property depends upon the category of the inventor as described in Section 4. The following numbered sections correspond to those categories.

- Works made for hire: Intellectual property produced as a work made for hire by non-faculty employees (including ancillary staff), by students employed by the College, or by nonemployees hired on a contractual basis is the exclusive property, including copyright, of the College.
- Individual efforts by faculty: Definitions
 - **Individual faculty** includes all full time faculty (tenure-track and other), adjunct faculty, part-time faculty, faculty in residence (FIR), exchange faculty, faculty fellows, faculty emeritus, retired faculty, and administrative employees while they are serving in a faculty role.
 - **Significant College Sponsorship** is defined to mean use of College resources beyond:
 - Payment of contractual salary or stipends.
 - Payment of authorized supplemental pay or Continuing Education pay if such pay is not expressly for the development of the intellectual property in question.
 - Provision of office and/or laboratory space, including general media laboratory space and general administrative support.
 - Use of library and interlibrary resources.
 - The support of internal grant or seed money programs including but not limited to faculty development grants, TALENT grants, Alumni grants or matching research grant funds.
 - Works performed while on sabbatical or other KSCEA contract benefits such as coordinator reassigned time (such as family release time, sick leave, etc.).
 - Works performed as professional activity while on “teaching reassigned time” specifically granted for that purpose (unless other mutually acceptable arrangements are made in advance and in writing).
 - The use of computer and network hardware facility (including mail addresses, ISPs and domains) and/or software shall not constitute college sponsorship.
 - Works performed in unrelated college activities, other contracts or employment, off campus and on non-College time.
 - The use of College facilities or equipment normally available to faculty members at large, in their specific school or discipline, not included in b), c) and g) above, including, but not limited to workshops, tools, video camera’s, recording devices, instruments, measuring devices, copiers, telephones, fax machines forth.
 - Use of college name, job title, stationery and letterhead, assuming such use is otherwise authorized (e.g., when making a survey for inclusion in publication).
 - Notwithstanding any of the foregoing, the parties can mutually agree in writing to the existence or nonexistence of significant College sponsorship.
 - **Ownership:** All rights and ownership of inventions and/or intellectual property developed by individual faculty without significant College sponsorship, will remain the sole property of the individual faculty member. Where intellectual property is invented, developed and/ or conceived jointly by two or more creators or inventors, then each of the co-creators/inventors shall share ownership rights in such proportions as the joint creators/inventors and the Provost agree reflect their respective contributions. If agreement cannot be reached by all parties, and absent other written agreement, ownership will be shared equally and jointly. Such a collaboration or team effort will be considered as an individual effort for purposes of this policy with respect to the College. If other sharing rules are contained in U.S. or State law, those rules shall govern for distribution of ownership rights outside this policy. The individual faculty member shall bear the costs of copyright, trademark and/or patents if the faculty member chooses to pursue such protections.
 - **College-Sponsored Efforts of Faculty:** Inventions and rights to intellectual property (including software and web-based courses or materials) produced through significant College sponsorship (as defined above) shall be owned by the College. For this case, the College shall bear the costs (if any) of the copyright or patent if it so chooses.

- **Externally Sponsored Efforts:** Rights to intellectual property developed by faculty as a result of work supported partly or wholly by an external agency under a grant or contract shall be determined in accordance with the terms of the contract or agreement. In the absence of such agreement ownership shall:
 - In the case of non-faculty, become the property of the College.
 - In the case of faculty without significant College sponsorship, become the property of the faculty member(s).
 - In the case of faculty with significant College sponsorship (as defined in paragraph 2 above), become the property of the College.

Section 6: Income from Intellectual Property: Intellectual Property royalties related to individual efforts by faculty are the sole responsibility and property of the creator(s)/inventor(s). Net income received by the College through the sale, licensing, leasing or use of intellectual property produced through significant College sponsorship will be shared with the faculty creator(s)/inventor(s) as described in this section. Net income is to be interpreted as that amount of money cumulatively received after deduction of expenses connected with developing the product, and securing and maintaining the copyright, patent, or license. Expenses connected with developing the product could include additional faculty salary for the project-related work (other than that defined in Section 5, paragraph 2), grant match funds, student salaries and facility improvements necessary for the project. The College will distribute net income (described above) according to the following schedule:

- i. 50% of net income to the creator(s)/inventor(s),
- ii. 20% of the net income to the creator's/inventor's discipline to be administered by the appropriate Dean,
- iii. 30% of the net income to a Research and Development Fund to be administered by the Provost.

Where copyright materials are conceived jointly by two or more creators or inventors, then each of the co-creators/inventors shall share in the gross sums of money referred to above in such proportions as the joint creators/ inventors and provost and vice president for academic affairs agree reflect their respective contributions. If no agreement can be reached, the provost shall decide the distributions.

Section 7: Administrative Procedures/Right of Appeal: The administration of the principles and policies set forth herein shall be the responsibility of the Provost. In cases where rights and/or equities are in dispute regarding intellectual property rights of a member of the KSCEA bargaining unit, the dispute shall be resolved according to the Collective Bargaining Agreement Grievance and Arbitration Article. In cases where and/ or equities are in dispute regarding an individual not covered by the KSCEA Collective Bargaining Agreement, the Provost shall appoint an ad hoc review committee consisting of three persons. One person shall be selected by the individual(s) to be represented, one by the Provost, and one by the College Senate. This committee shall recommend an agreement that shall take effect unless a further appeal is made by the individual(s) involved or by the Provost. In this event the Review Committee will present the case to the President of the College, whose decision shall be final and binding upon all parties.

2. **Conflict of Interest:** Faculty and staff are encouraged to participate in professional activities as a means of improving not only their own competence and prestige, but also the prestige of the University System of New Hampshire as well. While engaging in these activities, faculty and staff have an obligation to avoid ethical, legal, financial, and other conflicts of interest to insure that their outside activities and interests do not conflict with their primary employment responsibilities at the institution. In addition to the general reference to conflict of interest, this policy includes any misuse of USNH facilities, equipment, or services as well as any employment or community service that interferes significantly with scheduled work. Faculty and staff members must be sensitive to the potential for conflict of interest in professional activities. The fact that the USNH is a public institution must always be kept in mind.
3. **Professional Consulting Activities of the Faculty** This policy is intended to establish guidelines for faculty who receive compensation during the appointment period other than that paid by USNH for either teaching or a professional expertise in the areas of consulting, research, or service. It is understood that faculty regularly engage in normally unpaid activities such as holding office in a scholarly or professional organization or editorial office, or duties for a learned journal, writing books or articles, attending professional meetings, colloquia, symposia, site visits and similar gatherings, and the ad hoc refereeing of manuscripts. These

scholarly activities further the mission of the University System by facilitating the development and dissemination of knowledge. Within reasonable limits, faculty are encouraged to undertake such duties, which are not specifically governed by this policy. To the extent that compensated consulting activities involve faculty members' professional expertise, further the status of their profession, and contribute to their own professional competence, these activities are also encouraged. All such activities (including uncompensated ones), however, should meet the criteria of balance, appropriateness, and the avoidance of conflict of interest.

2. **Compensated Activities for the Faculty:** Any full-time faculty member may engage in such compensated professional activities, and is encouraged to do so, subject to the following conditions:
 - The activities should sustain or improve professional prestige.
 - The activities should be within the professional competence of the faculty member.
 - On average, the total commitment to the activities should not exceed a time equivalent of one day during each five-day academic week during the appointment period.
 - The Dean of the school, through the chair of the faculty member's department, should be informed of the activities. Agreement should be reached between the chair and faculty member that the activities satisfy the criteria. When required, the confidentiality of a client will be honored.
 - The faculty member is primarily responsible for avoiding conflict with campus obligations and USNH policies.

If such activities are expected to require more time in a given situation, arrangements shall be made with the department chair and/or dean.

3. **Professional Activities of Part-Time Faculty and Lecturers:** Either the chairperson or the equivalent unit administrator must be informed of any change in the status of the following activities: At the time of and during employment in USNH, part-time faculty must not: engage in activities that interfere with their USNH responsibilities, have conflict of interest with either USNH or campus policies, abuse the association with USNH for personal financial gain, or bring discredit on USNH.
6. **Use of University System Facilities, Supplies, Equipment, Services, Letterhead or Name:** Faculty and staff members shall not use University System facilities, supplies, materials, equipment, or services for professional activities, without first obtaining approval of the appropriate department chair, dean, or director and arranging for the payment of the total cost for such use. Such prior approval is not necessary, however, when the facilities, supplies, materials, equipment and services are generally available to University System faculty and staff members upon the payment of an established fee. The name of the University System or the College may be used in connection with professional activities where necessary to identify the faculty/staff member but may not be used to imply that the University System officially supports, endorses, insures, or guarantees the results of the professional activity. When the potential for confusion about official endorsement exists, an appropriate disclaimer should be used, such as "This report was written by _____ in a private capacity. No official support or endorsement by the University System of New Hampshire or Keene State College is intended or should be inferred." Faculty or staff members who would benefit financially from the supplying of goods or services to the University System by any prospective supplier may not participate in the decision process leading to the choice of supplier. Faculty or staff members who have or who reasonably anticipate having either an ownership interest, a significant executive position in, or a consulting or other remunerative relationship with a prospective supplier may not participate in the recommendation of, drafting of specifications for, or the decision to purchase the goods or services involved. Faculty or staff members who know that a member of their family (or any person with whom they have a personal or financial relationship) has an ownership interest or a significant executive position in a prospective supplier are also disqualified from participating in the process of the purchasing of goods and services. Faculty or staff members whose sole ownership interest in a potential supplier is held by a fiduciary that has the power to acquire or dispose of the interest without consultation with the faculty or staff member are not disqualified from participation in the purchase decision. When a faculty or staff member is disqualified from participating in a procurement decision, the fact of the disqualification and the reason for it must be reported to others involved in the decision. If necessary, a substitute may take the staff member's place under procedures established by the appropriate administrative official.
7. **Appropriation of Institutional Services or Business Opportunities:** As part of its mission of public education, USNH becomes involved in activities that may be competitive in nature. In areas where USNH is providing

goods or services that are also available outside USNH, faculty, staff members, and administrators are prohibited from appropriating business opportunities from USNH. Appropriation in this context means: to take or make use of without authority or right. It is intended to prohibit the taking, through use of the USNH name, equipment, facilities, or supplies, or by action of a faculty or staff member or administrator, of those service or business opportunities that ordinarily would have been contracted or supplied by USNH, except in areas of business or service where no specific advantage is gained by virtue of one's employment duties or responsibilities.

8. **Significant Financial Interests:** Any KSC employee responsible for the design, conduct, or reporting of research activities funded or proposed for funding by external sources must reveal all current significant financial interests that would reasonably appear to be affected by the research. Significant financial interest is defined as any current financial interest of the investigator and immediate family that could reasonably appear to be affected by the activities proposed for funding; or any interest held by the investigator and immediate family in a business entity (company, corporation, or other enterprise) whose financial interests might reasonably appear to be affected by such activities. Specifically, significant financial interests might include, but are not limited to, any of the following:
 - anything of significant monetary value, including salary or other payments for services, such as consulting fees or honoraria;
 - direct equity interests, such as stock, stock options, or ownership interests;
 - intellectual property rights owned by the investigator, such as patents, copyrights, and royalties from such rights.

The term does not include financial interests in business enterprises or entities that when aggregated for the investigator and immediate family meet both of the following tests:

- the financial interest does not exceed \$10,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and
- the financial interest does not represent more than a five percent ownership interest in any single entity;
 - salary, royalties, or other remuneration from KSC;
 - salary, royalties, or other payments that when aggregated for the investigator and immediate family, are not expected to exceed \$10,000 during the next 12-month period;
 - income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
 - income from service on advisory committees or review panels for public or non-profit entities.

An investigator may choose to disclose any other financial or related interest that might present an actual, potential, or perceived conflict of interest. Disclosure can be a key factor in protecting an individual's reputation and career from potentially harmful allegations of misconduct.

9. **Disclosure Process** All Disclosure Statements and related documents are considered sensitive information and only those persons involved in the implementation of this policy will have access to such records. Each investigator who has significant financial interests possibly affected by the research must complete a [Keene State College Financial Disclosure Statement](#) and attach all required supporting documentation. In addition, the investigator must submit a proposed conflict-of-interest management plan that details steps that could be taken to manage, reduce, or eliminate any conflict of interest. The form, documentation, and plan should be submitted in a sealed envelope marked confidential to the director of sponsored projects and research. All significant financial interests must be disclosed prior to the time a proposal is submitted. All financial disclosures must be updated by investigators during the period of the award as new reportable significant financial interests are obtained.
 - **Review of Disclosures:** A Disclosure Review Committee (DRC) will review all disclosure statements. The committee will be chaired by the Provost. The President will appoint three additional faculty members representing the diverse schools and programs of KSC. Members will serve three-year staggered terms. The Committee will be responsible for determining whether the significant financial interests of the investigator could reasonably be expected to affect the design, schedule, conduct, or reporting of the activities funded or proposed for funding. The Committee may request additional clarifying information from the individual, which will be treated as non-public information to the extent allowed by law.

- **Management Plans for Conflict:** The Committee will review the proposed conflict management plan and approve it or add conditions or restrictions to ensure that any conflict is managed, reduced, or eliminated. Such conditions or restrictions may include, but are not limited to, the following:
 - public disclosure of significant financial interests;
 - monitoring of the research by independent reviewers;
 - modification of the planned activities (possibly subject to sponsor approval);
 - disqualification from participation in all or part of the project;
 - divestiture of significant financial interests;
 - severance of relationships creating conflict.

In all cases, resolution of the conflict or establishment of an acceptable conflict management plan must be achieved before expenditure of any funds under an award.

- **Appeals:** Appeal of the Disclosure Review Committee’s decision may be made to the College President, who will consult with the investigator and the Committee and make a final determination.
 - **Compliance:** As part of the Financial Disclosure Statement each investigator must certify that if the Disclosure Review Committee determines a conflict exists, the investigator will adhere to all conditions or restrictions imposed upon the project and will cooperate fully with the individual(s) assigned to monitor compliance.
 - **Enforcement:** Failure to properly disclose relevant financial interests or to adhere to conditions or restriction imposed by the Disclosure Review Committee will be considered a deviation from accepted standards of conducting research at KSC. Alleged violations of this policy will be investigated by the Disclosure Review Committee which will make recommendations for action to the President. Breaches of policy include failure to file the necessary disclosure statements; knowingly filing incomplete, erroneous, or misleading disclosure forms; or failure to comply with procedures prescribed by the Committee. If the President determines that the policy has been violated, the President may impose sanctions including notification of sponsor and termination of award; formal admonition; a letter to the investigator’s personnel file; and suspension of the privilege to apply for external funding and/or to seek IRB approval.
 - **Records:** The Business Office will maintain records of all disclosures and associated activities securely and confidentially. All records will be maintained for three years following the letter of termination or completion of the project or resolution of any government action involving the records. Records will not be routinely provided to sponsors unless such is an agency requirement, the agency submits a written request, or KSC is unable to satisfactorily manage an actual or potential conflict of interest. The director of sponsored projects and research will be responsible for communications with sponsors. Disclosure statements and associated information will not be released without notifying the investigator.
 - **Federal Regulations References:** Department of Health and Human Services. “Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought.” July 11, 1995. 60 FR 35810, Part III. National Science Foundation. “Investigator Financial Disclosure Policy.” July 11, 1995. 60 FR 35810, Part III. If you have any questions, please contact the director of sponsored projects and research at 358-2427.
10. Human Subject Research: [The Institutional Review Board](#): Keene State recognizes the need for investigations in which human being serve as research subjects. The College is also cognizant of its responsibility for ensuring the privacy, safety, health and welfare of subjects are adequately protected. An Institutional Review Board (IRB) has been established to review and approve the adequacy of human subject protection. The policies of the College, with respect to research involving human subjects are guided by The Belmont Report, a federal government document that charges each researcher with the responsibility while conducted human subject research of demonstrating respect for persons, beneficence (maximizing benefits and minimizing risks), and justice. The policies are based on the following principles:
- Participation in any research project must be voluntary;
 - The risks of participation must be acceptable when measured against the possible benefits to the participant or by the importance of the knowledge gained,
 - Research and training activities involving human subjects must be supervised by a qualified person,
 - All research programs that involve human subjects must be reviewed and approved by the IRB prior to initiation of the protocol. Continuing research must be reviewed on an annual basis. **This applies to all**

research involving humans, not just clinical research and regardless of whether or not the research is funded.

Anyone who intends to conduct human subject research must submit a proposal to the IRB Chairperson (Tony Scioli, Psychology Department). Information and sample forms for the proposal are available on the [IRB website](#). There are three levels of IRB review and approval: exempt, expedited, and full review. **Only the IRB can make the determination of which level of review is required.** “Exempt” means a protocol does not require extensive initial review. There are 6 regulated exempt categories, which delineate the lowest level of risk. “Expedited reviews” fall into any of 10 regulated categories and typically involve data collection that is not anonymous or involves more than minimal risk to subjects. “Full review” requires the full IRB committee to review the protocol for compliance with all applicable federal, state, local, and College regulations. Protocol, which involve protected categories of subjects (such as children or institutionalized subjects) or are in particularly sensitive topic areas such as substance use and abuse, sexuality, and others, will fall into the full review level. Faculty in some classes encourage or require students to conduct small-scale studies, interview members of the campus or local community, or other research activities. If the procedure is standardized, a blanket approval may be obtained from the IRB. If more information is needed or you would like to consult with the IRB about a potential project, contact the IRB chair, [Tony Scioli](#), 358-2541.

4. Policies

A. [USNH Policies](#)

B. [KSC Policies](#):

1. [Americans with Disabilities](#) Student Grievance Procedures Students who have a complaint about accommodations provided by Keene State College must attempt to resolve conflicts first by contacting the director of disability services. If the results of this process are unsatisfactory to the student, the student must contact the associate vice president for student Affairs and dean of students, who is the College 504 and ADA compliance officer. An appointment can be arranged by calling 358-2842 or by visiting the Dean of Students Office, third floor, Elliot Center. After a discussion with the associate vice president and dean of students, a student may file an official grievance by submitting a description of the problem and specifically requesting an accommodation in writing to the associate vice president and dean of students. This complaint must be filed within 20 working days of the initial meeting with the associate vice president and dean of students. The associate vice president and dean of students shall investigate the complaint as may be appropriate and make reasonable efforts to resolve the matter. The investigation shall be informal but thorough, affording all interested persons an opportunity to submit evidence or other relevant information. The associate vice president and dean of students shall provide a written response to the student within 20 working days of receipt of the written complaint. If the complainant is not satisfied with the decision of the associate vice president and dean of students, a written appeal stating why the decision is incorrect may be made to the president’s office within 10 working days of receipt of the determination statement from the associate vice president. The president or designee shall review the determination of the associate vice president and dean of students and send a written decision to the complainant within 30 days of receipt. The decision of the president shall be final. Use of this grievance procedure does not limit an individual’s pursuit of other remedies, including the right to pursue a complaint with the U.S. Department of Education, Office of Civil Rights.
2. [College Name, Seal and Logo](#): The logo is the property of Keene State College and decisions regarding how it is to be used rest with the director of Marketing and Communications. Unauthorized use of the College logo is forbidden. The College name, seal, and logo cannot be used in any form by any student or student group in connection with a public performance or publication except when authorized by the director of college and media relations. Use of the College name, seal, or logo in conjunction with advertising of any alcoholic beverage is expressly forbidden. Individual logos have been established by Marketing and Communications for the Redfern Arts Center, the Thorne-Sagendorph Art Gallery, the Child Development Center, the Children’s Literature Festival, and the Holocaust Resource Center. An owl logo also exists for KSC Athletics and the KSC Bookstore. The proliferation of individual logos is discouraged. New or re-designed logos must

be submitted to the director of Marketing and Communications along with an explanation of the need for the logo and how it will be used. Logo requests must be approved by the president's Cabinet.

3. Copyright Compliance: Faculty should be mindful of the need to comply with federal copyright laws. The following material comes from Questions and Answers on Copyright for the Campus Community (1993). A complete copy is available from the Keene State College Bookstore.
 - *What is a copyright?* The copyright law grants owners of copyright (authors and other creators and publishers) the sole right to do or allow others to do each of the following acts with regard to their copyrighted works: to reproduce all or part of the work; to distribute copies; to prepare new (derivative) versions based on the original work; and to perform and display the work publicly. Copyright protection is available for "original works of authorship fixed in a tangible medium of expression." Among the types of works which are subject to copyright protection are literary, dramatic, musical, choreographic, and pictorial works, graphic works, pantomimes, sound recordings, sculptures, motion pictures and audio-visual works. These categories include reference works (including dictionaries), videocassettes, and computer programs and databases. Copyright protection does not include facts, ideas, procedures, processes, systems, concepts, principles or discoveries, although these may be protectable under patent or trade secret laws. However, the literary or other form of expression of these ideas and the like is covered by copyright. U.S. copyright protection for works created on or after January 1, 1978, begins at creation and lasts until 50 years after the author's death. Where the creator of a work is an employee or in certain cases where the work has been specially commissioned as an instructional text, as a test, as answer material for a test, or for other purposes, copyright protection lasts for 75 years from the date of first publication or 100 years from the date of creation of the work, whichever date expires first. Works created prior to January 1, 1978, are also subject to copyright protection, although the duration of copyright may vary from the terms described above. Copyright protection covers both published and unpublished works. The fact that a previously published work is out of print does not affect its copyright.
 - *What are the penalties for copyright infringement?* Civil and criminal penalties may be imposed for copyright infringement. Civil remedies include an award of monetary damages (substantial statutory damages, which in cases of willfulness, may total up to \$100,000 per work infringed, or actual damages, including the infringer's profits), an award of attorney's fees, injunctive relief against future infringement and the impounding and destruction of infringing copies and the plates or other articles used in making such copies.
 - *What is "fair use?" How does it affect copyrighted material?* The doctrine of "Fair Use" under the U.S. copyright law in limited situations permits the use of a copyrighted work, including reproducing portions of that work, without the copyright owner's permission. Section 107 of the Copyright Act establishes four basic factors to be examined in determining whether a use constitutes a "fair use" under the copyright law. These factors are:
 - The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
 - The nature of the copyrighted work;
 - The amount and substantiality of the portion of the work used in relation to the copyrighted work as a whole; and
 - The effect of the use in question upon the potential market for or value of the copyrighted work.
 No one factor is determinative of a person's right to use a copyrighted work without permission. (Educational use alone is not sufficient to make a use in question a fair one.) In the legislative history of the 1976 Copyright Act, Congress endorsed certain guidelines relating to classroom copying for educational use. These guidelines are generally considered to establish minimum permissible conduct under the Fair Use Doctrine for unauthorized copying. Although some limited copying which does not fall within these guidelines (and which is not expressly prohibited under Prohibitions A through F described below) may still qualify as permissible conduct under the copyright law, copying which does comply with these guidelines generally constitutes permissible conduct under the current copyright law. *One thing is certain ... when in doubt, request permission!*
 - The guidelines for making multiple copies without permission for use in an academic setting contain the following prohibitions:

- Unauthorized copying may not be used to create, replace or substitute for anthologies, compilations or collective works, whether or not such unauthorized copies are collected and bound together or are provided separately.
- Unauthorized copies may not be made of “consumable” works, including workbooks; exercises; standardized tests; test booklets; answer sheets and the like.
- Unauthorized copying may not substitute for the purchase of books, publisher’s reprints or periodicals.
- Unauthorized copying may not be directed by higher authority, such as a dean or head of a department.
- The same teacher cannot copy the same item without permission from term to term.
- No charge shall be made to the student beyond the actual cost of the photocopying.
- The guidelines further indicate that multiple copying is allowed in the following situations (unless falling within one of the above prohibitions):
- When an individual teacher is “inspired” to use a work, and the inspiration and decision to use it and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

and

- If the following limitations with regard to the amount of copying work are applied:
- If a complete article, story or essay is copied, and the work copied is less than approximately 2,500 words. (There are particular rules for certain “special” works which consist of less than 2,500 words. For a full text, contact the Bookstore.)
- If a prose work is excerpted and copied, and the excerpt copied is no longer than approximately 1,000 words or 10% of the work, whichever is shorter.
- If a chart, graph, diagram, drawing, cartoon or picture is copied, and not more than one such illustration is copied per book or per periodical issue.
- If a short poem is copied, and the poem is less than 250 words and printed on not more than two pages; or if an excerpt from a longer poem is copied, and the excerpt is not longer than 250 words.

and

- The copying is for only one course in the school in which the copies are made.
- No more than one short poem, article, story or essay or two excerpts are copied from works by the same author. In addition, no more than three works or excerpts may be copied from the same collective work or periodical volume during one class term and no more than nine instances of such multiple copying may occur for one course during one class term. (These guideline limitations of Paragraph D do not apply to current news periodicals, newspapers, and current news sections of other periodicals.)

and

- The original copyright notice must appear on all copies of the work.
- *Am I infringing on someone’s copyright if I make multiple copies and either distribute those copies for free or require their return after use?* You may be infringing. You do not have to sell the copies (or permanently dispose of them) in order to infringe the copyright owner’s rights.
- *Can I make a copy of an entire work or a substantial part of a work for my personal use without getting permission from the copyright holder?* There is no automatic exemption for making even one unauthorized personal copy of a copyrighted work. Nevertheless, the “fair use” guidelines discussed above provide that a teacher may make a single copy, for scholarly research or for use in teaching or preparing to teach a class, of the following works:
 - A chapter from a book
 - An article from a periodical or newspaper
 - A short story, short essay or short poem
 - A chart, graph, diagram, cartoon or picture from a book, periodical, or newspaper
- *Can I legally copy a work I bought without infringing the copyright?* The purchaser of a work owns only that particular copy of the work. The purchaser does not own any rights in the copyright covering the contents of the purchased copy. Consequently, a purchaser cannot copy the purchased work, in whole or

in part, without the copyright owner's permission unless such copying constitutes "fair use" For more information on copyright and on creating "course packs" or customized anthologies for which permission to use copyright materials must be obtained, contact the Bookstore.

4. **Firearms:** Guns (including paint, pellet, BB air guns, or authentic looking replicas) are prohibited on property owned or operated by Keene State College. Violators will be subject to disciplinary action and all incidents involving gun possession on campus will be reported to the Keene State College Department of Campus Safety and the Keene Police Department.
5. **Key and Building Security Policy:** Keene State College shall maintain a locking system for the protection of its community members, facilities, property, and information. All locks, keys, electronic access cards, and access codes are the sole property of Keene State College and will be issued to students and employees based on their need for access. The College reserves the right to change locks, keys, and access codes as needed. All residential facilities will be locked 24 hours a day, except when residents are moving in or out of the facility. All other facilities will be locked whenever possible, depending on use and scheduling. No one may place a lock on a college facility, interior or exterior, or transfer their keys to another person without the express permission of the director of physical plant and the director of campus safety, or their designees. All keys and electronic access cards must be returned to Keene State College upon termination of employment or enrollment.
6. **Pet Control Policy:** Pets, with the exception of fish kept in an aquarium or fish bowl, are not permitted in Keene State College facilities. Pets are also prohibited from the campus unless they are attended to and under the full control of their owner. Pets may not be left alone tied, chained, or otherwise attached to trees, poles, fences, bulletin boards, or other stationary objects. Pet owners will be responsible for all costs involved in removing unattended pets. Pet owners are required to clean up after their pets. This policy differentiates "service animals" from "pets." A service animal, as defined by the Americans with Disabilities Act is "...any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."
7. **Political Activity:** The rights of assembly and freedom of speech within the University System of New Hampshire shall be limited only to the extent applied to other citizens for the purpose of preventing assembly for illegal purposes or the advocacy of overthrow of government by force. Such rights shall be respected according to their meaning and application under law and within the function and program of the System. Reasonable use may be made of institutional facilities for political meetings and discussions. Outside speakers may be invited to address groups on the same basis as speakers invited to address student organizations. The University System does not accept responsibility for views expressed or entertained by either speakers or groups. Participation of faculty members in political action is governed by paragraph 1 (B) of the 1940 Statement of Principles of the American Association of University Professors that reads: "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks, or writes, as a citizen, he should be free from institution censorship or discipline; but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

- *Holding Political Office.* The Board of Trustees will not object to any member of the faculty or staff running as a candidate for political office. However, should the amount of time required by the office or the candidacy for the office be such as to materially affect the time the faculty or staff member is expected to spend on their University System position, faculty or staff may be required to take a leave of absence or the terms and conditions of appointment may be amended.
8. **Safety:** Employees have a right to work in safe surroundings and the institutions of the University System of New Hampshire are strongly committed to providing a safe work environment. Employees have the right to know details concerning any toxic substance to which they are exposed in the workplace, and the USNH has the duty to keep on file and make available material safety data sheets for each toxic substance to which its employees may be exposed. If such information is not made available within five working days from the date of request, an employee who has requested information about toxic substances may refuse to work with or in proximity to that substance. Until the information is available the employee’s supervisor will assign other duties. The component institutions have the responsibilities to post notices warning employees of the toxic substances to which they may be exposed and referencing the availability of material safety data sheets. RSA 277-A also requires the USNH to conduct education and training for all employees routinely exposed to toxic substances. No employee, prospective employee, or employee representative, may be disciplined or discriminated against for filing a complaint or instituting any proceedings relating to rights under the Worker’s Right-to-Know Act. Any employee who perceives that such action has been taken may use the grievance procedure to seek redress and/or file a complaint with the NH Commission of Labor.
 9. **Sexist Language:** Keene State College, as a public institution of higher learning, is committed to equal educational opportunity. In order to provide an academic environment that accords dignity to all its members, Keene State College will not tolerate language that is stereotypical or sexist and demeans individual members of our community. It is the intent that all College communication shall be free of such language.
 10. **Speakers:** In accordance with USNH Board of Trustees policy, the basic guidelines for the College Speakers Policy are the Bill of Rights of the U.S. Constitution. The rights of freedom of speech and peaceable assembly are fully protected. Any College organization or College group may invite any speaker it desires; however, the following procedures will provide effective advanced information to the College to avoid scheduling conflicts and to assure notification about special requirements.
 - If a speaker is sponsored by a student organization the coordinator of campus activities and the organization’s advisor must be informed in writing before inviting the speaker.
 - No organization or group may preclude the right of reply through disallowing questions or comments following the speech.
 - The College organization or group must clearly state in the invitation and in its attendant publicity that the speaker is a guest of the sponsoring group.
 - The vice president for student affairs shall specify conditions prerequisite for maintaining order at campus meetings, which shall be applicable to all College organizations and groups. The College may, within the reasonable interpretation of the mission of the College, limit the time, place, and manner of the presentation.
 - The College group or organization assumes the responsibility for maintaining order and for injuries and/or damages that occur in the event of disorder.
 - Any individual, College organization, or College group, which has reason to believe that, under this policy, they have experienced discrimination as protected under law or other College policy, shall have immediate access to the grievance procedures outlined in the Keene State College “Policy for Student Grievances Involving Discrimination or Sexual Harassment.” The grievance must be filed, in writing, in the Affirmative Action Office within 48 hours (two academic days) of the alleged discriminating act. The grievance hearing board will convene within 72 hours (three academic days) of the receipt of the grievance, and shall render a decision to the vice president for student affairs and the aggrieved party within five academic days of the hearing.
 11. **Special Events and Scheduling** From time to time faculty may wish to use campus facilities and resources to organize meetings of professional or community groups. The following policies apply:

- Scheduling of most KSC facilities is done through the Scheduling Office in the Student Center. To schedule the Arts Center facilities, Spaulding Gymnasium, or Holloway Great Hall, call the offices at the respective facility. For other facilities on campus you must complete a [Scheduling Form](#).
 - All on-campus and off-campus organizations wishing to schedule a facility at KSC must complete a [Scheduling Form](#). An [Alcohol Function Agreement Form](#) will be required when appropriate.
 - All facilities must be scheduled at least seven working days in advance.
 - Requesters are not authorized to publicize details of the proposed event until receiving a space confirmation email.
 - Changes or cancellations must be given to the Scheduling Office immediately. Failure to formally cancel the request prevents others from using the facility.
 - Charges: Although some organizations will not be charged for the facility, they will be liable for any of the following fees that might be necessary (i.e., police, campus safety, maintenance overtime, repairs for damages, and cleaning fees).
12. Student Grievance Procedure: A student with a grievance – a concern that a policy or procedure of the College has been incorrectly or unfairly applied in this particular case – has recourse through grievance procedures. Grievances arising from a misapplication of academic policy should be channeled to the Faculty Member, the student’s academic advisor, and/or dean to the provost and vice president for academic affairs, Hale Building. All other grievances should be addressed to the vice president for student affairs, Student Center, with the exception of those involving discrimination on the basis of race, color, religion, veteran’s status, sex, age, national origin, or handicap status. Grievances arising from discrimination on the basis of handicap status should be directed to the Associate Vice President for Student Affairs and Dean of Students, Elliot Hall. All others should be directed to the affirmative action officer, who is also the director of human resources, in Fiske Annex or the Chief Officer for Diversity and Multiculturalism, first floor of Hale building.
13. **Tobacco Policy:** Keene State College is committed to the promotion of wellness in all of its dimensions that are known to enhance student and employee success. Keene State College joins with the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. Keene State College further recognizes that environmental tobacco smoke has been classified as a Class A carcinogen by the United States Environmental Protection Agency. In light of these health risks, Keene State College hereby adopts a tobacco policy that addresses prevention, reduction, and cessation actions as they pertain to tobacco or smoking issues. We recognize that the implementation of a tobacco policy (which is inclusive of smokeless tobacco) will have an immediate effect on tobacco users at Keene State College and have included prevention, education, and cessation initiatives to support the non-use of tobacco products.
- **Policy:** Keene State College has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance. In order to protect the health, safety, and comfort of Keene State College students, faculty, and other academic appointees, staff, and visitors, and be consistent with state law (RSA 155:64-77), it is the policy of Keene State College to restrict smoking and other tobacco use in facilities and on grounds owned and occupied or leased by Keene State College. Where the needs of smokers and nonsmokers conflict, smoke-free air shall have priority. In addition, Keene State College supports education programs to provide tobacco cessation and prevention initiatives to our students, faculty, and other academic appointees and staff. This policy supersedes all other tobacco policies at Keene State College.
 - **Education**
 - The KSC Tobacco Policy shall be included in the new employee and student orientation program, in the KSC Student Rights and Rules, in admissions application materials and other campus documents where appropriate.
 - KSC encourages employees and students not to use tobacco by offering educational initiatives, prevention information, and providing referrals, upon request, to tobacco

- cessation classes offered through health care providers, nonprofit organizations, or other community groups.
 - KSC Health Services and Office of Wellness Promotion, will offer other prevention and education initiatives that support non-use and address the risks of tobacco and tobacco smoke.
 - **Tobacco-Free Areas** **Smoking will be prohibited within 20 feet of any building and/or an air intake unit.*
 - Inside all buildings owned and occupied or leased and occupied by Keene State College, including the College Camp on Wilson Pond.
 - KSC vehicles.
 - Outdoor Areas:
 - Entrances and outside stairways to buildings and outdoor passageways to entrances and stairways.*
 - Courtyards or other areas where air circulation may be impeded by architectural, landscaping, or other barriers.
 - Outdoor entry or service lines, such as for ticket purchases, event admissions, bus stops, ATMs, etc.
 - Outdoor seating areas provided by food services.
 - Areas that are reserved for events that do not have fixed seating but for which interests of nonsmokers need to be protected. (e.g., outdoor concerts, college receptions, and tobacco-free zones, by posting signage at appropriate locations or providing proper advanced notification.)
 - **Sales and Marketing**
 - Advertisement of all tobacco products or their use shall be prohibited in all Keene State College publications and on all KSC owned, occupied, or leased properties.
 - Any free sampling of tobacco products on campus shall be prohibited.
 - Sales of tobacco products are prohibited on campus.
 - **Enforcement**
 - This policy relies on the consideration and cooperation of tobacco users and non-users. All members of the KSC community are expected to observe this policy and are encouraged to ask any individuals who are using tobacco in an unauthorized area to stop.
 - Faculty and staff who are not in compliance with this policy are accountable to their supervisors. Violations of policy will be subject to disciplinary action in accordance with appropriate personnel policies and/or union contracts.
 - Students who are not in compliance with this policy are accountable for their behavior in accordance with the Student Code of Conduct and Judicial Process administered by the Office of Student Conduct (Student Code of Conduct and College Discipline System: Sections 1.2 and 3.13).
 - **Responsibilities:** The President, provost, vice presidents, deans, directors, and department heads shall:
 - Assure that this policy is communicated to everyone within their areas of responsibility, inclusive of “third party guests” – visitors, contractors, visiting athletic teams, vendors, etc.
 - Assure that rooms, facilities, or other areas under their jurisdiction are controlled as tobacco-free areas as appropriate.
 - Resolve complaints and problems arising in their areas of responsibility.
- Approved by President’s Cabinet, April 8, 2009. * This policy supersedes all previous smoking or tobacco policies approved prior to April 8, 2009.*

14. **Inclement Weather:** The Keene State College Inclement Weather Policy is as follows: **Except in extraordinary winter weather conditions, the College shall remain open for all regular operations, including classes and events.** Faculty are at liberty, and indeed are asked, to make responsible individual decisions for themselves. Notice of “curtailed operations” due to inclement weather will be given on local radio stations, and faculty will be advised through the telephone voice mail system.

VI. Campus Resources

- A. **Academic and Career Advising:** Academic and career advisors assist students in clarifying and developing realistic academic and career goals. Students who have selected an educational goal are assigned to a faculty advisor in the corresponding department. Students who have not selected an educational goal are assigned to an

advisor in ACA. Academic and career advisors also direct students to online course registration and help in declaring a major; advise continuing education and prospective students; evaluate transfer credit; advise students on academic probation or suspension; assist students in exploring internships, part-time, summer, and post-graduation employment, and graduate school opportunities; and maintain an up-to-date Career Resource Library. The College uses a split advising model, one that involves both faculty advisors and staff in Academic and Career Advising (ACA), part of the Elliot Center. Our basic goal is to connect a student with a faculty advisor in the student's interest area(s) at the earliest possible time. Full-time tenure-track faculty are the official advisors of record for students with declared majors, while Academic and Career Advising advises undecided students. Each student will be asked to identify an area of interest (educational goal). Those with specific goals will be assigned to a designated faculty member in that area. Those students who do not have a specific educational goal are "undecided" and are assigned to a staff member in Academic and Career Advising. Students are strongly encouraged to declare their major officially by the time they have earned 60 credits. At this time (maximum 60 credits earned), the student will be referred to the appropriate academic department. The KSCEA contract stipulates that faculty may be assigned a maximum of 21 advisees, although there are situations where faculty may end up with more than that number. Faculty in these situations are advised to discuss the matter with their department chair and dean.

1. **Faculty Advisement of Students** The objectives of faculty advisement of students are student growth in self-awareness and intellectual potential, and in the ability to identify realistic academic and career goals, a program of study to achieve them, and the awareness of life as extending beyond the KSC experience. The advisor is expected to assist the student in defining and developing realistic goals, planning an academic program consistent with abilities and interests, monitoring the student's progress, and identifying and suggesting the use of appropriate support services. Advisors have seven primary responsibilities:
 - a. to be familiar with academic policies, procedures, integrative studies, and major requirements and where or how to access related resource information
 - b. to assist students in choosing a major and exploring career opportunities
 - c. to share responsibility for monitoring student progress
 - d. to maintain students' rights to confidentiality
 - e. to understand their personal limits as advisors
 - f. to make appropriate referrals
 - g. to be accessible during office hours
2. **ASPIRE:** Aspire is a federally funded program designed to provide academic assistance to Keene State College students at no cost to the student. Peer tutoring is available to all students for many 100 and 200-level courses. Aspire also coordinates the Supplemental Instruction (SI) Program, which provides peer-facilitated group assistance in particular courses (see the following Supplemental Instruction description). Students who meet eligibility criteria may receive additional individualized services. Eligible students are those who meet low-income criteria, neither parent has a bachelor's degree, or have a documented disability. Eligible students may meet individually with a member of the professional staff to improve study skills, organize their time, set goals, and work to their full potential. The Aspire staff also works with students to explore additional funding sources, academic majors, careers, and graduate school. Workshops on study skills, time management, and other topics of interest are offered throughout the academic year.
 - Offered by the Aspire Program, the goal of Supplemental Instruction (SI) is to improve learning and to provide academic support for all students enrolled in courses that are primarily large lecture-based, content dense courses required for certain majors and courses which students consider to be challenging. SI offers students weekly scheduled, group study sessions. SI sessions are led by a successful student who has demonstrated proficiency in the targeted course and participates in SI training that focuses on effective group study strategies. SI leaders attend the class and faculty meet with leaders to discuss the course and SI sessions. Faculty encourage students to participate in the SI sessions. SI leaders receive academic credit and a grade for their SI experience. For further information regarding SI faculty opportunities, contact S.I. Coordinator Kathleen Maceda (kmaceda@keene.edu).
3. **Student Responsibilities:** The student is responsible for meeting all graduation requirements of the College, the degree and the major. The student is also responsible for seeking academic advice on a regular basis. The

final responsibility for making decisions about life and educational plans rests with the student. Students are expected to:

- gather all relevant decision-making information
 - clarify personal goals and values
 - become knowledgeable about policies, procedures and requirements
 - monitor personal academic progress
 - access academic advising support and utilize academic support programs
 - accept responsibility for making decisions
4. **Declaring a Major or Minor:** College policy requires that students officially declare a major before registering for their sixty-first credit. The Declaration of Major form is available from the Elliot Center. A faculty member in their major discipline must sign this form as an advisor of record. The same form is used to declare a minor, and that step may be taken independently of the declaration of major. Students may change their major at any time by filling out a new Declaration of Major and indicating on the form that this step represents a change of major. Students may also change their academic advisor at any time. In completing requirements for a degree and a major, students may elect to be bound by the catalog in effect the year they began their studies at Keene State College, or by the catalog in effect when they declare their major. Within the first three weeks of the semester before the semester in which they intend to graduate, students file an Intent to Graduate form with the Registrar's Office. Students expecting to meet the requirements for their baccalaureate degree(s) within the calendar year (May, August, December) may participate in May commencement. Students may not participate in commencement more than once for the same degree. The requirements for the degree must be completed before a degree is awarded and a diploma issued. Students will be identified as graduating in May, August, or December and will be designated as such in the May commencement ceremony.
5. **Teacher Certification:** Questions regarding teacher certification should be directed to the Teacher Education and Graduate Studies Office, Rhodes Hall, Keene State College, Keene, NH 03435-2900. The administrative assistant for the program may be reached at 358-2286.
6. **Graduate Students:** Advising for graduate students is available through the Graduate Studies Office, Elliot Hall, First Floor, Keene State College, Keene, NH 03435-2900. [Peter Tandy](#) is the Graduate Advisor.
7. **Evaluation of Transfer Credit:** The complete text of the Keene State College policy for the transfer of credit can be found in the 2011-12 Undergraduate and Graduate Catalog. What follows is a summation of the key provisions of the policy. Keene State College will accept credits earned at other institutions that meet the following criteria:
- *U.S. Institutions*
 - Regionally accredited institutions of higher education, if coursework was completed with a grade of C (not C-) or higher
 - Accredited non-degree-granting institutions of postsecondary education, if completed with a grade of C (not C-) or higher
 - Credits recommended at the upper-level division by the American Council on Education for educational experience in the armed services
 - Credits earned at the above institutions in courses graded Pass/Fail or Credit/No credit if evidence (e.g., transcript legend, written statement from course Faculty Member or Registrar on official institutional stationery) that the credit was completed with the equivalent of a grade of C (not C-) or higher
 - *International Institutions*
 - Students who wish to transfer coursework/credits from foreign colleges or universities must have a course-by course evaluation of international educational credentials completed by a member of the National Association of Credential Evaluation Services, Inc.
- B. **Dean of Student's Office:** The Dean of Students Office, third floor, Elliot Center, is a central coordination point for student concerns on campus. Through this office, the Associate Vice President and Dean of Students coordinates a variety of services for students that include advocacy for the resolution of student problems, coordination of the Leave and Withdrawal process, and management of the College Conduct System. The Dean of Students Office frequently assists with personal or family problems and acts as a liaison with both internal and

external resources. Students, staff, and faculty should feel free to contact Deb Barrett, administrative assistant, or Gail Zimmerman, associate vice president for student affairs and dean of students, in the Dean of Students Office, Elliot Center, by calling 358-2842.

- C. **Math Center:** The Math Center is a relaxed and comfortable atmosphere for learning mathematics. Peer tutors, peer course assistants (PCAs), and course-specific assessment exams can help students succeed from the very beginning of their math study at Keene State. Tutoring at the Math Center is a drop-in service for students who have questions about quantitative concepts taught in math classes or classes with a quantitative component. Students may come in with specific questions to ask the tutor, or to just do their work and know that the tutor is there to help. Special review sessions for the math portion of the PRAXIS I exam are held at the Math Center before each testing date on campus during the fall and spring semesters. Specific tutors are also available during the regular tutoring times to help review for the exam. Peer Course Assistants are students who are assigned to specific 100-level mathematics courses to provide support for the students. The PCA aids the Faculty Member within the class as well as outside of class by holding approximately 3 hours of study sessions per week. The availability of PCAs varies from semester to semester, depending on the needs of the Faculty Members. The Math Center staff administers exams and quizzes for individual faculty members within the mathematics department as well as proficiency and assessment exams for individual courses. Students who need to take an exam or quiz at the Math Center should call 358-2023 to make an appointment. For more information, visit us at www.keene.edu/mathctr or stop by to see us at 88 Winchester Street.
- D. **Center for Writing:** The Center for Writing, located at 81 Blake Street, promotes effective writing and thinking by offering a variety of services for both students and faculty. The Center works with students to improve their writing and with faculty to support their effectiveness as teachers of writing. This combined effort strengthens the role of writing in our academic community. For more information about any of the Center's services, contact Dr. Phyllis Benay at 358-2398 or pbenay@keene.edu.
1. Peer Tutoring: Trained peer tutors conduct more than 1,400 one-on-one sessions per year with Keene State students. Many sessions are initiated at faculty request. Students may arrive at the Center with questions about grammar and punctuation, but often leave with greater clarity about the content and quality of their thoughts and claims. The staff brings our service to the attention of first-year students to help incoming students understand the value of working with peer tutors. The Partnership Program provides tutor liaisons to faculty teaching the first-year Thinking and Writing course in order to further establish a relationship between the Center and the student population. Tutors frequently collaborate with faculty members. They summarize and report on students' Center sessions, are available to visit a class to introduce the Center to students, and can conduct workshops on selected writing processes. By arrangement, a tutor may also serve as a writing assistant for a particular course.
 2. Task Force on Writing This interdisciplinary faculty group, established in 1992, advocates for faculty development and training to improve the practice of teaching writing in all disciplines. With this objective in mind, the Task Force sponsors workshops, publishes a newsletter and other activities that address such issues as how to create challenging writing assignments, using writing as a tool for learning, and exploring effective ways to respond to student writing.
 3. **The Calderwood Institute on Teaching of Writing:** The Institute welcomes faculty members in any discipline and immerses participants in current research on composition studies, cognitive developmental theory, and the relationship between thinking, writing, and learning. Funded by the Calderwood Writing Initiative, a private foundation in Boston, the Institute begins with an intensive one-week summer workshop and continues supporting participants throughout the academic year as they experiment with writing pedagogies in their courses.
 4. *The Guide to Writing: A New Way to Think About College Writing and Research: The Guide to Writing*, now in its fourth edition, is a book designed for KSC students and is intended to help them transition from high school to college writing by introducing them to the basic principles of effective writing and research. The third section of the book is a collection of student writing samples in all disciplines. Free copies of the book are available to faculty at the Center.
- E. **Counseling Center:** With a mission of supporting and maintaining the emotional health of students during their enrollment at KSC, the Counseling Center provides a diverse range of emotional health services to all KSC students. We are staffed by professional mental health counselors who are sensitive to the many issues affecting

college students today and that provide treatment for a wide range of issues, from homesickness to clinical depression. In addition to offering psychotherapy and counseling, we provide a broad spectrum of educational and preventive services designed to promote personal growth and learning. We invite you to contact us if you have a special request for emotional health/well-being programming. The Center is supported by student fees, and there are no additional charges for services. The Center is located on the third floor of Elliot Center and is open weekdays during the fall and spring semesters from 8 a.m. to 4:30 p.m. Students who wish to make an appointment can call 358-2437 or visit the Center and speak with our receptionist. If you have a student who is having a crisis in your class or office during the day, you can walk that student over, call us to consult about what to do, or have the student come immediately to the Center and call to alert us to the crisis. If it is after normal business hours or during weekends, you can contact a counselor by calling 358-2436. If you believe that a student may be a danger to self or others, contact both the Director of the Counseling Center and the Dean of Students about your concerns. If a student is an immediate threat to others or if a student is imminently suicidal (e.g., has a method, a plan, and is indicating they are going to commit suicide immediately), call 911 and notify authorities. Most people referring students to the Counseling Center understandably want to know if a student has followed-up with the referral and seen a counselor. However, confidentiality laws prohibit us from providing any information about a student's contact, or lack of it, with the Counseling Center without their written permission. Our strict confidentiality policy can cause understandable frustration for faculty desiring some basic information about students they've referred, so we encourage students referred to us by others to let them know whether they have made and/or attended an appointment with a counselor. As a concerned person, you also can follow-up with the student directly to inquire about their contact with a counselor, as students are not bound by legal restrictions and are free to disclose any information they choose to share. The Counseling Center is committed to working collaboratively with faculty of the College to effectively meet our students' emotional health needs. We recognize the important relationships you have with students and we believe that an essential role of our center is to be a helpful resource to you as you work with students. Often, faculty are the first to notice that a student may be having difficulties related to their behavioral or emotional health (e.g., appearing stressed-out, being easily distracted, coming to class intoxicated, disclosing personal problems to explain poor performance). In these instances, our aim is to work closely with you to ensure the student is connected with the appropriate resources. Please be sure to contact us to consult about any students of concern or to let us know how we can be of help in any of your work with students. Specific services include:

- Psychological Evaluations
- Psychiatric/Psychopharmacological Evaluations
- Short-term Individual Counseling
- Couples Counseling
- Group Counseling
- Substance Abuse Counseling
- Psychoeducational Workshops
- Consultation
- Crisis Intervention
- After-Hours Crisis Hotline
- Community Outreach
- Emotional Health Programming
- Self-help Resources and Emotional Health Library

F. [Continuing Education and Extended Students and Summer Session Office:](#)

Mission: The mission of Continuing Education and Extended Studies is to provide opportunities for education and training to meet the demands of a complex, highly technological, and rapidly changing society. The continuing education role of the College is a principal means of fulfilling the priority of providing access to New Hampshire residents and a means of fulfilling the College's regional service mission.

Profile: The Continuing Education student body is diverse and includes both traditional and nontraditional students attending classes on a part-time basis during the academic year and in the summer. These students take classes during the day, evening, and on weekends. Continuing Education students take courses for degree track preparation, professional development, upgrading employment skills, and personal enrichment. In

addition, many students begin or resume their college studies on a part-time, non-matriculated basis through the Continuing Education and Extended Studies Office and subsequently apply to the College for admission.

Programming: Opportunities are available on a part-time basis through credit and non-credit courses, certificate programs, seminars, institutes, conferences and workshops. Continuing Education also works closely with business and industry, government, and educational institutions to provide customized education and training on a contractual basis. Extended Studies programming can take place both on and off campus and includes distance-learning opportunities.

1. The Keene State College Safety Center: located in Manchester, N.H., houses the OSHA Training Institute Education Center and offers driver education teacher certification; OSHA 10-, 30-, and 40-hour courses for construction and general industry; customized training opportunities, and various safety seminars and workshops.
 2. OSHA Training Institute Education Center: is operated in cooperation with the Occupational Safety and Health Administration (OSHA) and Continuing Education to meet the occupational safety and health needs of New England's business and industrial communities. The Institute is located at the Keene State College Safety Center in Manchester, N.H., and serves Maine, New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island.
 3. Accelerated High School Student Program: is designed to offer academically talented high school juniors and seniors an opportunity to participate in undergraduate courses at the College. Students who wish to be considered for acceptance to the program must complete an application form, available in the Continuing Education and Extended Studies Office. For more information call the Continuing Education Office at 358-2290.
 4. Summer Session: Three Summer Session terms (two six-week terms and one 12-week term) are offered by Continuing Education, with a comprehensive schedule of undergraduate, graduate, and noncredit courses. These courses fulfill many major and Integrated Studies requirements and provide a variety of special topic courses for professional development and elective purposes. Summer session policies and procedures are mailed to all summer faculty during the spring semester. Copies are available in the Summer Session Office.
 5. Book Orders: All book orders are processed by contacting the Keene State College Bookstore. Textbook requisitions are available in the Continuing Education and Extended Studies Office, or by calling the bookstore at 358-2651.
 6. Media Services: Requests for media services should be directed to 358-2532. See the section on Media Services for further information.
 7. Course Evaluations: Course evaluations will be given to Faculty Members during the last week of classes. The Faculty Member will assign a class member the responsibility of returning evaluations to the Continuing Education and Extended Studies Office.
 8. Administrative Support: The Continuing Education staff will assist with limited copying and will require a minimum of two days for copying. Handouts to students requiring extensive copying should be processed and purchased through the KSC Bookstore.
 9. Telephone/Internet: If desired, voice mail/telephone and/or Internet accounts are available by contacting the HelpDesk at 358-2532.
 10. Contracts/Paychecks: Teaching agreements/Contracts are issued when it has been determined that a class or classes have sufficient enrollment. Teaching agreements are signed by the Director of Continuing Education and Extended Studies/Summer School, and then sent to the Faculty Member. When the signed contract has been returned, paychecks are issued, if there is an I-9 and a W-4 on file in the payroll office. Payroll questions should be directed to the Payroll Office, 358-2482.
- G. Information Technology: The Information Technology Group provides a wide range of technology service and support for the students, faculty, and staff of Keene State College. A dedicated team of professional staff and students work for the IT Group and are responsible for providing a dependable and steadfast technology infrastructure and delivering information technology services and support to the college. We connect the campus through the KSC computer network, a telecommunications infrastructure, and a range of information services. The IT Group helps students, faculty, and staff with classroom and instructional technology, personal computers

and computing labs; and provides a number of services and support to faculty in order to integrate technology into academic life. For questions or information regarding technology needs, call the HelpDesk at 358-2532.

1. **Classroom Instructional Technology:** Faculty teach in a variety of settings on campus including: classroom, lecture halls, laboratories, and gymnasiums. Every space has at least one network connection and one cable TV connection and most classrooms also have data/video projectors. Media-enhanced classrooms are equipped with two network connections, a ceiling mounted projector, pull-down viewing screen, DVD/VHS player, an amplifier, speakers, cable access, and a podium with either a laptop – PC or Mac – connection and/or an installed PC.
2. **Personal Computers and Computing Labs:** A major goal for the IT Group is that students, faculty, and staff have access to well-maintained computers and up-to-date software. The IT Group provides technical services to approximately 1,000 personal computers in faculty offices, staff offices, computing labs, and classrooms and administers a large number of application, web, and file servers. Laptops are available for faculty and the IT Group strongly recommends this workstation option for portability between office and classroom.
3. **Helpdesk:** HelpDesk technicians are available to assist students, faculty, and staff with questions or concerns about campus technology. Technicians work to provide exceptional customer service to the college community in regard to technology issues. Basic technical assistance is available over the phone, and on campus service calls are available for campus specific technology issues. The HelpDesk is open Monday through Thursday from 8am to 9pm and Friday from 8am to 5pm. For any questions or information regarding any of your technology needs or questions, [email](#), call 358-2532, or drop by the Helpdesk on the 2nd floor offices in Elliot Hall.
4. **Communications Infrastructure:** Keene State College supports and manages all data, telephone and TV cable fiber. All classrooms have active data connections, and many buildings on campus have open spaces wired with network ports. All college residence facilities are wired with personal network connections for on campus students (a port per pillow). Public [wireless networks](#) are available in common areas of many residence halls and buildings such as Rhodes Hall, the Mason Library, Science Center, Young Student Center, Zorn Dining Commons and selected classrooms and lecture halls The Mason Library provides wireless enabled laptops for students to sign out for use within the library building.
5. **Information Systems:** The IT Group supports the enterprise business processes of Keene State College and works in partnership with campus departments to provide service, support and business solutions.. Faculty interact with a variety of these systems such as HR and Finance, Student Information system, Advancement, Scheduling system, MyKSC (student portal) and more. Additionally, faculty are provided with mail accounts on the college's Microsoft Exchange server and Outlook client applications. Faculty can access this email account through any web browser while on campus or off campus. They access student schedules, rosters, advisees, and advisee academic records through the WebAdvisor application and they have access to Blackboard, a Web-based course management application, used to engage students in the learning process.
6. **Responsible IT Use at KSC:** Keene State's computing resources are essential to the College enterprise; and all faculty, staff, and students share the responsibility for their proper use. Every member of the campus should read and have a clear understanding of all IT policies including: [Computer and Network Use Policy](#) and [Digital Millennium Copyright Act \(DMCA\)](#).
7. **Technology Committees and Planning:** The College Computer & Information Technology Committee (CITC) is the body charged with planning and reviewing the College's progress in technology implementation and use. The CITC recommends to the President or appropriate Principal Administrator of Keene State College in matters concerning campus technology. The CITC is composed of representatives from Academic Affairs, Finance and Planning, Student Affairs, and student representatives, including representation from the Academic Technology Steering Committee (ATSC) and the Enterprise Information Services Steering Committee (EISSC). CITC is chaired by the Chief Information Officer. The Academic Technology Steering Committee (ATSC) advises CITC on academic technology issues. The ATSC is comprised primarily of faculty members. The Enterprise Information Systems Steering Committee (EISSC) advises CITC on Enterprise Information Systems. The EISSC is comprised of campus functional leaders who have responsibility for one or more information system. The IT strategic plan spells out the College's goals for information technology and the technology projects set for achieving those goals. The plan is useful in guiding the development of IT Group services and support.

8. [Photocopying](#): Faculty may have instructional materials photocopied by their departmental administrative assistants within 24 to 36 hours. Please consult with discipline administrative assistants for arrangements. Each full-time faculty member is issued an access code number that can also be used on certain photocopy machines when there is a need to obtain copies more quickly. Faculty should be aware of institutional policies on copyright, found in the Institutional Policies section of this handbook.
- H. [Lloyd P. Young Student Center](#): The L. P. Young Student Center is located at the western end of Appian Way. It houses the Bookstore, the Owl's Roost convenience store, Computer Connections, a food court, an ATM, an information desk, student organization offices the Night Owl Café, student newspaper and radio station offices, administrative offices, lounges, and public telephones. The Food Court is located on the first floor of the Student Center and is open to all students, faculty, staff, and the community for meals and snacks.
- I. [Mail Services](#): Mail Services provides postal services, overnight express, shipping, package tracking, bulk mail, fax, and information services to faculty. These services are charged back to the appropriate Banner account (Department budget or grant) by means of a "Mail Services Requisition," which is provided by the faculty member's department administrative assistant. Mail clerks have been instructed to assume that all mail submitted by faculty is business-related, unless informed otherwise. Examples of business-related mail includes correspondence to students, publishers, committees, and colleagues. If there is doubt about the "relatedness" of the piece, the faculty member's dean will make the determination.
- J. [Parking](#): All vehicles parked at Keene State College must display a valid parking permit. Faculty members may park in parking lots with the "F/S" designation. KSCEA faculty may also park in the (yellow) commuter lots only when all faculty/staff lots are full. Parking permits are available from [iParq online](#). Type in "Keene" for the destination and press the "enter" key and complete the rest of the form. KSCEA members should select the KSCEA permit. All others should select "F/S." Permits for faculty and staff are free. Use the campus zip code, 03435, as the employee ID number. Parking permits will be sent via U.S. Mail. Parking permits are valid for the entire academic year. Faculty and staff will be issued a hangtag that can be used for multiple vehicles. It is the responsibility of the vehicle operator to ensure that the parking hangtag is displayed when parked in the lot and that the vehicle is in a legal parking space. One permit will be issued per person. [Questions about parking and passes](#) may be directed to the Parking Office, in Grafton House, Monday to Friday, from 8 a.m. to 4:30 p.m.; by phone to 358-2227. Dependents of faculty and staff are not permitted to park using this permit. Full-time students who are also employees of the College are not eligible for faculty/ staff permits.
- K. [Recreation Center/Spaulding Gymnasium](#): Keene State's state-of-the-art Recreation Center is designed to meet the fitness, sports, and social needs of the entire College community. The Recreation Center offers numerous facilities for faculty members and adjuncts, including three courts in the recreation gymnasium for basketball, volleyball, indoor soccer, and other indoor sports; the two-level BodyWorks fitness center with separate weight training and cardiovascular fitness areas; a three-lane walking/jogging track elevated above the recreation gymnasium, an aerobic fitness studio; and a multipurpose room. The swimming pool and racquetball court in Spaulding Gymnasium are also available for use by faculty members and adjuncts. The Recreational Sports department offers lap/recreational swimming at noon, in the evenings, and on weekends. There are also four lighted outdoor tennis courts, a sand volleyball court, and two outdoor half-court-size basketball courts. ***In order to use the Recreation Center and the recreational facilities in Spaulding Gym, faculty members and adjuncts must purchase memberships. Several membership options are available based on the recreational facilities preferred by faculty and adjuncts to use.*** A health insurance workout reimbursement program may be available to faculty members who are enrolled in the College's Harvard Pilgrim Health Care (HPHC) insurance plan and sign up for HPHC's Wellness Connection program. For additional information on the membership fee options and the hours of operation for the Recreation Center, contact the Recreational Sports Office at 358-2814.
- L. [Redfern Arts Center on Brickyard Pond](#): Student and faculty productions and visiting artists of national and international reputation appear in the Main and Wright theatres and in Alumni Recital Hall of the Redfern Arts Center on Brickyard Pond. A membership, offering reduced rates for an entire season of programs, is also available. Call the Brickyard Pond box office, 358-2168, for more information. The Keene State College Film Society screens classic and feature films year round [in Putnam Arts Lecture Hall](#) in the east wing of the Arts Center on Brickyard Pond. The hall is equipped for 16-, 35-, and 70-mm film formats with Dolby Digital Surround Sound. Depending on the film, screenings are at 7 p.m. and 9 p.m. Friday through Sunday, and 7 p.m.

Monday through Thursday, with matinees at 2 p.m. on Saturday and Sunday. The Film Society schedule is at <http://www.keene.edu/campus/arts/putnam/schedule/>.

- M. [Thorne-Sagendorph Art Gallery](#): The Thorne-Sagendorph Art Gallery is located on Wyman Way. The Gallery hosts a schedule of shows in two skylit, climate-controlled exhibit spaces. The facility is handicapped accessible and admission is always free. Donations are accepted. Hours during exhibits are: Saturday-Wednesday, noon to 4 p.m., Thursday-Friday, noon to 7 p.m. Check the website for summer hours.
- N. [Zorn North Dining Room](#): The Zorn North Dining room provides a lunch service for faculty and staff. Meals are available at a reasonable cost for an entire lunch or as à la carte items. A frequency card program is available for guests who purchase the All-You-Care-to-Eat option. Inquire with the dining room host for details. The dining room is open from 11:30 a.m. to 1:30 p.m. while classes are in session. It provides an excellent forum for informal discussions with other faculty about teaching, students, and campus issues.