

Disclaimer

This *Keene State College Faculty Handbook* was compiled in 2013 by the Office of the Provost and updated in February 2023. 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.

Faculty Handbook

February 2023

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Academic Calendar September 2022 June 2023 (Updated 2023-02-10)

September 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
				1	2	3	1
4	5	6	7	8	9	10	2
11	12	13	14	15	16	17	3
18	19	20	21	22	23	24	4
25	26	27	28	29	30		5

October 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
						1	5
2	3	4	5	6	7	8	6
9	10	11	12	13	14	15	7
16	17	18	19	20	21	22	8
23	24	25	26	27	28	29	9
30	31						10

November 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
		1	2	3	4	5	10
6	7	8	9	10	11	12	11
13	14	15	16	17	18	19	12
20	21	22	23	24	25	26	13
27	28	29	30				14

December 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
				1	2	3	14
4	5	6	7	8	9	10	15
11	12	13	14	15	16	17	16
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

January 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	1
22	23	24	25	26	27	28	2
29	30	31					3

February 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
			1	2	3	4	3
5	6	7	8	9	10	11	4
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	6

- 02 · Schedule Adjustment period ends at 4:30 p.m.
- 05 · Labor Day Holiday (College Closed)
- 06 · Course Withdrawal period begins at 8:00 a.m.

- 07 · Semester Mid-Point
- 14 · Fall Break Day (No Classes)
- 24 · Registration for Spring 2023 Courses Begins

- 04 · Registration for Spring 2023 Courses Ends at 4:30 p.m.
- 11 · Veteran's Day Holiday Observed (College Closed)
- 14 · Course Withdrawal (W) period ends
- 23 · College open, No classes. Residence halls close except Residence Apts.
- 24 · Thanksgiving Holiday (College Closed)
- 25 · Thanksgiving Holiday (College Closed)
- 27 · Residence Halls re-open
- 28 · Classes resume at 8:00 a.m.

- 09 · Last day of classes
- 12 · Reading Day. Final Exams begin at 6:00 p.m.
- 16 · Final Exams end at 3:00 p.m.
Payment due for Spring Semester
Residence Halls close except for Residence Apts.
- 23 · Residence Apts. close
- 26 · Winter break (College Closed)
- 27 · Winter break (College Closed)
- 28 · Winter break (College Closed)
- 29 · Winter break (College Closed)
- 30 · Winter break (College Closed)

- 02 · Residence Apts. open
- 15 · Residence Halls open
- 16 · Martin Luther King Holiday (College Closed)
- 17 · Classes and Schedule Adjustment period begin at 8:00 a.m.
- 24 · Schedule Adjustment period ends at 4:30 p.m.
- 25 · Course Withdrawal (W) period begins at 8:00 a.m.

- 20 · Summer Registration begins

26	27	28					7
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March 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
			1	2	3	4	7
5	6	7	8	9	10	11	8
12	13	14	15	16	17	18	-
19	20	21	22	23	24	25	9
26	27	28	29	30	31		10

April 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
						1	10
2	3	4	5	6	7	8	11
9	10	11	12	13	14	15	12
16	17	18	19	20	21	22	13
23	24	25	26	27	28	29	14
30							15

May 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
	1	2	3	4	5	6	15
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

June 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk.#
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

- 03 · Semester Mid-Point
- 10 · Spring Break begins after classes end. Res. Halls close except Res. Apts. College open
- 13 · Spring Break (No classes)
- 14 · Spring Break (No classes)
- 15 · Spring Break (No classes)
- 16 · Spring Break (No classes)
- 17 · Spring Break (No classes)
- 19 · Residence Halls re-open
- 20 · Classes resume 8:00 a.m.

- 03 · Registration for Fall 2023 Courses Begins at 8:00 a.m.
- 07 · Course Withdrawal (W) period ends
- 14 · Registration for Fall 2023 Courses Ends at 4:30 p.m.
- 21 · Commencement Participation Appeal Deadline at 4:30p.m.
- 28 · Last day of classes
Payment due for Summer Session

- 01 · Reading Day. No classes. Final Exams begin at 6:00 p.m.
- 05 · Final Exams end at 3:00 p.m.
Honors Convocation Begins at 4 p.m.
Residence Halls and Residence Apts. close except for Graduating Seniors
- 06 · Commencement Ceremony begins at 1:00 p.m.
- 14 · Residence Halls open
- 15 · Classes and Schedule Adjustment begins at 8:00 a.m.
- 29 · Memorial Day Holiday (College Closed)
- 19 · Juneteenth Holiday (College Closed)

The current and pending academic calendars may be found on the KSC Web page (A to Z index) under [Academic Calendar](#).

I. General Institutional Information

A. [The Mission and Values of Keene State College](#)

1. **Mission:** Keene State College, as the public liberal arts college in New Hampshire, offers an accessible, high-quality education in an inclusive campus community dedicated to academic excellence. Through the integration of teaching, learning, scholarship, and service, we prepare students to think critically and creatively, engage in their communities, and pursue meaningful work in a global society.
2. **Values:** At Keene State, we will . . .
 - Respect all individuals and foster a supportive community.
 - Commit ourselves to life-long learning.
 - Strive to build a just society.
 - Work towards a sustainable and equitable world.
 - Take action to benefit others.
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 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 3,000 undergraduate students and additional 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).

- 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 executive officers (the provost and vice presidents) are responsive to their proposed initiatives, supporting these ideas with necessary resources. Executive officers 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 viewpoints to make fully informed recommendations.

[Senate 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 (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 cannot 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, disability, sexual orientation, gender identity, gender expression, marital status, in any of its programs or activities. Inquiries regarding this policy should be made to the affirmative action officer, the director of human resources, or to the Chief Officer for Diversity, Equity and Inclusion. 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 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 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](#) available from the [Campus Manager for Environmental Health and Safety](#) 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, gender identity, gender expression, 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. [Amorous Relationship Policy](#) The University System of New Hampshire and Keene State College, while respecting individual rights, recognizes its responsibility to acknowledge and establish relationship boundaries in our living, learning and working environment, especially where there are existing hierarchies and power dynamics. This policy provides clarifications and guidelines to prevent conflicts of interest that can occur when members of the USNH community engage in amorous relationships, and especially those whose institutional roles place them in an uneven power dynamic. All members of the faculty and staff are prohibited from pursuing or engaging in an amorous relationship with any undergraduate student.

The parties involved in any amorous relationship with a relationship conflict of interest are required to immediately disclose the relationship to the proper supervisory authorities and Equal Employment Opportunity Officer as applicable at each institution and cooperate fully in steps necessary to eliminate the dynamic. Where an amorous relationship is suspected but the parties do not report, the supervisor is required to report to the Equal Employment Opportunity Officer.

Steps to eliminate the relationship conflict of interest may include, but are not limited to, reassignment of supervisory and/or check and balance oversight duties in which decisions affect the other party's academic and/or professional standing or prospects, or recusal of one party from all institutional decisions related to the other, or reassignment of duties to avoid impact of the amorous relationship on the work environment.

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). See USNH Policy USY V.D.6.

K. **Wellness**

1. **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.
 - Confidentiality: Information regarding individual participation will not be disclosed without the written consent of the faculty or staff member.
 - Coverage: The faculty or staff member, spouse and dependent children will receive a number of free visits to the EAP for each situation.
 - 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.
 - 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 KSCEA 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” (in IV. Academic Resources). The [Learning & Teaching Collaborative](#) 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 are 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 learning management (Canvas) 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. **Access and Responsiveness:** 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 (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 (KSCEA CBA Article VIII.B.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 the FEAC Guidelines and recommended Guidelines for Preparing the P&T File found under [Academic Affairs Resources and Programs For Faculty](#). 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: FEAC strongly encourages to prepare and submit a digital portfolio. The current process is to request a One Drive folder from the Office of the Provost. Access to the One Drive folder can be extended to colleagues for DPECs or to the dean at the request of the faculty member. When the digital portfolio is being submitted for Promotion and Tenure, the complete file will be copied over to a secure drive for FEAC's review.
- b. If a Faculty Member chooses to submit a hard-copy portfolio, it should include 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.
- c. 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.
- d. 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: <https://dept.keene.edu/aa/departamental-dpec-guidelines/> The [template for DPEC Letter](#) 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:** Student evaluations of faculty are distributed directly to the students on the course roster electronically, collected, and made available for chairs and deans' review at the close of each semester. They remain available to faculty and should be used for building Promotion and Tenure records.
- 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 four (4) 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. -The entire 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

a) **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.

b) **Writing the Syllabus:** Faculty members may find it helpful to consult course syllabi kept in Shared Syllabi file (currently on Q) 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:

1. Course title, including course number and section number, and the year and semester the course is offered.
2. Faculty Member's name, telephone number, office location, and office hours.
3. Catalog description.
4. Goals and learning objectives.
5. Course methodology. Briefly describe your approach to the course (e.g., lecture, discussion, demonstrations, etc.).
6. 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.
7. 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.
8. 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.
9. Faculty should include in their syllabi language regarding expectations of student use of mobile technology including laptops.
10. 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.*
11. 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.

c) **Attendance Policies:** While Keene State College has an overarching [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 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.

d) **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. First, 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. Second, 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.

e) **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.

f) **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.

g) **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:

1. Approval process, guidelines, and forms for new programs
 2. Emergency procedure guidelines
 3. Cultural adjustment issue guidelines
 - i. The following information must be distributed to all participants:
 4. State Department travel advisories (official government travel advisories)
 5. Centers for Disease Control Traveler's Health Report
 - i. The following forms must be distributed to and collected from all participants:
 6. Proof of required medical and medical evacuation insurance form
 7. Medical information release form
 8. Release and waiver of liability form
 9. Emergency contact information form
 10. In addition, the following group information must be provided by all study-away leaders:
 11. List of all participants (including faculty/staff /others)
 12. 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 @ 8-2651.

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:

III(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

III(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 is committed to supporting the mission of Keene State College by providing collections, spaces, and services that support our academic programs and meet the needs of our diverse student and faculty community. 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 200,000 physical items including ebooks, licenses over 80 research databases, and provides access to more than 60,000 online periodicals and newspapers. The library’s [Special Collections and Archives](#) include the Orang Asli Archive, the Holocaust Special Collection, the Louis de Rochemont film collection, papers of New Hampshire poets laureate and many items of Keene State College history. The [Cohen Center for Holocaust and Genocide Studies](#) is also housed within the building.

Library Hours During the Academic Year

Monday-Thursday, 7:45am-11:00pm
 Friday, 7:45am-9:00pm
 Saturday, 10:00am-9:00pm
 Sunday, 12:00pm-11:00pm

- b. **Writing, Research, and Information Literacy Instruction:** The [Center for Research & Writing](#), located in Mason Library, offers in-person workshops during instructors class time to help students learn to locate, identify, and evaluate information resources. Center tutors work one-on-one with students to provide research and writing support. Center staff work with faculty to design assignments, develop learning outcomes for research and writing, and on faculty scholarship activities. Contact Kate Tirabassi, Molly Parsons, or Elizabeth Dolinger for additional information.
- c. **Library Collections:** the Collections Support and Strategies Librarian coordinates acquisition of library materials, assessment of use, and licensing of digital information resources. Please contact [Eric Shannon](#) with suggestions for acquisitions or requests for information about research databases.
- 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). For more information contact the Access Services Manager, [Jeff Kazin](#).

- e. **Interlibrary Loan:** Items not held by Mason Library can be obtained from other libraries through interlibrary loan. You will be notified by e-mail when your item arrives. Books can be picked up at the Circulation Desk. Contact the [Interlibrary Loan office](#) or by phone at 358-2715.
- f. **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. Owl Card holders can place holds on KPL books for delivery to Mason Library or visit KPL.

4. 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. 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.

5. **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:
 - i. To complete all assigned reading material.
 - ii. To be familiar with all information presented orally during formal class sessions.
 - iii. To complete all assigned work (e.g., reports, papers, etc.)
 - iv. 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.
 - v. 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.

i. **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 358-2353 as soon as possible to ensure that such accommodations are implemented promptly.”*

ii. **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:

1. 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).

2. 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 a Faculty Member. Disability information is shared on a need-to-know basis, or specifically released by the student as desired.

3. 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.

4. 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.

5. 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.

6. 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](#), “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 the 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. 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 from the Registrar’s Office. 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:
 1. 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.
 2. Basically, a student record is private and privileged except to those who have a legitimate educational interest.
 3. 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.
 4. 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).
 5. 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.
 6. 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.

7. To learn more about FERPA or student privacy rights, please feel free to contact the registrar, 358-2321.

B. Professional Development and Research

1. The **Teaching and Learning Collaborative** is the team that supports the Learning Management application (currently Canvas), faculty development, and digital learning. The Collaborative offers one-on-one support, trouble shooting response, workshops, peer observation of teaching, and other activities to support pedagogy. The Instructional Designer collaborates with faculty regarding pedagogical practices and curriculum design to develop effective traditional, blended, and technology-enhanced courses.

2. **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.

3. **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. They accomplish this by assisting with the funding needs of faculty and staff engaged in original research, creative endeavors, and other forms of scholarship. They provide consultative services and technical support for faculty developing external grant proposals. Upholds the College's mission by attending to regulatory and compliance concerns through the development of policies and procedures relating to externally sponsored projects. Currently, support for Sponsored Projects is a Shared Service with USNH, with support for Keene State faculty provided by [STAR](#).

a. **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.*

b. **[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](#)
- [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](#)

c. **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](#)

4. **Faculty Development Grant Fund** Per Article XIX.C in the KSCEA collective bargaining agreement with the University System of New Hampshire, Keene State College offers \$55,000 in grants from a Faculty Development pool to support faculty projects. Any unexpended funds from this pool are carried over and added to the Faculty Development pool available for succeeding years. A joint faculty-administration committee develops guidelines, evaluates proposals, and selects grant recipients. Faculty may apply for grants of up to \$3,500 for individuals or \$6,000 for larger collaborative projects. Grant proposals are reviewed three times during the academic year. Award recipients are notified within 2-3 weeks after the application deadline.

5. [Adjunct Faculty Development Grants](#)

6. [Indirect Cost Reinvestment Grants](#) **SUSPENDED**

7. [Center for Creative Inquiry – Supporting Undergraduate Research and Creative Grants](#)

C. **Awards and Recognition**

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.

- **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.
- 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.
- The **Faculty Distinguished Service Award** is presented annually to a member of the tenured Keene State College faculty in recognition for notable service to the College and/or a department or unit or constituency within the College. The award honors faculty members who have dedicated themselves to a variety of efforts over a significant period of time at the institution and who have gone above and beyond the levels of service that are typically associated with faculty advancement at the College.

- **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.

D. Other

1. **Intellectual Property Policy** Consistent with our institutional mission, the purpose of this policy is to (1) encourage research and scholarly activities of the faculty, staff, and students of Keene State College and mobilize those activities in service of the public good; (2) where appropriate, utilize collaborative, entrepreneurial, commercial, and non-commercial mechanisms to assist in the transfer of the benefits of research and scholarly activities to the public; and (3) ensure appropriate stewardship of institutional resources in support of these goals. *Please see full policy in appendix – [Appendix 1 – Intellectual Property Policy](#).*
2. **Conflict of Interest:** (See [USY.C.D.7](#)) 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** (See [USY.C.D.7.3](#)) 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.
4. **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.
5. **Professional Activities of Part-Time Faculty and Lecturers (See USY V.D.7):** 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 (See USY V.D.7.10 and 7.11):** 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 (See USY V.D.7.12):** 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 Financial Conflict of Interest (FCOI) Screening/Disclosure form. ([available at https://www.keene.edu/office/ospr/compliance/fcoi-compliance/](https://www.keene.edu/office/ospr/compliance/fcoi-compliance/)) 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.

- 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.
- Any student, faculty, or staff in need of training to conduct research with human subjects must complete the UNH web-based training on human subjects protections: <https://rit.sr.unh.edu/training/rcr-training/human-subjects.html> The training module takes approximately 30 minutes. Individuals who certify their completion of the module at the end will receive an email that is the documentation/certification of completion of the training to be submitted as part of the IRB application. The training is designed to assist researchers with gaining familiarity with key issues in conducting research involving human subjects. Please contact the Keene State IRB at irb@keene.edu with general questions.

For further information, please see the full [IRB Policy](#).

V. Policies

A. [USNH Policies](#)

B. [KSC Policies:](#)

1. [Americans with Disabilities](#) Keene State College recognizes a disability condition as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 under which a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, breathing, learning, taking care of oneself). Under the guidelines of ADA and Section 504 legislation, upon request, the College will make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities.

- **Rights and Responsibilities of Students**

- Every student with a documented disability has the right to Equal access to courses, programs, services, jobs, activities, and facilities offered at the College; Reasonable accommodations, academic adjustments, and/or auxiliary aids and services determined on a case-by-case basis; Appropriate confidentiality of all information regarding a disability and the choice to whom a disability is disclosed except as required or permitted by law; and Information, reasonably available in accessible formats.
- Every student with a documented disability has the responsibility to Meet qualifications and essential standards as determined by the College for courses, programs, jobs, services, and facilities; Identify as an individual with a disability to the Office of Disability Services in a timely manner when seeking an accommodation; When seeking accommodations, provide documentation of the disability from an appropriate professional including information about the functional limitations of the disability; Follow specific procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services; and Communicate requests for accommodations to instructors by providing a letter of identification describing the reasonable accommodations recommended by ODS as early in the semester as possible.

- **Rights and Responsibilities of KSC**

- Keene State College has the right to Maintain essential standards for courses, programs, services, jobs, activities, and facilities; Request current documentation by an appropriate professional and supplied by the student that confirms disability status and supports the need for appropriate accommodations, academic adjustments, and/or auxiliary aids and services; Deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if documentation does not support a need for the requested service, or if the documentation is not provided in a timely manner; Select among equally effective accommodations, academic adjustments and/or auxiliary aids and services as judged by the College with consideration for cost and/or availability; Deny a request for an inappropriate or unreasonable accommodation, adjustment, and/or auxiliary aid or service including any that poses a direct threat to the health and safety of others, imposes a fundamental alteration to a course or program, or poses an undue financial or

administrative burden on the College.

- Keene State College has the responsibility to: Ensure that College courses, programs, services, jobs, activities, and facilities, when viewed in their entirety, are offered in the most integrated and appropriate settings; Provide information regarding policies and procedures to students with disabilities in accessible formats upon request; Evaluate students on the basis of their abilities and not their disabilities; Provide or arrange reasonable and appropriate accommodations, academic adjustments, and auxiliary aids and/or services for students with disabilities upon request; and Maintain appropriate confidentiality of records and communication regarding students with disabilities, except where permitted or required by law; Inform students when requested accommodations are not available or beyond the College's ability to provide.

- **Grievance Procedure**

- 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, he or she must contact the Associate Vice President for Student Affairs, 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, Elliot Center, Rm 256.
- After a discussion with the Associate Vice President, a student may file an official grievance by submitting a description of the problem and specifically requested accommodation in writing to the Associate Vice President. This complaint must be filed within 20 working days of the initial meeting with the Associate Vice President.
- The Associate Vice President 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 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, a written appeal stating why the decision is incorrect may be made to the Chief Officer of Diversity and Multiculturalism's Office within 10 working days of receipt of the determination statement from the Associate Vice President. The Chief Officer of Diversity and Multiculturalism or his/her designee shall review the determination of the Associate Vice President and send a written decision to the complainant within 30 days of receipt.
- The decision of the Chief Officer of Diversity and Multiculturalism 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, 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. **Weapons:** Weapons are prohibited on the Keene State College campus. The term "weapons" includes but is not limited to: firearms (to include disabled firearms or authentic-looking replicas), paintball guns, BB and pellet guns, air guns, slingshots, bows and arrows, or other projectile devices. "Weapons" may also include swords, various kinds of knives (other than cooking utensils or pocket knives with a blade less than 3"), switchblades, Tasers© or other electric shock weapons, saps, billy clubs, explosives, metallic knuckles, various martial-arts devices capable of being used as weapons, or any item used in a manner to threaten, inflict, or attempt to inflict harm. All incidents involving gun possession on campus will be reported to the Keene State College Department of Campus Safety and the Keene Police Department (KPD) immediately.
 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 engagement 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."](#) Prompt reporting of discrimination and harassment is in the best interest of the entire Keene State College community. Individuals are encouraged to report incidents of alleged discrimination and harassment in a timely fashion.
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 Redfern Arts Center facilities, Alumni Center, Spaulding Gymnasium, call the offices at the respective facility. For other facilities on campus you must Submit a request through the [Scheduling System](#).
 - All on-campus and off-campus organizations wishing to schedule a facility at KSC must complete a [scheduling](#) request. 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, All other grievances should be addressed to the vice president for Enrollment and Student Engagement, 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 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 Associate Vice President for Diversity, Equity and Inclusion, 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. *Please see full Tobacco Policy included in appendix – [Appendix 2 – Tobacco/Smoking Policy](#).*

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:
 - to be familiar with academic policies, procedures, integrative studies, and major requirements and where or how to access related resource information
 - to assist students in choosing a major and exploring career opportunities
 - to share responsibility for monitoring student progress
 - to maintain students' rights to confidentiality
 - to understand their personal limits as advisors
 - to make appropriate referrals
 - 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.

- a. 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.
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 [Registrar's Office](#). 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 through Self-Service. 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 Educator Preparation Office, Rhodes Hall, Keene State College, Keene, NH 03435-2900. The program may be reached at 358-2286.
6. **Graduate Students:** Advising for graduate students is available through the Graduate Studies and Extended Education Office, Elliot Hall, First Floor, Keene State College, Keene, NH 03435-2900.
7. **Evaluation of Transfer Credit:** The [complete text of the Keene State College policy for the transfer of credit can be found in the 2022-2023 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, located in Butler Court House, is a central coordination point for student concerns on campus. Through this office, the 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 the Dean of Students Office 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 Research and Writing:** The Center for Research and Writing, located in Mason Library, 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.

1. Peer Tutoring: Trained peer tutors conduct 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.

E. **Wellness Center:** With a mission of supporting and maintaining the emotional health of students during their enrollment at KSC, the Wellness 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 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 Wellness 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 Wellness 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 Wellness 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. Graduate Studies and Extended Education (GSEE):

Mission: The mission of Graduate Studies 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 (Extended 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 Extended Education 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 (Extended 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 GSEE 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 358-2290.
4. Summer Session: Summer Session terms are offered 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 provided to all summer faculty during the spring semester.
5. Book Orders: All book orders are processed by contacting the Keene State College Bookstore. Textbook requisitions are available in the Graduate Studies 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 the IT Helpdesk.
7. Course Evaluations are distributed to the students on the section roster electronically and available for faculty review at the end of the term.

8. **Administrative Support:** The Continuing Education staff will assist with limited copying and will require a minimum of two days for copying.

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, 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. During the Academic Year, 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 and WIFI available. 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 Canvas, 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](#)

7. 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 faculty member is also able to print, copy, and scan using the Multi-Functional Printers located in all academic buildings. Use of these printers requires access through Keene State issued ID Card or login to network credentials. 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 commuter lots only when all faculty/staff lots are full. Parking permits are available from [iParq online](#). 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 Keddy 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 employee medical plan. 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. 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. Gallery hours are Tuesday thru Saturday, Noon to 5:00 pm..

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.

Appendix 1 – Intellectual Property

[Intellectual Property Policy](#)

- [1. References](#)
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- [15. Appeal](#)

1. References

[KSC Policy on Research Data Retention and Access](#)

[KSC Policy on Research Misconduct](#)

[KSC Policy on Financial Conflict of Interest in Research & Educational Activities](#)

2. Preamble

2.1 Consistent with our institutional mission, the purpose of this policy is to (1) encourage research and scholarly activities of the faculty, staff, and students of Keene State College and mobilize those activities in service of the public good; (2) where appropriate, utilize collaborative, entrepreneurial, commercial, and non-commercial mechanisms to assist in the transfer of the benefits of research and scholarly activities to the public; and (3) ensure appropriate stewardship of institutional resources in support of these goals. These guiding principles are described more fully in the following subsections of Section 2.

2.2 Mobilization of Research/Scholarly Activity for the Public Good: As an institution of higher education, Keene State College recognizes its responsibility to produce and disseminate knowledge. Inherent in this responsibility is the need to value and encourage (both internally and through external collaborations) the production of creative and scholarly works and the development of new and useful materials, devices, processes, and other Intellectual Property. The Intellectual Property emanating from the College reflects and enhances the professional development of the individuals involved, enhances the reputation of the College, provides expanded educational opportunities for students, and promotes the public welfare. As a public institution, faculty, staff, and students of the College benefit from the facilities and infrastructure provided by the citizens of New Hampshire. The College therefore seeks, through this policy, to ensure the public benefits from the activities undertaken with campus resources.

2.3 Mechanisms of Transfer: The rights and privileges of Creators must be preserved so that their initiatives and entrepreneurship may be encouraged, stimulated, and rewarded. Concurrently, the benefits derived from Intellectual Property produced under the auspices of the College should be used to further the teaching and/or research programs of the College, and to serve the public good. In order to accomplish this, a variety of mechanisms are available.

2.3.1 Intellectual Property that has commercial potential may be protected under a variety of legal mechanisms. Most commonly these are legal protections covering Copyrights, Patents (including provisional patents), Plant Variety Protection, Trademarks, and Trade Secrets. Not all Intellectual Property has commercial potential or requires protection through these mechanisms.

2.3.2 Intellectual Property that does not have commercial value may nonetheless serve the public good in important ways, and may require protection through legal or other mechanisms as part of an overall approach to its management.

2.4 Stewardship of Institutional Resources: The College has a responsibility to provide sound stewardship of available resources while expediting the development and transfer of Intellectual Property for the public benefit, through both commercial and non-commercial means, to the extent possible.

2.5 To foster such activities, the College shall maintain an Intellectual Property policy that is balanced with the College's mission, serves the public good, and is fair to all parties.

3. Intellectual Property Administration

3.1 As the Chief Academic Officer, the Provost is responsible for stewardship of the College's research and scholarly enterprise and the resulting Intellectual Property. Day-to-day administration of the principles and policy set forth herein for the management of Intellectual Property is delegated to the Office of Sponsored Projects & Research (OSPR) and the Intellectual Property Committee (IPC).

3.2 OSPR's responsibility includes, but is not limited to, the following:

3.2.1 To act in accordance with the policy herein set forth;

3.2.2 To make recommendations to the Provost regarding proposed or necessary changes to the institution's Intellectual Property policy, institutional procedures, administrative structure, and/or the procurement of specialized expertise or services in support of Intellectual Property management.

3.2.3 To maintain files and records of Intellectual Property activities including the institutional expenses related to protection of the Intellectual Property and commercialization;

3.2.4 To submit an annual report to the Provost and IPC concerning the College's Intellectual Property activities;

3.2.5 To publicize and promote the College's Intellectual Property policy;

3.2.6 To serve as the liaison between the College's personnel and the external entity or entities providing Intellectual Property guidance and/or Technology Transfer services to KSC.

3.2.7 To offer information and assistance, or access to such information and assistance if outside consultation is required (per 3.2.6), to the College community concerning the procedures that should be followed in order to gain adequate protection between the time of conception of an Invention, discovery, trademark or Copyrightable Work and the processing of a formal application for a patent or registration.

3.2.8 To comply with Federal regulations regarding the reporting, licensing, and maintenance of Inventions;

3.2.9 With IPC, to determine an appropriate frequency for IPC meetings to accomplish the necessary work;

3.3 IPC's responsibility includes, but is not limited to, the following:

3.3.1 To evaluate Intellectual Property disclosures and the potential for successful transfer beyond the College via partnerships, commercialization, or non-commercialization means;

3.3.2 To make recommendations regarding further development of the Intellectual Property disclosed in order to increase the likelihood of successful transfer beyond the College via partnerships, commercialization, or non-commercialization means; in order to formulate recommendations, it is acknowledged that consultation with others may be necessary (e.g., the creator/inventor, intellectual property consultants, etc.).

3.3.3 To make recommendations regarding Intellectual Property that warrants pursuit of protection via Patents, Trademarks, or other means with institutional resources;

3.3.4 To make recommendations regarding proposed or necessary changes to the institution's Intellectual Property policy, institutional procedures, administrative structure, and/or the procurement of specialized expertise or services in support of these functions. The IPC is authorized to define and adopt procedural rules for the conduct of their business, such as quorum requirements, voting procedures, etc.

3.3.5 To participate in resolution of cases where rights/or equities are in dispute, pursuant to Section 15.

3.3.6 To hear concerns regarding the management of the College's IP and/or petitions for return of rights that may result, and make recommendations;

3.3.7 With OSPR, to determine an appropriate frequency for IPC meetings to accomplish the necessary work;

3.4 Provost's responsibility includes, but is not limited to, the following:

3.4.1 To identify and appropriately allocate resources to manage the College's Intellectual Property;

3.4.2 To construct an Intellectual Property Committee (IPC), which shall be comprised of the following voting members: 2 tenure-track faculty from each school (one of whom is elected, and one of whom is appointed by the Provost); 1 tenure-track library faculty member (appointed by the Provost); 1 student (appointed by the Provost). Additionally, the Provost may appoint additional non-voting members as necessary to support the work of the IPC (e.g., Director of Sponsored Programs, General Counsel, etc.). It is KSCEA's responsibility to forward the names of elected representatives to the Provost in a timely fashion. For consistency and timeliness of operations, the IPC is authorized to conduct its business with vacant positions and/or pending elections. It is recommended that elected IPC members serve 2 year terms.

3.4.3 To receive recommendations from the IPC regarding the disposition of IP disclosures, and make final determinations as to whether to pursue Intellectual Property protection via patents, trademarks, or other means;

3.4.4 To receive and respond to recommendations from OSPR and/or IPC regarding proposed or necessary changes to the institution's Intellectual Property policy, institutional procedures, administrative structure for Intellectual Property management, and/or the procurement of specialized expertise or services in support of these functions, including specialized legal counsel where needed to ensure the best outcome for the College and the Creator.

3.4.5 To submit an annual report to the President concerning the College's Intellectual Property activities;

3.4.6 To participate in resolution of cases where rights/or equities are in dispute, pursuant to Section 15.

4. Applicability

4.1 This policy applies to all members of the College community (hereinafter referred to as Covered Individuals) including, but not limited to, all faculty, administrators, staff, students; visiting scholars, scientists, and postdoctoral fellows; and any other persons at the College involved in carrying out the College's mission at or under the auspices of the College.

4.2 This policy applies to Intellectual Property developed with any one or more of the following: (1) External grant/sponsored funding (irrespective of sponsor type); (2) Significant (not incidental) use of College resources and/or equipment; (3) Under special internal agreements entered into by the creator and the College relating to specific projects or programs; (4) within the context of legal obligations designating ownership, such as Material Transfer, Confidential Disclosure, or other legally binding agreements between the College and the other legal entity.

4.3 This policy should not be construed to limit the right of any member of the College community to conduct his/her research/scholarly work.

5. Definitions

Throughout this policy statement, terms related to development, transfer, and commercialization of Intellectual Property are used. These terms are briefly described below.

5.1 Assignment. The process of transferring ownership of the Intellectual Property from the Creator to another individual or entity, such as another educational institution or corporation. For purposes of this policy, assignment is to Keene State College.

5.2 Copyright and Copyrightable Work(s). As defined in 17 US Code, copyright is granted by the United States government to the author of "original works of authorship fixed in a tangible form of medium." As often found in academia, these works include the following:

5.2.1 Scholarly works (e.g., textbooks, class notes, research monographs and articles, journal publications, classroom and research instructional materials);

5.2.2 Creative/artistic works (e.g., music, art, dance, poetry, fiction, photography, audio-visual works, and film);

5.2.3 Copyrightable software (academic, research, and commercial);

5.2.4 Mask Work(s) (semiconductor chip designs protected under a Federal law administered by the U.S. Copyright Office);

5.2.5 Other developing areas, including but not limited to multi-media works and electronic communications (including media used for distance learning).

5.3 Covered Individual. Any faculty member, staff member, student, visiting scholar, or any other person at the College involved in carrying out the College's mission at or under the auspices of the College.

5.4 Disclosure. The act of reporting a creation of Intellectual Property as required under this policy.

5.5 Exempted Scholarly Work. This applies to Copyrightable Works where the College waives its ownership interest in favor of the author. See Section 8.

5.6 Creator(s)/Co-Creators. The person(s) who devises, creates, and produces Intellectual Property. In instances where multiple individuals devise, create, and produce Intellectual Property, the term Co-Creator will be used for the purposes of this policy.

5.7 Incidental use of College resources or equipment. Includes use of library, office space, typical computer equipment and common tools of the discipline routinely issued to faculty members by the College.

5.8 Intellectual Property. As used in this policy, includes not only Inventions, authored works, Trademarks, or other knowledge products which may be protected legally (such as with Patents and Copyrights), but also physical or tangible embodiment, such as biological organisms, unpatented plant varieties, or other tangible research properties.

5.9 Invention. Any invention or discovery which is or may be patentable or otherwise protectable as to ownership. Examples: new fluorescence optics instrument, new algorithm for data compression, new chemical process, new plant variety, or new monoclonal antibody.

5.10 Inventor(s)/Co-Inventor(s). The person(s) who devises, creates, and produces something not previously known or existing and who is determined to be an inventor under applicable patent law (e.g., someone who conceives of an idea that is embodied in a patent or patent application). The term Co-Inventor will be used for the purposes of this policy in instances where multiple individuals together devise, create, and produce something not previously known or existing and are determined to be inventors under applicable patent law. Inventor(s) is a specific category of Creator.

5.11 Intellectual Property Disclosure. The process of disclosing Intellectual Property to KSC's OSPR/IPC.

5.12 Know-How. Often associated with Tangible Research Property, Know-How may include detailed and specific information regarding how to manipulate specific biological materials or create and maintain specific devices. Know-How may add value to Intellectual Property Licenses.

5.13 License. A legal contract that grants to others certain legally protected rights of use in Intellectual Property. The License establishes the rights and obligations of each party and sets Royalties. It also identifies whether the License is exclusive or non-exclusive, the field of use, the term, and the territory.

5.14 Material Transfer Agreement (MTA). A legal document that governs the transfer of Tangible Research Property between the College and a potential partner for purposes including testing and evaluation

5.15 Net Income. As used in this Policy, Net Income is the amount of money received by KSC from licensing after deduction of certain expenses connected with developing, securing, maintaining and commercializing the Intellectual Property. For example: KSC receives a royalty payment of \$100,000 and incurs Patent-related expenses of \$15,000 and licensing expenses of \$3,000. The Net Income is \$100,000 minus \$18,000, leaving \$82,000. Net Income does not include research funding provided by a licensee, equipment, gifts, or other non-royalty-based items of value.

5.16 Owner(s). The individual(s) or entity holding the rights and title to the property. Property can be either tangible or intangible.

5.17 Patent. As defined in 35 US Code, a Patent is a grant of a property right by the U.S. Patent and Trademark Office to the Inventor for an Invention. The USPTO grants three types of Patents: utility Patents for novel, useful, and non-obvious Inventions; plant Patents for any distinct and new variety of plant that is asexually reproduced; and design Patents for a new, original, and ornamental design for an article of manufacture.

5.18 Plant Variety Protection Certificates. These certificates are issued by the U. S. Department of Agriculture for sexually produced plants.

5.19 Research Data. Data generated through research, including lab notebooks, research notes, research data reports, notebooks, survey data, etc. KSC Policy on Research Data Retention and Access.

5.20 Royalty. The value paid by a commercial partner, other university, or other entity for the right to use Intellectual Property. Royalties are often expressed as a percentage of the licensee's sales revenue earned through use of the Intellectual Property.

5.21 Significant use of College resources or equipment. Significant use of College resources includes use of laboratory, studio space, and/or specialized college-owned equipment that goes beyond what is routinely issued to faculty members by the College and without which the IP could not have been created; use of internal grant programs or specialized funding/investment provided by KSC; use of specialized campus services.

5.22 Start-Up. For purposes of this Policy, any company started as a result of licensing the College's Intellectual Property.

5.23 Tangible Research Property. Perceptible items produced in the course of research including such items as biological materials, engineering drawings, integrated circuit chips, computer databases, prototype devices, circuit diagrams, and equipment. Individual items of Tangible Research Property may be associated with one or more intangible properties, such as Inventions, Copyrightable Works, Trademarks, and Know-How. An item of Tangible Research Property may be the product of a single individual or a group of individuals who have collaborated on a project.

5.24 Trademark. As recognized by Federal and state laws, a Trademark is any work, name, symbol, or device adopted and used by an individual or a corporation to distinguish its goods or services from the goods or services of others.

5.25 Trade Secret. Technical or business information, including formulae, processes, and devices used or usable to achieve a competitive advantage in a trade or business and not publicly available. Trade Secret protection may be available under state law. Trade Secrets may be retained by the College for a brief period of time for specific purposes, such as to allow for the preservation of rights to file a Patent application. (See Uniform Trade Secrets Act for further information.) As an academic institution, the College does not accept Trade Secrets.

6. Intellectual Property Ownership

6.1 IPC shall determine the appropriate ownership classification for each Intellectual Property case reviewed. OSPR concurrence with the IPC ownership classification determination is required in order to ensure adherence to any legal obligations placed on the institution, and to ensure greater continuity in how such decisions are made across time in like circumstances.

6.2 A Covered Individual shall own Intellectual Property discovered, created, or developed by the individual, unless one or more of the following prevails, in which case the Intellectual Property is hereby assigned to the College:

6.2.1 The Covered Individual discovered, created, or developed the Intellectual Property utilizing external grant/sponsored funding, irrespective of sponsor type. Federally-sponsored projects shall also follow 37 CFR 401. The Covered Individual shall comply with all state and federal requirements regarding ownership of government funded research.

6.2.2 The Intellectual Property resulted from a Covered Individual making significant Use of College Resources beyond what is considered incidental usage.

6.2.3 The Covered Individual discovered, created, or developed the Intellectual Property for which there is a special internal agreement entered into by the Creator and the College governing ownership of the Intellectual Property.

6.2.4 The Covered Individual discovered, created, or developed the Intellectual Property for which there is a legal obligation that designates ownership by virtue of Material Transfer, Confidential Disclosure, or other legally binding agreement. Intellectual Property in these instances shall be governed by the contract or other agreement between the College and the other legal entity.

6.2.5 The Intellectual Property is a “work made for hire” under the U.S. Copyright Act of 1976 (17 USC 101), in which case the College is the author and owner.

7. Student Intellectual Property

7.1 Students: Students shall own any Intellectual Property they make, discover, or create unless one or more of the following applies, in which case the Intellectual Property is hereby assigned to the College:

7.1.1 The student made significant Use of College Resources beyond what is considered incidental usage (including College-administered funding, internal grant programs, facilities, or equipment).

7.1.2 The student developed the Intellectual Property in the course of research funded by a sponsor pursuant to a grant or Sponsored Research Agreement or is subject to a Material Transfer Agreement, Confidential Disclosure Agreement, or other legal obligation that designates ownership of Intellectual Property.

7.1.3 In all instances of Assignment to the College by undergraduate students, the student will share in the distribution of Royalties. See Sec. 12 of this policy.

7.1.4 Intellectual Property arising from a thesis submitted as a part of the requirements for a degree shall be subject to this Intellectual Property policy. In instances where graduate students are required to make Assignment to the College, such students will share in the distribution of Royalties. See Sec. 12 of this policy.

7.1.5 Theses. All student theses and derivatives of these works are considered Exempted Scholarly Works (see section 8 Copyright of this policy) and the student will own the Copyright unless the work was commissioned by the College or is under legal obligation. The College, however, retains a non-exclusive, irrevocable, Royalty-free License to reproduce and publish the works with appropriate attribution.

7.1.6 Students should be mindful of the possibility of “co-creator” and/or “co-investigator” situations, and that they must acknowledge the contributions of others (whether they are students, faculty, or staff) who were instrumental in the creation of intellectual property, and must respect the ownership rights of those individuals as defined in this policy and/or required by law.

8. Copyrightable Works

8.1 As a matter of fundamental principle the College encourages wide dissemination of scholarly work produced by members of the Keene State community, including copyrightable works. Therefore, the policy at Keene State College — and most peer institutions — is that, except as provided for below, scholarship, literary works, computer software, artistic works and other items of copyrightable work created by faculty, employees, or other covered individuals are deemed to be the property of the writer/creator, who is entitled to determine how the works are to be disseminated and to keep any net income they produce.

8.2 In recognition of this long-standing practice, the College disclaims ownership of works by faculty and staff, or others participating in Keene State College programs including visiting faculty, whether in traditional or nontraditional forms, unless one of the following circumstances prevails, in which case the intellectual property is hereby assigned to the College:

8.2.1 Assigned Tasks. The College will own the copyright to works created:

By faculty members as part of an assigned task, where the assignment explicitly states that the work will be owned by the College.

8.2.1.1 By administrative staff members in any specialized field of work they perform for the College.

8.2.1.2 By technical staff, postdoctoral fellows, and student employees in the course of any assigned duties other than research tasks performed in support of a project directed by a faculty member.

8.2.2 Outside Agreements. Where copyrighted materials are developed by an investigator in the course of sponsored research funded by an outside agency pursuant to an agreement approved by the Office of Sponsored Projects, ownership of the copyright will be determined by the terms of the agreement.

8.2.3 Special Circumstances. Where the College makes an extraordinary investment in the development of a copyrightable material (by way of either financial or resources commitment) or the College enters into a written agreement with the Creator(s) and that agreement makes provision for copyright ownership, the College will own the copyright of the works unless the parties agree otherwise. In all cases where the College owns the copyright of the works, it will share net income received from the commercialization or exploitation of the copyrightable material as provided in section 12 of this policy.

8.2.4 Patentable Works. Where the copyrightable work is also patentable, section 6 of this policy will apply to it.

9. Intellectual Property Records and Reporting

9.1 Covered Individuals engaged in any projects from which any Intellectual Property is likely to arise shall keep records consistent with the KSC Policy on Research Data Retention and Access, and witnessed where necessary, and shall report promptly to OSPR/IPC any Intellectual Property, whether or not the Covered Individual believes the College has a direct interest, by completing an Intellectual Property Disclosure form.

9.2 If an Invention was funded wholly or in part by the Federal government, the Intellectual Property Disclosure form must be filed promptly as required by Federal law 37 CFR 401.

9.3 Property rights shall depend upon the classification of the Intellectual Property. (Refer to Section 6, Section 7 and/or Section 8 above.)

9.4 Disclosure to OSPR/IPC is highly recommended before any other disclosure, presentation, display, performance, or publication of the work to any sizable audience. Failure to do so may result in loss of rights and subsequent commercial potential.

9.5 The College will maintain records regarding its investment in and/or contribution to the development and commercialization of an item of IP over time.

10. Protection of Intellectual Property Rights

10.1 Patents and Trademarks. The opportunity to patent an Invention and/or file for a Trademark registration is brought to the attention of IPC when the Creator documents the Invention or Trademark using the Intellectual Property Disclosure. To preserve patent rights, inventors shall provide the Disclosure to the IPC prior to any submission that will result in the public disclosure of the patentable invention. The Intellectual Property Disclosure will include any anticipated dates of publication (electronic or print) of the invention. IPC will then consider whether the Invention or Trademark should be protected through filing an application or registration with the USPTO, and will make a recommendation to the Provost. The Provost, OSPR, and IPC may call upon other persons, associated or not associated with the College, for technical or other advice. To reach a decision, they will consider not only the importance of the Invention or Trademark, but also whether or not the interests of the Creator, the College, and the public would be served best by a Patent or Trademark registration. When the Invention/Trademark is assigned to the College under Section 6, Section 7 and/or Section 8, the IPC will respond to the Creator(s) within a reasonable time from its receipt of the Intellectual Property Disclosure with a recommendation to the Provost on patentability or trademarking, taking into consideration the nature of the disclosure, stage of development of the Intellectual Property, any legal obligations, and commercial potential. The Provost will likewise provide a decision within a reasonable time from the receipt of the IPC's recommendation.

10.1.1 When the Invention/Trademark is assigned to the College under Section 6, Section 7 and/or Section 8, OSPR/IPC shall make a recommendation, and the Provost shall make a determination, about patenting or trademarking based upon the commercial potential or other legal obligations.

10.1.1.1 If the College decides to file a Patent or Trademark application they will do so with the assistance of the USNH General Counsel's office. The Creator will be expected to provide all reasonable assistance in preparing the application. For Inventions developed under Federal sponsorship, the Patent process must also conform to grant and contract terms and conditions, with particular attention to 37 CFR 401.

10.1.1.2 If the College decides not to file a Patent or Trademark application, the College may, upon request and to the extent possible under the terms of any legal agreements that supported the work, reassign ownership to the Creator(s). In such cases, the Invention/Trademark will be released to the Creator(s) and the College will waive its rights to Assignment in a formal Release Agreement that clarifies title in the Intellectual Property. The Creator(s) shall be free to make a Patent or Trademark application on his/her own responsibility but understands that any future work or improvement which utilizes any released Intellectual Property will require a new Intellectual Property Disclosure and the College will evaluate and may elect title to the new use/improvement (this will not affect title of the original Creation). When an Invention results from Federal funding, the right to patent is held by the Federal sponsor. In such cases, the Inventor(s) may request that the sponsor grant rights in the Invention directly to the Inventor(s). Once the College waives its interest in an Intellectual Property, the Creator must assume all liabilities connected with the exploitation and defense of the Intellectual Property or discovery and must acknowledge any rights held by research sponsors. The Creator(s) must not use the name of the College in advertising or otherwise promoting the development, manufacture, or use of the Intellectual Property. In the event the Intellectual Property was the subject of a patent or patent application or trademark or trademark application paid for by the College, the Creator(s) agree to reimburse the College for all out-of-pocket Intellectual Property-related expenses out of future revenues generated through exploitation of said patent or patent application or trademark or trademark application.

10.2 Copyrights and Mask Works Protection.

10.2.1 Notices.

10.2.1.1 If materials are published (i.e., distributed to any sizable audience) without a proper notice as described below, full protection against infringement is jeopardized. Prior to any publication, the Covered Individual should place the following notice on all materials in which the College owns the Copyright: Copyright © [year] Keene State College. All rights reserved.

10.2.1.2 To protect Mask Work rights, the Covered Individual should apply the following notice on all College-owned semi-conductor chip products, which incorporate Mask Works: Mask Work *M* [year] Keene State College

10.2.1.3 No other institutional or departmental name is to be used in the notice, although the name and address of the department to which readers can direct inquiries may be listed below it. The date in the Copyright or Mask Work notice should be the year in which the work is first published.

10.2.2 Registration. Additional rights and protection for Copyrightable Works and Mask Works require registration with the U.S. Copyright Office, which will be coordinated through OSPR and General Counsel's office after Disclosure.

11. Commercialization of College-Owned Intellectual Property

The commercialization of the College's Intellectual Property can be a lengthy process and requires relationships with businesses that have the ability and desire to utilize the Intellectual Property. The benefits of transferring the Intellectual Property include increased recognition of the College's quality of research and scholarship as well as the potential for financial rewards. The College will seek to license all Intellectual Property assigned to the College. The typical means to transfer the Intellectual Property to a commercial partner is through legal agreements. These agreements can take a variety of forms: Cooperative Research Agreements, License Agreements, Option Agreements, and/or Contract Research Agreements. Successful commercialization also requires the Creator(s)' participation and cooperation.

12. Income Received from Intellectual Property

12.1 The College will distribute Royalties and other Net Income (after expenses incurred by the College have been deducted from the gross income) received from the licensing of Intellectual Property according to the schedule outlined below.

12.1.1 Upon the date of approval of this policy, a phased-in approach to distributing royalties will be employed, which will allow a 5 year "start-up" period for the College to incentivize faculty to participate in collaborative product development. During this 5-year period the College will distribute royalties and other net income (after expenses incurred by the College have been deducted from the gross income) received from the licensing of intellectual property according to the following schedule:

- 70% to the Creator
- 25% to a Fund to be administered by the VP for Academic Affairs (Provost) to meet research and academic needs
- 5% to the College

In order to qualify for this distribution formula, the intellectual property in question will need to have been disclosed, developed, and actively moved to the technology transfer phase of the College intellectual property process within the 5-year "start-up" period window. Intellectual Property will be considered to have moved to the technology transfer phase of the College intellectual property process when it has been (a) disclosed to the Intellectual Property Committee; (b) reviewed by the Intellectual Property Committee; (c) protected by the institution by the means outlined in 2.3.1 (where those means are applicable); and (d) is ready to be actively marketed for licensing. Royalties from intellectual property meeting these criteria will be distributed in the percentages above for the life of the intellectual property.

12.1.2 For intellectual property disclosed, reviewed, protected, and readied for marketing after the 5-year phase-in period described in 12.1.1, the College will distribute royalties and other net income (after expenses incurred by the College have been deducted from the gross income) received from the licensing of intellectual property according to the following schedule:

- 50% to the Creator
- 20% to Creator's discipline, administered by the appropriate Dean
- 25% to a Fund to be administered by the VP for Academic Affairs (Provost) to meet research and academic needs
- 5% to the College

12.2 Where Intellectual Property is conceived jointly by two or more Creators, each of the co-Creators shall share in the Creator's distribution equally unless another distribution is desired and included on the original Intellectual Property Disclosure form.

12.3 For administrative efficiencies, the College shall make Net Income payments per the above schedule no more frequently than annually in the instances when any individual Net Income payment is less than \$25.

12.4 Creators may opt to donate their royalties to the College via a gift agreement.

13. Equity

The College strives to achieve a creative and entrepreneurial environment for commercializing its Creations/Inventions. As such, the College recognizes that the Creations/Inventions may result in a new company as earlier defined as a Start-Up (see section 5.22). The College in these instances may accept equity in the Start-Up company as a portion of its consideration for the License.

14. Participation Agreement

14.1 All of the following shall execute an Acknowledgement of Intellectual Property Policy and Assignment as a condition of employment, participation in sponsored research, or Use of College Resources:

- All College faculty (including but not limited to tenured, tenure-track, research, clinical, adjunct, and emeriti faculty);
- visiting faculty or other visitors using research facilities;
- postdoctoral employees or fellows;
- graduate students and undergraduate students participating in sponsored projects.

14.2 Notwithstanding the above, an individual acknowledges that he or she is bound by the College Intellectual Property policy by accepting or continuing College employment or by using College resources or facilities.

14.3 All students shall be advised of the College Intellectual Property policy and procedures through its publication and dissemination in the KSC Student Handbook.

15. Appeal

In cases where rights and/or equities are in dispute, the OSPR shall report in writing such dispute to the Provost. Within 30 days of receipt of the notice, the Provost shall appoint an ad hoc review committee consisting of three persons: one person selected by the Creator(s), the Dean of the individual's school, and one additional individual selected by the Provost. This committee shall recommend an agreement which shall take effect unless a further appeal is made by the individual or individuals involved, or by the Provost. In this event, the review committee will present the case to the College President, whose decision shall be final and binding upon all parties, except for faculty who are members of the KSCEA/KSCAA collective bargaining units, who retain the right to grieve the decision via the grievance procedure outlined in the Collective Bargaining Agreement.

Appendix 2 – Tobacco/Smoking Policy

Tobacco/Smoking Policy

Keene State College (KSC) is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus, it hereby adopts the following tobacco/smoking policy.

I. Preamble

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 Group A carcinogen by the United States Environmental Protection Agency. In light of these health risks, Keene State College hereby adopts a tobacco/smoking policy that addresses prevention, reduction and cessation actions as they pertain to tobacco/smoking issues.

Keene State College supports the health goals of Healthy People 2020 to reduce tobacco use and initiation among youth and adults, and to positively influence our community by helping people to remain or become tobacco/smoke free. Efforts to promote a tobacco/smoke-free environment have led to substantial reductions in the number of people who smoke, the amount of tobacco products consumed, and the number of people exposed to environmental tobacco smoke.

We recognize that the implementation of a tobacco/smoke free policy affects tobacco users/smokers at Keene State College. Prevention, education, and cessation initiatives are available to support the non-use of tobacco products/smoking among employees and students.

II. Policy

In order to protect the health, safety and comfort of Keene State College students, faculty and other academic appointees, staff, alumni and visitors, and consistent with state law (RSA 155:64-77), it is the policy of Keene State College to restrict smoking, vaping and all other tobacco use, inside all buildings owned and occupied or leased and occupied by KSC including the College Camp on Wilson Pond, at special events and conferences, in KSC vehicles and in other outdoor campus spaces as described in Section V:2. Smoking, vaping and the use of all tobacco products as defined in Section V:1 is prohibited within twenty five (25) feet of building entrances, outside stairways to buildings, outdoor passageways to entrances and stairways and near air intake units. Where the needs of smokers and non-smokers 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.

III. Covered Individuals

The provisions of this policy apply 24 hours per day, seven days per week, during all days of the calendar year, to all students, faculty and other academic appointees, staff, visitors, alumni, volunteers, contractors, and vendors.

IV. Responsibilities

The President, Provost, Vice Presidents, Deans, Directors and Department Heads shall:

1. Assure that this policy is communicated to everyone within their areas of responsibility; inclusive of “3rd party guest” – visitors, contractors, visiting athletic teams, vendors etc.
2. Assure that rooms, facilities, under their jurisdiction are controlled as “tobacco/smoke free” areas as appropriate.
3. Resolve complaints and problems arising in their areas of responsibility as defined in Section VIII.

V. Definitions

1. Tobacco/smoking products are defined as follows:

1. **Electronic Smoking Device** means any product containing or delivering nicotine or any other substance intended for human consumption through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
2. **Hookah** means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
3. **Smoking** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device (vaping) which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.
4. **Tobacco Product** means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

2. Keene State College Tobacco/Smoke Free Areas include:

1. Inside all buildings owned and occupied or leased and occupied by KSC including the College Camp on Wilson Pond;
2. Special events and conferences;
3. KSC vehicles;
4. Outdoor Areas:
 - Entrances and outside stairways to buildings and outdoor passageways to entrances and stairways. Smoking, vaping and the use of all Tobacco products as defined in Section V:1 is prohibited within twenty five (25) feet of building entrances and/or an air intake unit.
 - 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.
 - Outdoor areas on Keene State College campus, owned and occupied or leased and occupied that are used for events (e.g., outdoor concerts, college receptions, sporting events, student events etc.) will be considered "tobacco/smoke-free zones"

VI. Education and Resources

1. The Keene State College tobacco/smoking policy shall be included in the new employee and student orientation program, in the Student Right, Rules, and Responsibilities, and other campus documents where appropriate.
2. A provision/link will be inserted in all vendor contracts providing vendors with the details of the Keene State College Tobacco/Smoking Policy.
3. Keene State College will encourage employees and students not use tobacco and/or smoke by offering educational information/programming and providing information about tobacco/smoking cessation.

- Healthy KSC will support prevention and cessation programs for students, faculty and staff upon request and offer other prevention and education initiatives that support non-use and address the risks associated with tobacco use and smoking.
- USNH Employee Assistance Programs can assist with identifying cessation programs for faculty and staff.
- USNH health insurance carriers may offer prevention and cessation supports.
- The New Hampshire Tobacco Helpline 1-800-QUIT-NOW is the gateway to tobacco cessation services offered to New Hampshire residents.

VII. Sales and Marketing

1. Advertisement of all tobacco products, e-cigarettes and any other type of smoking device or their use shall be prohibited in all Keene State College publications and on all KSC owned, occupied or leased properties.
2. Any sale or free sampling of tobacco/smoking products on campus shall be prohibited.

VIII. Enforcement & Compliance

This policy relies on the consideration and cooperation of tobacco/smoker 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 or smoking in an unauthorized area to stop.

Faculty and staff who are not in compliance with this policy are accountable to their supervisors. Initial violation of the policy will be dealt with using education and mutual respect. Continued 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.