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### Full Ethics Training Email Blast

Kean University

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## Full Ethics Training Email Blast

### Abstract

Full Ethics Training Email Blast

### Keywords

Training Email Blast

**From:** Ethics Liaison Officer <news@kean.edu>  
**Sent:** Tuesday, February 4, 2020 10:49 AM  
**To:** all\_faculty@kean.edu; all\_staff@kean.edu  
**Subject:** Deadline Approaching for Required Ethics Forms and Training



**Ethics Liaison Officer**  
**Deadline Approaching for Required Ethics Forms and Training**

**Outside Activity Questionnaire / Outside Employment Questionnaire**

Each Kean University employee must submit to his or her supervisor and to the Kean University Ethics Officer an [Outside Activity Questionnaire](#) once every three years or whenever an outside activity is assumed. While many of you filled out this form in 2019, there are still many who have not. If you have added an outside activity since 2018 or 2019, you need to complete a new form. If you have not filled out one of these forms in the past three years, **please do so by February 14, 2020.**

Each Kean University adjunct and academic specialist, known as "special state employees" under the Ethics rules, must fill out an [Outside Employment Questionnaire](#) for all outside employment. In addition, each adjunct and academic specialist must review the [Ethics Standard in Brief](#) at least once every three years.

**Mandatory Training**

Each Kean University employee must complete Mandatory Ethics Training every year. The 45-minute FULL online training must be completed every three years, and the Ethics BRIEF must be completed every year in between. Please see the links below for the appropriate training.

Again, many of you did training in 2018 and 2019 and may not have to do the FULL training. Please check your email records for a receipt with the subject line "Online Ethics Training Receipt." If you have a receipt within the past three years, you ONLY need to take the training brief.

**Full-time Staff** needing to take the *FULL* online training, click [HERE](#).  
(Once every 3 years)

**Full-time Staff** needing to take the online *BRIEF* training, click [HERE](#).  
(Years in-between Full trainings)

**Full-time Faculty** needing to take the *FULL* online training, click [HERE](#). (Once every 3 years)

**Full-time Faculty** needing to take the online *BRIEF* training, click [HERE](#) (Years in-between full trainings)

**Part-time Staff Members/Academic Specialists/Adjuncts** - Online Brief Training, click [HERE](#).

These compliance requirements are mandated by the State Ethics Commission. Please forward your completion receipts to the Ethics Liaison Officer at [knemeth@exchange.kean.edu](mailto:knemeth@exchange.kean.edu). You may call (908) 737-3321 and ask your status, if needed.

**Please have all completed Outside Activity forms, Outside Employment forms, and/or training receipts in to the Ethics Officer by February 14, 2020.**

Please send all forms to Townsend 122 or email them to [knemeth@exchange.kean.edu](mailto:knemeth@exchange.kean.edu)

Kelly Schlusselfeld  
Ethics Liaison Officer

**Ethics Office • Townsend Hall-122 • [ethics@kean.edu](mailto:ethics@kean.edu) • (908) 737-3321**