"How do I??"
CCSE Faculty Resources Guide
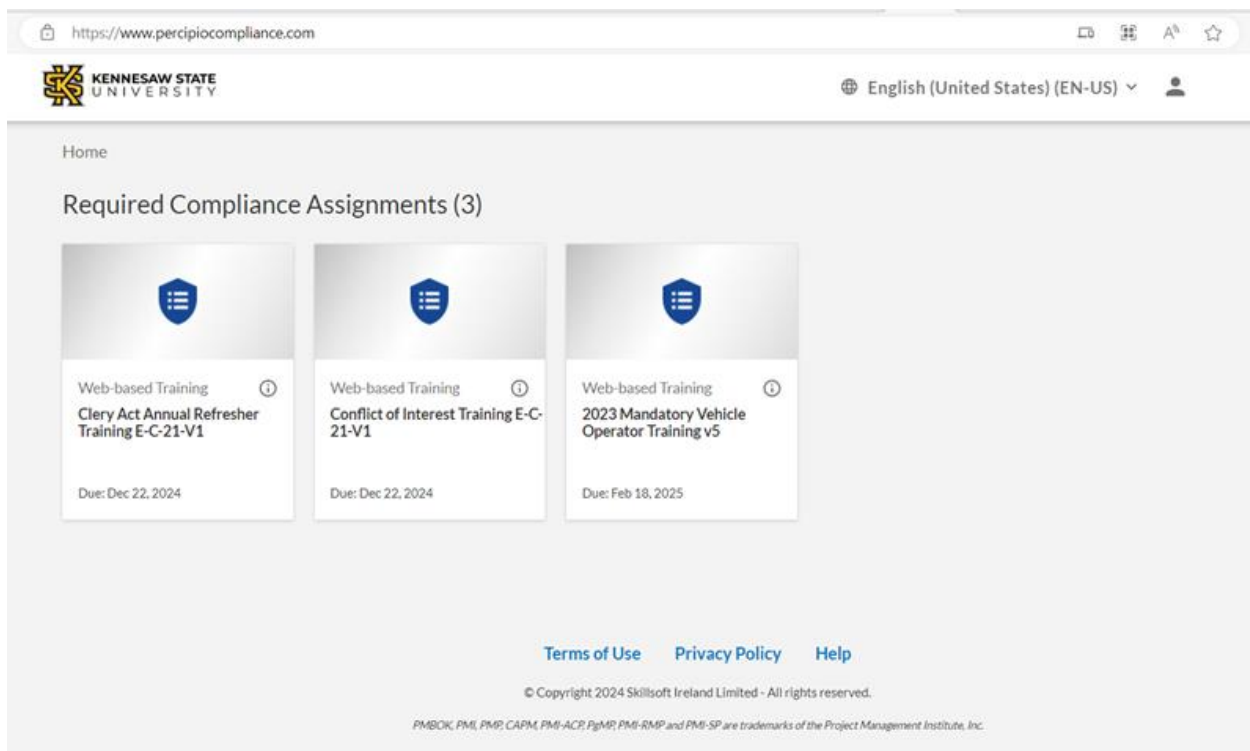
Contents

1. Introduction

This guide is designed to help you understand and engage with the operational procedures at Kennesaw State University, specifically within the College of Computing and Software Engineering (CCSE). It will equip you with the necessary insights to ensure smooth and productive procedures. **If you have questions, please reach out to the academic unit office manager and the chair/director.**

2. How do I find information about…

2.1 Training activities

Everyone is required to complete the training assigned in the KSU training system by the specified deadlines.

> 1. Please monitor your email for notifications of new training assignments.
>
> 2. Please check Percipio Assignments
>
> 3. Please pay special attention to Percipio Compliance. It is your responsibility to complete this training before the due date.
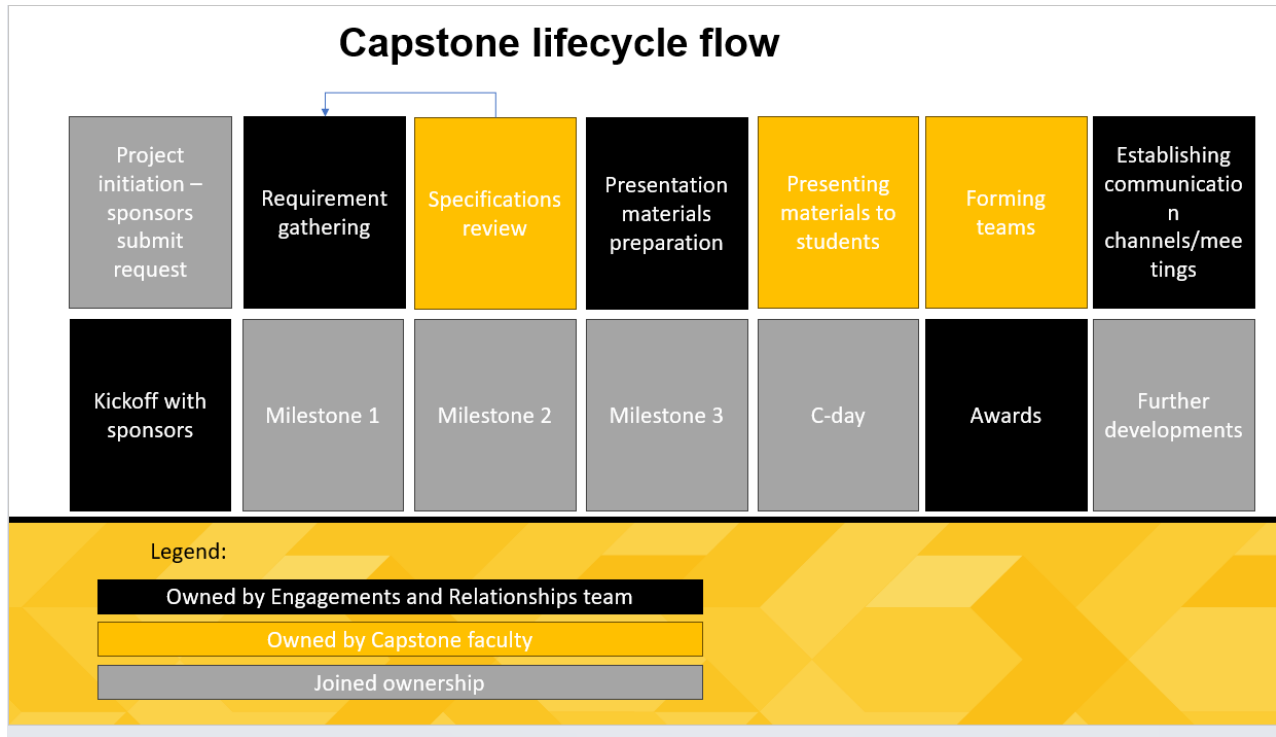

Please find additional information in Board of Regents Policy Manual | Overview | University System of Georgia (usg.edu)

2.2 Capstone projects

This information is relevant for capstone professors and other faculty/staff members who want to initiate or help their connections to initiate a capstone project. There is a lot of paperwork involved, from student NDAs to creating marketing materials to promote this project to students. Please reach out to

the Director of Partnerships and Engagements at the start of your process to help you to navigate the process, use existing resources and prevent common errors.

This is the basic capstone flow:

If you would like to sponsor a project or you were approached by KSU/non-KSU party who wants to sponsor a project, ALWAYS connect with Alla Kemelmakher at akemelma@kennesaw.edu for the project initiation and paperwork handling. **For all projects (including unfunded projects), it is essential to follow the policies related to intellectual property ownership.**

Intellectual Property Policy: Intellectual Property Development (kennesaw.edu)

Conflict of Interest Policy: Conflict of Interest - Research Compliance (kennesaw.edu)

Data Security Policy: Data Security - Research Compliance | KSU (kennesaw.edu)

KSU Legal: Division of Legal Affairs | Kennesaw State University

Legal Contract Management: Contracts - Division of Legal Affairs (kennesaw.edu)

Available training Percipio Video Intellectual Property (IP)

Useful IP policies link: Intellectual Property Development (kennesaw.edu)

Staff Directory - Intellectual Property Development (kennesaw.edu).

2.3 Contract Management

This brief presentation provides information about "contracts": [PowerPoint Presentation (kennesaw.edu)](#). As indicated in this document, contracts are "any legally enforceable agreement between two or more parties".

• May not necessarily have the title "contract"
• **Not limited to financial transactions**
• Contracts include, but are not limited to:
> • Letters of Agreement
> • Lecture or Performance Agreements
> • Licenses
> • Memoranda of Understanding
> • Invoices or Quotes with Terms and Conditions
> • Agreements between Kennesaw State University Foundation, Kennesaw State University Research and Services Foundation, Kennesaw State University Athletic Association and any other entity associated with Kennesaw State University

Please consult the Director of Engagements and Partnerships for any information about contracts if you are engaged in activities that involve obligations. Your chair/director must be informed and consulted in all matters related to contract management.

2.4 External Engagements

When it comes to external engagements for college faculty, especially with industry partners, several policies are applicable to ensure smooth collaboration and adherence to ethical and legal standards. Here are some key policies and references to ensure our academic heroes navigate this terrain with finesse and integrity:

What is conflict of interest? **Mandatory course "Conflict of Interest Training E-C-21-V1" should be completed in** [Percipio Compliance](#)

To submit a request to engage in an outside activity, or to disclose a conflict of interest, please access the Outside Activities and Conflicts of Interest Dashboard in [OwlExpress.](#)

More materials can be found in Office of Research website, as well as Intellectual Property Development, such as:

Intellectual property Policy: [Intellectual Property Development (kennesaw.edu)](#)

Conflict of Interest Policy: [Conflict of Interest - Research Compliance (kennesaw.edu)](#)

Conflict of interest training: [Conflict of Interest - General - Management of Contracts & Agreements Training & Compliance (usg.edu)](#)

Data Security Policy: [Data Security - Research Compliance | KSU (kennesaw.edu)](#)

KSU Legal: [Division of Legal Affairs | Kennesaw State University](#)

Legal Contract Management and Non-disclosure Agreement (NDA): [Contracts - Division of Legal Affairs (kennesaw.edu)](#)

Conflict of Engagement Policy: https://coi.kennesaw.edu/ Board of Regents Policy Manual | 8.2 General Policies for all Personnel | University System of Georgia (usg.edu)

Gifts and Gratitude Policy: can be found here Accouting Policies Manual (kennesaw.edu)

Consulting Policy: guidelines_and_procedures.pdf (kennesaw.edu)

Export Control Compliance Policy: Export Compliance - Research Compliance (kennesaw.edu)

Ethical Conduct Policy: Responsible Conduct of Research - Research Compliance (kennesaw.edu)

2.5 Research-Related Activities

The main page of the Office of Research: **Office of Research (kennesaw.edu)** has a great number of relevant resources to ensure that your research is conducted in a safe, efficient, ethical and responsible manner, in full compliance with KSU and USG policies.

Research compliance : Research Compliance (kennesaw.edu)

Kennesaw State University subscribes to the Collaborative Institutional Training Initiative (CITI) to provide online training modules in the different Research Compliance areas. CITI training information: CITI Training Information - Research Compliance (kennesaw.edu)

Need an endorsement letter? Please consult your chair/director and if approved, please contactthe Director of Partnerships and Engagements.

2.6 Campus activities

It is pretty amazing how much KSU has to offer in terms of campus activities! **Please discuss with your academic unit office manager and chair/director prior to** ordering a video, photo, design services, print out postcards, banners and other marketing materials and even have Scrappy attend your events. Majority of this information can be found under Student Affairs and Strategic Communications, such as:

Strategic communications home page : Strategic Communications and Marketing (kennesaw.edu)

Order a video or photo project: Project Request - Strategic Communications and Marketing (kennesaw.edu)

Book Scrappy : Spirit Squad Request - Kennesaw State University Athletics (ksuowls.com)

Safety is first! Please go over the safety guidelines and forms for campus activities:

Main repository of campus activities forms (such as waivers) Forms & Resources - Student Affairs (kennesaw.edu)

Drones on campus: Unmanned Aerial Systems (UAS) - Drones on Campus - Research Compliance | KSU (kennesaw.edu)

Field safety: PowerPoint Presentation (kennesaw.edu)

Environmental Health and Safety (EHS) team: Environmental Health and Safety - Planning, Design and Construction (kennesaw.edu)

2.7 Faculty/Staff Searches

Faculty searches https://www.kennesaw.edu/faculty-affairs/hiring-policies/index.php

Staff searches https://www.kennesaw.edu/human-resources/careers/talent-acquisition/index.php

2.8 Purchases

CCSE Guidelines https://www.kennesaw.edu/ccse/resources/docs/faculty/ccse-purchasing-policy-and-guidelines.pdf

KSU Forms: All Forms - Office of Fiscal Services (kennesaw.edu)

2.9 Other faculty resources

Academic Affairs Resources https://www.kennesaw.edu/faculty-affairs/facuty-resources-guide/

CCSE Faculty Resources: **Faculty Resources - Faculty Resources (kennesaw.edu)**

Student Success: https://www.kennesaw.edu/ccse/resources/faculty/student_success.php

College Shared Governance Documents: https://www.kennesaw.edu/ccse/resources/faculty/college-shared-governance-documents.php

D2L Competencies and Learning Outcomes https://www.kennesaw.edu/ccse/resources/faculty/d2l-learning.php