



## **Instructions for Academic Specialist Ethics Brochure**

The New Jersey State Ethics Commission modified its training requirement for special State employees (Academic Specialists) of the State public colleges and universities. In lieu of requiring special State employees to complete an online training program module, the Commission is now requiring that special State employees receive and review a copy of the brochure entitled, "Ethics Standards in Brief – Special State Employees." Therefore, Academic Specialists are not required to complete the online training program module.

However, any Academic Specialist who has not completed the online training program will be required to receive and review a copy of the ethics brochure. Upon your receipt and review of the brochure, please complete, sign and date the attached receipt form and return to Pamela Mosley Gresham, Esq., Ethics Liaison Officer, Kean University, Office of Human Resources, A-2, 1000 Morris Avenue, Union, NJ 07083.

Electronic copies of the ethics brochure and receipt form are available through the Kean University Ethics Program Web site at [www.kean.edu/offices/ethics-office](http://www.kean.edu/offices/ethics-office). If for some reason you are unable to download the forms, please contact Pamela Mosley Gresham at [pgresham@kean.edu](mailto:pgresham@kean.edu).

Thank you for your anticipated cooperation in this matter.