**Application form for Lecturer Conversion**

**Name**: Click or tap here to enter text.

**Employee ID**: Click or tap here to enter text. **Date of Hire**: Click or tap here to enter text.

**Department**: Click or tap here to enter text. **College**: Choose an item.

1. Please indicate if you previously held a 10-month Lecturer position and include the start and end date of such appointment.

Click or tap here to enter text.

1. Please list the courses you taught in academic year 2024-2025 (include course and section number, enrollment, and semester taught).

Click or tap here to enter text.

1. Please list the courses you have historically taught in the summer sessions.

Click or tap here to enter text.

1. Please provide a detailed list of your non-teaching responsibilities in the last academic year (include any associated TCH for release time).

Click or tap here to enter text.

1. Please provide a detailed list of your historical non-teaching responsibilities during the summer sessions (include any associated TCH for release time).

Click or tap here to enter text.

1. Please provide the number of students you advised during academic year 2024-2025.

Click or tap here to enter text.

1. Please include an approximation of how many students you typically advise during the summer months.

Click or tap here to enter text.

1. Please explain your reasons for requesting a conversion.\*

Click or tap here to enter text.

**Department Chair Recommendation**:  Recommended for Conversion  Not Recommended for Conversion

Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

**College Dean Recommendation**:  Recommended for Conversion  Not Recommended for Conversion

Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

Once the application has been completed and signed by the Department Chair and College Dean, email to [vpaa@kean.edu](mailto:vpaa@kean.edu).