



KEAN

Lecturer Conversions

APPLICATION CALENDAR

for Conversion effective Academic Year 2025-2026

Lecturer Conversion Activity	To be Completed on or Before
1. Lecturer ¹ submits application for consideration of conversion to Department Chair ² .	Jan. 14, 2025 (Tues.)
2. Department Chair ³ reviews application and forwards recommendation to the College Dean.	Feb. 10, 2025 (Mon.)
3. College Dean reviews application and makes recommendation to the Provost/Senior Vice President for Academic Affairs.	Feb. 24, 2025 (Mon.)
4. Provost/Senior Vice President for Academic Affairs sends written notification of decision to the Lecturer.	Mar. 18, 2025 (Tues.)
5. Conversion to 10-Month or 12-Month appointment takes effect.	September 1, 2025

¹ Lecturers applying for reappointment in the AY24-25 cycle should submit their application in their *Interfolio* case packet alongside their reappointment materials. Review of applications for conversion will run concurrently with the Lecturer reappointment calendar and corresponding review steps (i.e. Department Chair, Dean and Provost deadlines).

² In departments where there is no Department Chair, the application should be submitted to the Director.

³ The Department Chair should consult with program coordinators as necessary prior to making a final recommendation.