



KEAN

Fall 2024 Teaching Assignment Application for Staff/Manager

Employee's Information:

Name: Click or tap here to enter text.

Kean ID:

Program/Department: Click or tap here to enter text.

Extension:

Work Hours:

Email:

List of Course(s) and Meeting Days/Times (**Do not submit without meeting days/times**):

College	Course (ex. GE 1000: Transition to Kean)	Course Credits	Meeting Days	Times
Choose an item.	Click or tap here to enter text.			
Choose an item.	Click or tap here to enter text.			
Choose an item.	Click or tap here to enter text.			

- I have attached my current resume/CV
- I have attached my most recent course evaluations (if applicable)

I understand that I am not an Adjunct and therefore the guidelines of the Adjunct Collective Bargaining Agreement do not apply to me.

Employee's Signature:

Date:

My signature confirms that this employee is in good standing, and the above teaching does not conflict with the employee's primary job responsibilities.

Supervisor/Director's Signature:

Date:

Division VP's Signature: Click or tap here to enter text.

Date:

Academic Dean* Signature: Click or tap here to enter text.
Choose an item.

Date:

**please make sure to select the college and the Academic Dean from drop down menus.*

**please save as a PDF prior to submitting.*

**the Provost's signature is not needed (as the Division VP for Academic Affairs) as requests for staff and managers in the division of Academic Affairs will be reviewed by the appropriate Dean.*