

**Spring 2025 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 (Limit of 6 credits) ***(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. **Date:**

Choose an item.