



KEAN

Teaching Assignment Application for Staff/Manager

Employee's Information:

Name: _____ Kean ID: _____
 Department: _____ Extension: _____
 Work Hours: _____ Email: _____
 Semester: _____ Course Credits: _____

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

Course	Meeting Days	Times

My signature confirms that I have read, do fully understand and am agreeing to adhere to the above guidelines. Additionally, I have attached my current resume/CV and most recent SIRII evaluations, if applicable.

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: _____ Date: _____

Approved

Denied

 Signature: Provost and Vice President for Academic Affairs Date: _____