**Informal Issue Inquiry Form**

Your Union is here for you regarding any issues and concerns you may have as an Adjunct Professor at Kean. We have rights in accordance both with our contract with the state, and with applicable Kean University policies. Sometimes issues arise that can be successfully and easily resolved through informal inquiry and dialogue. Other issues may require a more formal process.

Our Contract provides a formal grievance process, and our Union has a Grievance and Dispute Resolution Officer available any time to advise and represent you. As an issue arises, and you need information, we ask that you complete and submit this form, provide the details of your situation, and any questions you may have. In this way, we will work with you to obtain information, and hopefully resolve the issue successfully before a formal grievance is filed. If at any time you wish to pursue a matter as a formal grievance, please obtain, complete, and send us the official State Grievance form. It is available online for you on our website at: [Grievance Form DPF-251](https://kuaff.nj.aft.org/sites/default/files/media/documents/2024/Grievance%20Form%20%20DPF-251.pdf)

To contact us at any time-

- you may email our office at: KUAFF AFT Local 6024 [kuaffoffice@gmail.com](mailto:kuaffoffice@gmail.com)

-or contact our Grievance and Dispute Resolution Officer at [keanadjunctgrievanceofficer@gmail.com](mailto:keanadjunctgrievanceofficer@gmail.com)

*YOUR PERSONAL INFORMATION*

FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASSES TAUGHT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF YEARS AT KEAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ DO YOU TEACH ELSEWHERE? [Y] [N]

KEAN EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR QUESTION OR CONCERN:

We thank you. Do join us at <https://kuaff.nj.aft.org/join-union>