

DETERMINATION OF TITLES WORKSHEET FOR FALL/SPRING SEMESTER PTLs

SECTION A. TEACHING REQUIREMENTS FOR PTL APPOINTMENTS

To potentially be appointed as a Part-time Lecturer (PTL), a candidate must teach **during the fall or spring semester:***

1. AT LEAST ONE FULL COURSE FOR THE FULL SEMESTER, or
2. AT LEAST TWO CONSECUTIVE SEVEN-WEEK COURSES IN THE SAME SEMESTER, or
3. AT LEAST A TWELVE-WEEK COURSE IN THE PALS PROGRAMS, or A FULL COURSE DURING THE SUMMER IN THE PALS PROGRAMS

“TEACHING” MEANS BEING THE PRINCIPAL INSTRUCTOR IN A COURSE, OR IN A LABORATORY, OR IN A RECITATION SECTION OF A FULL COURSE.

This candidate _____ (does) _____ (does not) meet one of the teaching criteria above.

If the candidate teaches but **DOES NOT MEET** one of the teaching criteria in SECTION A, STOP and appoint as a Class 8 Coadjutant.** Also STOP if the assignment does not involve teaching; a different title is required. If the candidate does meet one of the teaching criteria in SECTION A, continue to Section B.

***With the exception of PALS PTLs, see #3 above.**

****NOTE: Non-exempt employees are NOT eligible for appointment as a Class 7 PTL or Class 8 Coadjutant.**

SECTION B. THE DEPARTMENT MUST REVIEW AND APPLY THE DECLARATION FORM FOR FALL/SPRING SEMESTER PTL CANDIDATES (ON BACK) TO DETERMINE THE TITLE FOR EACH APPOINTMENT.

1. If the candidate answered “YES” to #1 of the Declaration Form for Fall/Spring Semester PTLs (on back), and you believe there may be a conflict of interest, please contact the Office of Academic Labor Relations to determine union eligibility.
2. If the candidate answered “YES” to # 2 of the Declaration Form for Fall/Spring Semester PTLs (on back), the candidate is NOT eligible for the union and must be assigned Job Class 99905. Candidates in the PALS program should be assigned Job Class 99808, job title PALS PTL (Union Ineligible).***
3. If the candidate answered “YES” to # 3 of the Declaration Form for Fall/Spring Semester PTLs (on back), the candidate is NOT eligible for the union and must be appointed as a Class 8 Coadjutant**.
4. If the candidate answered “YES” to # 4 of the Declaration Form for Fall/Spring Semester PTLs (on back), the candidate is NOT eligible for the union. Please contact the Dean’s office for further guidance.
5. If the candidate answered “NO” to #1, #2, #3 **AND** #4 of the Declaration Form for Fall/Spring Semester PTLs (on back), the candidate IS eligible for the union and must be assigned Job Class 99902. Candidates in the PALS program should be assigned Job Class 99807, job title PALS PTL (Union Eligible).

*****NOTE: If the candidate is assigned a non-union eligible job class code, a copy of this Determination of Titles Worksheet and the Declaration Form for Fall/Spring Semester PTLs (on back) must be uploaded as an attachment to the Job Data record in PeopleSoft with a copy via email to the Office of Academic Labor Relations, oaalr@oq.rutgers.edu.**

_____ will be assigned job class _____ job title _____
(Print Name of Candidate)

in the department of _____ for the _____ semester(fall or spring) in _____(year)

Preparer (Print Name)

Date

Extension

DECLARATION FORM FOR FALL/SPRING SEMESTER PTLs

TO BE FILLED OUT AND SIGNED BY THE PTL CANDIDATE PRIOR TO APPOINTMENT EVERY SEMESTER.

1. Do you work 50% or more time for the State of New Jersey?

Yes _____ No _____

*If yes, please indicate the name of the agency/department and provide the job title and a brief description of the responsibilities.

2. Do you work for a law firm which has represented or is presently representing Rutgers?

Yes _____ No _____

3. Are you employed by Rutgers in another capacity for 50% or more of a full-time position?

Yes _____ No _____

4. Are you a regularly appointed part-time Rutgers faculty member who is paid on the faculty salary schedule as opposed to being paid on a per course basis?

Yes _____ No _____

Name of Candidate _____

Signature of Candidate _____ Date: _____