DETERMINATION OF TITLES WORKSHEET FOR FALL/SPRING SEMESTER PTLS AND TEACHING COADJUTANTS

SECTION A. RUTGERS EMPLOYMENT: Is the candidate otherwise regularly employed by Rutgers for 50% or more time?
Yes____ No _____ If Yes, please appointment as a Class 8 Coadjutant. ** If NO, continue to section B.

SECTION B. 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 B, 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 B, continue to Section C.

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

SECTION C. THE DEPARTMENT MUST REVIEW AND APPLY THE DECLARATION FORM FOR FALL/SPRING SEMESTER PTLS AND TEACHING COADJUTANTS (ON BACK) TO DETERMINE THE TITLE FOR EACH APPOINTMENT.

1. If the candidate answered “YES” to #1 OR #2 of the Declaration Form for Fall/Spring Semester PTLS and Teaching Coadjutants (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). **

2. If the candidate answered “NO” to #1 AND #2 of the Declaration Form for Fall/Spring Semester PTLS and Teaching Coadjutants (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 and Teaching Coadjutants (on back) must be sent to the Office of Academic Labor Relations, 178 Ryders Lane, Suite 308, Douglass Campus, New Brunswick.

_____________________________________________ will be assigned job class____________ job title__________________________
(Print Name of Candidate)

in the department of ___________________________ for the _________semester(fall or spring) in _________(year)

_____________________________________________ Date Extension

Preparer (Print Name)
DECLARATION FORM FOR FALL/SPRING SEMESTER PTLs AND TEACHING COADJUTANTS

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

1. Do you work 50% or more time for any of the below?
   Yes ______ No______ *If yes, check the one for which you work.

   State of New Jersey
   ____Office of the Governor
   ____Office of Management and Budget
   ____Department of Law and Public Safety
   ____Office of Administrative Law
   ____Department of Community Affairs
   ____Department of Labor
   ____Department of Agriculture
   ____Department of Treasury
   ____Division of Pensions
   ____Judiciary
   ____Department of Health and Senior Services
   ____Civil Service Commission
   ____Legislature
   ____Public Employment Relations Commission
   ____Department of Environmental Protection
   ____Office of the Secretary of Higher Education (not including employees of the State Colleges or Universities below the title or level of Dean)

   United States
   ____Department of Education
   ____Department of Agriculture
   ____Department of Justice
   ____Judiciary
   ____Department of Labor
   ____EEOC
   ____IRS
   ____Department of Health and Human Services
   ____State Department
   ____Attorney General’s Office
   ____Environmental Protection Agency
   ____Department of Homeland Security
   ____Congress

   * If department/agency is not listed above, please answer no to question #1.

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

Are you otherwise a regularly appointed Rutgers employee 50% or more time?
   Yes_____ No_____

Name of Candidate ____________________________________

Signature of Candidate_____________________________ Date: __________