

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)

Preparer (Print Name)

Date

Extension

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: _____