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/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/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: __________
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 99807, 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 99808, 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

Academic Labor Relations, November 24, 2015