

**DETERMINATION OF TITLES WORKSHEET FOR FALL/SPRING SEMESTER PTLs**

**SECTION A. TEACHING REQUIREMENTS FOR PART-TIME LECTURER 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 PART-TIME LECTURERS, see #3 above.**

**\*\*NOTE: Non-exempt employees are NOT eligible for appointment as a Class 7 Part-Time Lecturer 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 question #1 and “NO” to question #1a of the Declaration Form for Fall/Spring Semester PTLs (on back), the candidate is NOT eligible for employment as a Part-Time Lecturer or Coadjutant.
2. If the candidate answered “YES” to #2 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.
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 assigned one of the following job class codes: 99905 PTL (Ineligible); 99908 PALS PTL (Ineligible); or 99821 MGSA PTL-Lessons (Ineligible).
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 and must be appointed as a Class 8 Coadjutant\*\*.
5. If the candidate answered “YES” to # 5 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.
6. If the candidate answered “NO” to #1, #2, #3, #4 **AND** #5 of the Declaration Form for Fall/Spring Semester PTLs (on back), the candidate IS eligible for the union and must be assigned a union eligible job class code. Please consult the list of Part-Time Lecturer Job Class Codes which is available at <https://academiclaborrelations.rutgers.edu/resources>.
7. If the candidate answered “YES” to #1 and #1a and “NO” to #2, #3, #4 **AND** #5 of the Declaration Form for Fall/Spring Semester PTLs (on back), the candidate IS eligible for the union and must be assigned a union eligible job class code. Please consult the list of Part-Time Lecturer Job Class Codes which is available at <https://academiclaborrelations.rutgers.edu/resources>.

**\*\*\*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](mailto: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. Are you a full-time PhD student enrolled at Rutgers University?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, please answer the following:

1.a Have you completed the fifth year of your doctoral program or have you been admitted to candidacy?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. 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.

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

5. 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: \_\_\_\_\_