**SAMPLE LECTURER[[1]](#footnote-1) (FORMERLY “PTL”) APPOINTMENT LETTER**

(Updated May 15, 2023)

***Notes:***

***Timelines for Providing Appointment Letters:***

* *A Fall semester appointment letter must be provided to the Lecturer* ***no later than July 1****.*
* *A Spring semester appointment letter must be provided to the unit member* ***no later than******December 1****.*
* *Appointment letters* ***may be issued after July 1 and December 1st*** *due to unexpected enrollment, an unforeseen vacancy, a unit member declining an appointment per Article 6, Section B.2 or academic needs of the department, program or unit.*

***Two- and Four-Semester Appointments (Effective Fall 2024):***

***Effective Fall 2024 - Two-Semester Lecturer Appointments***

* *A letter of appointment for two semesters (Fall and Spring of the same AY) shall be issued to a Lecturer who has taught at least 12 credits or more, per academic year as a: PTL, PTL 2 or PTL 3; or Lecturer, Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5; or full-time faculty member (who had no performance-related issues related to their service as a full-time faculty member)**in the same department or school at Rutgers in the previous two consecutive academic years.*
	+ *Such two-semester appointment letter shall provide for the greater of the following number of credits, unless otherwise mutually agreed upon, in writing, by the chair and Lecturer:*

*(1) a minimum of 12 credits; or*

*(2) at least as many credits as the Lecturer taught during the preceding academic year.*

* *A letter of appointment for two semesters (Fall and Spring of the same AY) shall be issued to a Lecturer who has advanced to Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5* ***and*** *who has taught six credits or more per academic year in the same department or school at Rutgers in the previous two consecutive academic years.*
	+ *Such two-semester appointment letter shall provide for the greater of the following number of credits, unless otherwise mutually agreed upon, in writing, by the chair and Lecturer:*

*(1) a minimum of 6 credits; or*

*(2) at least as many credits as the Lecturer taught during the preceding academic year.*

***Effective Fall 2024 - Four-Semester Lecturer Appointments***

* *A letter of appointment for four semesters (Fall and Spring of the same academic year for the first two semesters of the appointment and Fall and Spring of the next academic year for the next two semesters of the appointment) shall be issued to a Lecturer who has taught at least 6 credits or more, per academic year as a PTL, PTL 2 or PTL 3, or Lecturer, Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5****,*** *in the same department or school at Rutgers in the previous twelve (12) consecutive academic years.*
	+ *Such four-semester appointment letter shall provide for the greater of the following number of credits, unless otherwise mutually agreed upon, in writing, by the chair and Lecturer:*

*(1) a minimum of 6 credits for each academic year of the appointment; or*

*(2) at least as many credits as the Lecturer taught during the preceding academic year.*

***Modification (Including Rescission) of One-, Two- and Four-Semester Lecturer Appointments***

*A one-, two-, or four~~-~~semester appointment as a Lecturer, Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5 may be modified, including rescinded, for good cause, including:*

* *poor performance;*
* *termination or material modification of the entire program;*
* *low enrollment;*
* *curricula changes or other programmatic changes requiring the cancellation of a course;*
* *changes in student enrollment in the program; or*
* *changes in the needs of the department.*

*If a course that a Lecturer with an appointment of two semesters is scheduled to teach is canceled due to low enrollment, the Lecturer shall be offered the opportunity to teach an alternate course for which they are qualified to teach, if available.*

 I am pleased to offer you an appointment as a Lecturer, Job Code [*Insert job class code*], subject to adequate enrollment in the course(s) to which you are assigned. You will be responsible for the duties listed below in the following course(s):

 **School or College**: [*Insert*]

 **Department:** [*Insert*]

 **Term:** [*Insert Semester and Year*]

 **Course Title:** [*Insert Course and Course #]*

 **Number of Credits: [***Insert*]

 **Number of Students:** [*Insert*]

 **Per credit rate:** [*Insert]*

 **Salary:** [*Insert*]

 The salary will be prorated between [*Insert begin* *date, e.g., 2/1/23*] and [*Insert end date, e.g., 6/30/23*]

**Duties:** [*Insert Specific Teaching**Responsibilities*,*i.e., “one on-campus undergraduate course, prepare lesson plans, prepare and grade mid-terms and final exams. A course syllabus should be available for your first class meeting. Final grades must be submitted 48 hours after your class ends.”]*

**[*\*\*Effective Fall 2024, for Lecturers with appointments of two or four semesters starting in Fall 2024 or later;*** *delete if not applicable*] In accordance with the collective negotiations agreement between the University and the PTLFC-AAUP-AFT (“Collective Negotiations Agreement”), as a Lecturer who has been advanced to the designation of Lecturer \_\_\_, this letter also offers you appointment as a Lecturer \_\_\_ during the following [insert: “two” or “four”] semesters: [*insert:* “Fall [year], Spring [year] and Fall [year]]. The specific teaching assignment will be given to you during the applicable semester appointment period.

**School or College**: [*Insert*]

 **Department:** [*Insert*]

 **Term:** [*Insert Semester and Year*]

 **Course Title:** [*Insert Course and Course #]*

 **Number of Credits: [***Insert*]

 **Number of Students:** [*Insert*]

 **Per credit rate:** [*Insert]*

 **Salary:** [*Insert*]

 The salary will be prorated between [*Insert begin* *date, e.g., 2/1/23*] and [*Insert end date, e.g., 6/30/23*]

**Duties:** [*Insert Specific Teaching**Responsibilities*,*i.e., “one on-campus undergraduate course, prepare lesson plans, prepare and grade mid-terms and final exams. A course syllabus should be available for your first class meeting. Final grades must be submitted 48 hours after your class ends.”]*

[*Delete this section if this is a two-semester appointment*]

**School or College**: [*Insert*]

 **Department:** [*Insert*]

 **Term:** [*Insert Semester and Year*]

 **Course Title:** [*Insert Course and Course #]*

 **Number of Credits: [***Insert*]

 **Number of Students:** [*Insert*]

 **Per credit rate:** [*Insert]*

 **Salary:** [*Insert*]

 The salary will be prorated between [*Insert begin* *date, e.g., 2/1/23*] and [*Insert end date, e.g., 6/30/23*]

**Duties:** [*Insert Specific Teaching**Responsibilities*,*i.e., “one on-campus undergraduate course, prepare lesson plans, prepare and grade mid-terms and final exams. A course syllabus should be available for your first class meeting. Final grades must be submitted 48 hours after your class ends.”]*

[*Delete this section if this is a two-semester appointment*]

**School or College**: [*Insert*]

 **Department:** [*Insert*]

 **Term:** [*Insert Semester and Year*]

 **Course Title:** [*Insert Course and Course #]*

 **Number of Credits: [***Insert*]

 **Number of Students:** [*Insert*]

 **Per credit rate:** [*Insert]*

 **Salary:** [*Insert*]

 The salary will be prorated between [*Insert begin* *date, e.g., 2/1/23*] and [*Insert end date, e.g., 6/30/23*]

**Duties:** [*Insert Specific Teaching**Responsibilities*,*i.e., “one on-campus undergraduate course, prepare lesson plans, prepare and grade mid-terms and final exams. A course syllabus should be available for your first class meeting. Final grades must be submitted 48 hours after your class ends.”]*

[***Include this paragraph in all letters***] You will be evaluated once during eachacademic year (either during the Fall or Spring semester) which will require your participation in a holistic evaluation designed to inform and improve your instruction and inform appointment and reappointment decisions. An evaluation form, Appendix C of the current Collective Negotiations Agreement (<https://laborrelations.rutgers.edu/faculty/labor-contracts>), shall be completed once during each academic year (either during the Fall or Spring semester).

[***Delete if not applicable***] Your [*insert:* “department”, “school” or “unit”] has additional Lecturer evaluation procedures which provide a level of evaluation consistent with the procedures outlined in Article 12 of the current Collective Negotiations Agreement.  *[Insert one of the following:* “The additional evaluation procedures for your Lecturer position are [*Insert evaluation procedures*].” *or* “The additional evaluation procedures may be found at [*Insert applicable department or school URL link*].

**[*\*\*Effective Fall 2024, for Lecturers with appointments of at least two semesters starting in Fall 2024 or later;*** *delete if not applicable*] Your reappointment shall be based on the continuing need for the position, availability of funding, and a positive formal evaluation conducted pursuant to Article 12. If an evaluation is not conducted pursuant to Article 12, you shall not be non-reappointed based on a lack of an evaluation.

**[*\*\*Effective Fall 2024, for Lecturers with appointments of two or four semesters starting in Fall 2024 or later;*** *delete if not applicable*] You will be given notice of non-reappointment, or of intention not to recommend reappointment at least sixty (60) days prior to the expiration of the last semester of your [*Insert “two-semester” or “four-semester”*] appointment.

[***\*\*Special Circumstances;*** *delete if not applicable*] You are being paid above your base salary rate due to special circumstances. This specified increase does not establish a new base salary rate. Please note that your base salary is $[*insert base salary amount*]; you are being paid $[*insert salary rate*] because of special circumstances [*Insert reason for special circumstances*]. *[Please note, if you are hiring a Lecturer to perform services not associated with the course he/she is teaching, i.e., course development, curriculum development, supervising an independent study, online course design, etc., these duties are not examples of special circumstances and the Lecturer should receive a separate appointment as a Class 8 Coadjutant for the additional services].*

If you do not wish to accept subsequent Lecturer appointments, please be reminded that you are required to notify your [*insert:* *“department”, “school” or “unit”*] in writing at least three weeks prior to the start of the Fall or Spring semester.

**[*\*\*For New Employees Only;*** *delete if not applicable***]** The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees.  This offer of appointment is therefore subject to your in-person presentation of proper documentation, as required by law. The *Employment Eligibility* form (Form I-9) is an online process, and all new employees must present the required documents to the employing department, in person, no later than the first day of employment.  Accordingly, please present the required documents to [*Insert name of a specific individual in the department*] no later than [*Insert date*]. You must complete an Employment Eligibility Verification Form (Form I-9) and other required payroll forms by your appointment begin date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify.  E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.  In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe.  If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations.  For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website [http://www.uscis.gov/portal/site/uscis](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uscis.gov%2Fportal%2Fsite%2Fuscis&data=02%7C01%7Cncarvalho%40oq.rutgers.edu%7Ca8bfb235685f4aa0916a08d5e121f0bc%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636662458243730998&sdata=ek2BoTC9SCm3IrYhCOY54Y%2Bj8mlMiOPezwuCLReV2T4%3D&reserved=0).

This offer of employment is contingent upon compliance with the University’s COVID-19 vaccination requirements.  The University requires all new employees to provide proof that they are fully vaccinated prior to commencement of employment, unless the University has granted the employee a medical or religious exemption. Based on current guidance, individuals are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccine approved or authorized for emergency use in the United States or a vaccine that has been listed for emergency use by the World Health Organization. As of May 16, 2023, booster doses are only required if the individual falls within the definition of a “Covered Individual” set forth in University Policy 100.3.1. By signing this offer letter of employment, you agree to provide proof to the hiring manager that you are fully vaccinated against COVID-19 or have received a medical or religious exemption prior to your first day of employment. Failure to do so will result in recission of this offer of employment. You will receive an email with instructions to upload your vaccination card and/or to apply for a medical or religious exemption.

Pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at [https://www.nj.gov/labor/forms\_pdfs/EmployerPosterPacket/MW-400.pdf](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nj.gov%2Flabor%2Fforms_pdfs%2FEmployerPosterPacket%2FMW-400.pdf&data=04%7C01%7Csbaradhi%40oq.rutgers.edu%7Ce104349f60f74c14526d08d9b9aa687b%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637744963803627192%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BWE4YCwkxJZYToThA83ki%2FMkx6mreAImr295fJz5WqQ%3D&reserved=0).

If, through no fault of your own, your course is cancelled within ten days before the date on which the class was scheduled to begin, or ten days after the date on which the class began, and the University determines not to reassign you to another course, you will receive 1/16th of the salary for that semester.

 Additionally, if you taught classes during the seven-day period after the date on which the classes began or were scheduled to begin, you will be paid a pro-rata salary for the work performed.

 The University reserves the right of class cancellation if enrollment is not sufficient. If, however, enrollment exceeds the approximate enrollment contained in the appointment letter by 33- 1/3% or 25 students, whichever is lower, you shall receive a salary supplement of $200 per credit. *[Delete if not applicable, or a salary supplement of 15% for PALS instructors].* This supplement shall not apply if the excess enrollment is due to you giving a special permission number(s) to a student(s) for enrollment in the course, unless you were expressly directed to do so by the Department.

 [***Delete if not applicable***] As part of your employment, you are represented by the PTLFC, Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement, please go to <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

As a member of the University community, you will be expected to abide by departmental and University regulations, policies and procedures. In addition, as a Rutgers employee you are required to participate in employee training as part of your appointment and without additional compensation. Completion of all training required by the University is a condition of employment. This includes, but is not limited to, ethics training, training on unlawful harassment and other policies, statutes and regulations governing the workplace. For more detailed information on ethics compliance and unlawful harassment, please visit the New Employee website at <http://gettingstarted.rutgers.edu/>. [*If applicable, insert details about any departmental/unit training/orientation*]

Please see <http://uhr.rutgers.edu/benefits/benefits-overview> for information on the Lecturer benefits and retirement system eligibility forms and submit the appropriate paperwork to your department for processing. Attached is a list of programs and resources relating to professional development and training that are available Lecturers and a list of important University websites. Additional information can also be found at <https://nbdiversity.rutgers.edu/resources/faculty-staff-resources>.

This offer is contingent upon successful completion of all pre-employment screenings. You will receive an email from HireRight noreply@hireright.com with a link and instructions for you to submit your personal/employer information.

 Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning it to [*Insert name of a specific individual in the department*] on or before [*Insert date*]. A copy of this letter is enclosed for your records. I look forward to your association with Rutgers and the Department of [*Insert department/program*].

 Sincerely,

 Dean **[***Insert Name*]

I accept this offer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Signature Date

c: [*Department/Program*]

 PTLFC-AAUP-AFT (aaup@rutgersaaup.org)

Attachment: Programs/Resources on Professional Development and Training

1. The “Lecturer” title replaces the “Part-Time Lecturer or PTL” title and is not the same as the “Lecturer” title previously used for non-tenure track Rutgers Legacy faculty which has now been replaced with the “NTT Lecturer” title. [↑](#footnote-ref-1)