

## SAMPLE PTL APPOINTMENT LETTER

I am pleased to offer you an appointment as a Part Time 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., 9/1/19*] and [*Insert end date, e.g., 1/31/20*]

**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." ]*

**\*\*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 PTL 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 PTL should receive a separate appointment as a Class 8 Coadjutant for the additional services].*

**For New Employees Only:** 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), Oath or Affirmation, 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>.

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 <http://uhr.rutgers.edu/ee/noticepostings.htm>.

If, through no fault of the PTL, a course is cancelled within seven days before the date on which the class was scheduled to begin, or seven days after the date on which the class began, and the University determines not to reassign the PTL to another course, the PTL will receive 1/16<sup>th</sup> of the salary for that semester. *[Delete if not applicable, A PTL in the PALS Program who is appointed for a 14-week period will receive 1/14<sup>th</sup> the salary for that 14-week period; a PTL appointed for a 7-week period in accordance with the Recognition Article will receive 1/7<sup>th</sup> the salary for that 7-week period].*

Additionally, if the PTL has taught classes during the seven-day period after the date on which the classes began or were scheduled to begin, the PTL 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, the PTL 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 the PTL giving a special permission number(s) to a student(s) for enrollment in the course, unless the PTL was expressly directed to do so by the Department.

*[Delete if not applicable]*

As part of your employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement, please refer to <http://academiclaborrelations.rutgers.edu/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 PTL 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 to PTLs and a list of important University websites. Additional information can also be found at <http://nb.rutgers.edu/information/information-faculty-staff>.

This offer of employment is contingent upon successful completion of all pre-employment screenings.

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]

Attachments: Oath or Affirmation [if applicable]  
Programs/Resources on Professional Development and Training