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From: Academic Personnel Forum <notifications@sakai.rutgers.edu>
Sent: Monday, December 9, 2019 11:41 AM
To: Academic Personnel Forum
Subject: [Academic Personnel Forum - Announcement] Part-Time Lecturer Appointments - Spring 2020

An announcement has been added in the "Academic Personnel Forum" site at (<https://sakai.rutgers.edu/portal/site/8a66942a-f126-4705-a995-d22b92970240>) at Dec 9, 2019 11:40 am

Good morning,

As you are aware, the Office of Academic Labor Relations is responsible for processing **Class 7 Part-Time Lecturer** appointments for new and returning part-time lecturers. Units must submit new hire and re-hire requests by **January 10, 2020**. Please ensure that requests are correctly entered, with supporting documentation attached. All offer letters should include both the hiring authority and employee's signature as well as language regarding pre-employment screenings as applicable per University Human Resources Policy 60.1.30. Offer letters must also include the salary (including per credit rate).

To access the collective bargaining agreement governing part-time lecturers, please visit <https://academiclaborrelations.rutgers.edu/contracts>.

An Important Note Regarding Unit Eligibility

Due to negotiated changes to the Recognition article, certain appointments that had previously been designated as unit-ineligible may now be deemed unit eligible and therefore must be assigned a unit eligible job code accordingly. **In addition, effective Spring 2020, full-time PhD students who are paid a salary by Rutgers University to teach courses in a Rutgers University academic program during an academic year, if such is prior to admission to candidacy or completion of the fifth year of the program (whichever is sooner), are not eligible to be appointed as part-time lecturers.** Please consult the revised Determination of Titles Worksheet.

Part-Time Lecturer Job Class Codes

Please consult the revised list of part-time lecturer job class codes which includes the new titles for PTL 2 and PTL 3.

Co-Teachers

Please keep in mind that co-teachers (i.e. 2 or 3 teachers assigned to teach the same course) who are assigned to teach a course within 2 weeks following the beginning of the semester and assigned for the remaining portion of the semester, whose shares of teaching, as determined in the sole discretion of the hiring authority, are the equivalent of at least one-half of a full two credit course for a full semester, should be appointed as part-time lecturers.

Salary Provisions

Prevailing Minima

The minimum base salary rate for union eligible part-time lecturers for Spring 2020 is as follows:

- Part-time lecturers paid by the credit: \$1,831
- PALS Intensive and Evening programs: \$55/hr.
- PALS Corporate program: \$62/hr.
- Mason Gross studio part-time lecturers (Music): \$106/student/lesson

3% Across-the-Board

Returning part-time lecturers who did not teach during Fall 2019 and whose salary is above the prevailing minima shall receive an across-the-board increase of 3% to their base salaries.

Advancement to PTL 2 or PTL 3

Part-time lecturers who have advanced to PTL 2 or PTL 3 based upon an evaluation conducted in Fall 2019 shall receive

a 9% increase if advancing to PTL 2 or 18% if advancing directly to PTL3. If, however, the part-time lecturer received the 5% increase in academic year 2018-2019 pursuant to the 12 semesters provision in Article 4, paragraph 1b.ii, the part-time lecturer shall only receive 4% if advancing to PTL 2 or 13% if advancing to PTL 3. Please note that, if a PTL 2 or PTL 3 is appointed to teach a course for the first time, the part-time lecturer's initial salary for that course shall be set by the department at 9% if PTL 2, or 18% if PTL 3, above the prevailing minima set above.

A part-time lecturer may be offered a salary that is less than what he/she received in an earlier semester only if he/she is appointed to teach a significantly different course or if he/she had been paid above his/her base salary rate due to special circumstances. **If a part-time lecturer is paid above his/her base salary rate due to special circumstances, the department must inform the part-time lecturer in writing of the special circumstances at the time of the appointment. The appointment letter should state the reason for the special circumstances as well as both the base salary rate and the additional amount the part-time lecturer is being paid for the special circumstances.**

Documentation for Part-Time Lecturer Appointments

Attached and listed below are documents which need to be utilized for part-time lecturer appointments. You can also access these forms on our [website](#).

- Sample PTL Appointment Letter
- Determination of Titles Worksheet for PTLs and Teaching Coadjutants/Declaration Form for PTLs and Teaching Coadjutants
- Programs/Resources Relating to Professional Development and Training

In addition, a Background Check Certification or Waiver provided by University Human Resources must accompany all part-time lecturer appointments every semester.

PeopleSoft Process for Active Class 7 Record

Please keep in mind if a part-time lecturer has an active class 7 record, the request should be submitted utilizing the reappointment template under the active record in the PeopleSoft system, not as a hire under a new class 7 record. **When using the reappointment template for part-time lecturers who have advanced to PTL 2 or PTL 3, please be sure to update the Job Class Code field to reflect the correct job class code.** If the offer letter and either the Background Check Verification or Waiver are not attached to the request, the transaction will not be processed.

State of New Jersey Unemployment Form Requirement (Form BC-10)

In accordance with the mandates set forth by the New Jersey Department of Labor and Workforce Development, employers must issue Form BC-10 to employees who are separated from employment. As a result of recent state legislation, Form BC-10 must be given to any employee, including part-time lecturers, who become unemployed for any reason, whether the unemployment is permanent or temporary. The new law also requires that employers provide separated workers with the following information on Form BC-10:

- Date the worker becomes unemployed;
- Recall date, in cases where the employment separation is temporary; and
- Notification that the employee may lose some or all benefits if a claim is not filed in a timely manner.

You must make certain that all sections of the form, including those required by the legislation, are completed before it is issued to the employee. Since including part-time lecturers are hired one semester at a time, you may issue Form BC-10 to including part-time lecturers at the time of appointment. The form is available on our [website](#) or it can be downloaded from the [UHR website](http://www.njleg.state.nj.us/2010/Bills/AL11/87). You can read about the recent state legislation at <http://www.njleg.state.nj.us/2010/Bills/AL11/87> .PDF.

State of New Jersey Retirees

When hiring a new employee, including part-time lecturers, units are advised to ask potential employees if they are a retiree of the State of New Jersey, including Rutgers University. **If they are a State retiree, please contact Michelle Brugnoli immediately.** Michelle will provide the hiring department with paperwork that **MUST** be completed before the hiring process can begin. **Appointments for retirees must not be entered in HCM without receiving confirmation from Michelle Brugnoli that all of the paperwork is in order.**

Please do not hesitate to contact the Office of Academic Labor Relations (848-932-7174) if you have any questions regarding the appointment of part-time lecturers. Thank you.

Part-Time Lecturer Job Class Codes

Union Eligible Part-Time Lecturers – CLASS 7	
Job Class Code	Position Title
99902	PART TIME LECTURER
99903	PART TIME LECTURER 2
99904	PART TIME LECTURER 3
99807	PALS PART TIME LECTURER
99809	PALS PART TIME LECTURER 2
99810	PALS PART TIME LECTURER 3
99804	MGSA PTL-LESSONS
99815	MGSA PTL-LESSONS 2
99816	MGSA PTL-LESSONS 3
Union Ineligible Part-Time Lecturers – CLASS 7	
99905	PART TIME LECTURER {INEL}
99908	PALS PART TIME LECTURER {INEL}
99821	MGSA PTL-LESSONS {INEL}
Union Eligible PALS Part-Time Lecturers – CLASS 8	
99803	PALS SUMMER PART TIME LECTURER
99820	PALS SUMMER PART TIME LECTURER 2
99821	PALS SUMMER PART TIME LECTURER 3