<table>
<thead>
<tr>
<th>Title</th>
<th>Job Class Number</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coadjutant Teaching Casual-R</td>
<td>99913</td>
<td>Teaching during the fall or spring semester and is otherwise a regularly appointed university employee 50% or more time***</td>
<td>8</td>
</tr>
<tr>
<td>Coadjutant Teaching Casual-N</td>
<td>99910</td>
<td>Teaching during the fall or spring semester but teaches less than (1) one full course for the full semester, (2) two consecutive seven-week courses in the same semester, and (3) a twelve-week course in the PALS program</td>
<td>8</td>
</tr>
<tr>
<td>PTL – 1st Appointment (Union Ineligible)</td>
<td>99901</td>
<td>Teaching during the fall or spring semester at least (1) one full course for the full semester, or (2) two consecutive seven-week courses in the same semester, or (3) a twelve-week course in the PALS Program and (A) First appointment as a university PTL and was not a university Teacher Assistant or faculty member for both semesters of the immediately preceding academic year OR (B) If previously a university PTL and most recent PTL appointment was as union eligible, had a break in PTL service of three or more consecutive semesters between most recent PTL appointment and new PTL appointment OR (C) If previously a university PTL and most recent PTL appointment was as union ineligible, new appointment will not be at least their second semester as a PTL in any two consecutive academic years (i.e., most recent PTL appointment was not in the same or the immediately preceding academic year as the new PTL appointment)</td>
<td>7</td>
</tr>
<tr>
<td>PTL (Union Eligible)</td>
<td>99902</td>
<td>Teaching during the fall or spring semester at least (1) one full course for the full semester, or (2) two consecutive seven-week courses in the same semester, or (3) a 12-week course in the PALS Program and meets the tests for inclusion in the union as set forth in the Determination of Titles Worksheet for Fall/Spring Semester PTLs and Teaching Coadjutants</td>
<td>7</td>
</tr>
<tr>
<td>PTL (Union Ineligible)</td>
<td>99905</td>
<td>Teaching during the fall or spring semester at least (1) one full course for the full semester, or (2) two consecutive seven-week courses in the same semester, or (3) a 12-week course in the PALS Program but does not meet the tests for inclusion in the union as set forth in the Determination of Titles Worksheet for Fall/Spring Semester PTLs and Teaching Coadjutants</td>
<td>7</td>
</tr>
</tbody>
</table>

- ***For regularly appointed university employees less than 50% time, contact Academic Labor Relations prior to making an additional per course teaching appointment.
- Research and other non-teaching academic support are appointed as Coadjutant Non-Teaching for full semester appointments (Job Class 99911) and Coadjutant Casual Non-Teaching for less than full semester appointments (Job Class 99912). Graders, Tutors, and other casual non-teaching support may always be hired as Payroll Type 4.

Academic Labor Relations, 08/17/2009
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, assign Job Class 99913 Type 8 Coadjutant Teaching Casual-R. ** 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
“TEACHING” MEANS BEING THE PRINCIPAL INSTRUCTOR IN A COURSE, OR IN A LABORATORY, OR IN A RECITATION SECTION OF A FULL COURSE. THERE IS NO MINIMUM NUMBER OF CREDITS REQUIRED.
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 assign Job Class 99910, Type 8 Coadjutant Teaching Casual-N.** 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.

SECTION C. – SEMESTER AND TYPE OF LAST PTL, TA OR FACULTY APPOINTMENT:
1. Was the candidate employed as a Rutgers TA or faculty member for both semesters of the immediately preceding Academic Year?
Yes____ No____ If yes, continue to SECTION D. If no, complete questions 2, 3, and 4 of SECTION C.
2. Is this the candidate’s first appointment as a university PTL? Yes ______ No ______
3. If previously a university PTL and the most recent PTL appointment was as union eligible, will the candidate have had a break in PTL service of three or more consecutive semesters between most recent PTL appointment and new PTL appointment?
Yes____ No____ Not Applicable (either first PTL appointment or previous appointment was as union ineligible)______
4. If previously a university PTL and the most recent PTL appointment was as union ineligible, is the new PTL appointment at least the candidate’s second PTL appointment in any two consecutive academic years?
Yes____ No____ Not Applicable (either first PTL appointment or previous appointment was as union eligible)______
If the answer is “YES” to #2 OR 3, OR “NO” to #4, assign Job Class 99901, Job Title PTL- 1st Appointment (Union Ineligible)** Otherwise, continue to SECTION D.

SECTION D. 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, job title 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, job title 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, Geology Hall, Room 105, College Avenue 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, August 17, 2009
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  United States
__Office of the Governor  __Department of Education
__Office of Management and Budget  __Department of Agriculture
__Department of Law and Public Safety  __Department of Justice
__Office of Administrative Law  __Judiciary
__Commission of Higher Education (not including __Department of Labor
Employees of State Colleges and Universities
below the title of level of Dean)  __EEOC
__Department of Community Affairs  __Department of Health & Human Services
__Department of Labor  __State Department
__Department of Agriculture  __Attorney General’s Office
__Department of Treasury  __Environmental Protection Agency
__Division of Pensions  __Immigration/Naturalization Service
__Judiciary  __Legislature
__Department of Health
__Department of Personnel
__Legislature
__Public Employment Relations Commission
__Department of Environmental Protection

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

3. Are you otherwise a regularly appointed Rutgers employee 50% or more time?  Yes_____  No_____  

4. Were you employed as a Rutgers Teacher Assistant or faculty member for both semesters of the immediately preceding Academic Year?  Yes_____  No_____  

5. In which year and semester, and by which academic unit and department, were you last employed by Rutgers as a Part-time Lecturer?  

Year _____  Fall_____ Spring______  

Academic Unit ___________ Department___________________  

Not Applicable; never previously employed by Rutgers as a PTL ________  

Name of Candidate ________________________________________________________  

Signature of Candidate_______________________________  Date: ____________  

Academic Labor Relations, August 17, 2009