

Good afternoon,

The Office of University Labor Relations is responsible for processing Class 7 Lecturer appointments for new and returning Lecturers and oversees the Lecturer advancement process. The collective negotiations agreement governing Lecturers (“CNA”) may be reviewed on OULR’s website: <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

With respect to Lecturer appointments, at this time, new hire and re-hire requests by units are due for processing in PeopleSoft **no later than Monday, August 11, 2025**. Units are encouraged to submit requests as soon as is convenient. Also, Lecturers must receive appointment letters **no later than July 1st** for the Fall semester. The only exception to the July 1st date which would permit an appointment letter issuing after such date are:

- appointments due to unexpected enrollment,
- an unforeseen vacancy,
- a unit member declining an appointment, or
- academic needs of the department, program or unit.

With respect to Lecturer advancement, please provide your unit’s Lecturer advancement information by completing the attached spreadsheet and returning it to Sylvana Baradhi (sbaradhi@oulr.rutgers.edu) **no later than Monday, July 7, 2025**. Please take note that the information requested on the attached spreadsheet pertains to all Lecturers submitting evaluation forms for advancement, including those Lecturers who were denied advancement. Lecturers who were reviewed for advancement in the Spring 2025 semester should be notified of advancement decisions **no earlier than Thursday, May 8, 2025** (ten days before the end of the Spring 2025 semester on May 18, 2025) and **no later than Saturday, June 7, 2025** (twenty days after the close of the semester).

Please note that course loads for AY 2025-2026 shall continue to be based on academic need and course assignments and shall not be reduced to disqualify Lecturers from qualifying for longer appointment terms or to reduce the number of courses a Lecturer is appointed to teach in accordance with Article 6 of the CNA.

Finally, please be reminded of the following requirements and processes regarding Lecturer appointment, evaluation and advancement. The following is intended to provide an overview of the processes. Additional details can be found in the CNA.

LECTURER APPOINTMENTS

Appointment Letters	<i>Term of Appointment</i>	<ul style="list-style-type: none"> • All Lecturer appointments must be for a minimum term of one semester for the course specified. • Fall appointments begin on September 1 and end on January 31
	<i>Required Content</i>	<ul style="list-style-type: none"> • Please use the template Lecturer appointment letter on OULR's website which contains prompts for all information that must be included in the letter per the CNA, e.g., salary (including per credit rate), title, effective dates, term of appointment, etc. • OULR's template Lecturer appointment letter is available on OULR's website at the following link under "Lecturer (Formerly PTL) Appointment": https://laborrelations.rutgers.edu/faculty/resources
	<i>Time for Issuing appointment Letters</i>	<ul style="list-style-type: none"> • As discussed in the email above, for Fall 2025 appointments, the appointment letter must be provided to the Lecturer no later than July 1st. • Appointment letters may be issued after July 1st due to the following: <ul style="list-style-type: none"> ➤ Unexpected enrollment; ➤ Unforeseen vacancy; ➤ A Lecturer declining an appointment; or ➤ Academic needs of the department, program or unit.
Processing	<i>Documentation and Required Approvals</i>	<ul style="list-style-type: none"> • The following documents, which can be accessed at https://laborrelations.rutgers.edu/faculty/resources under "Lecturer (formerly PTL) Appointment," should be utilized for Fall 2025 Lecturer appointments. <ul style="list-style-type: none"> ➤ Sample Lecturer Appointment Letter

		<ul style="list-style-type: none"> ➤ Determination of Titles Worksheet for Lecturers and Teaching Coadjutants/Declaration Form for Lecturers and Teaching Coadjutants ➤ Programs/Resources Relating to Professional Development and Training • A Background Check Certification or Waiver provided by University Human Resources must accompany all Lecturer appointments every semester.
	<i>PeopleSoft Process for Active Class 7 Record</i>	<ul style="list-style-type: none"> • If a Lecturer has an active class 7 record, the request should be submitted utilizing the reappointment template under the active record in the PeopleSoft system. • When using the reappointment template for Lecturers who have advanced to Lecturer 2, Lecturer 3, Lecturer 4, or Lecturer 5, please be sure to update the Job Class Code field. Lecturer Job Class Codes can be found at https://laborrelations.rutgers.edu/faculty/resources under “Lecturer (formerly PTL) Appointment”.
	<i>Unit Eligibility</i>	<ul style="list-style-type: none"> • Please consult Article 1 (Recognition), the Determination of Titles Worksheet, and list of Lecturer Job Class Codes when determining unit eligibility and selecting the appropriate job class code. • Please keep in mind 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 and prior to the completion of the fifth year of the doctoral program, are not eligible to be appointed as Lecturers and should be appointed as Class 6 Teaching Assistants.

	<p>Miscellaneous</p>	<p>Hiring of State of New Jersey Retirees</p> <ul style="list-style-type: none"> If an employee is a State retiree, please contact Rakhi Chopra (rakhi.chopra@rutgers.edu) immediately. Appointments for retirees <u>should not</u> be entered in PeopleSoft without receiving confirmation from Rakhi Chopra that the required forms are completed and submitted to NJ Division of Pension and Benefits. <p>Lecturer Unemployment Requirements</p> <ul style="list-style-type: none"> 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. The state legislation is available for review at the following URL: http://www.njleg.state.nj.us/2010/Bills/AL11/87_.PDF. Since Lecturers are hired one semester at a time, Form BC-10 may be issued to Lecturers at the time of appointment. The form is available at https://laborrelations.rutgers.edu/faculty/resources under “Lecturer (Formerly PTL) Appointment.”
<p>Priority in appointment</p>		<ul style="list-style-type: none"> Lecturers who have served at least ten (10) semesters as a PTL or Lecturer, 2 3, 4 or 5 at Rutgers in the same department or school shall be given priority consideration in appointment as a Lecturer in the department in which the Lecturer has served at least ten (10) semesters, over a Lecturer who has not served at least ten (10) semesters, in the same department as the Lecturer who has served at least ten (10) semesters in the same department, provided the appointment meets the academic and fiscal needs of the department, program and/or unit. Qualified Lecturers with the greatest years of service in the department shall be considered for appointment to new courses in the same department over other Lecturers in the department with fewer years of service provided that the

	ultimate decision as to who should teach the course remains within the sole discretion of the department.
Salary Provisions	<ul style="list-style-type: none"> • The minimum per credit rates for Lecturers for Fall 2025 are as follows: Lecturer 1: \$2,777/credit or \$160/student/lesson-MGSA Studio Lecturer 2: \$3,055/credit or \$176/student/lesson-MGSA Studio Lecturer 3: \$3,361/credit or \$194/student/lesson-MGSA Studio Lecturer 4: \$3,697/credit or \$213/student/lesson-MGSA Studio Lecturer 5: \$4,067/credit or \$234/student/lesson-MGSA Studio • For Fall 2025, Lecturers whose base salary is above the new salary minimum shall receive an across-the-board per credit increase of 3.5%. The across-the-board increase shall only be given once per year. • If application of the across-the-board increase above to a Lecturer's salary rate results in a salary that is less than the Fall 2025 minimum listed above, then the Lecturer's salary will be increased to such minimum. • If a Lecturer's salary rate is less than the \$2,777/credit and \$160/student/lesson minimum, the Lecturer's salary will be increased to the greater of the minimum salary or the applicable across-the-board increase above. • A Lecturer may be offered a salary that is less than what the Lecturer received in an earlier semester only if the Lecturer is appointed to teach a significantly different course or if the Lecturer had been paid above their base salary rate due to special circumstances. • If a Lecturer is paid above their base salary rate due to special circumstances, the department must inform the 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 Lecturer is being paid for the special circumstances.
Required Multi-Semester Appointments (Effective Fall 2024)	Required Two-Semester Appointments <ul style="list-style-type: none"> • A Lecturer who has taught at least 12 credits or more, per academic year as a PTL, PTL 2 or PTL 3, or Lecturer or Lecturer 2, 3, 4, or 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 shall receive a letter of appointment as a Lecturer for two semesters. The two-semester appointment must be for: <ul style="list-style-type: none"> ○ Fall and Spring of the same academic year; and ○ a minimum of twelve (12) credits or for at least as many credits as the Lecturer taught during the preceding academic year, whichever is greater, unless otherwise mutually agreed upon, in writing, by the chair and the Lecturer. • A Lecturer who has advanced to Lecturer 2, 3, 4 or 5 and who has taught 6 credits or more per academic year in the same department or school at Rutgers in the previous two consecutive academic years shall receive a letter of appointment as a Lecturer for two semesters <ul style="list-style-type: none"> ○ Fall and Spring of the same academic year; and ○ a minimum of six (6) credits or for at least as many credits as the Lecturer taught during the preceding academic year, whichever is greater, unless otherwise mutually agreed upon, in writing, by the chair and the Lecturer.
	Required Four-Semester Appointments <p>A Lecturer who has taught at least 6 credits or more, per academic year as a PTL, PTL 2 or PTL 3, or Lecturer or Lecturer 2, 3, 4 or 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 <u>twelve (12)</u> consecutive academic years shall receive a letter of appointment as a Lecturer for four semesters. The four-semester appointment must be for:</p> <ul style="list-style-type: none"> • Fall <u>and</u> Spring of the same academic year for the first two semesters of the appointment and Fall <u>and</u> Spring of the next

	<p>academic year for the next two semesters of the appointment; and</p> <ul style="list-style-type: none"> • a minimum of six (6) credits for each academic year of the appointment or for at least as many credits as the Lecturer taught during the preceding academic year, whichever is greater, unless otherwise mutually agreed upon, in writing, by the chair and the Lecturer.
Modifications for Good Cause	<p>All Lecturer appointments, including a one-, two-, or four semester appointment as a Lecturer or Lecturer 2, 3, 4 or 5, may be modified (where modified also includes rescission of the appointment) for good cause, including:</p> <ul style="list-style-type: none"> ➤ poor performance ➤ termination or material modification of the entire program ➤ low enrollment ➤ curricula changes ➤ other programmatic changes requiring the cancellation of a course ➤ changes in student enrollment in the program ➤ changes in the needs of the department
Course Cancellations for Lecturers with Two-Semester Appointments	<p>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.</p>
Non-Reappointment (Effective Fall 2024)	<ul style="list-style-type: none"> • All Lecturers with appointments of at least two semesters as a Lecturer must be given notice of non-reappointment, or of intention not to recommend reappointment at least sixty (60) days prior to the expiration of the semester. • Reappointment shall be based on the continuing need for the position, availability of funding, and a positive formal evaluation conducted pursuant to Article 12. <i>If an evaluation is not conducted pursuant to Article 12, the Lecturer shall not be non-reappointed based on a lack of an evaluation.</i>
LECTURER ADVANCEMENT	

Levels of Advancement	<ul style="list-style-type: none"> • Lecturer 2 • Lecturer 3 • Lecturer 4 • Lecturer 5
Semesters and Credits of Service	<ul style="list-style-type: none"> • Advancement shall be based on: <ul style="list-style-type: none"> ➤ A review of a Lecturer's teaching service. ➤ The number of semesters or the number of credits a Lecturer has taught at Rutgers. • Credits and semesters required for meeting the thresholds needed for Lecturer advancement include the following: <ul style="list-style-type: none"> ➤ Semesters of appointments as a Part-Time Lecturer or Lecturer at Rutgers; ➤ Semesters taught at the University as a unit member of the Rutgers Winter/Summer Instructors negotiations unit ("WSI") (Summer session appointments only); and ➤ Semesters taught as a full-time faculty member at Rutgers.
Eligibility and Movement	<ul style="list-style-type: none"> • A Lecturer shall be eligible for movement to Lecturer 2 after completing: <ul style="list-style-type: none"> ➤ A minimum of 10 semesters of appointments as a Lecturer, a WSI unit member (Summer session appointments only), or full-time faculty member at Rutgers or ➤ At least 54 credits as a Lecturer, a WSI unit member (Summer session appointments only), or full-time faculty member at Rutgers, whichever comes sooner. • A Lecturer shall be eligible for movement to Lecturer 3 after completing: <ul style="list-style-type: none"> ➤ A minimum of 20 semesters of appointments as a Lecturer, WSI unit member (Summer session appointments only), or full-time faculty member at Rutgers or ➤ At least 108 credits as a Lecturer, a WSI unit member (Summer Session appointments only), or full-time faculty member at Rutgers, whichever comes sooner or

- A minimum of 10 semesters of appointment as a Lecturer 2.

- A Lecturer shall be eligible for movement to Lecturer 4 after completing:

- A minimum of 30 semesters of appointments as a Lecturer, a WSI unit member (Summer session appointments only), or full-time faculty member at Rutgers or
- At least 180 credits as a Lecturer, a WSI unit member (Summer session appointments only), or full-time faculty member at Rutgers, whichever comes sooner or
- A minimum of 10 semesters of appointment as a Lecturer 3.

- A Lecturer shall be eligible for movement to Lecturer 5 after completing:

- A minimum of 40 semesters of appointment as a Lecturer, a WSI unit member (Summer session appointments only), or full-time faculty member at Rutgers or
- At least 252 credits as a Lecturer, a WSI unit member (Summer session appointments only), or full-time faculty member at Rutgers, whichever comes sooner or
- A minimum of 10 semesters of appointment as a Lecturer 4.

- Lecturers are not required to seek advancement to the next Lecturer level before seeking advancement to a higher level if they meet the semester or credit requirements. For example, a Lecturer 2 may seek advancement to a Lecturer 4 without first advancing to Lecturer 3 provided they have the required credits and semesters for advancement.

- Lecturers are not required to complete additional semesters to meet applicable thresholds. For example, a Lecturer 3 or 4 seeking advancement to Lecturer 5 is not required to

	complete 10 additional semesters as a Lecturer 3 and 10 additional semesters as a Lecturer 4 before seeking advancement to Level 5.
Documentation and Review	<ul style="list-style-type: none"> • Lecturers who desire to be considered for movement to the next applicable level (e.g., Lecturer 2, Lecturer 3, etc.,) shall: <ul style="list-style-type: none"> ➤ Ensure they have met the minimum number of semesters or credits needed to advance for the applicable lecturer level; ➤ Have an appointment as a Lecturer for the semester in which they wish to be reviewed; and ➤ Submit written notification, on Appendix D-1, to their Chair by no later than October 1, 2025 for Fall advancement review and by no later than March 1, 2026 for Spring. • The Lecturer must submit the following documentation to their Chair: <ul style="list-style-type: none"> ➤ A list of all courses previously and currently taught including: <ul style="list-style-type: none"> ▪ campus/unit/department; ▪ course title; ▪ course number; and ▪ semesters taught; ➤ A reflective narrative of the Lecturer's teaching; ➤ Four (4) most recent syllabi utilized by the Lecturer; and ➤ Two (2) of the most recent exams, formal assignments or tests. • A review of the Lecturer's personnel file, including a review of prior evaluations and class observation(s) shall also be part of the departmental review.
Class Observations	<ul style="list-style-type: none"> • The Chair or designee will schedule a class observation by the Chair or designee. • The class observation must be for one of the courses being taught by the Lecturer during the semester in which the Lecturer seeks advancement.

	<ul style="list-style-type: none"> • The Chair will schedule the observation(s) with the Lecturer but has sole discretion in selecting the date of the class observation(s).
Approvals and Final Decisions	<ul style="list-style-type: none"> • The Chair will review all materials related to the review and will make a written recommendation to the Dean. • The Dean shall make the final decision with respect to the review and movement. • As discussed in the email above, Lecturers who were reviewed for advancement in the Spring 2025 semester should be notified of advancement decisions no earlier than Thursday, May 8, 2025 (ten days before the end of the Spring 2025 semester on May 18, 2025) and no later than Saturday, June 7, 2025 (twenty days after the close of the semester). • For any Lecturer who is being reviewed by multiple deans, the deans shall consult and reach one final decision. • The decision of the dean(s) is final and binding. • Lecturers who are denied advancement may request to meet with their Dean/Chair or their designee. • During this meeting, the Dean/Chair or designee should explain the reason for the denial and provide recommendations for improvement.
Salary Increases	<ul style="list-style-type: none"> • Please be guided by the salary minimums provide above in the section covering Lecturer appointments. • Lecturers who are being advanced effective Fall 2025 shall receive the 10% advancement increase to their Spring 2025 base salary. If the Lecturer still does not meet the minimum salary for the level to which they are being advanced after application of the 10% increase for each level, they should be increased to the appropriate minimum salary for that level. <ul style="list-style-type: none"> ➤ For example, if the application of the 10% advancement increase to a Lecturer 2's salary rate listed above results in a salary that is less than the Fall 2025 salary minimum, then the Lecturer 2's salary will be increased to such minimum. ➤ If application of the 10% advancement increase to a Lecturer 3's salary rate listed above results in a salary

	<p>that is less than the Fall 2025 salary minimum, then the Lecturer 3's salary will be increased to such minimum.</p> <ul style="list-style-type: none"> • If a Lecturer advances and skips a level, the Lecturer shall receive a 10% increase for each level. For example, a Lecturer advances directly to Lecturer 3 shall receive a 10% increase to their base salary, plus an additional 10%. • Lecturers who are being advanced effective Fall 2025 shall receive a 10% increase for each level. If the Lecturer still does not meet the minimum salary for the level to which they are being advanced, they should be increased to the appropriate minimum salary for that level. • If a Lecturer is teaching a course for the first time in the semester in which the Lecturer is advanced, their initial salary for that course shall be set above the then applicable salary minimum as follows: <ul style="list-style-type: none"> ➤ Lecturer 2: 10% above the minimum of \$2,777 ➤ Lecturer 3: 20% above the minimum of \$2,777 ➤ Lecturer 4: 30% above the minimum of \$2,777 ➤ Lecturer 5: 40% above the minimum of \$2,777
LECTURER EVALUATIONS	
Holistic Evaluations	Lecturer evaluations are holistic evaluations designed to inform and improve the Lecturer's instruction, and inform appointment and reappointment decisions by the department, school, or unit.
Required Frequency	<ul style="list-style-type: none"> • Lecturers shall be evaluated once during each academic year (either during the Fall or Spring semester). • There are no exceptions to this requirement for Lecturers who teach only one semester or who teach one semester and are not expected to be appointed as a Lecturer again. • This annual evaluation process is not intended to be used to evaluate the Lecturer's suitability for advancement which is covered in a separate article.
SIRS	<ul style="list-style-type: none"> • The SIRS or any successor survey shall be administered for each course taught by a Lecturer in a semester in which that Lecturer has an appointment at Rutgers. The Lecturer may

	<p>review and incorporate the feedback contained in the survey results into future iterations of their courses.</p> <ul style="list-style-type: none"> • The SIRS results for every Lecturer shall be reviewed and signed off by the Dean or designee for units without a departmental structure, or by the Chair or designee for units with a departmental structure. • One copy of the signed SIRS results shall be placed in the Lecturer's personnel file, with one copy forwarded by the Office of the Dean or the departmental office, as appropriate, to the Lecturer for each completed SIRS for that Lecturer. • The Lecturer shall have the option to add comments to each SIRS document added to their personnel file. 	
Evaluations	Form - Appendix C	<ul style="list-style-type: none"> • The required evaluation form for Lecturers is Appendix C which is available on OULR's website at the following link under "Lecturer (Formerly PTL) Appointment": https://laborrelations.rutgers.edu/faculty/resources • Appendix C contains all components noted below in the next section which are required by Article 12 of the CNA. • Appendix C provides the Lecturer with the opportunity to add comments to the form. • One copy of Appendix C shall be placed in the Lecturer's personnel file, with one copy forwarded by the Office of the Dean or the departmental office, as appropriate, to the Lecturer who has been evaluated.
	Components of Evaluation	<ul style="list-style-type: none"> • Peer Observation: <ul style="list-style-type: none"> ➤ In addition to being evaluated via the SIRS or successor instrument, at least once per each academic year (either during the Fall or Spring semester), each Lecturer shall receive a peer observation by a full-time faculty member designated by the Chair for each department/unit in which the Lecturer is teaching at Rutgers.

		<ul style="list-style-type: none"> ➤ The full-time faculty member designated by the chair may also be the same faculty member designated by the Chair for the class observation for Lecturer advancement if the Chair is using a designee for such purpose. ➤ The full-time faculty member shall: <ul style="list-style-type: none"> ○ Document their evaluation of the peer observation on Appendix C; and ○ Arrange the classroom visit with the Lecturer at a mutually agreeable time. <i>Absent mutual agreement by the date when half the number of scheduled weeks for the Lecturer's course have elapsed, the full-time faculty observer shall select an observation date.</i> • Self-Evaluation: The evaluation shall provide the Lecturer with the option of providing a written self-evaluation of progress, accomplishments, and challenges and a response to selected SIRS feedback from the current appointment period or a prior appointment period. • Request for a Meeting: <ul style="list-style-type: none"> ➤ The evaluation shall provide the Lecturer with the option of requesting a meeting with the Dean, Chair or designee before the evaluation is finalized. ➤ If such a meeting is requested by the Lecturer, it shall be scheduled at a mutually agreeable date and time for both the Lecturer and the Dean, Chair or designee.
	Addition al Local Evaluati on	Departments/units may have additional Lecturer evaluation procedures, provided that those procedures, at a minimum, provide a level of evaluation consistent with the procedures outlined in Article 12 of the CNA and

	Procedures	the department/unit notifies the Lecturer of such additional evaluation procedures within two weeks prior to the start of the semester but no later than the first day of classes.
Lecturer Request for Meeting	<ul style="list-style-type: none"> • A Lecturer may request to meet with their Dean, Chair or designee, during any semester for which the Lecturer has an appointment at Rutgers, to seek input on the performance of their duties as a Lecturer during that semester. • Such request shall not be unreasonably denied. 	

Please do not hesitate to contact OULR (oulr@oulr.rutgers.edu) with any questions regarding the appointment, evaluation or advancement of Lecturers. Thank you.

Regards,

The Office of University Labor Relations

