Dear \_\_\_\_\_\_\_\_\_,

This letter is in follow up to your *[Insert date of appointment letter]* appointment letter which provided you with a four-semester Lecturer appointment for Fall 2024, Spring 2025, Fall 2025 and Spring 2026 and which indicated that your specific teaching assignment for Fall 2025 and Spring 2026 will be given to you by academic year 2025-2026 in accordance with the timelines provided in Article 6 of the PTLFC Collective Negotiations Agreement.

I am pleased to provide you with your specific teaching assignment as a Lecturer [*insert title*], Job Code [*Insert job class code*], for the remaining two semesters (Fall 2025 and Spring 2026) of your *[Insert date of appointment letter]* four-semester Lecturer appointment 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):

*[Insert information for Fall 2025 semester of four-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., 9/1/25*] and [*Insert end date, e.g., 1/31/26*]

**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.”]*

*[Insert information for Spring 2026 semester of four-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., 2/1/26*] and [*Insert end date, e.g., 6/30/26*]

**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.

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.]*  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](mailto: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