**SAMPLE LECTURER[[1]](#footnote-1) (FORMERLY “PTL”) APPOINTMENT LETTER**

(Updated March 28, 2024)

***Notes:***

***Timelines for Providing Appointment Letters:***

* *A Fall semester appointment letter must be provided to the Lecturer* ***no later than July 1****.*
* *A Spring semester appointment letter must be provided to the unit member* ***no later than******December 1****.*
* *Appointment letters* ***may be issued after July 1 and December 1st*** *due to unexpected enrollment, an unforeseen vacancy, a unit member declining an appointment per Article 6, Section B.2 or academic needs of the department, program or unit.*

***Two- and Four-Semester Appointments (Effective Fall 2024):***

***Effective Fall 2024 - Two-Semester Lecturer Appointments***

* *A letter of appointment for two semesters (Fall and Spring of the same AY) shall be issued to a Lecturer who has taught at least 12 credits or more, per academic year as a: PTL, PTL 2 or PTL 3; or Lecturer, Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 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.*
	+ *Such two-semester appointment letter shall provide for the greater of the following number of credits, unless otherwise mutually agreed upon, in writing, by the chair and Lecturer:*

*(1) a minimum of 12 credits; or*

*(2) at least as many credits as the Lecturer taught during the preceding academic year.*

* *A letter of appointment for two semesters (Fall and Spring of the same AY) shall be issued to a Lecturer who has advanced to Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5* ***and*** *who has taught six credits or more per academic year in the same department or school at Rutgers in the previous two consecutive academic years.*
	+ *Such two-semester appointment letter shall provide for the greater of the following number of credits, unless otherwise mutually agreed upon, in writing, by the chair and Lecturer:*

*(1) a minimum of 6 credits; or*

*(2) at least as many credits as the Lecturer taught during the preceding academic year.*

***Effective Fall 2024 - Four-Semester Lecturer Appointments***

* *A letter of appointment for four semesters (Fall and Spring of the same academic year for the first two semesters of the appointment and Fall and Spring of the next academic year for the next two semesters of the appointment) shall be issued to a Lecturer who has taught at least 6 credits or more, per academic year as a PTL, PTL 2 or PTL 3, or Lecturer, Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5****,*** *in the same department or school at Rutgers in the previous twelve (12) consecutive academic years.*
	+ *Such four-semester appointment letter shall provide for the greater of the following number of credits, unless otherwise mutually agreed upon, in writing, by the chair and Lecturer:*

*(1) a minimum of 6 credits for each academic year of the appointment; or*

*(2) at least as many credits as the Lecturer taught during the preceding academic year.*

***Modification (Including Rescission) of One-, Two- and Four-Semester Lecturer Appointments***

*A one-, two-, or four~~-~~semester appointment as a Lecturer, Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5 may be modified, including rescinded, for good cause, including:*

* *poor performance;*
* *termination or material modification of the entire program;*
* *low enrollment;*
* *curricula changes or other programmatic changes requiring the cancellation of a course;*
* *changes in student enrollment in the program; or*
* *changes in the needs of the department.*

*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.*

 I am pleased to offer you an appointment as a 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., 9/1/24*] and [*Insert end date, e.g., 1/31/25*]

**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.”]*

**[*\*\*Effective Fall 2024, for Lecturers with appointments of two or four semesters starting in Fall 2024 or later who meet the requirements of Article 6 of the PTLFC agreement (detailed on pages 1 through 2 of this template letter);*** *delete if not applicable*] In accordance with the collective negotiations agreement between the University and the PTLFC-AAUP-AFT (“Collective Negotiations Agreement”), this letter also offers you appointment as a Lecturer during the following additional semester(s) to provide you with a [*insert:* “two-” *or* “four-”] semester appointment: [*insert the following for two-semester appointments:* “Spring [*year*]” *(note: two-semester appointments are for Fall and Spring of the same academic year); insert the following for four-semester appointments:* “Spring [*year*], Fall [*year*] and Spring [*year*]” *(note: four-semester appointments are for Fall and Spring of the same academic year for the first two semesters of the appointment and Fall and Spring of the next academic year for the next two semesters of the appointment)*]. *[Insert for four-semester appointments:]* The specific teaching assignment for the remaining two semesters will be given to you during the next academic year in accordance with the timelines provided in Article 6 of the PTLFC Collective Negotiations Agreement.

 *[Insert information for Spring 2025 semester of two-semester or 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., 2/1/25*] and [*Insert end date, e.g., 6/30/25*]

**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.

**[*\*\*For New Employees Only;*** *delete if not applicable***]** The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees. Therefore, this offer of employment is subject to your in-person presentation of proper documentation as required by law. Employment Eligibility Verification (Form I-9) is an online process, and all new employees must present the required documents to the employing department or authorized representative, in person, within three business days of your first day of employment. Also, you must complete Section I of the Form I-9 by your first day of employment. Accordingly, you will receive instructions to complete the Form I-9, and you may direct any questions to your contact listed below.

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>.

This offer of employment is contingent upon compliance with the University’s vaccination requirements. Under Policy 100.3.1, Immunization Policy for Covered Individuals, if employment will commence during Flu Season, Rutgers University may require certain prospective employees to provide proof that they are vaccinated against Seasonal Influenza for the current Flu Season, unless the University has granted the individual a medical or religious exemption. Additional infection control and safety policies may apply. Prospective employees should speak with their hiring manager to determine which policies apply to the role or position for which they are applying. Failure to provide proof of vaccination for any required vaccines or obtain a medical or religious exemption from the University will result in rescission of a candidate’s offer of employment or disciplinary action up to and including termination. You will receive an email from no-reply@ipo.rutgers.edu with instructions to upload your vaccination card and/or to apply for a medical or religious exemption, if applicable for your position.

All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login to the NetID activation website: https://netid.rutgers.edu/index.htm, or you can seek assistance from your hiring department or Human Resources Representative.

For new hires to Rutgers University, we have compiled a New Employee Portal with information about the university, applicable employee onboarding links, and various forms that need to be completed. In some cases, the online training sessions and forms require you to activate your NetID, and training needs to be completed within a certain timeframe after joining the University. While it is not mandatory to review the information on the New Employee Portal prior to your official start date, we encourage employees to do so prior to starting employment in order to create an easy transition into the Rutgers workforce. The New Employee Portal can be found at: <https://uhr.rutgers.edu/talent-acquisition/new-employee-welcome>.

The RUID Card, administered by Institutional Planning and Operations, is your official university identification card, providing access to university facilities and services based on your role at the university. New hires at the University are asked to upload an ID card photo prior to requesting an RUID card. The new photo upload process – made available via desktop computer or mobile device – will ensure timely production of ID cards and will allow new employees to use their favorite business-appropriate photo on their Rutgers ID. More information on how to upload your ID photo can be found at <http://iam-ipo.rutgers.edu>.

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 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

1. The “Lecturer” title replaces the “Part-Time Lecturer or PTL” title and is not the same as the “Lecturer” title previously used for non-tenure track Rutgers Legacy faculty which has now been replaced with the “NTT Lecturer” title. [↑](#footnote-ref-1)