

The background of the slide features a large, semi-transparent watermark of the Rutgers University seal. The seal is circular and contains the text "THE STATE UNIVERSITY OF NEW JERSEY" around the perimeter and "1766" at the top. The seal is centered and spans across the entire width of the slide.

RUTGERS

Rutgers Business School
Newark and New Brunswick

SPRING 2020 PTL/COAD APPOINTMENT MANUAL

TIMETABLE & GUIDELINES

SPRING 2020 PTL/COADJUTANT APPOINTMENT TIMETABLE

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| Wednesday, October 16, 2019 | DEPARTMENTAL SPREADSHEETS ISSUED (DEPT SHOULD CREATE ROCS POSTINGS IF NOT ALREADY DONE SO) |
| Monday, October 21, 2019 | PTL Information Session |
| Friday, November 8, 2019 | DEPARTMENTAL SPREADSHEETS RETURNED TO PTL OFFICE |
| Wednesday, November 27, 2019 | DEADLINE FOR PTL OFFICE TO ISSUE APPOINTMENT LETTERS |
| Monday, December 16, 2019 | DEADLINE FOR SIGNED LETTERS/BACKGROUND CHECK CERTIFICATION TO BE RETURNED TO PTL OFFICE |
| Friday, February 7, 2020 | ESTIMATED INITIAL PAY DATE SPRING 2020 SEMESTER |

APPLICATION PROCESS (ROCS) & BACKGROUND CHECKS

- Academic Department Creates Posting into ROCS.
- All applicants submit application through the University posting process in ROCS.
- **AS PER UPDATED POLICY, EACH DEPARTMENT MUST CREATE A NEW POSTING FOR EACH ACADEMIC SEMESTER.**
- It is recommended for the posting end date to be 6 weeks after the semester begins – for Spring 2020 the suggested date is March 3, 2020.
- When prompted to indicate "**Will this posting require Reference Letters**", you should select "**No**".
When prompted to note the "**Recommendation Document Type**", you should select "**no document**".

I-9s

- I-9'S CAN BE COMPLETED IN ADVANCE OF THE START OF THE SEMESTER BUT MUST BE COMPLETED BY THE START DATE.
 - PTL START DATE IS February 1, 2020.
 - COADJUTANT START DATE IS NOTED ON THE LETTER.
- INSTRUCTORS ARE INFORMED IN THE APPOINTMENT LETTER TO CONTACT THE DEPARTMENTAL ADMINISTRATOR TO INITIATE THEIR I-9.
- PLEASE USE **YOUR DEPARTMENT'S RESPECTIVE ORG NUMBERS**. WE WILL NO LONGER BE USING DEPARTMENT CODES AS EITHER NEWARK OR NEW BRUNSWICK.
- PLEASE FOLLOW UP WITH ANY NEW INSTRUCTORS WHO DO NOT COMPLETE I-9's AS YOUR DEPARTMENT WILL BE FINED BY THE FEDERAL GOVERNMENT.
- WE ARE AVAILABLE TO ASSIST WITH I-9's IF QUESTIONS ARISE.

FREQUENTLY USED TERMS

- **PTL - PART-TIME LECTURER (TYPE 7)**
 - PART TIME INSTRUCTOR TEACHING A FULL SEMESTER
 - PART-TIME INSTRUCTOR TEACHING TWO CONSECUTIVE SEVEN-WEEK COURSES
 - ACTIVE TA'S ARE NOT ELIGIBLE TO BE APPOINTED AS A PTL
 - Length of reappointment cannot be greater than 1 semester and the following dates must be entered into HCM:
 - Fall Semester: Start Date = 9/1, End Date = 1/31
 - Spring Semester: Start Date = 2/1, End Date = 6/30
- **COADJUTANT (TYPE 8)**
 - F/T FACULTY TEACHING OFF-LOAD
 - PART TIME INSTRUCTOR TEACHING AN ABBREVIATED SESSION
 - RESEARCH/NON-TEACHING APPOINTMENTS
 - COURSE DEVELOPMENT APPOINTMENTS
- **CROSS LISTED COURSES**
 - TWO COURSES WITH TWO DIFFERENT COURSE NUMBERS OFFERED SIMULTANEOUSLY
 - PLEASE LIST BOTH COURSE NUMBERS
 - PAID AS ONE COURSE



FREQUENTLY USED TERMS

- HYBRID COURSES
 - A HYBRID COURSE OFFERS FACE TO FACE LESSONS OFFERED IN A CLASSROOM SETTING WITH ONLINE INSTRUCTION. <https://oirt.rutgers.edu/instruc/online-hybrid/hybrid-course-creation/>
 - HYBRID COURSES ARE PAID AS AN ON CAMPUS COURSE
 - PLEASE NOTE HYBRID STATUS WHEN APPLICABLE
- CLASS COMPATABILITY
 - UNIVERSITY POLICY DICTATES AN EMPLOYEE CAN HOLD ONE SINGLE BENEFIT ELIGIBLE JOB/APPOINTMENT AT ANY GIVEN TIME. CLASS COMPATABILITY TABLES PROVIDE GUIDANCE ON THIS REGULATION.
 - <http://hcmblog.rutgers.edu/wp-content/uploads/2017/01/MultipleAssignmentMatrixUHR.pdf>



CRITICAL INFORMATION

- PAY RATES
 - Full-Time Faculty – determined by AACSB Guidelines
 - Part-Time Lecturer’s – determined by union contract rates
- COMPATABILITY
 - PTL-TYPE 7’s
 - ONLY COMPATIBLE WITH TYPE 8’s (COADJUTANT’S)
 - TYPE 5’s (HOURLY STUDENT’S) MUST BE TERMINATED BEFORE THEY CAN BE ENTERED AS PTL’S
 - **If active Type 5 record – department must terminate record and send receipt to Yasmin (varga@business.rutgers.edu)**
 - COADJUTANTS-TYPE 8’S
 - COMPATIBLE WITH TYPE 1’s (FT FACULTY/STAFF), TYPE 5’s (STUDENT HOURLY), TYPE 7’s (PTL’S) AND TYPE 9 FELLOWSHIPS
- CREDIT LIMIT
 - OFF LOAD
 - Tenure – track faculty members are limited to 9 credits of extra-compensation (off-load) teaching per year, whether online, off-campus, or during the summer trimesters (for RBS graduate course)
 - Non-tenure-track faculty members are limited to 12 credits of extra-compensation (off-load) teaching per year, whether online, off-campus, or during the summer trimesters (for RBS graduate course)
 - PTL LIMIT 8 CREDITS PER SEMESTER

SPRING 2020 SPREADSHEET PROCESSING

- DO NOT ENTER ON LOAD TEACHING ON SPREADSHEET
- COMPLY WITH NEW ROCS AND BACKGROUND CHECK CRITERIA
- ANTICIPATED ENROLLMENT IS REQUIRED FOR ALL COURSES.
- PLEASE **COMPLETE ALL CELLS** ON THE PTL INFORMATION SHEET, ALL 3 TABS (If incomplete, will be returned)
- PLEASE SUBMIT CLASS CANCELATIONS AND ADDITIONS AS SOON AS POSSIBLE TO INSURE TIMELY AND ACCURATE PAYROLL PROCESSING.
- PLEASE COLOR CODE CHANGES SO THEY ARE EASILY IDENTIFIABLE.
- PLEASE FEEL FREE TO CALL THE PTL OFFICE WITH ANY QUESTIONS.