

# PTL Opportunities for Advancement

- Welcome back! We trust your summer has gone well, and we all look forward to a productive and engaging semester.
- As a PTL, you are now working under a new contract, with higher salaries, opportunities for advancement and increased Funds for Professional Development. You should be aware of the benefits of that contract, and make note of important deadlines in September and in November.

# SPECIFICS OF THE NEW CONTRACT

- **Salary Increases.** Your Fall 2019 salary should be 6 percent higher than your Spring 2019 salary.
- **Opportunities for Advancement:** If you have taught 12 semesters or more, you now have the opportunity to advance, with significant raises (up to 18 percent increases) and job protections attached to advancement.
- **Professional Development Funds:** These funds are awarded to PTLs to defray research costs, pay conference fees and to secure classroom materials. Awards will be disbursed in two cycles this year, with a November deadline for the fall cycle.
- **Job Protections.** Significant job protections are part of this new contract. These include priority of appointment provisions, a stronger grievance process, and, for the first time, mandated multi-semester appointments

# Advancement Opportunities

- Advancement opportunities represent a marked change to the structure of PTL employment at Rutgers. We now have a career path, with significant raises and job protections attached to advancement. Our goal, as a union, was to mirror the employment structure of the non-tenured track faculty, a group that has made remarkable strides in regard to salary and job protections over the course of the past two contracts.
- We expect the PTL advancement process to be smooth and efficient. Moving forward, you can expect frequent updates from us, offering guidance and assistance in this process. Please reach out anytime if you have specific questions.

# Application Deadline

- All those who are immediately eligible to advance will need to apply for advancement by **September 20, 2019**. Promotional packets should be submitted to the PTL's department chair no later than this date.

# Are You Eligible?

- Many long-time PTLs will be eligible for immediate advancement to the PTL 2 or PTL 3 level beginning in Spring 2020. For immediate eligibility for the rank of PTL 2, you must:
  - have 12 semesters or more of PTL employment at Rutgers to qualify. Please note: if Fall 2019 is your 12<sup>th</sup> (or 24<sup>th</sup>) semester of PTL employment, you qualify for immediate advancement to the rank of PTL 2 or 3 respectively.
  - Also note: in adding up your total number of semesters served, courses taught during Winter/Summer session do not count. Only courses taught during the Fall and Spring semesters count toward your total. Courses need not be taught in consecutive semesters; however, those with a break in service are STILL eligible, unless the break in service is three years or more.

# How to Apply

- Courses Taught
- Teaching Portfolio

# Courses Taught

- You will need to provide the following:
- A chronological list of all semesters of appointment as a PTL and the course(s) taught in each semester, including courses currently being taught as a PTL. Include campus/unit/department, course number and course title. All PTL courses taught in all departments qualify.
- If you do not have a personal record of courses taught, you will be able to gather this information from the following sources: the business office of your department(s); REGIS (your past courses are available on the electronic grading system); your pay stub (a history of employment is included on your electronic pay stub), and/or from a representative from Human Resources.



# Courses Taught

- Please note:
- You are asked only to provide a list of courses you have taught as a PTL. You are not asked to prove that you have taught these courses.
- You do not need to provide evidence to that effect (contracts, etc.)
- In short, you should provide a chronological list of courses with the other information required that represents your best, good-faith accounting of your record of PTL employment at Rutgers.

# Supporting Documentation

- Teaching portfolio including, at a minimum, a reflective narrative of the PTL's teaching
- The narrative should be reflective of the PTL's teaching philosophy, that is, how you approach the courses that you teach and how those courses relate to your educational/professional background. Explain how your own experience and training are integrated into your teaching philosophy.

# Supporting Documentation

The portfolio could also include any additional pedagogical materials that the instructor developed (revised syllabi, flyers, handouts, other lesson materials), and, of course, peer evaluation letters.

You might want to include positive feedback that you have received from students via the Student Instructional Rating Service (SIRS).

You must also include:

- Four most recent syllabi
- Two most recent exams, formal assignments or tests; and
- Any additional material that the PTL wishes to be considered in the evaluation

# What Happens Next?

- No further action need be taken by the PTL seeking advancement. The Department Chair will evaluate the PTL's teaching with the help of the supporting documentation submitted.
- The Chair will then forward his/her recommendation concerning advancement to the Dean. A decision will be reported to the PTL no later than 20 days after the close of the semester in which the review took place.

# Raises

- Upon advancement to the level of PTL 2, the PTL will receive a 9 percent increase to his/her base salary at the time of promotion.
- Please note: a PTL who immediately advances to this level (PTL 2) in Spring 2020 will receive, by the end of the current contract in 2022, an increase of 23 percent over his/her base salary at the start of the contract period (Fall 2018).
- Advancement to the level of PTL 3 follows the same procedures and uses the same form. To be eligible for immediate advancement to PTL 3, the PTL must have served a minimum of 24 semesters as a PTL at Rutgers. Upon advancement to the level of PTL 3, the PTL will receive an 18 percent increase to his/her base salary at the time of promotion.
- A PTL who immediately advances to this level (PTL 3) in Spring 2020 will receive, by the end of the current contract in 2022, an increase of 33 percent over his/her base salary at the start of the contract period (Fall 2018).

# Long-Term Appointment

- A PTL 3 who has taught at least 1 course each semester (Fall and Spring) in the previous 6 consecutive academic years shall receive a letter of appointment for 2 semesters in one appointment letter.

# Job Protections

- If a PTL is denied advancement, at the request of the PTL, the dean/chair or his/her designee shall meet with the PTL to explain the reason for the denial and shall provide recommendations for improvement.

# Job Protections

- Remember, all PTLs have priority of appointment once the ten-semester mark has been established.
- Article VI, A:
- “Where a course shall be staffed by a PTL, PTLs who have served at least ten (10) semesters as a PTL at Rutgers shall be given priority in appointment, in the department in which the PTL has served at least ten (10) semesters, over a PTL who has not served at least ten (10) semesters, in the same department as the PTL who has served at least ten (10) semesters, provided the appointment meets the academic and fiscal needs of the department, program and/or unit. Fiscal constraints shall not necessitate the appointment of a PTL with less than ten (10) semesters of service as a PTL at Rutgers, rather than a PTL with at least ten (10) semesters of such service unless there are also educational reasons to do so. Availability does not guarantee appointment.
- A grievance alleging a violation of 6.A may be filed by a PTL a during a break in service of up to four consecutive semesters, provided the grievance is timely filed pursuant to Article 5.A.2.”