The following guidelines define the procedures and criteria by which the SAS English Department will select its PTLs both for initial hiring and for rehiring. These guidelines do not pertain to the hiring of PTLs on a short-term basis (usually one year) to replace regular faculty members on leave. Some PTL assignments covered by these guidelines may be in courses in Literature, Film, Creative Writing, Writing for Business and the Professions, and Scientific and Technical Writing, but most of them will be in the Department’s Writing Program. Wherever the term “Ph.D.” is used in these guidelines, the appropriate terminal degree is meant; hence, people working toward or holding the Ed.D. may be considered for appropriate PTL assignments in basic writing courses, and those working toward or holding the M.F.A. in Creative Writing may be considered for appropriate Creative Writing courses.

General Policy for PTLs:

- Preference for PTL appointments will be given to those who have their Master’s degree, or the equivalent (for students beginning matriculation in the Rutgers English Graduate Program in September 1991 or thereafter, 24 credits of completed course work). The Department will grant exceptions to this rule, in accordance with its needs, for applicants with special expertise in Writing for Business and the Professions, Scientific and Technical Writing, Creative Writing, and Film. Exceptions will not be made for literature courses.

- Normally, PTL appointments will consist of no more than two courses per semester, although in some cases PTLs may teach three courses in the fall and one in the spring.

- PTL appointments cannot be given to Teaching Assistants in departments other than the English Graduate Program as an additional source of income.

- Eligible students in the English Graduate Program at Rutgers who are on Fellowship and wish to acquire teaching experience may teach one PTL section per academic year.

- The Department will hire its PTLs from among the available applicants in the categories defined below, which constitute a priority listing, both in initial hiring and for rehiring.

1. People actively pursuing Ph.D.s in English in the Graduate Program at Rutgers.

2. People with earned Ph.D.s in English.
   Note: the Department also considers the holding of PTL appointments by people with Ph.D.s to be a temporary, short-term situation but it is not imposing any maximum years of eligibility for holders of the Ph.D. Those with Ph.D.s who wish to keep applying for PTL appointments under the prevailing conditions may continue to do so indefinitely.

3. People with earned Ph.D.s in fields other than English and with appropriate expertise and experience for the courses they wish to teach. See note for category 2 above.

4. People actively pursuing Ph.D.s in English at other institutions.

5. People actively pursuing Ph.D.s in fields other than English at Rutgers.

6. People actively pursuing Ph.D.s in fields other than English at other institutions.

7. We reserve the right to hire individuals with special skills necessary to our Department.

- There are far more PTL sections available in the fall semester than the spring semester (the ratio in the Writing Program is generally almost 2:1). It may not be possible to assign PTL sections in the spring to all who receive them in the fall. Similarly, fall PTLs will receive assignments in the spring to the extent that sections are available.

- Rehiring of PTLs will depend on established quality of teaching performance as determined by seniority, student evaluations and, where applicable, the recommendations of the Associate and Assistant Directors of the Writing Program.
Eligibility for Courses in Literature and Other Courses Outside the Writing Program

- The Department actively recruits PTLs with appropriate expertise for such courses as Creative Writing, Writing for Business and the Professions, and Scientific and Technical Writing. It does not do so for literature courses (except upon rare occasion as a temporary replacement for a regular faculty member on leave) because the available graduate students and existing PTLs recruited to teach composition provide whatever expertise we need. Department policy is to reserve literature courses primarily for students in the English Graduate Program so that they may acquire relevant and valuable teaching experience.

- PTLs recruited from outside the English Graduate Program to teach in the Writing Program may apply for courses in literature, Creative Writing, Writing for Business and the Professions, and Scientific and Technical Writing after teaching at Rutgers for two semesters.

- Students in the English Graduate Program automatically enter the pool of applicants as soon as they have taught at least one section of Expository Writing 101, although preference is given to students who have also completed all course work. Assignments of available literature courses or sections are determined by appropriate expertise based on a student’s fields and areas of specialization, the level of his or her progress toward the Ph.D., and the quality of his or her academic records. Nevertheless, the intention of the Department is to make sure that, within the limitation of its own needs, every graduate student in the English program at Rutgers who wishes to acquire teaching experience in literature or film will have equal opportunity. For this reason, we keep records of who has taught what and, other criteria being equal, a student who has not had the opportunity to each a literature or film course will have priority over a student who has and a student who has had such an opportunity less recently will have priority over a student who has had the opportunity more recently. When an eligible member of the pool cannot be found for a particular course, the Department will seek an appropriate student (or a PTL recruited from outside the Department) not yet in the pool.

- A limited number of literature courses are also available in the summer. Those in the pool are eligible to apply for them as well. Because summer teaching constitutes an extra source of income (beyond what can be made during the academic year), previous teaching of literature will not be counted in assigning summer courses, although courses taught during the summer will become part of the record by which priority in assignments is determined during the regular academic year. According to current patterns, students in the English Graduate Program at Rutgers who wish to earn extra money teaching in the summer can expect one such opportunity during their graduate careers.

- There are also usually some opportunities to earn extra money in the summer by teaching writing courses of various kinds. Available assignments will be filled from those in the pool and using the same criterion of previous summer teaching. Accepting a summer writing course will change your priority for receiving subsequent summer courses but will not affect your priority eligibility for literature assignments during the regular academic year.

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