

# PTL/COAD Appointment Form

## Please CHECK One

☐ PTL - New

☐ COAD

*- Class 1 with Additional Appointment  
- Class 6 (TA) with Additional Appointment  
Or if teaching less than a Semester*

☐ PTL - Returning

## Check Your Department

☐ ELL/ESL

☐ ENGLISH (LITERATURE)

☐ PALS

☐ WRITERS HOUSE

☐ RFS

☐ WRITING PROGRAM (including EAD)

☐ OTHER

EMP ID		NetID (returning)		DOB:	
Name:					
Address:				Apt / Unit	
City:		State		Zip	
Preferred Email				Phone	

UPDATE Personnel Information at <https://my.rutgers.edu/portal/> and update **Employee Self Service**

Will you have other another Rutgers position?

☐ Yes ☐ No

If yes, please list Rutgers Job, Title, Dept: \_\_\_\_\_

Expiration

Date \_\_\_\_\_

*(Employee Class 3 and 4 may not hold dual appointments)*

Are you **Co-Teaching** *(teaching with a full-time instructor in the classroom)* any courses this semester?

☐ Yes ☐ No

If Yes, List course(s): \_\_\_\_\_

Is this your first position/appointment at Rutgers?

☐ Yes ☐ No

Please give information regarding your last position/appointment held at Rutgers.

Employee Class: \_\_\_\_ Title: \_\_\_\_\_

Dept: \_\_\_\_\_

Expiration

Date \_\_\_\_\_

**Are you a U.S. citizen?**

☐ Yes

☐ No

If No, Country of Origin: \_\_\_\_\_ Visa Type: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you enrolled in a graduate program at Rutgers?

☐ Yes ☐ No

Were you hired as a PTL in one of the previous 3 semesters (Fall or Spring only)?

☐ Yes ☐ No

Are you currently employed by Rutgers as either a Class 1 or Class 6 employee?

☐ Yes ☐ No

## **DECLARATION FORM FOR FALL/SPRING SEMESTER PTLs AND TEACHING COADJUTANTS**

TO BE FILLED OUT AND SIGNED BY THE PTL/TEACHING COADJUTANT CANDIDATE PRIOR TO APPOINTMENT EVERY SEMESTER.

1. Do you work 50% or more time for any of the below?

☐ Yes    No ☐

If yes, check the one for which you work.

State of New Jersey

\_\_Office of the Governor

\_\_Office of Management and Budget

\_\_Department of Law and Public Safety

\_\_Office of Administrative Law

\_\_Office of the Secretary of Higher Education (not including Employees of State Colleges and Universities below the title of level of Dean)

\_\_Department of Community Affairs

\_\_Department of Labor

\_\_Department of Agriculture

\_\_Department of Treasury

\_\_Division of Pensions

\_\_Judiciary

\_\_Department of Health and Senior Services

\_\_Civil Service Commission

\_\_Legislature

\_\_Public Employment Relations Commission

\_\_Department of Environmental Protection

United States

\_\_Department of Education

\_\_Department of Agriculture

\_\_Department of Justice

\_\_Judiciary

\_\_Department of Labor

\_\_EEOC

\_\_IRS

\_\_Department of Health & Human Services

\_\_State Department

\_\_Attorney General's Office

\_\_Environmental Protection Agency

\_\_Department of Homeland Security

\_\_Congress

*\*If department/agency is not listed above, please answer no to question #1.*

2. Do you work for a law firm which has represented or is presently representing Rutgers? ☐ Yes    No ☐

3. Are you otherwise a regularly appointed Rutgers employee 50% or more time? ☐ Yes    No ☐

Name of Candidate \_\_\_\_\_

Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_