

Winter Session COAD Appointment Form

Please CHECK One

COAD - New
 COAD - Returning

Check Your Department

<input type="checkbox"/> ELL/ESL	<input type="checkbox"/> ENGLISH (LITERATURE)
<input type="checkbox"/> PALS	<input type="checkbox"/> WRITERS HOUSE
<input type="checkbox"/> RFS	<input type="checkbox"/> WRITING PROGRAM (<i>including EAD</i>)
	<input type="checkbox"/> OTHER

EMP ID		SSN:		DOB:	
Name:				Gender	
Address:				Apt / Unit	
City:		State		Zip	
Email:				Phone	

Please UPDATE Personnel Information at <https://my.rutgers.edu/> - Login, then click on **Employee Self Service** tab

*Title/Job Class during Academic Year?

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

Are you **Co-Teaching or the Primary Instructor**

Is this your first position/appointment at Rutgers?

Yes No

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

Title/Job Class and Department:

Exp.

Date

Are you a U.S. citizen? Yes No

If No, Country of Citizenship: _____

Visa Type: _____

Date of Entry in the USA _____

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

Were you hired as a TA or faculty member for both semesters of the immediately preceding academic year?

Yes No

Business Office Use:

Index#	Course Name	Curr #	Crse #	Sec #	Stop	Account	Org ID	Salary

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 _____