

August 29, 2019

Dear Colleagues,

Welcome to Rutgers University School of Social Work. We are delighted to have you join our faculty as a part-time lecturer (PTL). We appreciate your dedication to the Profession and hope your time with us will be gratifying.

I am writing to inform you of an essential and time-sensitive matter. Part-time lecturers here at Rutgers University are unionized and are represented by the Part-Time Lecturer Faculty Chapter, Rutgers Council of AAUP Chapter, American Association of University Professors, American Federation of Teachers AFL-CIO (PTLFC-AAUP-AFT). As such, you are subject to the recently ratified agreement between Rutgers University and the PTLFC-AAUP-AFT.

The new contract states *that: "All PTLs who are in their first semester of teaching as a PTL at Rutgers University must, in addition to being evaluated via the SIRS or successor instrument, receive a class observation by the Dean/Chair or designee for each department/unit in which the PTL is teaching for the first time at Rutgers."*

Consequently, you must be observed in the classroom (physical and electronic) before the end of your first semester as a PTL. For those of you who will be teaching online, your observation will be done electronically by someone familiar with the online format. The assigned observer will be granted access to your course shell for a predetermined period of time. Documentation of the observation, in the form of a written summary, will be placed in your personnel file and a copy forwarded to you.

In response to this mandate, the School of Social Work decided to make these observations formative in that they will assess where you are in the process of instructing adult learners. One of the benefits of a formative assessment is that it can serve as a pedagogical baseline for the ongoing process of improving the teaching skills of the new as well as the seasoned instructor.

To that end, we will start conducting observations of new PTLs during the week of October 14<sup>th</sup>. I hope this start date will give you time to settle in and get your bearings. In the meantime, I need to schedule the observations. Please email me, [sj741@SSW.rutgers.edu](mailto:sj741@SSW.rutgers.edu), and copy Sheri Aguilar, [saguilar@ssw.rutgers.edu](mailto:saguilar@ssw.rutgers.edu), three dates between October 14<sup>th</sup> and December 5<sup>th</sup> from which we can choose a date for your observation. I cannot guarantee that you will get one of the three dates you provide; however, we will do our best to accommodate you.

The process for this task is as follows:

- A date will be scheduled for the observation.
- You must fill out Sections A and B of the Evaluation Review Form for Part-Time Lecturers. You will find the form at the back of the contract as Appendix C. This link will take you to the Union contract: <http://equitysecuritydignity.org/wp-content/uploads/sites/2/2019/05/5-13-2019-3-MOA-Final-1.pdf>
- We will send you a copy of the School's peer observation guidelines, which will consist of an evaluation checklist the observer will use as a guide for the observation. You will receive this information immediately after your observation is scheduled, if not before.
- A trained faculty person will be assigned to you in advance of the scheduled observation date. They will contact you to discuss the observation in a manner that is consistent with the School of Social Work's peer observation guidelines.
- The observation will be conducted.
- The observer will write a summary of the observation which will be forwarded to you and a copy will go into your personnel file.
- You will have an opportunity to meet with the observer after the observation, and if you wish, with me to discuss how the formative review and available resources here at Rutgers can be useful to you.

If you have any questions about the observation process, please do not hesitate to email me at [sj741@ssw.rutgers.edu](mailto:sj741@ssw.rutgers.edu) or call me on my cell (917) 414-3254.

Have a wonderful semester.

Best regards,

Samuel C. Jones, DSW, LCSW

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