

August 29, 2019

Dear Colleagues,

I hope you all had a productive and enjoyable summer. Many of you are aware that the recently ratified contract for PTL now contains a three-tier system for appointment and advancement in rank. The three levels of appointment or tiers are PTL, PTL2, and PTL3. The contract also spells out, with reasonable specificity, the requirements and process for advancement in rank to PTL 2 and PTL 3 (The contract is available online through the Rutgers AAUP-AFT website <http://www.rutgersaaup.org>).

If you are eligible for promotion or advancement and would like to activate the process, this communication is to assist you with that matter.

You can start the process for advancement by submitting written notification to the Dean's Office at the start of the fall semester but no later than September 20th for a fall review, and no later than February 15th for a spring review. You will need to complete Appendix D-2, of the contract, for Spring 2020 advancement. Use Appendix D-2 for Spring 2020 advancement only. If you are eligible for advancement after Spring 2020, you will need to complete Appendix D-1. The notification should be sent via email to Dr. Laura Curran, and myself, using the following email address. ptladvance@ssw.rutgers.edu

The notification should include the following documents which should be submitted as attachments to your email to me and Dr. Curran.

- Form D-2 (Appendix D-2) which is appended to the new contract you have or will receive. It will also be available online through the Rutgers AAUP-AFT website <http://www.rutgersaaup.org> or, <http://equitysecuritydignity.org/wp-content/uploads/sites/2/2019/05/5-13-2019-3-MOA-Final-1.pdf>.
- A list of all the courses you have taught and currently teach. The list should include the Campus/Unit/Department course title, course number, and the semester it was taught.
- A teaching portfolio which at a minimum must consist of your empirically-based teaching philosophy, examples of active learning exercises and techniques you use in the classroom.
- Two recently corrected (with redactions of students names and any other confidential information therein) assignments, papers, quizzes, or quantitative exams with comments from you to the student.

- Your teaching evaluations

The contract asks for the submission of four recent syllabi. Given that social work syllabi are standardized and not written by individual lecturers, the School of Social Work will not require you to submit your syllabus. However, we will require that you include your pedagogical profile in your teaching portfolio. Your profile should consist of the methods, tools, techniques, etc. that you use to engage adult learners as you deliver your course content.

Below are links to examples of teaching portfolios, empirically based teaching philosophy statements, articles about active learning, and information about inclusive pedagogy.

The accompanying PowerPoint file outlines the eligibility requirements for advancement along with the process and procedure for promotion to PTL 2 and PTL 3.

Below is a list of links to resources you may find useful in putting your teaching portfolio together. The PowerPoint presentation on PTL advancement also contains this list.

If you have any questions regarding the requirements and procedure for promotion, please do not hesitate to contact me by cell phone or email. Cell (917) 414-3254, email: sj741@ssw.rutgers.edu or Samuel.Jones1@rutgers.edu.

Have a wonderful semester.

Best regards,

Samuel C. Jones, DSW, LCSW

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