

# Requirements and Process for PTL Advancement to PTL 2 and PTL 3



**RUTGERS**

School of Social Work

# Eligibility for advancement to PTL 2

- You may apply for advancement at the start of your 12th semester (or any semester after that) of appointment. The application must be submitted to the office of the Associate Dean for Academic Affairs at [ptladvance@ssw.rutgers.edu](mailto:ptladvance@ssw.rutgers.edu) by September 20th for a fall review and February 15th for a spring review.
- For PTLs applying in fall 2019, a classroom observation is not required. For PTLs applying in Spring 2020 and beyond, a classroom observation is required.



RUTGERS

School of Social Work

# Procedure for PTL 2

- You must have an appointment during the semester you are applying for advancement and wish to be reviewed. The review must take place and be completed during the semester in which you applied for advancement.



RUTGERS

School of Social Work

# Documents to be submitted

- The Office of Academic Labor Relations form 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 consist of 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 and/or theoretically-based teaching philosophy (no more than 2 pages), 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 qualitative exams with substantive comments from you to the student.



RUTGERS

School of Social Work

# Links for developing a teaching portfolio

## Teaching Statement/Philosophy

Vanderbilt University: Center for Teaching

<https://cft.vanderbilt.edu/guides-sub-pages/teaching-portfolios/#samples>

Washington University in St. Louis : Teaching Portfolio

<https://teachingcenter.wustl.edu/programs/graduate-students-postdocs/applying-for-academic-positions/creating-a-teaching-portfolio/>

[http://www.crlt.umich.edu/sites/default/files/resource\\_files/CRLT\\_no23.pdf](http://www.crlt.umich.edu/sites/default/files/resource_files/CRLT_no23.pdf)

Medina M.S., Draugalis, J. R., American Journal of Health-System Pharmacy, (2013) Vol 70, Issue 3, I Pages 1919-193

<https://academic.oup.com/ajhp/article/70/3/191/5112713>

## Active Learning

Vanderbilt University: Center for Teaching

<https://cft.vanderbilt.edu/guides-sub-pages/active-learning/>

Yale University Poorvu Center for Teaching and Learning

<https://poorvucenter.yale.edu/ActiveLearning>



**RUTGERS**

School of Social Work

# Links for developing a teaching portfolio (Cont.)

## **Inclusive Pedagogy**

Georgetown-Teaching Commons

<https://commons.georgetown.edu/teaching/design/inclusive-pedagogy/>

Yale University Poorvu Center for Teaching and Learning

<https://poorvucenter.yale.edu/InclusiveTeachingStrategies>



**RUTGERS**

School of Social Work

# Process for advancement to PTL 2

- As noted, PTLs seeking advancement in Spring 2020 and beyond will require classroom observation
- You may schedule your classroom observation at a mutually agreed upon time with the assigned reviewer. However, according to the Collective Negotiated Agreement between the PTLEC-AAUP-AFT and Rutgers, the Dean has “sole discretion to choose the class observation date.”
- The application process will include a review of your personnel file, including prior evaluations and class observations.
- The Associate Dean for Academic Affairs then makes a recommendation to the Dean of the School of Social Work who will make the final decision regarding advancement
- Processes for scheduling will be communicated in late 2019



**RUTGERS**

School of Social Work

# Process for advancement to PTL 2

- The Dean will notify you of her decision in writing “no earlier than ten (10) days prior to the end of the semester and no later than twenty (20) days after the close of the semester in which the review took place .”

(Memorandum of Agreement between the PTLEC-AAUP-AFT and Rutgers, The State University of New Jersey for a July 1, 2018 through June 30, 2022 Collective Negotiations Agreement)

- The Dean’s decision will be final and binding.



**RUTGERS**

School of Social Work



# PTL 3 Eligibility

You are eligible to apply for the PTL 3 rank after you have completed a minimum of 12 semesters of appointment as a PTL 2.



# Process for advancement to PTL 3

- The same application and review process, as outlined above, for PTL 2 applies to advancement to the PTL 3 rank.



RUTGERS

School of Social Work

# Process for advancement to PTL 3

- If you are going to complete 24 semester or more by Fall 2019 you may apply to advance directly to PTL 3.
- If you have not completed 24 semesters by Fall 2019 you must first seek advancement to PTL 2 before applying for PTL3.



**RUTGERS**

School of Social Work

# Process for advancement to PTL 3

- However, if you have such a situation you will not be required to complete 12 additional semesters in order to apply for PTL 3. You will be eligible to apply for PTL 3 after completing 24 semesters.
- If you are in this category you will not be required to have a classroom observation.



RUTGERS

School of Social Work

# Process for advancement to PTL 3

- If you have missed three consecutive academic years you will have to restart the accruals of years as a PTL to be eligible for advancement to PTL2 and eventually PTL3.



RUTGERS

School of Social Work