

Rutgers Writing Program
Part-Time Teaching Positions (PTLs)

Most Frequently Asked Questions

Q. Are these full-time or part-time positions?

A. Part-time only. Full-time positions are advertised internally and appointments are made from within the ranks of experienced part-time teachers.

Q. Are these appointments for one semester or two?

A. One semester. But most teachers who apply for reappointment in the spring are rehired.

Q. What course(s) will I be asked to teach?

A. As a first-time instructor in the Rutgers Writing Program, the course you will most likely be assigned is English 101, "Expository Writing," a 3-credit course which meets twice a week for 80 minutes each session. There are no more than 23 students in each section. You can elect to teach one or two classes per semester.

Q. Do these positions include health benefits?

A. No benefits are included.

Q. Will I have access to the web, libraries, parking, and other campus facilities?

A. Yes.

Q. When do the classes meet, and where?

A. Our classes meet during eight or nine different periods throughout the day. For logistical reasons, the class periods are slightly different at each of the three main residential campuses that make up the Rutgers-New Brunswick system. If you would like to view the different course times, you can refer to: <http://soc.ess.rutgers.edu/soc>. The subject code for "Expository Writing" is 355;

the course number is 101; the campus location is New Brunswick, and the semester is Fall 2009.

For a full listing of all Writing Program courses in the Fall 2009 semester, you may also use the second search option. For campus location, select New Brunswick; for level of study, select Undergraduate; for Semester Term, select Fall 2009. Then scroll to select the subject: 355:English: Comp & Writing.

Q. If I'm teaching two classes, will they meet on the same days?

- A. You will be able to indicate your scheduling preferences when you are hired. We do everything within reason to honor your preferences, and can usually ensure that both classes are on the same days; however, this will be dependent on availability. The sooner you submit your course request form, the more likely it is that we can honor your requests.

Q. What kind of training is there?

- A. We hold a mandatory orientation from 10:00 am-5:00 pm on Monday, August 24; Wednesday, August 26; and Friday, August 28. All teachers new to our Program must attend the entire orientation (all three days.)

All instructors are also required to meet with a director for folder review at mid-semester and at the end of the semester. Directors are available for additional assistance throughout the course of the semester.

You may also attend optional group mentoring sessions, which meet 4 times over the course of the semester.

Q. When does the semester begin at Rutgers, and when do classes end?

- A. Classes for the Fall 2009 semester start on Tuesday, September 1 and end on Wednesday, December 11. Writing Program teachers are also required to meet with one of the directors for folder review in the week and a half following the last day of classes. There are no classes on Thursday, November 25 and Friday, November 26 (Thanksgiving). For a complete schedule of classes, please view: <http://scheduling.rutgers.edu/academic.htm>.

Q. If I drive to campus, where will I park?

A. To park in university lots, you must obtain a parking permit. The Department of Transportation Services will charge a fee based on your salary. You will receive a temporary parking permit and instructions for getting a permanent permit on the first day of orientation.

Q. Do you have any other employment opportunities that could supplement a PTL position?

A. Yes. All PTLs can apply to tutor in one of the three Writing Centers run by the Writing Program. Many of our teachers report that they enjoy working with students one-on-one outside of the classroom, and that the insight they gain through this experience informs and strengthens their teaching. For more information, please visit: <http://wp.rutgers.edu/tutoring>.

Q. Are there other sources of information about the Writing Program at Rutgers?

A. You can refer to our website at <http://wp.rutgers.edu> for additional information about all aspects of our program.

Q. What if I have more questions?

A. Please email us at judy.karwowski@rutgers.edu, or jessica.hedges@rutgers.edu or call 732-932-7570.