



Rutgers Business School
Newark and New Brunswick

RBS Business Office, Newark and New Brunswick
Rutgers, The State University of New Jersey
100 Rockefeller Road, Suite 5005D
Piscataway, New Jersey 08854-8075

Ptloffice@business.rutgers.edu

Tele: 848/445-9233

Fax: 732/445-5266

December 12, 2019

00125038

Yuan Qu

320 Bergen Ave, #207

Kearny, NJ 07032

RE: RBS Spring 2020 PTL Appointment Contract

Dear Yuan Qu,

I am pleased to offer you an appointment as a Part Time Lecturer, Job Code 99902, subject to adequate enrollment in the course(s) to which you are assigned. Classes begin on Tuesday, January 21, 2020.

You are contracted to teach the course/courses indicated below and responsible for the duties in the following courses:

| | | |
|-----------------------------------|--|----------------------------|
| <u>School or College:</u> | Rutgers Business School | |
| <u>Department:</u> | Management Science & Information Systems | |
| <u>Term:</u> | Spring 2020 | |
| <u>Course Title:</u> | Management Information System | |
| <u>Course Numbers:</u> | 33:136:370:06 | Index Number: 11761 |
| <u>Class Information:</u> | NB:BRR:5087 | |
| <u>Class Time:</u> | M W 1:40-3:00 | |
| <u>Number of Credits:</u> | 3 | |
| <u>Number of Students:</u> | 50 | |
| <u>Per Credit Rate:</u> | \$2,231.00 | |
| <u>Salary:</u> | \$6,693.00 | |

Please note the class location is subject to change. Prior to the start of the semester, please confirm the location of your class via this link: <http://sis.rutgers.edu/soc/>.

Under the terms of this agreement you agree to:

- Prepare lesson plans.
- Provide a course syllabus to your departmental administrative assistant prior to the first class meeting. The syllabus should follow the format of the attached template.
- Prepare and grade Mid-Term and Final Exams.
- Submit final grades no later than 48 hours after the final exam.
- Maintain timely communication with students including open office hours.
- **Return the completed required employment documentation no later than December 16, 2019 in order to be eligible for the first pay cycle – February 7, 2020.**



For New Employees Only: The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees. This offer of appointment is therefore subject to your in-person presentation of proper documentation, as required by law. The *Employment Eligibility* form (Form I-9) is an online process, and all new employees must present the required documents to the employing department, in person, no later than the first day of employment. Accordingly, please present the required documents to Luz Kosar prior to the start of the new semester. You must complete an Employment Eligibility Verification Form (Form I-9), Oath or Affirmation, and other required payroll forms by your appointment begin date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a "Temporary Non-Confirmation (TNC)" of your eligibility for this job, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC on your case the E-Verify system gives Rutgers a "Final Non-Confirmation (FNC)" of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website <http://www.uscis.gov/portal/site/uscis>.

Pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at <http://uhr.rutgers.edu/ee/noticepostings.htm>.

If, through no fault of the PTL, a course is cancelled within seven days before the date on which the class was scheduled to begin, or seven days after the date on which the class began, and the University determines not to reassign the PTL to another course, the PTL will receive 1/16th of the salary for that semester. Additionally, if the PTL has taught classes during the seven-day period after the date on which the classes began or were scheduled to begin, the PTL will be paid a pro-rata salary for the work performed.

The University reserves the right of class cancellation if enrollment is not sufficient. If, however, enrollment exceeds the approximate enrollment contained in the appointment letter by 33- 1/3% or 25 students, whichever is lower, the PTL shall receive a salary supplement of \$200 per credit. This supplement shall not apply if the excess enrollment is due to the PTL giving a special permission number(s) to a student(s) for enrollment in the course, unless the PTL was expressly directed to do so by the Department.

As part of your employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement, please refer to <http://academiclaborrelations.rutgers.edu/contracts>.

As a member of the University community, you will be expected to abide by departmental and University regulations, policies and procedures. In addition, as a Rutgers employee you are required to participate in employee training as part of your appointment and without additional compensation. Completion of all training required by the University is a condition of employment. This includes, but is not limited to, ethics training, training on unlawful harassment and other policies, statutes and regulations governing the workplace. For more detailed information on ethics compliance and unlawful harassment, please visit the New Employee website at <http://gettingstarted.rutgers.edu/>.

Please see <http://uhr.rutgers.edu/benefits/benefits-overview> for information on the PTL benefits and retirement system eligibility forms and submit the appropriate paperwork to your department for processing. Attached is a list of programs and resources relating to professional development and training that are available to PTLs and a list of important University websites. Additional information can also be found at <http://nb.rutgers.edu/information/information-faculty-staff>.

This offer of employment is contingent upon successful completion of all pre-employment screenings.



Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and submitting the following employment documentation:

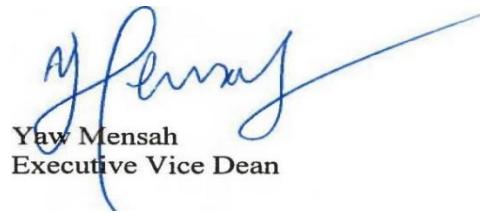
- Data Sheet
- Declaration Form
- Code of Ethics
- Oath or Affirmation (only applicable if this is your first time teaching – must be notarized)

A copy of your **most recent CV must** also be submitted along with the required employment documentation.

We look forward to your association with Rutgers Business School.



Sincerely,



Yaw Mensah
Executive Vice Dean

I accept this appointment.

DocuSigned by:



C1A3D053B9E24AB...

Signature

12/18/2019

Date

cc: Michael Katehakis

Luz Kosar

Attachments