

**THE CITY UNIVERSITY OF NEW YORK
MULTIPLE POSITION SUMMER ASSIGNMENTS REPORTING FORM**

This form must be completed and submitted to the Department Chair by all full-time faculty, including full-time substitutes, prior to assuming their multiple position assignments during the annual leave period in the Summer. An updated form must be provided, should any changes occur.

[Statement of Policy on Multiple Positions](#)

Please read the Statement of Policy on Multiple Positions (with particular attention to Sections V and VII), which generally limits a full-time faculty member's assignments to a maximum of three-ninths (3/9ths) of his/her annual salary during the Summer. Note also that compensation for any single month during the summer may not exceed one-ninth (1/9th) of the faculty member's annual salary. A Summer Assignments Calculator is available to ensure accurate calculation.

The sole exception to the "three-ninths" rule is that, under carefully prescribed conditions, a college foundation may provide compensation that will cause the faculty member's total compensation from CUNY-related activities to exceed three-ninths of the annual salary. Additional documentation is required for this exception.

Name		Permissible Summer Compensation from CUNY	<i>Annual salary x 3/9</i>	
Title		<i>June</i>	<i>1/9</i>	
Department		<i>July</i>	<i>1/9</i>	
College		<i>August</i>	<i>1/9</i>	

June				July				August			
	# of hours	Hourly Rate	Total		# of hours	Hourly Rate	Total		# of hours	Hourly Rate	Total
Summer Teaching Assignments <i>(# of hours x hourly rate)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Summer Teaching Assignments <i>(# of hours x hourly rate)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Summer Teaching Assignments <i>(# of hours x hourly rate)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Summer Non-teaching Assignments <i>(# of hours x hourly rate)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Summer Non-teaching Assignments <i>(# of hours x hourly rate)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Summer Non-teaching Assignments <i>(# of hours x hourly rate)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Summer Chair Assignment <i>(Annual salary ÷ 9) x (# of hours worked ÷ 120)</i>			<input type="text"/>	Summer Chair Assignment <i>(Annual salary ÷ 9) x (# of hours worked ÷ 120)</i>			<input type="text"/>	Summer Chair Assignment <i>(Annual salary ÷ 9) x (# of hours worked ÷ 120)</i>			<input type="text"/>
Summer Research Foundation Grant Salary			<input type="text"/>	Summer Research Foundation Grant Salary			<input type="text"/>	Summer Research Foundation Grant Salary			<input type="text"/>
Summer Research Tax Levy Salary			<input type="text"/>	Summer Research Tax Levy Salary			<input type="text"/>	Summer Research Tax Levy Salary			<input type="text"/>
Total Summer Compensation from CUNY			<input type="text"/>	Total Summer Compensation from CUNY			<input type="text"/>	Total Summer Compensation from CUNY			<input type="text"/>
Additional compensation from Summer Employment, including compensation from College Foundations			<input type="text"/>	Additional compensation from Summer Employment, including compensation from College Foundations			<input type="text"/>	Additional compensation from Summer Employment, including compensation from College Foundations			<input type="text"/>

Signature

Name of Department Chair

Date

Signature

Date