



THE CITY UNIVERSITY OF NEW YORK

TEACHING AND NON-TEACHING ADJUNCT WORKLOAD REPORTING FORM

FULL-TIME INSTRUCTIONAL STAFF SHOULD USE THE MULTIPLE POSITION FORM.

GRADUATE ASSISTANTS A, B, C & D SHOULD USE THE GRADUATE ASSISTANT WORKLOAD REPORTING FORM.

ARTICLE 15.2 a OF THE PSC/CUNY COLLECTIVE BARGAINING AGREEMENT: WORKLOAD FOR ADJUNCT INSTRUCTIONAL STAFF MEMBERS

**Teaching Adjuncts:**

A person appointed to an Adjunct Title is not a full-time employee of The City University of New York. Employment in an adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct Lecturers or Adjuncts in other titles shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of The City University of New York. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during the semester at another unit of The City University of New York.

**Non-Teaching Adjuncts:**

For persons in non-teaching adjunct titles, the limitations noted above are equated to not more than 225 hours per semester at one college and not more than 150 hours per semester at a second college of the University.

**Professional Hours:** In addition, pursuant to Section 15.2 of the 2017-2023 PSC-CUNY Agreement, if you are assigned a teaching workload of at least three (3) classroom contact hours per semester at the same college, you will be responsible for office hours, paid at the appropriate teaching adjunct rate of pay. The number of required office hours depends on your adjunct teaching assignment: at least (3), but fewer than six (6) classroom contact hours = 15 office hours per semester; at least six (6), but fewer than nine (9) classroom contact hours = 30 office hours per semester; nine (9) or more classroom contact hours = 45 office hours per semester. Please refer to the terms of the PSC-CUNY collective bargaining agreement for additional information regarding the office hours.

Non-Teaching Adjuncts are not covered by this provision.

**Workload for Adjuncts with both Teaching and Non-Teaching Assignments:**

**Formula for calculating allowable hours:** (Maximum allowable teaching hours minus actual teaching hours) / 0.6.

**Example:** Subtract the actual teaching hours from the maximum teaching hours at the college to convert the remaining hours into permissible non-teaching hours, using the above formula:

Primary College: Permissible teaching hours: 135. Actual teaching hours: 90. Permissible NTA hours:  $135 - 90 = 45$  divided by  $0.6 = 75$  hours.

Secondary College: Permissible teaching hours: 90. Actual teaching hours: 30. Permissible NTA hours:  $90 - 30 = 60$  divided by  $0.6 = 100$  hours.

The assignment (s) must be at the college (s) where the NTA hours are permissible, in accordance with the Adjunct Workload limits in Article 15.2 a.

**WINTER ADJUNCT WORKLOAD AGREEMENTS**

**WINTER SESSION TEACHING WORKLOAD (except Kingsborough, LaGuardia and Guttman Community Colleges)**

- A person appointed to an adjunct title, excluding Graduate Assistants, shall not be assigned a total of more than eight (8) classroom contact hours during a winter session. Classroom contact hours during a winter session will not be counted toward the adjunct workload in either the preceding Fall semester or the subsequent Spring semester.

**WINTER SESSION TEACHING WORKLOAD AT KINGSBOROUGH, LAGUARDIA AND GUTTMAN COMMUNITY COLLEGES**

- A person appointed to an adjunct title, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during the Fall Session B at Kingsborough, Fall Semester - Session II at LaGuardia or Fall II Session at Guttman. In addition, such adjunct assigned nine (9) classroom contact hours at one of these three community colleges may be employed to teach a maximum of one course of not more than six (6) hours during the above referenced sessions at one of the other two community colleges. Classroom contact hours during the above-referenced sessions will not be counted toward the adjunct's workload in either the preceding Fall semester or the subsequent Spring semester.

**WINTER SESSION NON-TEACHING ADJUNCT WORKLOAD (ALL COLLEGES)**

- A person appointed to a non-teaching adjunct title may be permitted to work during the period between the end of classes in the Fall semester and the start of the Spring semester for a total of 75 hours above the 225-hour semester limit, which additional hours will not be counted toward the adjunct's workload in either the preceding Fall semester or the subsequent Spring semester.

**UNIVERSITY SUMMER WORKLOAD REGULATIONS**

Summer is defined as the period beginning the day subsequent to the spring commencement of each college until the third day, excluding Saturday and Sunday, preceding the thirtieth of August that follows such commencement.

- Teaching adjuncts are limited to 105 hours of instruction during the summer, except in departments with four-credit courses for which a 120-hour assignment is permitted.

- Non-teaching adjuncts are limited to 175 hours during the summer.

- Non-teaching adjuncts engaged as **University Readers** will be approved for a maximum of 100 additional hours during the summer for CATW work only. (Such hours must be categorized as CATW under "Department" on the form).

- Exceptions to the above limitations require approval by the college's chief academic officer.

## **ADDITIONAL ADJUNCT WORKLOAD AGREEMENTS**

### **AMERICAN SIGN LANGUAGE**

- Persons in adjunct titles who are appointed to teach American Sign Language courses at CUNY will be permitted to teach a maximum of two courses totaling not more than twelve (12) contact hours per week at any one unit of the University during the Fall or Spring semesters. Such persons shall not be permitted to teach any additional courses at any other unit of the University during any semester when they are teaching American Sign Language courses totaling more than nine (9) hours at one unit.

### **INTERSESSION BASIC SKILLS IMMERSION PROGRAM**

- Effective for the periods between January 1 and the beginning of each spring semester, persons in adjunct titles who teach courses in the Intersession Basic Skills Immersion Program may be assigned up to one such course at one of the units of the University in excess of the limitations established in Article 15.2 (*see above*).

### **CLINICAL NURSES**

- Persons in adjunct titles who are appointed to teach clinical nursing courses at CUNY will be permitted to teach a maximum of twelve (12) contact hours per week at any one unit of the University during the Fall and Spring semesters. Such persons shall not be permitted to teach any additional courses at any other unit of the University during any semester when they are teaching clinical nursing courses of more than nine (9) hours at any one unit.

### **UNIVERSITY READERS:**

Up to 125 non-teaching adjunct hours per semester as a University Reader at University Scoring Centers will not be counted towards the adjunct's workload in either the fall or the spring semester. (Such hours must be categorized as CATW under "Department" on the form).

Up to 175 non-teaching adjunct hours per semester as a Borough Chief Reader will not be counted towards the Borough Chief Reader's adjunct workload in either the fall or the spring semester. (Such hours must be categorized as CATW under "Department" on the form).

**WORKLOAD REPORTING FORM FOR ADJUNCT INSTRUCTIONAL STAFF MEMBERS ONLY**

**PRIMARY COLLEGE OF EMPLOYMENT**

*Full-time Instructional Staff with adjunct assignments must use the Multiple Position Form for Full-time Faculty OR the Multiple Position Form for Non-teaching Instructional Staff.*

*Graduate Assistants A, B, C and D working as Adjuncts must use the Graduate Assistant Workload Form.*

To be completed by the Employee

Contract Title \_\_\_\_\_ Semester/Session \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Empl. ID: \_\_\_\_\_

Primary contact number \_\_\_\_\_ Email \_\_\_\_\_

**Primary College of Employment**

**Complete one section for each course or non-teaching adjunct appointment**

Department \_\_\_\_\_ Non-Teaching Hours/Weekly \_\_\_\_\_

Course no. \_\_\_\_\_ Course Title \_\_\_\_\_ Teaching Hours/Weekly \_\_\_\_\_

Department \_\_\_\_\_ Non-Teaching Hours/Weekly \_\_\_\_\_

Course no. \_\_\_\_\_ Course Title \_\_\_\_\_ Teaching Hours/Weekly \_\_\_\_\_

Department \_\_\_\_\_ Non-Teaching Hours/Weekly \_\_\_\_\_

Course no. \_\_\_\_\_ Course Title \_\_\_\_\_ Teaching Hours/Weekly \_\_\_\_\_

**Total Teaching Hours for Semester or Session** \_\_\_\_\_ **Total Non-teaching Hours for Semester/Session** \_\_\_\_\_

**Certification:**

I certify that I have read the above provisions, and that I have not accepted and will not accept an assignment with any college or unit of CUNY that will exceed the limitations set forth on Pages 1 & 2, unless such limitations have been explicitly waived by my college in accordance with the agreement between the University and the PSC. I further certify that if there are any changes in my workload during the semester, I will submit an updated form to my respective Department Chair and/or Unit Head at each college of employment to reflect these changes. Failure to comply with the terms of this certification may result in referral for disciplinary action in accordance with the terms of the PSC/CUNY collective bargaining agreement, which could result in a penalty up to and including discharge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Department Chairperson/Unit Head Approval:**

**College of Employment**

**Department**

I certify that I have reviewed the form and that it accurately reflects the course (s) and/or non-teaching hours assigned at this College.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**WORKLOAD REPORTING FORM FOR ADJUNCT INSTRUCTIONAL STAFF MEMBERS ONLY**

**SECONDARY COLLEGE OF EMPLOYMENT**

**Full-time Instructional Staff with adjunct assignments must use the Multiple Position Form for Full-time Faculty OR the Multiple Position Form for Non-teaching Instructional Staff.**

**Graduate Assistants A, B, C & D working as Adjuncts must use the Graduate Assistant Workload Form.**

To be completed by the Employee

Contract Title \_\_\_\_\_ Semester/Session \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Empl. ID: \_\_\_\_\_

Primary Contact Number \_\_\_\_\_ Email \_\_\_\_\_

**Secondary College of Employment**

Department \_\_\_\_\_ Non-Teaching Hours/Weekly \_\_\_\_\_

Course no. \_\_\_\_\_ Course Title \_\_\_\_\_

Teaching Hours /Weekly \_\_\_\_\_

**Certification:**

I certify that I have read the above provisions, and that I have not accepted and will not accept an assignment with any college or unit of CUNY that will exceed the limitations set forth on Pages 1 & 2, unless such limitations have been explicitly waived by my college in accordance with the agreement between the University and the PSC. I further certify that if there are any changes in my workload during the semester, I will submit an updated form to my respective Department Chair and/or Unit Head at each college of employment to reflect these changes. Failure to comply with the terms of this certification may result in referral for disciplinary action in accordance with the terms of the PSC/CUNY collective bargaining agreement, which could result in a penalty up to and including discharge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Department Chairperson/Unit Head Approval:**

College of Employment \_\_\_\_\_ Department \_\_\_\_\_

I certify that I have reviewed the form and that it accurately reflects the course (s) and/or non-teaching hours assigned at this College.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_