Academic Administration-Provost's Office

GRADUATE ASSISTANT TITLES A, B, C, AND D

All Graduate Assistants are required to complete the Graduate Assistant Workload Reporting Form every semester confirming that their entire teaching load at CUNY is within the limits set by the PSC-CUNY contract. After the workload reporting form is completed and has all of the required signatures, it is to be sent to the Office of Human Resources at the Graduate Center.

Graduate Assistant A, Graduate Assistant B, Graduate Assistant C and Graduate Assistant D are titles in the PSC- CUNY Contract. Graduate Assistant workload during the academic year is governed by **Article 15.3** of the PSC-CUNY collective bargaining agreement.

Graduate Assistant A—Teaching or Non-Teaching
GAA Workload: GAA appointments are normally 12-month appointments. GAA's may have an assignment of a maximum of 240 teaching hours or 450 hours of non-teaching assignments during the academic year (including the summer session).

Additional Work Assignments: A GAA *may not hold* any other teaching or non- teaching appointment at CUNY while appointed to the GAA title. This means that a *GAA cannot* work concurrently as an Adjunct Lecturer or as a Non-Teaching Adjunct at one of the CUNY colleges.

Graduate Assistant B (GAB)—Teaching or Non-Teaching
GAB Workload: GAB appointments are normally 12-month appointments. GAB's may have an assignment of a maximum of 120 teaching hours or 225 hours of non-teaching assignments in the academic year. While a Grad B, an individual may be simultaneously appointed to an adjunct or other hourly position, the total combined assignment may not exceed 240 teaching hours or 450 non-teaching assignment during the work year (including the summer session).

Additional Work Assignments: A GAB may also hold an appointment as an Adjunct Lecturer or as a Non- Teaching Adjunct at one of the CUNY colleges and receive separate compensation for this service. Please note, however:
- If a GAB holds an Adjunct Lecturer appointment the GAB may be appointed for no more than 150 contact hours in the adjunct appointment or 270 contact hours in the combined GAB and Adjunct appointments.

Graduate Assistant C (GAC)- Teaching Only
GAC Workload. GAC appointments are normally 12-month appointments. A GAC may have an assignment of a maximum of 180 teaching hours during the academic year. While a Grad C, an

individual may be appointed to an adjunct title, but the total combined teaching hours may not exceed 270 teaching hours during the academic year (including the summer).

Additional Work Assignments. A GAC may also hold an appointment as an Adjunct Lecturer at one of the CUNY colleges and receive separate compensation for this service. Please note, however:

- If the GAC holds an Adjunct Lecturer appointment, the GAC may be appointed for no more than 90 contact hours in the adjunct appointment (90 contact hours is the equivalent of two additional 3-credit courses.) GACs may not also hold non-teaching adjunct appointments.

Graduate Assistant D (GAD)- Non-Teaching Only

GAD Workload: GAD appointments are normally 12-month appointments. A GAD may have an assignment of a maximum of 100 hours of a non-teaching assignment during the academic year. If a Grad D also holds an adjunct position, the total combined assignment may not exceed 280 teaching hours or 325 hours of a non-teaching assignment during the academic year (including the summer session).

Additional Work Assignments: A GAD may also hold an appointment as an Adjunct Lecturer or as a Non- teaching Adjunct at one of the CUNY colleges and receive separate compensation for this service. Please note, however:

- If the GAD holds an Adjunct Lecturer appointment, the GAD may be appointed for no more than 180 contact hours in the adjunct appointment.
- If the GAD holds a Non-teaching Adjunct appointment, the GAD may be appointed for no more than 225 non- teaching adjunct hours.

Please Note: It is encouraged that any questions about faculty workload be directed to the Office of Academic Administration: Maria Burgos, Faculty Workload and Systems Manager at [*Maria.Burgos@baruch.cuny.edu*](Maria.Burgos@baruch.cuny.edu)