



Academic Administration-Provost's Office

Adjunct Instructional Staff Workload

All adjuncts, teaching and non-teaching are required to complete the Teaching and Non-Teaching Adjunct Workload Reporting Form every semester confirming that their entire teaching load at CUNY is within the limits set by the PSC-CUNY contract.

Teaching Adjuncts

Adjunct instructional workload during the academic year (Fall and Spring Semesters) is governed by Article 15.2 of the PSC-CUNY collective bargaining agreement. In accordance with the PSC-CUNY collective bargaining agreement, Article 15.2 – *“A person appointed to an Adjunct title is not a full-time employee of CUNY. 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, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of CUNY. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of CUNY.”*

Because a semester is, generally speaking, 15 weeks long, each classroom contact hour equates to 15 hours of instruction during the semester.

Non-Teaching Adjuncts

Non-teaching adjuncts (NTA), including those in college laboratory series titles, are limited to 225 hours per semester and not more than 150 hours per semester at a second college of the University.. The above limitations also apply to non-teaching adjunct appointments -- 135 teaching hours are equivalent to 225 non-teaching hours (“60 percent rate”).

Professional (PSC) Hours

Pursuant to Article 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. Please note the “professional hour” is calculated separately and is not part of the (9) classroom contact hours limit. **Non-Teaching Adjuncts** are not covered by this provision.

Workload for Adjuncts with both Teaching and Non-Teaching Assignments

Workload for adjunct instructional faculty who have both a teaching and non-teaching

assignment is calculated as follows: Subtracting the actual teaching hours from the maximum teaching assignment produces the remaining allowed teaching hours during the semester.

Formula: Remaining allowed teaching hours= 0.60x, (x is the total allowed non-teaching hours)

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:

College	Permissible teaching hrs	Actual teaching hrs	Permissible NTA hrs
Primary College	135	90	75
Secondary College	90	30	100

Winter Intersession

Adjunct Teaching Workload: Adjuncts are allowed to be assigned an additional 8 workload hours (120 teaching hours) during the Winter Intersession -- or a maximum of 75 non-teaching hours. This does not count against the fall or spring workload limitation.

Non-Teaching Adjunct Workload (All Colleges): Non-teaching adjuncts 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.

Summer Sessions

Adjunct Teaching Workload: 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 Adjunct Workload: 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.

Please note: *Exceptions to the summer limitations require approval by the college's chief academic officer.*

Adjunct Workload Waivers

The colleges are expected to adhere to the workload limitations contained in Article 15.2 of the PSC-CUNY collective bargaining agreement. There will be circumstances that compel a college to request a waiver of these limitations. Such waivers require significant justification and are granted only in exceptional circumstances, for example, an unforeseeable exigency in which there is no feasible alternative to exceeding the adjunct workload limit. The college is

given a very small number of waivers to meet such exigencies. Request for Article 15.2 overload waiver for adjunct faculty must be received by the PSC by a specified date. In order to have waiver requests processed for the semester, all waiver requests must be received by the Office of Academic Administration in advance of the Fall or Spring semester.

Waiver requests must include the reason and justification for the assignment, such as medical emergency, specialized course, only qualified faculty, no other coverage available, etc. A copy of the Adjunct Workload Reporting Form must accompany the request.

Waiver requests are submitted by the Office of Academic Administration to the campus Labor Designee for review and approval.

ePAF's will be approved once an approval notice is received from the campus Legal Affairs Office.

Maximum Allowable Adjunct Teaching & Non-Teaching Hours

Fall and Spring Semesters (1st CUNY College)

Workload Hrs (class room contact hrs)	0	1	2	3	4	5	6	7	8	9
Appt. Sem. Hrs	0	15	30	45	60	75	90	105	120	135
Professional (PSC) Hrs	0	2	2	15	30	30	30	30	30	45
Non-Teaching Hrs (60% Rate)	225	200	175	150	125	100	75	50	25	0

Winter Intersession (University-wide limit)

Workload Hrs (class room contact hrs)	0	1	2	3	4	5	6	7	8
Appt. Sem. Hrs	0	15	30	45	60	75	90	105	120
Professional (PSC) Hrs	0	2	2	15	30	30	30	30	30
Non- Teaching Hrs (60% Rate)	75	50	25	0					

Summer Sessions (University-wide limit)

Workload Hrs (class room contact hrs)	0	1	2	3	4	5	6	7
Appt. Sem. Hrs	0	15	30	45	60	75	90	105
Professional (PSC) Hrs	0	2	2	15	30	30	30	30
Non- Teaching Hrs (60% Rate)	175	150	125	100	75	50	25	0

*120 hours is allowed if teaching 4-hour courses.

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