

Faculty Name: \_\_\_\_\_

Dept: \_\_\_\_\_

Emplid: \_\_\_\_\_

Date: \_\_\_\_\_

**MULTIPLE POSITION POLICY  
SUMMER ASSIGNMENTS REPORTING FORM**

The Board of Trustees' Statement of Policy on Multiple Positions limits a full time faculty member's assignment during the annual leave period in the summer to a maximum of three-ninths of the faculty member's annual salary. In order to ensure compliance with this limitation, the faculty member must complete this form and submit it to his/her Department Chair before beginning any summer assignments and provide an updated form if any changes occur. Please note that there is an additional restriction that compensation for any single month during the summer may not exceed 1/9<sup>th</sup> of the faculty member's annual salary.

**1. Summer Teaching Assignments**

	Subject	Course	Section	C1 Course #	Contact Hours	Credits/Units
1						
2						
3						
4						

**Notes**

$$\left( \frac{\text{_____}}{\text{\#hours}} \times 15 \right) \times \text{Hourly Rate} = \text{_____}$$

**2. Summer Non-Teaching Assignments**

$$\frac{\text{_____}}{\text{\#hours}} \times \text{Hourly Rate} = \text{_____}$$

**3. Summer Chair Assignment**

$$\left( \frac{\text{Annual Salary}}{\div 9} \right) \times \left( \frac{\text{\#hours worked}}{\div 120} \right) = \text{_____}$$

**4. Summer Grant Salary**

\_\_\_\_\_

**5. Other CUNY Summer Employment**

\_\_\_\_\_

**6. Total Summer Compensation from CUNY (Add 1 through 5)**

\_\_\_\_\_

**7. Permissible Summer Compensation from CUNY**

$$\frac{\text{Annual Salary}}{\text{_____}} \times \frac{3}{9} = \text{_____}$$

**NOTE: Line 6 must be less than Line 7.**

I certify that I have fully and accurately disclosed any summer assignments and activities. I further certify that, if there are any changes in this information during the semester, I will submit an updated form to the Department Chair to reflect these changes.

\_\_\_\_\_  
Signature of Faculty Member Date

I certify that the activities and hours reported above are accurate and within the limits set by the University's Multiple Position Policy. I recommend approval.

\_\_\_\_\_  
Signature of Department Chair Date