

**KINGSBOROUGH**  
COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

---

# FACULTY WORKLOAD REPORTING AT KCC

## A Guide to Policy and Practice

Academic Affairs Workload Support Team

Joanne Russell, Vice President for Academic Affairs and Provost  
Janine Palludan, Associate Director of Academic Affairs  
Jaime Berco, CUNY Office Assistant  
Paule Lafortune, Administrative Coordinator of Personnel Services

Contact: [Faculty.Workload@kbcc.cuny.edu](mailto:Faculty.Workload@kbcc.cuny.edu)

718-368-6928 or 718-368-6767

Please note that the information contained herein in no way abrogates the CUNY Board of Trustees Bylaws or contractual agreements between the City University of New York and the Professional Staff Congress, nor any subsequent policy changes implemented by such aforementioned parties. Moreover, College policies and procedures described herein are not conditions of employment. The College reserves the rights to modify, revoke, suspend, terminate, or change any or all of its policies or procedures, in whole or in part, at any time, with or without notice.

*Faculty Workload Reporting at KCC: A Guide to Policy and Practice* is published by the Office of the Academic Affairs. The Guide is intended to be a living document; it is revised annually and updated as KCC and/or CUNY policy developments demand. Any corrections and/or additions should be sent to [faculty.workload@kbcc.cuny.edu](mailto:faculty.workload@kbcc.cuny.edu).

August 2020

## Table of Contents

INTRODUCTION .....	- 4 -
MANDATED WORKLOAD REPORTING: THE FIVE WS .....	- 5 -
WHAT?.....	- 5 -
WHO? .....	- 5 -
WHEN? .....	- 6 -
WHERE?.....	- 6 -
WHY?.....	- 7 -
HOW TO REPORT WORKLOAD .....	- 8 -
WHAT TO REPORT .....	- 8 -
FULL-TIME FACULTY .....	- 8 -
ADJUNCT FACULTY .....	- 8 -
SAMPLE FULL TIME FACULTY WORKLOAD .....	- 9 -
SAMPLE ADJUNCT WORKLOAD, Page 1/2 .....	- 10 -
SAMPLE ADJUNCT WORKLOAD, Page 2/2 .....	- 11 -
WORKLOAD SPECIAL CASES .....	- 12 -
THE THREE-YEAR WORKLOAD CYCLE .....	- 12 -
THREE YEAR WORKLOAD MONITORING.....	- 12 -
SAMPLE FULL TIME FACULTY WORKLOAD .....	- 14 -
(3-Year Cycle) .....	- 14 -
FACULTY LEAVE .....	- 15 -
Full Year Leave .....	- 15 -
Split Leave.....	- 15 -
Single Semester Leave.....	- 15 -
Paid Parental Leave .....	- 15 -
Partial Semester Leave .....	- 15 -
ADJUNCT WAIVERS .....	- 16 -
SUMMER TEACHING .....	- 16 -
SAMPLE SUMMER WORKLOAD, Teaching only .....	- 17 -
SAMPLE SUMMER WORKLOAD, Teaching & Other .....	- 18 -
CONCLUSION.....	- 19 -

## INTRODUCTION

KCC's Office of Academic Affairs created this Quick Start Guide in order to clarify CUNY faculty workload reporting policies and to explain the processes for implementing these policies at Kingsborough Community College. The guide is based on the policies of CUNY as reflected in the provisions of the PSC/CUNY Collective Bargaining Agreement (hereafter CBA), the CUNY Bylaws, the CUNY Board of Trustees resolutions, and relevant memorandums from CUNY Central Offices.

Specific KCC practices are also included in these guidelines. In particular, the Guide outlines the workload reporting responsibilities of faculty, department chairs, Academic Affairs and Human Resources. The Guide is intended to help faculty and department chairs accurately and expeditiously report workload so that we can collectively ensure the following:

- KCC is in compliance with Article 15 of the PSC /CUNY CBA
- Individual faculty workloads are—when necessary--effectively managed on a three-year cycle, per [Appendix A: Pertinent Sections of the Workload Agreement](#) of the CBA
- KCC accurately reports workload data to CUNY
- All full-time KCC faculty are in compliance with CUNY policy on Multiple Positions
- The distribution and use of faculty reassigned time is tracked and monitored
- The information flow from departments to payroll and to academic affairs is managed effectively and consistently

Questions about workload and workload reporting should be addressed to department chairs; questions about official workload records should be addressed to [faculty.workload@kbcc.cuny.edu](mailto:faculty.workload@kbcc.cuny.edu).

Questions about paychecks should be directed to Human Resources.

# MANDATED WORKLOAD REPORTING: THE FIVE WS

## WHAT?

[Article 15](#) of the CBA defines faculty workload as the amount of teaching that a faculty member is required to perform annually and outlines how that teaching must be managed over time. CUNY refers to the process by which a faculty member's contractual obligations is managed as faculty "workload."

CUNY's [Multiple Positions Policy](#) defines a full-time faculty appointment as the major professional commitment of anyone holding that appointment; full-time faculty are required to report all activities (both internal and external to CUNY) that are in addition to their full-time employment at Kingsborough. This includes overload assignments.

## WHO?

The workload for all instructional members of CUNY must be reported.

According to the CUNY Bylaws, one of the primary responsibilities of the Chair is to *assign courses to instructional staff members of the department*. Assignments must follow CUNY Board of Trustees Policy and the PSC contract. Department chairs are also responsible for approving faculty Workload Forms. As such, completed Workload Forms for full-time and adjunct faculty and completed Multiple Positions Forms for full-time faculty must be approved by department chairs; department chairs are also responsible for submitting approved forms to the Office of Academic Affairs.

Full-time instructional faculty members are responsible for recording their own workload on KCC's [Workload Form](#) and submitting it to their department. Full-time and substitute faculty who must report workload include Distinguished Professors, Professors, Associate Professors, Assistant Professors, Instructors, and Distinguished Lecturers and Lecturers. The regular workload reporting requirement does not currently include Librarians. All full-time faculty (including Librarians) are, however, also responsible for completing and submitting CUNY's [Multiple Position Form](#).

Adjunct faculty are responsible for completing the CUNY [Teaching & Non-Teaching Adjunct Workload Reporting Form](#) and submitting it to their department chair. Because the Multiple Positions Policy refers only to full-time faculty, adjunct faculty are not required to complete and submit the Multiple Position Form.

KCC's Office of Academic Affairs is responsible for tracking all full-time and adjunct workload, for reporting it to CUNY, and for maintaining the college's official legal workload records according to the CUNY Records Management Schedule.

## WHEN?

Full-time faculty must complete and submit both a Workload Form and a Multiple Position Form to their department prior to the opening of registration for the Fall/Spring semesters and prior to the start of the Modules, when they are teaching and/or engaging in other paid activities in them. Per a PSC/CUNY Agreement on the Academic Calendar Year, full-time faculty may teach in the Winter Module as part of their regular workload only with the agreement of the college and the faculty member.

Because the Summer module is not part of the CUNY contractual year, summer teaching is optional for full-time faculty and assigned at the discretion of the department chair. CUNY does not track summer workload for full-time faculty, so full-time faculty are **not** required to submit a Workload Form for summer teaching. Prior to the start of the Summer Module, full-time faculty **are** required to submit a [Summer Multiple Position and Workload Reporting Form](#) documenting their teaching and non-teaching activities.

In advance of each semester, the Office of Academic Affairs provides each department with individualized Workload Forms that have been prefilled with each full-time faculty member's teaching schedule; faculty must review, complete and submit the Form within the timeframe outlined by the department.

Adjunct faculty must complete and submit the [Teaching & Non-Teaching Adjunct Workload Reporting Form](#) immediately upon receiving their Fall/Spring or Winter/Summer teaching schedule from their department or program.

The Office of Academic Affairs reports each semester's workload to CUNY as reported by faculty and approved by department chairs.

## WHERE?

In most cases, department offices provide full-time faculty with prepopulated Workload Forms; if necessary, a blank full-time faculty [Workload Form](#) and adjunct [Teaching & Non-Teaching Adjunct Workload Reporting Form](#) can be downloaded from the Forms page of the Academic Affairs [website](#). CUNY's [Multiple Position Form](#) can be downloaded from there too.

## WHY?

Workload reporting policy and practices are a function of the PSC/CUNY Collective Bargaining Agreement and the CUNY Multiple Positions Policy. Together, the two policies set clear limits on the amount of work full-time and adjunct faculty can be assigned and/or can undertake in a given academic year.

The charts below reflect these workload limitations. Please note that prior to AY20-21, the full-time regular workload totals reflected the 2017 PSC/CUNY agreement regarding a one hour per year phased reduction in workload over a three-year period, beginning AY 2018-2019 and ending AY 2020-2021.

Full-Time Faculty (Annual)	
Regular Workload ( <a href="#">Article 15. 1 PSC/CUNY CBA</a> )	24 Contact Hours
Regular Substitute Workload (Full-Year Substitute)	27 Contact Hours
Regular Substitute Workload (Half-Year Substitute)	13.5 Contact Hours
Maximum Overload within CUNY (CUNY Multiple Positions) <b>*This is for both Regular &amp; Substitute Workload*</b>	14 Contact Hours
Maximum Overload outside CUNY (CUNY Multiple Positions)	Combined teaching & non-teaching outside CUNY cannot exceed an average of one day (7 hours) per week

Adjunct Faculty (Per Term)	
Regular Workload ( <a href="#">Article 15. 2 PSC/CUNY CBA</a> )	9 Contact Hours or 225 NTA Hours
Maximum Additional Course Load within CUNY ( <a href="#">Article 15. 2 PSC/CUNY CBA</a> )	1 Course of not more than 6 Contact Hours or 150 NTA Hours

Effective the start of the Spring 2020 semester, adjunct faculty assigned to teach at least three classroom contact hours per semester within the same college and full-time faculty teaching overload assignments will be responsible and paid for office hours in the amounts designated below. Paid office hours and paid professional hours for adjuncts do not count towards the maximum teaching load allowance and do not need to be listed on faculty Workload Forms. Human Resources automatically applies these hours to the faculty member's pay.

Adjunct Faculty (Per Term)	
Fewer than 3 Classroom Contact Hours	0 paid office hours
3 or More but Fewer than 6 Classroom Contact Hours	1 (15) paid office hours
<b>6 or More but Fewer than 9 Classroom Contract Hours</b>	<b>2 (30) paid office hours</b>
<b>9 or More Classroom Contact Hours</b>	<b>3 (45) paid office hours*</b>

\* Consistent with Article 15.2 (a), paid office hours will be capped at 45 per semester at any one college. If an adjunct teaches at two colleges, paid office hours will be capped at 45 at the first college and 30 at the second college.

Additional guidelines for adjuncts can be found in the [Adjunct Workload Reporting Form](#).

# HOW TO REPORT WORKLOAD

## WHAT TO REPORT

### FULL-TIME FACULTY

Each semester, full-time faculty report on their workload in two different categories (**Teaching** and **Reassigned Time**).

Under the category of **Teaching**, faculty must record all their Kingsborough Community College course assignments, including course title, course # and section #, number of contact hours, and number of credits for each assigned course. In most cases, this information will appear in a prefilled individualized Workload Form.

Under the category of **Reassigned Time**, faculty must list brief descriptions and contact hour equivalents for any reassigned time they have been granted in a given semester. Typical reassigned time activities/roles include Department Chair, Directors of Centers or large Academic Programs, teaching in a Learning Community link, CUE special project coordination, Sponsored Research etc. New Faculty Release time should also be listed as reassigned time on the Workload Form. Faculty claiming reassigned time on their Workload Form should consult with their chair in advance of submitting the form for the chair's approval.

If the combined **Instructional** and **Reassigned Time** hours exceed the maximum allowed under the CUNY/PSC CBA (see chart on p. 6), the faculty member may receive additional compensation by claiming up to 14 Instructional hours as Overload. In some cases, based on departmental needs as determined by the chair, a limited imbalance in a faculty member's regular instructional hours (either excess or deficit) will activate the three-year workload cycle described on p. 12-13.

An annotated Workload Form for Professor William Shakespeare, a hypothetical full-time faculty in the English department, can be found on p. 9.

### ADJUNCT FACULTY

Each semester, adjunct faculty must report their workload at Kingsborough Community College and within CUNY. Typically, adjunct faculty workload is composed solely of **Instructional Time**, but may on occasion include **Non-Teaching Adjunct (NTA)** hours as well. Both Instructional and NTA hours must be reported to CUNY.

An annotated Teaching and Non-Teaching Adjunct Workload Reporting Form for Galileo Galilei, a hypothetical adjunct in the Physical Sciences department, can be found on p. 10-11.



**Workload Schedule Form  
Fall & Spring**

Personal Information			
Name:	William Shakespeare	Department:	English
Date:	December 4, 2019	Term/Year:	Spring 2020
Title:	Professor	FT/PT:	FT
Email:	william.shakespeare@kbcc.cuny.edu		Cell Phone:
Home Address:	New Place, Stratford-Upon-Avon, UK		Home Phone:

In most cases, Workload Forms are prefilled with faculty personal information and course assignments.

Course Assignments								
	Subject	Course	Section	C1 Course #	Contact Hours	Credits /Units	Overload (Y-# hrs/N)	
A	1	ENG	1200	01P	12345	4	3	Y
	2	ENG	2400	02	23456	4	3	N
	3	ENG	3200	03	67891	3	3	N
	4	ENG	4300	04	78910	3	3	Y (1.5 Hrs)
	5							
	6							
	7							
	8							
	9							
<b>Total:</b>					<b>14</b>	<b>12</b>	<b>5.5</b>	

For each course taught, full-time faculty must indicate whether or not some or all of the hours are to be counted as Overload. If only a "Y" is indicated, it is assumed that the whole course will be taken as an Overload.

Reassigned Time	
Reassigned Time Description:	Total Hours
Learning Community Hour	1
KCTL Teaching in Iambic Pentameter FIG Co-Facilitator	0.5
Faculty should enter brief descriptions and hours for any approved reassigned time	
<b>Total Reassigned Hours:</b>	<b>1.5</b>

**Subtotals: A 14 B 1.5 Total A+B= 15.5**

Notes	
C	In the Notes section, faculty should briefly explain any inconsistencies or discrepancies in their workload as documented. In most cases, this section can be left blank.

Chairperson Signature: James Barbage Date: 12/6/19

\*Chairperson's Form must be signed by the Provost

**Office Hours: Please Indicate Day, Time, Room # & Telephone Extension**

**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 Adjunct Lecturer Semester/Session Spring Year 2020

Name Galileo Galelei Empl. ID: 12345678

Primary contact number 123-456-7890 Email Galileo.Galelei@kbcc.cuny.edu

**Primary College of Employment**

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

Department Physical Sciences

Course no. EPS35 Course Title Introduction to Astronomy

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

Teaching Hours/Weekly 6

Department Physical Sciences

Course no. \_\_\_\_\_ Course Title OER Creation

Non-Teaching Hours/Weekly 50

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

Department \_\_\_\_\_

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

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

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

Total Teaching Hours for the Semester should list the Teaching Hours/Weekly X 15.

Total Teaching Hours for Semester or Session 90 Total Non-teaching Hours for Semester/Session 50

**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 Galileo Galelei

Date 12/4/19

**Department Chairperson/Unit Head Approval:**

College of Employment Kingsborough

Department Physical Sciences

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 C. Bellmaine

Signature Catherine Bellmaine

Date 12/6/19

Department chairs should only sign for their institution, whether it is the Primary or Secondary College of Employment, not both.

**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 Adjunct Lecturer Semester/Session Spring Year 2020

Name Galileo Galelei Empl. ID: 12345678

Primary Contact Number 1234567890 Email Galileo.Galelei@hunter.cuny.edu

**Secondary College of Employment**

Department Physics & Astronomy Non-Teaching Hours/Weekly \_\_\_\_\_

Course no. ASTRO10000 Course Title Basic Concepts in Astronomy

Teaching Hours /Weekly 45

**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 Galileo Galelei Date 12/4/2019

**Department Chairperson/Unit Head Approval:**

College of Employment Hunter Department Physics & Astronomy

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 U. Name Signature Unreal Name Date 12/6/2019

Department chairs should only sign for their institution, whether it is the Primary or Secondary College of Employment, not both.

## WORKLOAD SPECIAL CASES

### THE THREE-YEAR WORKLOAD CYCLE

Faculty, departments and the Office of Academic Affairs must record and report all teaching assignments and approved reassigned time in the semester in which the work is completed. Occasionally, a full-time faculty member might not be able to balance out his or her regular classroom hours in a given academic year and therefore may exceed or fall short of the annual workload requirement. When a full-time faculty member has a regular classroom hour surplus or deficit at the end of the academic year, the chair and the faculty member determine whether triggering the three-year averaging rule is warranted.

The PSC-CUNY Collective Bargaining Agreement, [Appendix A](#) states:

In order to avoid the loss of teaching hours due to difficulties in scheduling, the annual undergraduate teaching contact hour workload shall be managed over a three-year period. The intent of this provision is to ensure that classroom contact hours not scheduled in one year because the courses assigned to the faculty member do not permit an exact correspondence with the stated workload may be scheduled in a subsequent year within the three-year period.

Any excess or deficit in regular classroom hours that cannot be resolved over the course of a single academic year must be resolved within the subsequent two academic years. All workload accruals must be used and all workload deficits must be erased before the expiration of the three-year cycle.

### THREE YEAR WORKLOAD MONITORING

Because Appendix A.2 of the PSC Bargaining agreement is explicit about the timeframe within which annual workload discrepancies must be resolved, and because the three-year cycle is unique for each faculty member, careful documentation and tracking of annual workload accruals or deficits is essential. Faculty members should use Section C (the Notes section) of their Spring Workload Form to highlight any workload accruals or deficits over the course of the year. By signing a Form that indicates an annual workload accrual or deficit, chairs acknowledge their obligation to work with that faculty member to resolve the workload imbalance within the ensuing three years.

On p. 14, Professor Mary Wollstonecraft, a hypothetical faculty member in History, Philosophy and Political Science, noted on her Workload Form that her overall workload for AY20-21 will exceed the contracted 24 hrs. Professor Wollstonecraft and her chair must manage her workload going forward so that by the end of AY 22-23, Professor Wollstonecraft's cumulative workload for the three years must total 72 hours.

The three-year cycle is unique to each faculty member; faculty members enter the cycle depending on their workload balance in any given year. When a faculty member's workload balance falls above or below the annual limit, the department chair will confirm with the faculty member that the three year cycle has been activated. As part of its overall workload tracking and reporting responsibly, the Academic Affairs Workload Team will send updates to the department chair regarding departmental workload balance once a semester so that discrepancies may be addressed before the expiration of the cycle.

Courses taught in addition to the regular contractual workload must be taken as Overload and are not eligible for accrual through the three-year workload cycle.

Personal Information			
Name:	Mary Wollstonecraft	Department:	History
Date:	December 4, 2019	Emplid:	87654321
Title:	Professor	Term/Year:	Spring 2020
		Ref#:	7654321
		FT/PT:	FT
		Cell Phone:	111-222-3333
Email:	mary.wollstonecraft@kbcc.cuny.edu		Home Phone:
			444-555-6666
Home Address:	123 H Street Rainbow Road, NY 12345		

In most cases, Workload Forms are prefilled with faculty personal information and course assignments

Course Assignments							
	Subject	Course	Section	C1 Course #	Contact Hours	Credits /Units	Overload (Y-# hrs/N)
A	1	HIS	6500	01P	1234	3	3 N
	2	HIS	6600	01	2345	3	3 N
	3	PHI	7300	01	3456	3	3 N
	4	POL	6500	01	4567	3	3 N
	5						
	6						
	7						
	8						
	9						
	<b>Total:</b>				<b>12</b>	<b>12</b>	<b>N</b>

For each course taught, full-time faculty must indicate whether or not some or all of the hours are to be counted as Overload. If only a "Y" is indicated, it is assumed that the whole course will be taken as an Overload.

Reassigned Time	
Reassigned Time Description:	Total Hours
OER Development for Women's History	2
Learning Community	1
<b>Total Reassigned Hours:</b>	<b>3</b>

Faculty should enter brief descriptions and hours for any approved reassigned time

**Subtotals: A 12 B 3 Total A+B= 15**

Notes	
C	Accrue 2 hrs instructional time; manage thru 3 year workload cycle
	Prof Wollstonecraft uses the Notes box to document that excess instructional time (2 hrs) in her regular load should be accrued and managed through the three year workload cycle.

Chairperson Signature: Edmund Burke Date: 12/6/19

\*Chairperson's Form must be signed by the Provost

**Office Hours: Please Indicate Day, Time, F**

Prof Wollstonecraft's Form has been signed and dated by her chair indicating approval for her workload to enter 3 year cycle. Her WL balance must be at 0 by Spring 2022.

## FACULTY LEAVE

Full-time faculty on paid leave (i.e. fellowship leave, paid parental leave, sick leave) are considered to be on a leave of absence (LOA). The workload value of the LOA depends upon the type of leave. In general one semester of leave is the equivalent of half the annual workload for a given academic year. A semester leave would equate to 12 hours for full-time faculty.

Listed below are the most common types of faculty LOA and their annual workload equivalent:

**Full Year Leave:** Faculty with a full year LOA for an entire academic year should indicate on their fall and spring workload records a Leave of Absence (LOA) for both the fall and spring semesters with the full amount of contractual obligation credited: 24 hours.

**Split Leave:** Faculty granted a full year LOA that they want to split over two years should indicate LOA on their Workload Form for the two semesters in which the leave is taken. In this instance, the amount of hours credited for each semester of leave will be half those necessary to meet your annual workload requirement: 12 hours.

**Single Semester Leave:** If you are on LOA for one semester, your workload record will indicate LOA and the amount of hours credited will be half those necessary to meet your annual workload requirement: 12 hours.

**Paid Parental Leave:** Faculty can take up to eight weeks of Paid Parental Leave (PPL). Faculty should consult with their chair regarding how to balance out their contractual workload for the year. Accurate documentation of workload for the term in which the PPL is taken will depend on the outcome of that consultation; as such forms should be completed on a case by case basis.

**Partial Semester Leave:** If a full-time faculty member is on leave for part of the semester and works part of the semester, workload will be credited based on the proportion of the semester worked. Faculty should work with their chairs and the office of academic affairs to ensure that their revised Workload Form accurately represents their time worked.

## ADJUNCT WAIVERS

On rare occasions, unusual circumstances may prompt a chair to request that the college waive an adjunct faculty member's workload limit of 9 hrs per semester. When waivers are requested in order to allow adjunct faculty to work more than the maximum allowed hours, significant justification is required and may be only granted in extraordinary circumstances. Because waiving the adjunct limitation requires that a provision of the CBA be waived, an agreement with the PSC is necessary before the waiver can be granted.

Departments should request adjunct waivers by submitting a detailed explanation of reasons (including Name, Title, Department, Semester, Total Hours, and Number of Courses), and a signed copy of the Adjunct Instructional Staff Workload Reporting Form to the Office of Academic Affairs and the College's Labor Designee. In order to ensure that there is sufficient time to negotiate and process the waiver, all waiver requests must be made in advance.

## SUMMER TEACHING

Summer session teaching or NTA hours do not count towards the contractual annual faculty workload. Workload reporting is only relevant to the academic year; as defined by the Collective Bargaining Agreement, the academic year begins on September 1 and ends at spring commencement.

Although the CBA does not require full-time faculty workload reporting for the summer term, the CUNY Multiple Positions Policy stipulates that a faculty member's total compensation for work completed in the summer term cannot exceed 3/9 of that faculty member's annual salary. To ensure KCC remains in compliance with this policy, full-time faculty teaching in the summer term must complete and submit the [Summer Multiple Position and Workload Reporting Form](#).

An annotated Summer Multiple Position and Workload Reporting Form for Professor Sunny Day, a hypothetical member of the BIO department, is found on p. 17. As they do every term, in the summer term adjunct faculty should complete and submit the Adjunct Instructional Staff Workload Reporting Form.



Faculty Name: Sunny Day

Dept: Biological Sciences

Emplid: 98897766

Date: 4/6/20

There are 2 versions of the Summer Workload Form. This version is for faculty who are teaching **only**.

**MULTIPLE POSITION POLICY  
SUMMER ASSIGNMENTS REPORTING FORM**

In most cases, Workload Forms are pre-filled with faculty personal information and course assignments.

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.

**Summer Teaching Assignments**

	Subject	Course	Section	C1 Course #	Contact Hours	Credits/Units
1	BIO	3300	S01	1212	2	4
2	BIO	3300	S01L	1213	3	0
3	Hourly Rate information can be found by contacting your department or Human Resources.					
4						

$(\frac{5}{\text{\# Hours}} \times 15) \times \frac{\$91.38}{\text{Hourly Rate}} = \underline{\$6,853.50}$

**Permissible Summer Compensation from CUNY**

$\frac{\$74,621.00}{\text{Annual Salary}} \times \frac{3}{9} = \underline{\$24,873.67}$

**NOTE: Summer Compensation must be less than Permissible Compensation from CUNY**

Annual Salary information can be found on CUNYfirst by going to "Human Capital Management" on the Main page, then "Self Service -> Payroll & Compensation -> Compensation History" and clicking on current position.

Notes

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.

Sunny Day 4/6/20  
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.

Rainy Night 4/7/20  
Signature of Department Chair Date

Because Professor Day's total summer compensation (\$6,853.50) is less than 3/9 of her annual salary (\$24,873.67), she is in compliance with CUNY's Multiple Positions Policy; she signs the Form and, based on her report, the chair and the Provost approves it.

Rainy Night

Dept: Biological Sciences

55666655

Date: 4/6/20

There are 2 versions of the Summer Workload Form. This version is for Faculty w/multiple summer responsibilities, such as research work and/or administrative duties.

**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 1/9th of the faculty member's annual salary.

**1. Summer Teaching Assignments**

	Subject	Course	Section	C1 Course #	Contact Hours	Credits/Units
1	BIO	1100	S01	5555	3	4
2	BIO	1100	S01L	6633	4	0

The Notes section should be used to notate project details for non-teaching work, grant work, and/or Other CUNY Summer Employment.

**Notes**

NTA Hours for Online Mentoring. Grant for Crossroads. Online Mentoring at Hunter College

$$\left( \frac{7}{\text{\#hours}} \times 15 \right) \times \frac{\$ 112.89}{\text{Hourly Rate}} =$$

Hourly Rate information can be found by contacting your department or Human Resources. Please note that Regular Hourly Rates & Non-Teaching Assignment Hourly Rates are different. The NTA rate is 60% of your Hourly Rate.

\$ 11,853.45

**2. Summer Non-Teaching Assignments**

$$\frac{25}{\text{\#hours}} \times \frac{\$ 67.73}{\text{Hourly Rate}} =$$

\$ 1,693.25

**3. Summer Chair Assignment**

$$\left( \frac{\$ 121,852.00}{\text{Annual Salary}} \div 9 \right) \times \left( \frac{120}{\text{\#hours worked}} \div 120 \right) =$$

\$ 13,539.11

**4. Summer Grant Salary**

\$ 1,000.00

**5. Other CUNY Summer Employment**

\$ 1,693.25

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

\$ 29,779.06

**7. Permissible Summer Compensation**

$$\frac{\$ 121,852.00}{\text{Annual Salary}} \times \frac{3}{9} =$$

Annual Salary information can be found on CUNYFirst by going to "Human Capital Management" on the Main page, then to "Self Service -> Payroll & Compensation -> Compensation History" and clicking on current position.

\$ 40,617.33

**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.

Rainy Night

4/6/20

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.

Pro Vost

4/7/20

Signature of Department Chair

Date

Since Professor Rainy Night is the Chair of the Department, the Provost must sign the Workload.

## CONCLUSION

Thank you for taking the time to review this guide and for following the processes outlined in it. We continue to strategize about how to make workload documentation more transparent, predictable, precise and manageable. We know we are not there yet, but with your help, we will keep making progress. We welcome your feedback on this guide and on KCC's documentation protocol overall. Please send your comments to [faculty.workload@kbcc.cuny.edu](mailto:faculty.workload@kbcc.cuny.edu) and use the subject "Workload Guide".



Created by Eliricon  
from Noun Project