



**THE CITY UNIVERSITY OF NEW YORK  
MULTIPLE POSITION REPORT FOR FULL-TIME FACULTY**

This form must be completed by all full-time faculty, including full-time substitutes, in the Fall and Spring semesters.

- Please read the Statement of Policy on Multiple Positions, prior to completing this form and consult with the College Labor Designee, if you have any questions regarding the Policy.
- This form must be completed, and the necessary approvals secured, before the faculty member assumes a multiple position assignment and must be updated, whenever changes in commitments occur during the semester.

*If more space is needed, please attach additional sheets using the same format.*

Date		Semester		Year	
Name		College			
Title/Tenure Status		Department			

**Certification by Faculty Member (Complete Part A or Part B)**

**Part A:** I am aware of the Multiple Position regulations governing activities in addition to my regular full-time employment at College

*I certify that I have no compensated or uncompensated employment, consultative or other work, grant-funded or otherwise, in addition to my regular full-time employment at the above college. I understand that the failure to complete this form fully and accurately could subject me to various penalties, up to and including termination of employment, following any applicable disciplinary proceedings.*

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

**If Part A is completed: No further action is required of the college**

**Part B:** I am aware of the Multiple Position regulations governing activities in addition to my regular full-time employment at College

**I certify that (check all applicable statements):**

- In addition to my regular full-time assignment at the College, I have supplementary employment, consultative or other work for extra compensation (including grant-funded activities), **within CUNY** for which complete information follows. **(If you check this statement, complete Section B. 1.)**
- In addition to my regular full-time assignment at the College, I have supplementary compensated or uncompensated employment, consultative or other work for extra compensation (including grant-funded activities), **outside of CUNY** for which complete information follows. **(If you check this statement, complete Section B. 2.)**
- My activities are within the limits set by the Multiple Position regulations.
- My activities are above the limits set by the Multiple Position regulations and a waiver to permit activities **within CUNY** has been approved by the Office of Human Resources Management. **(Note: Waivers are not applicable for Section B.2.)**

*I certify that I have fully and accurately disclosed information in Section B. 1 and B. 2, which includes all compensated and uncompensated employment, consultative or other work, grant-funded or otherwise, within and outside CUNY, in addition to my full-time employment at the College.*

*I understand that the failure to complete this form fully and accurately could subject me to various penalties, up to and including termination of employment, following any applicable disciplinary proceedings.*

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

**B. 1. CUNY - Current Semester** (Only report **compensated** activities that are **not** part of your regular full-time position).

*\* Source of compensation may include tax-levy funds, or non-tax levy funds such as funds from Related Entities, Continuing Education Revenue, Grant Funds, including funds administered by Research Foundation, or any other funding source.*

*Add additional pages, if necessary.*

**TEACHING (Include activities in the Winter Session with Fall semester activities)**

College	<input type="text"/>	Department	<input type="text"/>
Course #	<input type="text"/>	Course Title	<input type="text"/>
Hours/Weekly	<input type="text"/>		
From Date	<input type="text"/>	To Date	<input type="text"/>
Hours/Semester	<input type="text"/>		

College	<input type="text"/>	Department	<input type="text"/>
Course #	<input type="text"/>	Course Title	<input type="text"/>
Hours/Weekly	<input type="text"/>		
From Date	<input type="text"/>	To Date	<input type="text"/>
Hours/Semester	<input type="text"/>		

**NON-TEACHING (Include activities in the Winter Session with Fall semester activities)**

*(Continuing Education Teaching Assignments, Grant-related assignments, any other administrative assignment)*

College	<input type="text"/>	Department	<input type="text"/>
Description of Assignment	<input type="text"/>	Hours/Weekly	<input type="text"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Hours/Semester	<input type="text"/>		

College	<input type="text"/>	Department	<input type="text"/>
Description of Assignment	<input type="text"/>	Hours/Weekly	<input type="text"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Hours/Semester	<input type="text"/>		

College	<input type="text"/>	Department	<input type="text"/>
Description of Assignment	<input type="text"/>	Hours/Weekly	<input type="text"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Hours/Semester	<input type="text"/>		

**B. 2. Compensated and Uncompensated Employment, Consultative or Other Work Outside of CUNY - Current Semester**

*Add additional pages, if necessary.*

Employer/Institution/Organization	<input type="text"/>						
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Tel.:	<input type="text"/>						

Nature of Work

<input type="text"/>
----------------------

From Date	<input type="text"/>	To Date	<input type="text"/>	No. of hours/week	<input type="text"/>	<input type="checkbox"/> Uncompensated	<input type="checkbox"/> Compensated
-----------	----------------------	---------	----------------------	-------------------	----------------------	--	--------------------------------------

**Section B 1: Approvals should follow campus practice**

**Department Chairperson Approval**

- I certify that the hours reported in Section B. 1 are within the limits set by the University's Multiple Position Policy. I recommend approval.
- I certify that the hours reported in Section B. 1 are above the limits set by the University's Multiple Position Policy. I recommend approval, subject to approval by the President / Designee and OHRM. **(An overload waiver request must be submitted to OHRM)**
- I do not recommend approval of the hours reported in Section B. 1.

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

**If consistent with campus practice:**

- Date of P & B Meeting
- The Department Personnel and Budget Committee recommends approval of the activities listed in Section B. 1
  - The Department Personnel and Budget Committee does **not** recommend approval of the activities listed in Section B.1

**Section B 2: Department P & B Approval**

- Date of P & B Meeting
- The Department Personnel and Budget Committee recommends approval of the activities listed in Section B. 2
  - The Department Personnel and Budget Committee does **not** recommend approval of the activities listed in Section B.2

**Department Chairperson Approval**

- I certify that the activities and hours reported in Section B. 2 are within the limits set by the University's Multiple Position Policy. I recommend approval. (Limited to an average of one day a week, or its equivalent over the course of the academic year).
- I do not recommend approval of the activities and hours reported in Section B. 2.

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

The Multiple Position Policy allows a maximum of 8 classroom contact hours over the Fall and Spring semester. An additional 6 classroom contact hours are allowed during the academic year in courses that are offered a) during the winter session; b) exclusively on Saturdays and Sundays, or c) as part of on-line degree programs. (14 classroom contact hours)

Non-teaching assignments are limited to 150 hours per semester or 300 hours for the entire academic year at the appropriate non-teaching adjunct rate, not to exceed the maximum hourly rate.

Combined teaching and non-teaching overload assignments are calculated pursuant to the formula provided:  
*Example:* A faculty with 12 classroom contact hours would be eligible for 50 non-teaching assignment hours.  $(14*15) - (12*15) / .6 = 50$

**President/Designee Action:**

**Section B.1: Within CUNY**

Approved

Total teaching hours

Total non-teaching hours

**Section B. 2: Outside CUNY**

Approved

Other Action /Comments

Signature of President or Designee \_\_\_\_\_ Date \_\_\_\_\_