

KINGSBOROUGH
C O M M U N I T Y C O L L E G E

★ DREAMS BEGIN HERE ★

FACULTY WORKLOAD REPORTING AT KCC

A Guide to Policy and Practice

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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 right 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 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.

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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	ERROR! BOOKMARK NOT DEFINED.
WHAT TO REPORT.....	ERROR! BOOKMARK NOT DEFINED.
FULL-TIME FACULTY.....	Error! Bookmark not defined.
ADJUNCT FACULTY.....	Error! Bookmark not defined.
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 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

Workload questions should be directed to the following:

- Workload and Multiple Position – Academic Department / Chairperson
- Official Workload Records – Academic Affairs via email faculty.workload@kbcc.cuny.edu.
- Paychecks – Human Resources at Ext: 5436 or Human.Resources@kbcc.cuny.edu.

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. 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 or a [Summer Multiple Position and Non-Teaching Reporting Form](#) documenting their non-teaching activities (i.e.. Non-Teaching Hours, Chairperson Hours, Grants, and other CUNY Summer employment).

The Office of Academic Affairs provides each department with individualized Workload Forms that have been prefilled with each full-time faculty member's personal information; 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 semester 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?

Department offices provide full-time faculty with prepopulated Workload Forms; if necessary, a blank full-time faculty [Workload Form](#), [CUNY Multiple Position Form](#), and an adjunct [Teaching & Non-Teaching Adjunct Workload Reporting Form](#) can be downloaded from the [Academic Affairs Forms](#) page.

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.

Full-Time Faculty (Annual)	
Regular Workload (Article 15. 1 PSC/CUNY CBA)	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) *This is for both Regular & Substitute Workload*	14 Contact Hours
Maximum Overload outside CUNY (CUNY Multiple Positions)	Combined teaching & non-teaching outside CUNY cannot exceed an average of one day (8 hours) per week

Adjunct Faculty (Per Term)	
Regular Workload (Article 15. 2 PSC/CUNY CBA)	9 Contact Hours or 225 NTA Hours Above (9) hours cannot teach at another CUNY
Maximum Additional Course Load within CUNY (Article 15. 2 PSC/CUNY CBA)	1 Course of not more than 6 Contact Hours or 150 NTA Hours
Nursing	Clinical 12 Hours

Paid Office Hours

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
6 or More but Fewer than 9 Classroom Contact Hours	2 (30) paid office hours
9 or More Classroom Contact Hours	3 (45) paid office hours*

*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 on pages 1 & 2 of 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:

- **Course Assignments**
- **Reassigned Time**

Course Assignments: Faculty must record all of their Kingsborough Community College course assignments, including course subject, course number, section, class number, contact hours, credits/units and overload for each assigned course. (i.e., PSY, 1100, 14, 6284, 3, 3, N)

Reassigned Time: Faculty must list brief descriptions and contact hour equivalents for any reassigned time they have been granted in each semester. Typical reassigned time activities/roles include Department Chair, Directors of Centers or 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 should consult with their chair in advance of submitting the form for the chair's approval.

If the combined **Course Assignments** and **Reassigned Time** hours exceed the maximum allowed under the CUNY/PSC CBA (see chart on p. 7), the faculty member may receive additional compensation by claiming up to 14 Instructional hours as an 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 John Doe, 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 John Doe, a hypothetical adjunct in the Physical Sciences department, can be found on p. 10-11.

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 2024

Name John Doe Empl. ID: 12345678

Primary contact number 123-456-7890 Email John.Doe@kbcc.cuny.edu

Primary College of Employment

Paid Office Hours/Professional Hours are not to be included on the Adjunct Workload Form. These hours are automatically included by Human Resources.

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

Department Physical Sciences Non-Teaching Hours/Weekly _____
 Course no. 01/56755 Course Title EPS3500 - Introduction to Astronomy Teaching Hours/Weekly 6

Department Physical Sciences Non-Teaching Hours/Weekly 50
 Course no. _____ Course Title OER Creation Teaching Hours/Weekly _____

Department _____ weekly _____
 Course no. _____ Course Title _____ ly _____

Faculty should list the number of contact hours for each course in Teaching Hours/Weekly and the total number of NTA hours being worked in Non-Teaching Hours. A brief description of the NTA work should be included under Course Title.

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

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

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 John Doe Date 12/4/2023

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 Jane Smith Signature Jane Smith Date 12/6/2023

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 2024
 Name John Doe Empl. ID: 12345678
 Primary Contact Number 123-456-7890 Email John.Doe@hunter.cuny.edu

Secondary College of Employment

Department Physics & Astronomy Non-Teaching Hours/Weekly _____
 Course no. 01/13988 Course Title ASTRO10000 - 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 John Doe Date 12/4/2023

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 Fred Bloggs Signature Fred Bloggs Date 12/11/2023

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 maximum overload a full-time faculty member can accrue during the academic year, inclusive of the winter module (Fall B) is the equivalent of 14 semester hours, for a total of regular and overload workload not to exceed 38 hours. Please note that these limitations also apply to Chairpersons. There is no provision in the bylaws or CUNY policy to permit “banking” of overload hours for payment at a future date. Appendix A of the PSC contract does allow for chairs and faculty to manage regular workload (currently set at 24 hours) over three years, but does so specifically in the context of teaching classroom contact hours:

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 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 John Doe, a hypothetical faculty member in English, noted on their Workload Form that their overall workload for AY23-24 will exceed the contracted 24 hrs. Professor Doe and their chair must manage the workload going forward so that by the end of AY 25-26, Professor Doe's cumulative workload for the three years must total 72 hours.

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.

Workload Schedule Form

Personal Information			
Name:	John Doe	Department:	English
Date:	December 4th 2023	EMPLID:	12345678
Title:	Professor	Cell Phone:	098-765-4321
Email:	John.Doe@kbcc.cuny.edu	Home Phone:	123-456-7890
Home Address:	2001 Oriental Blvd Brooklyn, NY 11235		In most cases, Departments have Workload Forms prefilled with faculty personal information.

Course Assignments								
	Subject	Course Number	Section	Class Number	Contact Hours	Credits /Units	Overload (Y-# hrs/N)	
A	1	ENG	1200	01P	12345	4	3	Y
	2	ENG	1200	02	23456	4	3	N
	3	ENG	3000	03	67891	3	3	N
	4	ENG	5900	04	78910	3	3	Y - 1.5
	5							
	6							
	7							
	8							
	9							
Total:					14	12	Y - 5.5	

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	1
KCTL FIG - Contemplative Practices	1
Total Reassigned Hours:	2

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

Subtotals: A 14 B 2 Total A+B= 16

Notes	
C	Accruing 2 hours, to be managed through the Three-Year Cycle.
	Professor Doe uses the Notes box to document that they have an accrual of 2 hours in their regular load that should be managed through the Three-Year Cycle.

Chairperson Approval: *Jane Smith* Date: 12/6/23

*I certify that the activities and hours reported above are accurate and within the limits set by

Office Hours: Please Indicate Day, Time, F	The workload has been signed by the department chair indicating approval of having 2 hours accrue through the Three-Year Cycle.
Monday, 10AM-1PM, Room A218, X5661	

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.

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, 12 per semester.

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 number 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 number 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 goes out on leave and worked part of the semester, workload will be credited based on the proportion of the semester worked. Faculty should work with their Chairs, Human Resources and 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. When waivers are requested to allow adjunct faculty to work more than the maximum, justification is required.

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.

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 John Doe, a 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: John Doe
 Emplid: 12345678

Dept: Biological Sciences
 Date: May 1st 2024

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**

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.

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						

$$\left(\frac{5}{\text{\#Hours}} \times 15 \right) \times \frac{\$ 91.67}{\text{Hourly Rate}} = \underline{\$ 6,875.25}$$

Permissible Summer Compensation from CUNY

$$\frac{\$ 74,575.00}{\text{Annual Salary}} \times \frac{3}{9} = \underline{\$ 24,858.33}$$

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

Annual Salary information can be found on CUNYfirst in the "Employee Self Service" area.

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.

John Doe 5/1/24
 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.

Jane Smith 5/3/24
 Signature of Department Chair Date

Because Professor Doe's total summer compensation (\$6,875.25) is less than 3/9 of their annual salary (\$24,858.33), they are following CUNY's Multiple Positions Policy. The department chair signs it after reviewing.

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.

Jane Smith

Dept: Biological Sciences

12345678

Date: May 3rd 2023

**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	S02	2121	3	4
2	BIO	1100	S02L	2123	3	0
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> The Notes section should be used to notate project details for non-teaching work, grant work, and/or Other CUNY Summer Employment. </div>						

Notes

NTA Hours are for Online Mentoring. Grant Work for PSC-CUNY. Assisting with a course at Hunter College.

$$\left(\frac{6}{\text{\#hours}} \times 15 \right) \times \frac{\$ 130.49}{\text{Hourly Rate}} =$$

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 usually 60% of your Hourly Rate.

\$ 11,744.10

2. Summer Non-Teaching Assignments

$$\frac{25}{\text{\#hours}} \times \frac{\$ 78.30}{\text{Hourly Rate}} =$$

\$ 1,957.50

3. Summer Chair Assignment

$$\left(\frac{\$ 141,858.00}{\text{Annual Salary}} \div 9 \right) \times \left(\frac{240}{\text{\#hours worked}} \div 120 \right) =$$

\$ 31,524.00

4. Summer Grant Salary

\$ 1,000.00

5. Other CUNY Summer Employment

\$ 1,000.00

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

\$ 47,225.60

7. Permissible Summer Compensation from CUNY

$$\frac{\$ 141,858.00}{\text{Annual Salary}} \times \frac{3}{9} =$$

Annual Salary information can be found on CUNYfirst in the "Employee Self Service" area.

\$ 47,286.00

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.

Jane Smith 5/3/23
 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.

Since Professor Smith is the Chair of the Department, the Provost signs the Workload.

Jon Johnson 5/10/23
 Signature of Department Chair Date

CONCLUSION

Thank you for taking the time to review this guide and for following the processes outlined in it. We continue to strategize how to make workload documentation more transparent, predictable, precise, and manageable. We welcome your feedback on this guide and on KCC's documentation protocol overall.

Please send your comments to faculty.workload@kbcc.cuny.edu and use the subject "Workload Guide".