

KINGSBOROUGH



COMMUNITY COLLEGE

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# FACULTY WORKLOAD REPORTING AT KCC

## A Guide to Policy and Practice

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*Faculty Workload Reporting at KCC* 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 [Catherine.Leaker@kbcc.cuny.edu](mailto:Catherine.Leaker@kbcc.cuny.edu).

August 2018

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## 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. Also included are generic timelines for workload reporting at KCC. 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 academic affairs to payroll 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 [facultyworkload@kbcc.cuny.edu](mailto:facultyworkload@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.

## 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 and Counselors. All full-time (including Librarians and Counselors) are, however, also responsible for completing and submitting CUNY's [Multiple Positions Form](#).

Adjunct faculty are responsible for completing and the CUNY [Adjunct Instructional Staff and Graduate Assistant Workload 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 Multiple Position Forms.

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 [Multiple Positions Policy Summer Assignment Reporting Form](#) documenting their teaching and non-teaching activities.

Shortly before or shortly after the opening of registration, the Office of Academic Affairs provides each department with individualized Workload Forms that have been prefilled with each fulltime faculty member's teaching schedule; faculty must review, complete and submit the Form within a week to ten business days of receiving it.

Adjunct faculty must complete and submit the [Adjunct Instructional Staff and Graduate Assistant Workload 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 fulltime and adjunct faculty with prepopulated workload Forms; if necessary, blank full-time faculty [Workload Forms](#) and [Adjunct Instructional Staff and Graduate Assistant Workload Form](#) can be downloaded from the Academic Affairs website.

CUNY's [Multiple Positions Forms](#) can be downloaded from the Academic Affairs website.

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 chart below reflects these workload limitations. Please note that the fulltime regular workload totals for AY 18-19, AY 19-20 and AY 20-21 reflect the 2017 PSC/CUNY agreement regarding a one hr per year phased reduction in workload over a three year period, beginning AY 2018-2019 and ending AY 2020-2021.

Full-time faculty (annual)			
	AY 18-19	AY 19-20	AY 20-21
Regular Workload ( <a href="#">Article 15.1 PSC/CUNY CBA</a> )	26 Contact hrs	25 Contact hrs	24 contact hrs
Maximum Overload within CUNY (CUNY Multiple Positions)	14 contact hrs		
Maximum Overload outside CUNY (CUNY Multiple Positions)	Combined teaching and 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 (PSC/CBA) ( <a href="#">Article 15.2 PSC/CUNY CBA</a> )	1 course with no more than 6 contact hours or 150 NTA hours		

# 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 hrs, 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 hr 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, Learning Communities links, CUE special projects, 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** hrs 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 hrs (either excess or deficit) will activate the three-year workload cycle described on page 11-13.

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** hours as well. Both Instructional and NTA hours must be reported to CUNY.

An annotated completed Adjunct Instructional Staff and Graduate Assistant Workload Form for Galileo Galilei, a hypothetical adjunct in the Physical Sciences department, can be found on p. 10.

SAMPLE FULL TIME FACULTY WORKLOAD

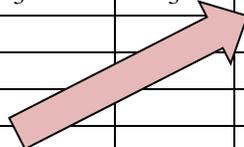
KINGSBOROUGH COMMUNITY COLLEGE  
of The City University of New York  
Office of Academic Affairs

**Workload Schedule Form  
Fall & Spring**

Personal Information					
<b>Name:</b>	William Shakespeare	<b>Department:</b>	English	<b>Emplid:</b>	0000001
<b>Date:</b>	June 10, 2018	<b>Term/Year:</b>	Fall 18	<b>Ref#:</b>	45678
<b>Title:</b>	Professor	<b>FT/PT:</b>	FT	<b>Cell Phone:</b>	555-5555
<b>Email:</b>	William.Shakespeare@kbcc.cuny.edu			<b>Home Phone:</b>	555-5555
<b>Home Address:</b>	New Place, Stratford-Upon-Avon, UK			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	12	01	12345	4	3	N
	2	ENG	24	02	23456	4	3	N
	3	ENG	32	03	67891	3	3	N
	4	ENG	43	04	78910	3	3	Y(1.5 hr)
	5							
	6							
	7							
<b>Total:</b>					14	12	1.5	

For each course taught, full-time faculty must indicate whether or not some or all of the hours are to be counted as overload



Reassigned Time	
Reassigned Time Description:	Total Hours
<i>Learning Community</i>	1
<i>KCTL Teaching in Iambic Pentameter FIG</i>	.5
<b>Total Reassigned Hours:</b>	1.5

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

**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 Burbage                      Date: June 12, 2018

OFFICE HOURS

## SAMPLE ADJUNCT FAUCLTY WORKLOAD

### CUNY Kingsborough Community College Adjunct Instructional Staff Workload Reporting Form – Revised June 2006

Article 15, Sections 15.2 and 15.3 of The Agreement between The City University of New York and the Professional Staff Congress/CUNY states:

#### 15.2 WORKLOAD FOR THE ADJUNCT MEMBERS OF THE INSTRUCTIONAL STAFF:

A person appointed to an Adjunct title is not a full-time employee of The City University of New York. 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 The City University of New York. In addition, such adjunct may be employed to teach a *maximum of one (1) course of not more than six (6) hours* during a semester at another unit of The City University of

Note: This is an abbreviated version of the Adjunct Instructional staff Workload Reporting Form. The actual Form includes detailed information for Graduate assistants as well. We created this version for illustrative purposes only.

NAME	Galileo Galelei
DEPARTMENT	Physical Sciences
SEMESTER	Fall 18

List all courses being taught or non-teaching hours assigned with The City University

COLLEGE	DEPT	COURSE	COURSE #	HRS PER WEEK
Kingsborough CC	PHY	EPS 3500		6
Kingsborough CC	PHY	OER Creation (NTA hours)		2
CUNY Hunter	PHY	Astronomy 101		5
<b>TOTAL</b>				<b>13</b>

Although his total instructional and NTA hours add up to 13, Prof Galilei does not exceed the maximum (9 hrs) at KCC nor the maximum allowed at another CUNY (one course for no more than 6 hrs)

Professor Galilei reports his Instructional and NTA hrs at KCC AND his instructional hrs at CUNY Hunter College

*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 the University that will exceed the contractual limitations, unless such limitations have been explicitly waived by CUNY and the PSC. 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	June 30 2018 Date
DEPARTMENT CHAIR REVIEW	
 Department Chair Signature	July 8, 2018 Date

Professor Galelei's signature certifies that he is in compliance with Article 15.2; his chair's signature certifies compliance of the workload as documented

## 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 hrs 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 hr 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. 13, Professor Mary Wollstonecraft, a hypothetical faculty member in History, Philosophy and Political Science, noted on her Workload Form that her overall workload for AY 18-19 will exceed the contracted 26 hrs. Professor Wollstonecraft and her chair must manage her workload going forward so that by the end of AY 2020-2021, Professor Wollstonecraft's cumulative workload for the three years must total 75 hours (per the contracted 26 hrs in AY 18-19 + 25 hrs in AY 19-20 + 24 hrs in AY 2020-2021).

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 Office of Academic Affairs Workload Team (Cathy Leaker, Janine Palludan or Jaime Berco) will confirm with the faculty member and his/her chair that the three year cycle has been activated. As part of its overall workload tracking and reporting responsibly, the Workload Team will also send regular updates to the faculty and chair regarding workload balance 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.

SAMPLE WORKLOAD FORM (3 Year Cycle)

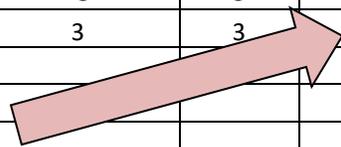
KINGSBOROUGH COMMUNITY COLLEGE  
of The City University of New York  
Office of Academic Affairs

Workload Schedule Form  
Fall & Spring

Personal Information					
<b>Name:</b>	Mary Wollstonecraft	<b>Department:</b>	History, Philosophy And Political Science	<b>Emplid:</b>	23456
<b>Date:</b>	December 8 2018	<b>Term/Year:</b>	Spring 19	<b>Ref#:</b>	000001
<b>Title:</b>	Professor	<b>FT/PT:</b>	FT	<b>Cell Phone:</b>	555-5555
<b>Email:</b>	Mary.Wollstonecraft@kbcc.cuny.edu			<b>Home Phone:</b>	555-5555
<b>Home Address:</b>	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	65		3	3	N
	2	HIS	66		3	3	N
	3	PHIL	73		3	3	N
	5	POL	65		3	3	N
	7						
	9						
	<b>Total:</b>					12	12

For each course taught, full-time faculty must indicate whether or not some or all of the hours are to be counted as overload



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

Faculty should enter brief descriptions and hrs 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: Edward Burke Date: Dec 10, 2018

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 2021.

## 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. In AY 2018-2019, a semester leave would equate to 13 hours for full-time faculty. ***In no circumstance will LOA hrs be credited such that a faculty member's annual workload exceeds the contractual load for the academic year in which the leave is taken.***

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: 26 hrs in AY 19-19, 25 hrs in AY 19-20, 24 hours in AY 20-21 and thereafter.

**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, workload will be calculated by semester such that the total workload each year equals your contractual load for one year. In no circumstance will hours be credited in excess of one year's contractual load (26 hrs in AY 19-19, 25 hrs in AY 19-20, 24 hours in AY 20-21 and thereafter). Your first semester of leave will be credited at the number of hours necessary for the faculty member to meet the contractual load for the first year of the LOA. The remaining hours will be credited to the second semester of the LOA.

**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 those necessary to meet your annual workload requirement. The initial workload hours for that semester will be calculated at half the contractual load (13 hrs in AY 19-19, 12.5 hrs in AY 19-20, 12 hours in AY 20-21 and thereafter)). The record will stay that way until the end of the academic year when the entire academic year's data is available. At that time, the LOA hours will be adjusted as necessary to meet the annual workload obligation. In no circumstance will hours be credited in excess of one year's contractual load.

**Paid Parental Leave:** Faculty can take up to 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 work 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 contractual workload 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 with 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 sufficient time to negotiate and process the waiver, all waiver requests must be made well in advance of the term in which the waiver is need.

## SUMMER TEACHING

Summer session teaching or NTA hours do 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 [Multiple Positions Policy Summer Assignment Reporting Form](#).

An annotated Multiple Positions Summer Assignment Reporting Form for Professor Sunny Day, a hypothetical member of the BIO department, is found on p. 16. As they do every term, adjunct faculty the summer term should complete and submit the Adjunct Instructional Staff Workload Reporting Form.

**SAMPLE MULTIPLE POSTION POLICY SUMMER ASSIGNMENT REPORTING FORM**

**MULTIPLE POSITION POLICY SUMMER ASSIGNMENTS  
REPORTING FORM  
(TEACHING ONLY)**

Faculty Name: Sunny Day  
EMPL ID: 1234567

Dept: BIO  
Date: March 5, 2019

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**

Professor Day lists the summer courses she is teaching and their contact hrs	Subject	Course	Section	C1 Course #	Contact Hours	Credits/Units
	Bio	37			3	3
	Bio	39			3	3

**Total Summer Compensation**

$$\underline{6} \text{ X } \underline{\$52.00} = \underline{\$4680.00}$$

Contact hrs      Hourly rate      Total Summer Compensation

Professor Day calculates her summer pay using her hourly NTA rate (available from HR)

**Permissible Summer Compensation per CUNY Multiple Positions**

$$\underline{3/9} \text{ X } \underline{\$87,000} = \underline{\$29,000}$$

CUNY Maximum      Annual Salary      Maximum Permissible Summer compensation

Professor Day determines her maximum summer compensation by multiplying her annual salary by 3/9

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

Because Professor Day's total summer compensation (\$4,680) is less than 3/9 of her annual salary (\$29,000), she is in compliance with the CUNY Multiple positions policy; she signs the Form and, based on her report, the chair and the Provost approve it.

Sunny Day      3/15/19  
Signature of Faculty Member      Date

Daedalus      3/20/19  
Signature of Department Chair      Date

P. Provost  
Signature of Vice President & Provost

## 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 [facultyworkload@kbcc.cuny.edu](mailto:facultyworkload@kbcc.cuny.edu) and use the subject "Workload Guide".



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from Noun Project