

Faculty Name: _____ Dept: _____ Date: _____

**MULTIPLE POSITION POLICY
SUMMER ASSIGNMENTS REPORTING FORM**

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

1. Summer Teaching Assignments

**1 Credit = 15 Semester Hours*

Course Name	Course Number	Scheduled Dates	Semester Hours*

_____ X _____ = _____
#hours Hourly Rate

2. Summer Non-Teaching Assignments

_____ X _____ = _____
#hours Hourly Rate

3. Summer Chair Assignment (Chairs Only)

(_____ ÷ 9) X (_____ ÷ 120) = _____
Annual Salary #hours worked

4. Summer Grant Salary

5. Other CUNY Summer Employment

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

7. Permissible Summer Compensation from CUNY

_____ X 3/9 = _____
Annual Salary

NOTE: Line 6 must be less than Line 7.

 Signature of Faculty Member Date

 Signature of Department Chair Date

 Signature of Vice President & Provost/Designee