Teaching Faculty (excluding Graduate Assistants) may not be assigned more than the classroom
1:5:2 of the PSC/UNY collective bargaining agreement. Pursuant to this provision, adjunct
Instructional Staff workload during the Fall and Spring semesters is governed by section

Adverse Workload

who are teaching on an occasional basis.

service performed by hourly, part-time instructional staff. They do not apply to full-time staff.

As a reminder, the following are the rules governing adjunct instructional staff workload and
number to Fall assignments to the resolution of an ad interim or to the mobility of a full-time faculty
instances where an adjunct overflow writer is needed mid-semester to fill a vacancy once

have been forwarded to the PSC. The only exception according to the PSC, will be those

March 1st (April 14th for Kingsborough and LaGuardia) to enable my Office to review

accordingly, must submit their requests to me by February 1st. In advance of

The College,

PSC has advised us that it will not consider writer requests submitted after March 14th.

In regard to the processing of adjunct workload writer for the Spring 2009 semester, the

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SUBJECT: Adjunct Instructional Staff Workload and Writers of Section 1:5:2

FROM: Premie S. Silverblatt

TO: Director of Human Resources

January 26, 2009
Largest Possible Teaching Hours: 45

<table>
<thead>
<tr>
<th>Actual</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>1.35</td>
<td>2</td>
</tr>
</tbody>
</table>

Product of (Where x is the total permissible non-teaching hours)

Remaining permissible teaching hours = 90 - 60x

The workload for an adjunct instructional staff member who has both teaching and non-teaching duties can be converted into permissible non-teaching hours using the following formula:

Where the teaching assignment yields the remaining permissible teaching hours during the semester, which is achieved as follows:

1. Subtract the actual teaching hours from the maximum assignment to determine the teaching hours.
2. Divide the teaching hours by the number of units, which is the number of classroom and non-classroom hours.
3. Multiply the result by the number of non-teaching hours.

Mixed Teaching and Non-Teaching Assignments

Non-Teaching Adjuncts

In which a 2-year period of assignment is permitted

Where the 2-year period of instruction during the summer months is part of the calendar, except in departments with the college calendar, or where the college calendar is subject to a 3-year period of instruction during the summer months, Adjunct instructional staff members are permitted to

Periods of instruction at the second unit

Since at least 1987, the University has established the number of teaching hours as the number of hours per semester, with some courses or units

Contact hours per semester at one unit of the City University and one additional course of not more than six classroom contact hours during the same semester and another unit of the City University.
<table>
<thead>
<tr>
<th>Non-Teaching Hours (at 60% rate)</th>
<th>Max Hour Assignment of Hours Actually Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 hours</td>
<td>135</td>
</tr>
<tr>
<td>25 hours</td>
<td>120</td>
</tr>
<tr>
<td>50 hours</td>
<td>105</td>
</tr>
<tr>
<td>75 hours</td>
<td>90</td>
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<tr>
<td>100 hours</td>
<td>75</td>
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<tr>
<td>125 hours</td>
<td>60</td>
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<tr>
<td>150 hours</td>
<td>45</td>
</tr>
<tr>
<td>175 hours</td>
<td>30</td>
</tr>
<tr>
<td>200 hours</td>
<td>15</td>
</tr>
</tbody>
</table>

Institutional staff member may have in addition to his/her teaching assignment, this chart may help you in determining the maximum non-teaching assignment, an adjunct during the same semester: hence an adjunct institutional staff member with a 90-hour teaching assignment during the fall semester may be employed in a non-teaching assignment (at the 60% rate of pay) for 75 hours.

\[
x = \frac{75 \text{ hours}}{45 \text{ hours} \times 60}
\]
the PSC does not approve the waiver request, the college will have to make the necessary
review and referral by the PSC. However, the PSC must still approve the
waiver.

Pursuant to an agreement reached with the PSC for the Spring 2009 semester, the College
attached.

A letter and approval of the request by the Office of Labor Relations, the PSC is
university. Both the advisor and the Department Chair sign the form.

This memorandum must be accompanied by a detailed explanation of the reasons necessitating
the waiver. A waiver request, the labor director must send a memorandum to labor relations.

To indicate a waiver request, the labor director must send a memorandum to labor relations.
Laser Revisions

In recent years, the University has entered into several agreements with the PCI under which:

- The Office of the Provost, the deans, the colleges, and the department heads may be assigned up to one course in the Intercession Basic Skills Program in excess of the limitations established by section 1.2 of the PCI.
- The number of hours assigned to the designated teaching areas may exceed the contractual maximum number of course hours for the designated teaching areas.

Given the need for a waiver of the contractual limitations on faculty overload, the following policy was developed.

1.2.1 For Krieger and Kingman Colleges, the procedure is that the college faculty, after meeting with the deans, will make recommendations to the Office of the Provost. The only exception, according to the policy, will be those instances where an additional course is needed due to the flexibility of the faculty member to fulfill an assignment.

American Sign Language courses are permitted to reach two course loadings, not more than 12 hours. The Office of the Provost will consider the need for additional courses, taking into account the individual's background and individual needs.

The Office of the Provost will assign the number of hours listed to the academic department, subject to the number of hours assigned to the faculty member to fulfill an assignment.
Thank you for your cooperation.

If you have any questions, please call Jerri Kolman at (212) 794-5626.

We look forward to working with you in this area.

Priority to waiver requests so that they are processed expeditiously.

Please note that the PSC has adopted the following policies and procedures for the waiver process.

- Waivers will only be approved for courses that are not required for graduation.
- Waivers must be submitted to the Office of the Dean of Undergraduate Studies at least 3 weeks prior to the start of the semester in which the waiver is requested.
- Waivers must be approved in writing by the Dean of Undergraduate Studies.
- Waivers are only valid for the course in which they are approved.

If you have any questions, please contact the Office of the Dean of Undergraduate Studies at (212) 794-5626.