May 27, 2008

TO: The College Presidents
The Dean of the School of Journalism
The Dean of the CUNY Law School
The Dean of the Sophie Davis School of Biomedical Education
The Dean of the School of Professional Studies
The Dean of the Macaulay Honors College

FROM: Vice Chancellor Gloriana B. Waters

SUBJECT: Summer Employment Limitations for Full-Time Faculty

As summer approaches, the colleges may find useful a review of the limitations on summer employment for full-time faculty in the Board of Trustees' Statement of Policy on Multiple Positions.

At its February 26, 2007 meeting, the Board of Trustees made significant changes in its Statement of Policy on Multiple Positions. One change was to modify the calculation of the maximum summer employment in CUNY or CUNY-related enterprises for full-time faculty. Previously, there were multiple limitations on summer employment. For example, teaching and non-teaching assignments could not exceed a stated fraction of both the faculty member’s academic year teaching workload and the faculty member's annual salary. The fraction of teaching workload, in turn, was translated into a maximum number of hours in teaching and non-teaching assignments. In addition, there were different limitations on summer grant work and participation in special training institutes. The Board of Trustees replaced these multiple limitations with a single limitation: “Participation in summer activities shall not exceed in total for all such activities three-ninths of a faculty member's annual salary.”

It is important to remember that the Board of Trustees changed the limitation to three-ninths of salary, but did not change the method of compensation for the various activities in which a faculty member might become involved over the summer. Thus, a full-time faculty member teaching over the summer continues to be paid for the courses

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1 Thus, a full-time faculty member could not teach more than 105 hours (or 120 hours in departments that offer four credit courses) or perform non-teaching assignments in excess of 175 hours. There was a formula for calculating the maximum number of hours for a full-time faculty member who had both teaching and non-teaching assignments over the summer. These hourly limitations continue to apply to adjunct faculty members working in the summer.
at the applicable hourly rate and a full-time faculty member performing non-teaching assignments continues to be paid on an hour-for-hour basis at the non-teaching hourly rate. The change that the Board of Trustees approved in this regard was to eliminate the hourly limitation on these assignments and substitute a compensation limitation. As a practical matter, it is unlikely that a faculty member will reach the compensation limitation in either a summer teaching assignment or a summer non-teaching assignment. Consider these examples:

A. Maximum Summer Teaching Assignment for a Full Professor at Maximum Salary

   a) 3/9ths of Max. Salary ($102,235): $34,078.00
   b) Maximum hourly rate: $91.75
   c) Maximum # of teaching hours (a+b): 371
   d) Equivalent classroom contact hours (c+15 hours) 25

B. Maximum Summer Non-Teaching Assignment for a Full Professor at Maximum Salary

   a) 3/9ths of Max. Salary ($102,235): $34,078.00
   b) Maximum hourly rate: $55.06
   c) Max. # non-teaching hours (a+b): 619
   d) Hours per week (c+ 12 weeks) 52

Thus, a full professor would have to teach more than his/her full academic year’s workload or work 52 hours a week for 12 weeks in a non-teaching capacity to earn 3/9th of salary over the summer.

No change was made in the calculation of summer grant work, which continues to be capped at 3/9ths of annual salary. If a faculty member receives 1/9th of salary for grant work in a particular summer month, he/she is presumed to devote 100% of effort to the grant and is therefore not eligible for other employment during that month.

Department chairs are paid 1/9th of salary for every 120 hours of work as a chair during the summer. If the faculty member is assigned 120 hours in a particular month, he/she is presumed to devote 100% of effort to work as chair and is therefore not eligible for other employment during that month. Please note that the compensation of summer chairs is limited to chairs or to surrogate chairs who have been designated to cover the chair’s duties according to agreed-upon practices when the chair is unavailable to perform chair duties. Summer chair compensation is not available to faculty serving as program coordinators or as other departmental administrators; they continue to be paid at the non-teaching adjunct hourly rate for hours worked over the summer.

On April 26, 2007 Vice Chancellor Brenda Richardson Malone issued a memorandum regarding “Implementation of the Revised Statement of Policy on Multiple Positions,” a copy of which is attached. Appended to that memorandum is a “Multiple Position Policy

2 Timesheets continue to be required for non-teaching assignments.
Summer Assignment Reporting Form," which provides a template for determining whether a faculty member’s summer work is within the policy limitations, especially in instances where the faculty member has multiple summer assignments.

I hope that this memorandum provides useful guidance for monitoring faculty summer compensation. If you have any questions, please call Mr. Raymond F. O'Brien at (212) 794-5386. Thank you for your cooperation.

Attachment

c:  Chancellor Matthew Goldstein
    Cabinet
    Chief Academic Officers
    Chief Administrative Officers
    Chief Student Affairs Officers
    Labor Designees
    Personnel Officers
    Payroll Officers
April 26, 2007

TO: The College Presidents
The Dean of the School of Journalism
The Dean of the CUNY Law School
The Dean of the Sophie Davis School of Biomedical Education
The Dean of the School of Professional Studies

FROM: Vice Chancellor Brenda Richardson Malone

SUBJECT: Implementation of the Revised Statement of Policy on Multiple Positions

At its meeting on February 26, 2007, the Board of Trustees approved a revised Statement of Policy on Multiple Positions,¹ which contains the following revisions:

- The Preamble is revised to provide more emphasis on the responsibility of faculty to engage in research, writing and creative work in their disciplines.
- Section 2.b is revised to permit additional overload teaching opportunities. Specifically, under paragraph 2.b.4), tenured faculty who have no reassigned time and tenured faculty with reassigned time for administrative duties will be eligible for consideration for overload assignments of no more than six classroom contact hours during the academic year in courses offered during the Winter Session, in courses offered exclusively on Saturdays or Sundays, or in courses offered as part of on-line degree programs. These opportunities are in addition to the overload opportunities provided to these faculty members pursuant to Paragraph 2.b.2) and Paragraph 2.b.3).
- The permissible number of non-teaching hours during the academic year for an urgent, short-term assignment, as authorized by the President or the Chancellor, is increased from 150 hours per academic year to 150 hours during a semester.
- The rules governing summer session work are revised so that all summer work will now be limited to a maximum of three-ninths of the faculty member’s annual salary.
- Technical changes are made in Paragraph 4 (Annual Report).

These revisions will serve to increase the participation of full-time faculty in Weekend courses, in Winter Session courses, and in on-line degree programs. They also provide the colleges with greater flexibility in scheduling Summer Programs and in staffing short-term, non-teaching

¹ A copy of the policy is attached.
professional projects. The purpose of this memorandum is to provide guidance on the correct interpretation of the Board’s policy.

Preamble

The revision in the Preamble is simply a restatement of the expectation that faculty engage in scholarly activity as part of their ordinary responsibilities, as stated in various University documents. Indeed, both the previous and revised *Statement of Policy on Multiple Positions* recognize the pivotal importance of faculty research:

The City University regards scholarly activity and research as part of the normal activity and responsibility of the faculty. In fact such activities are part of the basis on which faculty members are evaluated, reappointed or promoted.

The *Statement of Policy on Multiple Positions* applies only to full-time faculty. It does not apply to adjunct faculty, or to other full-time members of the instructional staff, such as employees in the Higher Education Officer series, the College Laboratory Technician series, and Registrar series.

Multiple Positions Outside The City University

No substantive changes were made in Section 2.a. of the policy, which covers activities outside of the University. Faculty members who wish to engage in outside employment, consultative work, or other work must receive prior approval. The faculty member must provide to the Department Personnel and Budget Committee the following information:

- His/her total academic commitment,
- The proposed employment, consultative or other work and
- Information regarding any previously approved outside employment.

If the Department Personnel and Budget Committee approves the requested employment, consultative work or other work, the Department Chairperson must determine the amount of time which the faculty member may expend on the activity, subject to review by the President. In no event may the amount of time spent on such outside employment, consultative work or other work exceed an average of one day per week (i.e., seven hours) or its equivalent during the academic year.

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2 *See*, for example, Section 11.7 of the *Bylaws of the Board of Trustees*.
3 *Statement of Policy on Multiple Positions*, Section 2.c. *See also*, Section 18.2(a) of the PSC/CUNY collective bargaining agreement.
4 The policy does apply to these individuals if the college’s Governance Plan accords faculty rank or faculty status to employees in these titles.
Multiple Positions Within The City University

A. Teaching

When a college wishes to engage the services of a full-time faculty member of another college, the principal academic or administrative officer of the requesting college must make a request and receive approval from the principal academic officer or administrative officer of the other college. To the extent possible, these requests should be achieved through an exchange of services or by budgetary interchange and should not result in additional academic workload or additional remuneration for the faculty member. However, the President or the Chancellor may approve variations from this norm.

The amount of teaching in which a full-time faculty member may engage during the academic year beyond the contractual workload (i.e., overload teaching), pursuant to Section 2.b 2), 3), 4), and 5) is as follows:

Faculty with No Reassigned Time During the Academic Year: A faculty member with no reassigned time during the academic year may teach an overload course of three classroom contact hours (or at most four classroom contact hours) in both the fall and the spring semesters for a total of six classroom contact hours, or at most, eight classroom contact hours during the academic year. In addition, a tenured faculty member who has no reassigned time during the academic year may teach courses offered on Saturdays and Sundays, in the Winter Session and/or in an on-line degree program up to a maximum of an additional six classroom contact hours during the academic year.

Faculty with Administrative Reassigned Time During the Academic Year: Although, as a general rule, faculty with administrative reassigned time (e.g., Department Chairpersons) during the academic year are not normally eligible for consideration to teach a course on an overload basis, the President may for academic reasons determine that such an assignment is in the best interests of the college. A faculty member with administrative reassigned time during the academic year may teach one overload course of three classroom contact hours (or at most four classroom contact hours) in either the fall semester or the spring semester for a total of three classroom contact hours, or at most, four classroom contact hours during the academic year. In addition, a tenured faculty member who has administrative reassigned time during the academic year may teach courses offered on Saturdays and Sundays, in the Winter Session and/or in an on-line degree program up to a maximum of an additional six classroom contact hours during the academic year.

Faculty with Reassigned Time for Research: A faculty member with reassigned time for research during the academic year is not eligible for consideration for an overload assignment. This includes untenured faculty who receive reassigned time to engage in scholarly and/or creative activities pursuant to the PSC/CUNY collective bargaining agreement.

Faculty Appointed to Participate in the Doctoral Program: Faculty who have been appointed to participate in the doctoral program and who have had their workload adjusted to allow for
such participation are not to be considered for overload teaching assignments, except for the most powerful reasons relating to the interests of the college or University.

B. Within the University – Research, Consulting, Employment

As a general rule, faculty may not receive extra compensation during the academic year for research, consulting, or any other employment with The City University or any of its affiliated organizations, regardless of the source of the funds. Exceptions to this general rule are:

- Overload teaching as described above.
- The Chancellor or the President may authorize extra compensation in the case of an urgent short-term assignment of an extraordinary nature. This exception only applies to faculty members who have no reassigned time during the academic year and is limited to a maximum of 150 hours at the appropriate non-teaching adjunct rate per semester.

Grant funds may be used during the academic year to compensate the college for reassigned time to facilitate the faculty member’s research during the academic year.

Participation in summer activities within The City University of New York is limited to a total of three-ninths of the faculty member’s annual salary. The faculty member is required to submit the attached form that details his/her proposed summer activities in advance of participating in them to ensure that the three-ninths maximum is not exceeded. There are additional restrictions where an activity anticipates that the faculty member will devote 100% of effort to the activity during a particular period of time. For example, if a faculty member is reimbursed one-ninth of annual salary from a grant for work in the month of July, that is an indication that he/she is devoting 100% of effort in July to the grant. Therefore, he/she would not be eligible for any other assignment during the month of July. Similar considerations apply to payment as a Summer Chairperson. Teaching and non-teaching work over the summer will continue to be paid at the applicable hourly rate. In past years, there were restrictions on the number of hours that a full-time faculty member could teach in the summer. Now the restriction is described in terms of percentage of salary. This greatly increases the permissible number of hours that may be taught in summer programs. It is anticipated that colleges will use discretion in the assignment of classroom contact hours to full-time faculty over the summer.

C. Reporting Requirements

As in the past, a report is required at the regular June meeting of the Board of Trustees of the steps taken to implement the policy and the extent of compliance. The policy has been revised to conform to earlier changes in the Bylaws to clarify that the Chancellor will report to the Board the steps the Presidents have made to implement the policy with details that the Presidents have provided.

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5 For these purposes, a faculty member’s annual salary includes the Distinguished Professor stipend and any salary above base that has been approved.
Full-time faculty members continue to be required to submit the Multiple Position Form each semester (or more frequently as changes occur) to the college's labor designee. The form has been updated to reflect the new provisions of the Multiple Position Policy.

If you have any questions concerning this matter please call Mr. Raymond F. O'Brien at (212) 794-5386.

Attachments

c: Chancellor Matthew Goldstein
   Cabinet
   Chief Academic Officers
   Chief Administrative Officers
   Chief Student Affairs Officer
   Labor Designees
   Personnel Officers
STATEMENT OF POLICY ON MULTIPLE POSITIONS

MULTIPLE POSITIONS

1. PREamble

Each full-time faculty member is obligated to view his/her appointment to a college or university faculty position within The City University as his/her major professional commitment. This commitment obligates the faculty member in two ways: he/she is at once a member of the national and international world of learning and a member of The City University community. Though his/her first responsibility to The City University is that of teaching, he/she recognizes the obligation to be regularly accessible for conferences with his/her students, to participate in appropriate extracurricular undertakings and to serve on various college and university committees and as a member of college and university councils and other assemblies.

The City University of New York is a major research university. A full-time faculty member is expected to create new knowledge in his/her discipline through scholarly research, writing and creative works. He/she constantly makes all efforts to improve his/her professional standing through study and thought, and also through activities such as research, publication, attendance at professional conferences, and the giving of papers and lectures. Such professional involvements also enhance his/her abilities as a teacher and as a member of The City University community; they support the value of his/her activities on campus and equip him/her to participate in significant educational innovations as well as furthering his/her professional stature.

2. MULTIPLE POSITIONS

a. OUTSIDE THE CITY UNIVERSITY

Full-time appointment to a college or university faculty position is a full-time assignment. Faculty members have a responsibility to observe professional standards of behavior in becoming involved in activities supplemental thereto. No employment, consultative or other work outside The City University may be engaged in by a faculty member unless he/she receives prior approval from the P & B of his/her department after full disclosure of his/her total academic commitment, the proposed outside employment, consultative or other work, and other outside work theretofore approved. The P & B committee shall not approve any outside employment, consultative or other work unless such employment or work relates to the professional interests, strengthens the professional competence or enriches the professional performance and does not interfere with the professional standing of the faculty member. No employment, consultative or
other work, remunerative or otherwise, shall be approved by the P & B Committee or 
engaged in if the services of the faculty member to his/her college or the university or 
his/her ability to meet his/her commitments to his/her college or the University will be 
impaird thereby. If the departmental P & B approves such employment or work, the 
amount of time which the faculty member may expend thereon shall be determined by the 
departmental chairperson after consultation with the faculty member, and subject to the 
review of the college president. In no event shall the amount of time to be expended on 
such outside employment or work be or be approved for more than an average of one day 
a week, or its equivalent during the academic year.

b. WITHIN THE CITY UNIVERSITY – TEACHING

1) Where the best interests of the college or the university make it desirable or necessary 
to draw upon full-time personnel in one unit or branch for service in another, requests 
for such service should originate with the principal academic or administrative officer 
of the requesting unit and have the approval of the principal academic or 
administrative officer of the other unit. It is the policy of the university and its 
colleges to achieve exchanges of services, wherever possible, by budgetary 
interchange or by the balancing of interchanged services, with no additional academic 
load or extra remuneration for the individuals concerned. Variations from this norm 
will be allowed only with the special permission of the Chancellor, or the appropriate 
president.

2) Except as noted below, faculty without any reassigned time will be eligible for 
consideration for an overload assignment when such assignment is determined to be 
in the best interest of the college and to serve a specific academic need. Permission 
to take on an overload teaching assignment will only be granted up to a maximum of 
one course (up to four classroom contact hours) per semester and not to exceed a total 
of six classroom contact hours per academic year in most instances, and in no event to 
excceed eight classroom contact hours per academic year.

3) Faculty with reassigned time during the academic year will not normally be eligible 
for an overload assignment. In those instances when, for academic reasons, a 
President approves an overload teaching assignment for faculty with reassigned time, 
such assignment cannot exceed one course, typically of three classroom contact 
hours, but in no event to exceed four classroom contact hours, per academic year. 
Faculty with reassigned time for research are not eligible for an overload assignment.

4) In addition to the overload assignments permitted in paragraph 2.b. 2), a tenured 
faculty member will be eligible for consideration for additional overload assignments 
of no more than six classroom contact hours during the academic year in courses 
offered during the Winter Session, in courses offered exclusively on Saturdays or 
Sundays, or in courses offered as part of on-line degree programs. Notwithstanding
the limitations in Paragraph 2.b.3), tenured faculty with reassigned time for administrative duties are eligible for consideration for these additional overload assignments under this Paragraph 2.b.4).

5) During the academic year, full-time faculty appointed to participate in the doctoral program are expected not to engage in additional teaching. As a matter of general policy, faculty whose programs have been reduced to allow for their participation in the doctoral program are expected to adhere to this rule. Exceptions may be made only for the most powerful reasons bearing on the professional interests of the college and university. The intent of preceding and succeeding paragraphs must apply to these exceptional cases.

c. WITHIN THE CITY UNIVERSITY – RESEARCH, CONSULTING, EMPLOYMENT

The City University regards scholarly activity and research as part of the normal activity and responsibility of the faculty. In fact such activities are part of the basis on which faculty members are evaluated, reappointed or promoted. The public looks to the University as a source of new information, reinterpretations and advancing intellectual activities. Also, the University is looked upon as a community of scholars. This carries the implication of joint scholarly effort and mutual support and availability amongst faculty and students. The faculty is given full-time annual paid employment to cover all the activities of teaching, research, consulting, curriculum development, counseling, committee work, etc.

When special funding in support of research is available, it is presumed to make possible, or easier the scholarly activity that faculty and students wish to or are willing to pursue. Accordingly, it is the policy of the Board of Trustees that there may not be paid any extra compensation to full-time members of the faculty for work done during the academic work year. This limitation applies to research, consulting or any other employment with The City University or any of its associated organizations, regardless of the source of funds. For the particular case of extra teaching, the policy is expressed in Section 2.b above.

Under the special circumstances of an urgently requested short-term assignment, as expressly authorized by the Chancellor or the President, the Chancellor or President may authorize specific extra compensation for a faculty member whose services are so required, to the extent that the short-term assignment represents an overload. This authorization must define both time and money limitations, and must state that it was not possible to relieve the faculty member of other duties to an equivalent extent. Such non-teaching overload assignments will be available to faculty without reassigned time and shall be limited to 150 hours per semester at 60% of the appropriate hourly rate. In the

04/26/07
case of assignments which are in the interest of the University or the College, as certified by the Chancellor or President, further adjustments, in the spirit of this paragraph, may be authorized, to meet the needs of particular situations.

Participation in summer activities shall not exceed in total for all such activities three-ninths of the faculty member's annual salary. This includes, but is not limited to, teaching in a summer session in The City University of New York, performing administrative duties (such as service as a department chairperson), participation in a special training institute (supported by outside funding), and participation in a scholarly research project (supported by outside funding). The faculty member shall report to the college to which he/she is appointed all of his/her summer activities in advance of participating in them to ensure that they do not exceed three-ninths of his/her annual salary.

3. MULTIPLE EXTRA INVOLVEMENT

Where more than one type of involvement beyond the primary commitment is entered into (e.g., extra teaching plus consultation), the total extra involvement shall be controlled by the intent of the preceding paragraphs, jointly considered.

4. ANNUAL REPORT

At the regular June meeting, the Chancellor shall report to the Board of the steps taken by the Presidents to implement these regulations and the extent of compliance with the limitations set. The reports shall contain details from the Presidents about all excesses over any of the guidelines herein stated, including the names of all persons involved and the specific reasons for the excesses. The University will continue to monitor overload assignments. Overload assignments shall be reported to the Board of Trustees as part of the annual report.
THE CITY UNIVERSITY OF NEW YORK
MULTIPLE POSITION REPORT
FULL-TIME FACULTY

Semester_____ Year_____

This form must be completed by all full-time faculty. 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 should be updated if changes in commitments occur during the semester. If more space is needed please attach additional sheets using the same format.

Report Date:___________ College:___________

(Print) Last Name  First Name  M.I.

Department ____________________________ Rank ____________________________

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

A. I am aware of the Multiple Position regulations governing activities in addition to my regular full-time employment at _________________ College (CUNY).

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 _________________ College.

Signature of Faculty Member: ____________________________ Date: ________________

B. I am aware of the Multiple Position regulations governing activities in addition to my regular full-time employment at _________________ College (CUNY).

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 (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.

Signature of Faculty Member: ____________________________ Date: ________________
B.1 CUNY – Current Semester
(Only report compensated activities that are not part of your regular full-time position.)

Name of College: ___________________________ Department or Division: ___________________________

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Non-Teaching</th>
<th>Other</th>
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<tbody>
<tr>
<td>No. of hrs./wk.</td>
<td>No. of Courses</td>
<td>No. of hrs./wk.</td>
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<tr>
<td>___________</td>
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Dates:
From __/__/____ To __/__/____

Dates:
From __/__/____ To __/__/____

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

Check one: Compensated [ ] Uncompensated [ ]

Nature of work: __________________________________________________________

No. of hrs./wk. _____ No. of wks. _____ Dates: From __/__/____ To __/__/____

Employer/Institution/Organization: ________________________________________

Address: _______________________________________________________________

Telephone Number: ______________________________________________________

C. Department Personnel and Budget Committee:

The Department P & B Committee [ ] recommends [ ] does not recommend approval of the activities listed above in B.2.

Date of the Personnel and Budget Committee meeting: _______________________

Department Chairperson:

I certify that the hours reported are [ ] within [ ] above the limits set by the University's Multiple Position Policy. [ ] recommend [ ] do not recommend approval of the hours reported above.

Department Chairperson (Signature) ___________________________ Date _____________

Presidential Action: [ ] Approved [ ] Other Action ___________________________

President/Designee (Signature) ___________________________ Date _____________

OFSR 3/8/07

1 Include service in the Winter Session under the Fall semester.
MULTIPLE POSITION POLICY
SUMMER ASSIGNMENTS REPORTING FORM

The Board of Trustees' Statement of Policy on Multiple Positions limits a full-time faculty member's assignments 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

\[ \frac{\text{# hours}}{} \times \frac{}{\text{Hourly Rate}} = \]

2. Summer Non-Teaching Assignments

\[ \frac{\text{# hours}}{} \times \frac{}{\text{Hourly Rate}} = \]

3. Summer Chair Assignment

\[ \left( \frac{\text{Annual salary}}{9} \right) \times \left( \frac{\text{# hours worked}}{120} \right) = \]

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

\[ \frac{\text{Annual salary}}{} \times \frac{3}{9} = \]

NOTE: Line 6 must be less than Line 7.

Signature of Faculty Member  Date  Signature of Department Chair  Date

OFSR 3/22/07