

## **Guidelines for Initial Step Placement of Adjuncts**

1. Generally, adjuncts should be placed at Step 1 of the appropriate teaching faculty level, that is, lecturer, assistant professor, associate professor, or full professor, depending on their qualifications and academic achievements.
2. Adjuncts who teach at more than one CUNY institution should be placed at the step reported in CUNYFirst.
3. Adjuncts with at least six semesters of teaching experience at non-CUNY institutions within the preceding three years, including summers, may be considered for placement at Step 2. This is by analogy with the provision in Article 24 of the PSC/CUNY contract for adjuncts with experience at CUNY. Recommendation for placement at this step should come from the department chair and approved by the divisional dean.
4. In professional areas, the nature and duration of a professional career may be considered as reasons for placement at Step 2 or 3. Recommendation for placement at either of these steps should come from the department chair and approved by the divisional dean and the Provost.
5. Scarcity of qualified adjunct applicants for advanced or specialized courses may justify offering a higher step. Recommendation should come from the department chair and approved by the divisional dean and the Provost.