

**THE CITY UNIVERSITY OF NEW YORK
MULTIPLE POSITION SUMMER ASSIGNMENTS REPORTING FORM**

This form must be completed and submitted to the Department Chair by all full-time faculty, including full-time substitutes, prior to assuming their multiple position assignments during the annual leave period in the Summer. An updated form must be provided, should any changes occur.

Statement of Policy on Multiple Positions

Please read the Statement of Policy on Multiple Positions (with particular attention to Sections V and VII), which generally limits a full-time faculty member's assignments to a maximum of three-ninths (3/9ths) of his/her annual salary during the Summer. Note also that compensation for any single month during the summer may not exceed one-ninth (1/9th) of the faculty member's annual salary. A Summer Assignments Calculator is available to ensure accurate calculation.

The sole exception to the "three-ninths" rule is that, under carefully prescribed conditions, a college foundation may provide compensation that will cause the faculty member's total compensation from CUNY-related activities to exceed three-ninths of the annual salary. Additional documentation is required for this exception.

| | | | |
|-------------------|--|---|--|
| Name | | Permissible Summer Compensation from CUNY <i>Annual salary x 3/9</i> June 1/9 July 1/9 August 1/9 | |
| Title | | | |
| Department | | | |
| College | | | |

| June | | | July | | | August | | | | | |
|--|----------------------|----------------------|----------------------|--|----------------------|----------------------|----------------------|--|----------------------|----------------------|----------------------|
| | # of hours | Hourly Rate | Total | | # of hours | Hourly Rate | Total | # of hours | Hourly Rate | Total | |
| Summer Teaching Assignments <i>(# of hours x hourly rate)</i> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Summer Teaching Assignments <i>(# of hours x hourly rate)</i> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Summer Teaching Assignments <i>(# of hours x hourly rate)</i> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Summer Non-teaching Assignments <i>(# of hours x hourly rate)</i> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Summer Non-teaching Assignments <i>(# of hours x hourly rate)</i> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Summer Non-teaching Assignments <i>(# of hours x hourly rate)</i> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Summer Chair Assignment <i>(Annual salary ÷ 9) x (# of hours worked ÷ 120)</i> | | | <input type="text"/> | Summer Chair Assignment <i>(Annual salary ÷ 9) x (# of hours worked ÷ 120)</i> | | | <input type="text"/> | Summer Chair Assignment <i>(Annual salary ÷ 9) x (# of hours worked ÷ 120)</i> | | | <input type="text"/> |
| Summer Research Foundation Grant Salary | | | <input type="text"/> | Summer Research Foundation Grant Salary | | | <input type="text"/> | Summer Research Foundation Grant Salary | | | <input type="text"/> |
| Summer Research Tax Levy Salary | | | <input type="text"/> | Summer Research Tax Levy Salary | | | <input type="text"/> | Summer Research Tax Levy Salary | | | <input type="text"/> |
| Total Summer Compensation from CUNY | | | <input type="text"/> | Total Summer Compensation from CUNY | | | <input type="text"/> | Total Summer Compensation from CUNY | | | <input type="text"/> |
| Additional compensation from Summer Employment, including compensation from College Foundations | | | <input type="text"/> | Additional compensation from Summer Employment, including compensation from College Foundations | | | <input type="text"/> | Additional compensation from Summer Employment, including compensation from College Foundations | | | <input type="text"/> |

Signature

Name of Department Chair

Date

Signature

Date