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Subject: Non-teaching Adjunct Appointments

I would like to take this opportunity to reinforce with you the following rules in connection with the appointment of non-teaching adjuncts, including the appointment of full-time faculty and staff to additional non-teaching adjunct appointments:

- Offer letters should reflect the anticipated hours to be worked and the hourly rate.
- Timesheets are required for all non-teaching assignments and must be fully executed.
- Timesheets must accurately reflect the time worked.
- Payment must occur after performance.
- Payment must be timely. (For example, work performed in the academic year should be paid when it is performed.)

Please remember that full-time faculty may not, as a general rule, be assigned a non-teaching adjunct assignment during the academic year. Paragraph 2.3 of the Board of Trustees' "Statement of Policy on Multiple Positions" states:

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. (BTM,2011,01-24,003,_C)

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 2b above. (BTM,2011,01-24,003,_C)

Under the special circumstances of an urgently needed short-term administrative and/or service assignment, a President or Vice Chancellor in the Central Office may authorize specific extra compensation for a faculty member whose services are required as 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 limited to 150 hours per semester at the nonteaching hourly rate, or a total of 300 hours for the entire academic year. Further adjustments may be authorized by the Chancellor or the Chancellor's designee. (BTM,2011,01-24,003,_C)

Please make sure that everyone on your campus is aware of these rules. If you have any questions, please contact me at 646-664-3256, Raymond.Obrien@cuny.edu.

Thank you.