

January 12, 2026

From President Frank H. Wu:

At Queens College, we are especially proud of our hardworking faculty and staff. As we prepare for the spring semester, I write to emphasize the importance of campus community. Each of us plays a role in promoting student success and living up to our motto of *Discimus Ut Serviamus*: We Learn So That We May Serve. Our beautiful 80-acre campus is rightfully a point of pride. It distinguishes us from many of our sister CUNY schools and makes Queens College an attractive place to work and study.

The evidence, both national and from our own QC studies, shows that students value and benefit from opportunities to interact with us in person, in real time, and not through devices and remotely. It is crucial we support them. The recent opening of the Transfer Hub is an example of the concrete actions we are taking to create a welcoming environment. The same is true of the Student Technology Lounge in I-200, outfitted with the latest equipment to provide a space for studying and relaxing.

We gratefully acknowledge that the protocols of the pandemic lockdown have not been needed for some time. Below are revised guidelines, consistent with CUNY policies and federal laws such as the Americans with Disabilities Act (ADA), about our physical presence. We share them to set expectations clearly and consistently. This will ensure that our students can take classes at times and in modalities that they need; that student support offices are open and inviting; and that students, faculty, and staff can speak to someone in person in a timely manner when they have a question, problem, or concern.

Note that this guidance is applicable regardless of the specific funding source for compensation of the employee. Staff-related questions should be directed to Assistant Vice President of Human Resources Lee Kelly (lee.kelly@qc.cuny.edu), and faculty-related questions should be directed to Provost and Senior Vice President of Academic Affairs Patricia Price (patricia.price@qc.cuny.edu).

Guidance for Full-Time Faculty and Staff

Supervisors (includes department chairs) shall ensure that:

- Staffing levels allow for offices to be open during regular business hours and days. That means, in particular, the norm for all student-facing offices is an in-person presence, including on Fridays.
- All remote work agreements must be approved by the relevant supervisor. Every six months, supervisors allowing remote work should ensure their staff complete the **CUNY Remote Work Agreement** for review and approval.
- Supervisors should ensure that remote days that are approved are distributed appropriately across the office or division's staff to ensure

appropriate in-person presence across the week and during holiday periods when the college is not closed.

- Employees needing an accommodation to work remotely must submit a request to HR. Please review CUNY's [Reasonable Accommodations Policy](#).
 - Informal accommodations that bypass CUNY HR processes are prohibited and have no effect.
- Full-time faculty must be assigned at least one in-person course per semester at Queens College (except for faculty teaching exclusively in fully online programs).
- Teaching at the CUNY Graduate Center should normally be limited to one course every two years, with prior approval of the department chair.
 - It is understood that executive officers and other commitments to the Graduate Center may require adjustments to this expectation.
- Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs.

Faculty shall ensure that:

- They are actively contributing to the life of their department, school, college, and the CUNY system. Department chairs are the immediate supervisors of faculty and therefore are empowered to set expectations for participation in service that supports the life of the department, including in-person meeting attendance, office hours, mentoring, and service assignments that require on-campus engagement.
- The modality of course sections taught remains the same as the modality advertised in the published schedule. Do not make informal agreements with students to change course modality. Changing the schedule creates conflicts and hardships for students.
- Follow college instructions with respect to inclement weather and other short-term emergency situations.
- Final exams adhere to the posted schedule.
- Absences are communicated to the department chair and recorded on the [Faculty and Adjunct Attendance Report](#).

Staff shall ensure that:

- Employees must continue to comply with all applicable CUNY policies and rules. Existing policies and practices regarding recording all hours worked and meal periods and obtaining supervisory approval prior to working unscheduled overtime hours or taking time off will remain in effect.

Note: Supervisors may not require employees to be available for more hours per week than otherwise or contractually required.

I look forward to partnering with you to ensure that our campus community fulfills its mission and its promise to all our stakeholders. Thank you for your cooperation. Have a productive spring semester.