

Multiple Positions FAQs:

Who has to complete a Multiple Positions Form?

All full-time faculty, including Substitute titles and faculty on an approved leave of absence, have to complete the multiple positions form every semester. This includes fall with winter intersession, spring, and summer terms.

Do I have to complete a Multiple Positions Form if I have nothing to report?

- When no activities are reported
 - Sign the Fall/Spring form on top of the first page, Section A, and submit it to Provost's Office
 - Summer forms don't have to be submitted if no activities are reported
- When activities are reported
 - Sign the Fall/Spring form on the bottom of the first page, section B, mark appropriate boxes on the same page, list details of activities on the second page, and submit it to Department Chair/P&B Committee for review and signature
 - List all details on the Summer form and sign at the bottom of the page. Submit to Department Chair for review and approval

What do I have to report on the Multiple Positions Form?

- Covers employment, consultative, or other work done outside of the University
- Overload teaching within the University
- Non-teaching assignments within the University
- Teaching, non-teaching, grand, research, chairperson activities during the summer
- Any employment for faculty during approved leave of absence
- Full-time non-tenured tenure track faculty are prohibited from overload teaching

How many hours/weeks do I report each term?

- Teaching a class within CUNY is reported as 45 clock hours. Adjunct professional hours are not reportable on the multiple positions form.
- Non-teaching within CUNY appointments are reported according to the NTA hire documents or other MOUs listing hourly activity commitments.
- Fall term begins the first day of classes in August and ends at the end of December – about 15 weeks
 - Winter intersession is in January – about 4 weeks
 - If listing activities for Fall and Winter – it will span about 20 weeks
- Spring term begins at the end of January and ends at the end of May – about 15 weeks
- Summer term consists of work done in the months of June, July, and August

What are the limits of Multiple Positions?

For Fall/Spring

- Within CUNY work is limited to a total of 150 clock hours for the Fall term (including Winter) and 150 clock hours for the Spring term

- This is total hours and can comprise teaching, non-teaching, or a combination of both
- Outside CUNY work is limited to an average of one day of work per week (7-8 hours)

For Summer

- Total compensation for within CUNY work cannot exceed $1/9^{\text{th}}$ of full-time salary per month. That is a total of $3/9^{\text{th}}$ of full-time salary for the summer.