



# *FACULTY WORKLOAD*

## POLICIES AND GUIDELINES

Office of the Provost

*Last updated Fall 2025*

## PREFACE

In recent years, faculty workload reporting has gained importance within the City University of New York (CUNY), and its data accuracy and integrity have been under some scrutiny. The CUNY Performance Management Process (PMP) specifically draws on faculty workload data to calculate mean teaching hours for veteran and junior faculty and the percentage of instruction done by full-time faculty, two metrics by which college performance is evaluated. It is the goal of John Jay College to improve the process of collecting faculty workload data and to increase the accuracy of these data.

The handbook *Faculty Workload Policies and Guidelines* aims to clarify faculty workload reporting rules, expectations, and practices and to guide faculty and department chairs in their reporting of workload. These guidelines are based on the policies of CUNY as reflected in the provisions of the PSC/CUNY contract and CUNY Board of Trustees resolutions. Specific John Jay College policies are also included in these guidelines.

John Jay College utilizes the [eWorkload](#) application to collect workload data.

Questions about workload reporting should be addressed to [facultyworkload@jjay.cuny.edu](mailto:facultyworkload@jjay.cuny.edu).

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## INTRODUCTION

### WHAT IS WORKLOAD?

The Collective Bargaining Agreement between CUNY and the Professional Staff Congress (PSC) has articulated expectations regarding the amount of teaching that a faculty member is required to do in a given year and how that teaching may be managed over time. There are a number of ways that John Jay College can manage the teaching load of faculty, including the substitution of teaching responsibilities by other activities deemed important to the college. The university refers to the process by which we manage a faculty member's contractual obligations as managing faculty "workload."

### WHOSE WORKLOAD MUST BE REPORTED?

The college must report the workload of all instructional faculty members to the university. The reporting process for part-time faculty is different from that of full-time faculty. The Office of the Provost automatically tracks and reports the workload of adjuncts and graduate assistants directly to the university. In contrast, full-time instructional faculty members are responsible for recording their workload and reporting it to the Office of the Provost. Department chairs approve the workload of their full-time faculty and collaborate with the Office of the Provost in the management of faculty workload in their departments. The Office of the Provost reports each semester's workload to the university once the full-time instructional faculty member has reported and the chair has approved it.

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### NON- TEACHING ADJUNCTS

A faculty member may be appointed to a non-teaching adjunct title to complete administrative functions for the college or the university on a short-term basis. There should be no expectation that these appointments are recurring. These appointments may be in conjunction with other full-time or part-time appointments; however, there are hour limitations that must be observed. These limitations are guided by the Multiple Positions Policy for full-time and the Adjunct Workload Reporting rules for part-time faculty. Neither employment in a combination of non-teaching adjunct titles nor continuous appointments in this title shall constitute a full-time position.

Non-Teaching Adjuncts (NTA) cannot exceed a maximum of 175 hours in any given semester. These hours are not part of faculty workload reporting.

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### ADJUNCTS

A faculty member appointed to an adjunct title is not a full-time employee, and employment in an adjunct title or a combination of adjunct titles shall not constitute a full-time position.

Teaching adjuncts are limited to 135 hours of instruction per semester, except in departments with four credit courses for which a 180-hour assignment is permitted. The 2017-2023 PSC/CUNY contract dictates that Adjunct titles are paid for additional professional/office hours\* as per the following:

- Fewer than 3 classroom contact hours – no office hours
- 3 or more, but less than 6 classroom contact hours – 15 paid office hours per semester
- 6 or more, but less than 9 classroom contact hours – 30 paid office hours per semester
- 9 or more classroom contact hours – 45 paid office hours per semester
- 

\*The professional/office hours are not counted towards the instructional hourly limits listed above.

Adjunct workload is reported as the total number of hours worked for the semester in all of these categories.

*Example 1: Three (3) contact class hours for the full 15-week semester creates a workload of 60 hours for that semester (3 contact class hours per week x 15 work weeks = 45 hours plus 15 professional hours = 60).*

*Example 2: Six (6) contact class hours for the full 15-week semester creates a workload of 120 hours for that semester (6 contact class hours per week x 15 work weeks = 90 hours plus 30 professional hours = 120 hours).*

*Example 3: Three (3) contact class hours for the full 15-week semester plus 50 NTA hours worked during the semester create a workload of 90 hours for that semester (3 contact class hours per week x 15 work weeks = 45 hours plus 15 professional hours = 60, plus 30 NTA hours = 90 total hours).*

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## GRADUATE ASSISTANTS

Graduate Assistant A – may have an assignment of a maximum of 240 teaching hours or 450 hours of non-teaching assignments during the academic year (including the summer session). While a Grad A, an individual may not be simultaneously appointed to any other title within CUNY.

Graduate Assistant B – may have an assignment of a maximum of 120 teaching hours or 225 hours of non-teaching assignments in the academic year. While a Grad B, an individual may be simultaneously appointed to an adjunct or other hourly position, but the total combined assignment may not exceed 240 teaching hours or 450 non-teaching hours during the work year (including the summer session).

Graduate Assistant C – may have an assignment of a maximum of 180 teaching hours during the academic year. While a Grad C, an individual may be appointed to an adjunct title, but the total combined teaching hours may not exceed 270 teaching hours during the academic year (including the summer).

Graduate Assistant D- may have an assignment of a maximum of 100 hours of a non-teaching assignment during the academic year. If a Grad C also holds an adjunct position, the total combined assignment may not exceed 280 teaching hours or 325 hours of a non-teaching assignment during the academic year (including the summer session).

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## FULL-TIME FACULTY

Full-time faculty who must report workload include Distinguished Professors, Professors, Associate Professors, Assistant Professors, Instructors, Distinguished Lecturers, Doctoral Scholar Lecturers, and Lecturers. Visiting and Substitute titles should review the workload details for the semester(s) of their active John Jay appointment. The Library and the SEEK department workload is recorded with Provost Discretionary hours as the majority of their annual commitments. Only fall and spring terms constitute the annual workload. Instruction performed in the winter session will be credited toward spring semester workload, unless taught as an overload under an adjunct appointment.

The annual instructional workload for all titles is mandated by the PSC/CUNY Contract. The 2017 Statement on Reduced Load set new instructional workload requirements effective AY 2020-2021 (Appendix II), as summarized below:

- 18 hours                  Professors, Associate Professors, Assistant Professors, Distinguished Professors, Distinguished Lecturers
- 24 hours                  Instructors, Doctoral Scholar Lecturers, and Lecturers
- Substitute faculty are expected to teach 3 more contact hours per academic year than is standard for the corresponding non-substitute faculty rank.
- 35-hour work week for Librarians in faculty titles.
- 30-hour work week for Counselors in faculty titles.

## ACTIVITIES THAT CONSTITUTE WORKLOAD

Full-time faculty record their workload hours for each academic year under one or more of the following categories: Instructional (consisting of Classroom Teaching or Other than Classroom Teaching) and Non-Instructional (consisting of Junior Faculty or Post-tenure Contractual Release Time, Sponsored Research, Unsponsored Research, Department, College or University Administration, and Other).

### INSTRUCTIONAL

Instructional workload is defined as all organized instructional activities for which faculty receive workload credit, such as classroom teaching, thesis and dissertation supervision, faculty-mentored research classes, and independent studies. Instructional workload hours are credited toward the faculty's contractual teaching workload obligation of 18 or 24 hours. Instructional workload (course schedule and any other organized teaching activities) is scheduled at the discretion of the department chair, semester by semester.

### NON-INSTRUCTIONAL

Non-instructional workload is defined as a substitution of teaching responsibilities with other approved activities deemed important to the college or university. Non-instructional workload hours are credited to the faculty's contractual teaching workload obligation of 18 or 24 hours. Non-instructional workload (also known as release time or reassigned time) is authorized at the discretion of the Provost and is allocated for a specific period of time, renewable only with the approval of the Provost. The categories of non-instructional workload are defined as follows:

- Junior Faculty and Post-Tenure Contractual Reassigned Time – reassigned time for untenured faculty in the professorial titles provided for by the Collective Bargaining Agreement and funded by CUNY from the tax levy budget. Effective with the 2020-2021 academic year, these faculty members receive 18 contact hours of reassigned time upon initial appointment, to be used during their first five annual reappointments. Upon receiving tenure, these faculty will receive an additional 6 contact hours of reassigned time to be used by the end of the third year after tenure.
- Sponsored Research – research or other academic project sponsored by a grant or contract, for which faculty receive reassigned time, with time reimbursed to the college from a non-tax levy source, e.g., Research Foundation, John Jay College Foundation. Commonly called “course buyouts.”
- Unsponsored Research - research or other academic project not funded by a grant (salary is not reimbursed to the college) for which faculty receive reassigned time funded by the tax levy budget.
- Departmental Administration – administrative functions related to department operations, carried out by chairs or deputy chairs, for which they receive reassigned time.
- College and University Administration – administrative functions related to college or university operations, such as directing a special program, directing a research center, editing a journal, performing activities on behalf of the PSC or the University Faculty Senate, for which faculty receive reassigned time. College administrative reassigned time requires the written approval of the Provost and notification of the department chair. A release time commitment memo will be issued by the Office of the Provost when such release time is approved, and an inventory of such will be maintained by the Office of the Provost.
- Other – reassigned hours granted for activities other than those described above.

### ACTIVITIES NOT INCLUDED IN WORKLOAD

Some activities are not included in annual workload calculations. Such activities include, but are not restricted to:

- Counseling or advising other students, during office hours or on an ad hoc basis as requested by the student.



- Teaching a non-credit-bearing adult or continuing education class, unless the college was reimbursed for the hours spent teaching that class
- Tutoring, unless it is a formal tutoring assignment as part of the contractual workload
- Office hours, unless a fixed number of hours has been assigned as a component of formal instruction
- Coaching, unless it occurs as part of a credit-bearing class
- Student advisement as a component of teaching a class
- Scholarship and creative work
- Service to the profession
- Service to the college, such as curriculum committee membership, search committee membership, advisory and task force membership, and the like.

## WORKLOAD AND LEAVE

When faculty are on fellowship leave (sabbatical) or any other paid leave, they are considered to be on a Leave of Absence (LOA). The workload value of LOA is different depending on the specific circumstances. In general, one semester of LOA is worth half of the annual workload: 9.0 hours for tenure-track and 12.0 hours for instructors and lecturers.

### SCENARIO 1- FULL YEAR LEAVE

If faculty are on LOA for an entire academic year, their workload record will indicate *Leave of Absence (LOA)* with the full amount of annual contractual obligation credited: 18 or 24 hours.

Full year leave		
Professor, Annual Obligation 18 hours		
	Fall	Spring
Leave Hours	9	9
Workload Hours	0	0
Leave Total	18	

Full year leave		
Lecturer, Annual Obligation 24 hours		
	Fall	Spring
Leave Hours	12	12
Workload Hours	0	0
Leave Total	24	

### SCENARIO 2- SPLIT LEAVE

If faculty LOA is split across two academic years, their workload will be calculated by semester such that the total LOA hours over the two years will not exceed an annual workload obligation for one year (18 or 24 hours). The first semester of leave will be credited with the number of hours necessary to meet the annual workload obligation for that year. The remaining hours of LOA will be credited to the second semester of leave.

*Example 1: An Associate Professor is on a split fellowship leave for two consecutive fall semesters. A full-year leave for an Associate Professor equals 18 hours. In the first year, she returns for the spring semester with a workload of 9.0 hours. In year two, she returns for the spring semester with a workload of 9 hours. The fall semester is listed with 9 hours of LOA to meet a total of 18 hours (full-year) of LOA.*

Split year leave				
Associate Professor, Annual Obligation 18 hours				
	Fall YR1	Spring YR1	Fall YR2	Spring YR2
Leave Hours	9	0	9	0
Workload Hours	0	9	0	9
Leave Total	18			

*Example 2: An Associate Professor is on a split fellowship leave for two consecutive fall semesters. A full-year leave for an Associate Professor equals 18 hours. In the first year, she returns for the spring semester with a workload of 12.0 hours. The fall semester 9.0 hours of LOA will be adjusted retroactively to 6.0 to meet the 18-hour workload obligation for that year. In year two, she returns for the spring semester with a workload of 6 hours. The fall semester 9 hours of LOA will be adjusted retroactively to 12 to meet a total of 18 hours (full-year) of LOA.*

Split year leave				
Associate Professor, Annual Obligation 18 hours				
	Fall YR1	Spring YR1	Fall YR2	Spring YR2
Leave Hours	6	0	12	0
Workload Hours	0	12	0	6
Leave Total	18			

*Example 3: A Lecturer is on a split sabbatical for two consecutive spring semesters. A full-year leave for a Lecturer equals 24 hours. In the first year, he has a fall workload of 12 hours. In the spring of year one, LOA will be recorded as 12 hours to meet the 24-hour contractual workload obligation. In year two, he has a fall workload of 12 hours. In the spring of year two, LOA will be recorded as 12 hours to meet a total of 24 hours (full-year) of LOA.*

Split year leave				
Lecturer, Annual Obligation 24 hours				
	Fall YR1	Spring YR1	Fall YR2	Spring YR2
Leave Hours	12	0	12	0
Workload Hours	0	12	0	12
Leave Total	24			

*Example 4: A Lecturer is on a split sabbatical for two consecutive spring semesters. A full-year leave for a Lecturer equals 24 hours. In the first year, he has a fall workload of 15 hours. In the spring of year one, LOA will be recorded as 9 to meet the 24-hour contractual workload obligation. In year two, he has a fall workload of 9 hours. In the spring of year two, LOA will be recorded as 15 hours to meet a total of 24 hours (full-year) of LOA.*

Split year leave				
Lecturer, Annual Obligation 24 hours				
	Fall YR1	Spring YR1	Fall YR2	Spring YR2
Leave Hours	0	9	0	15
Workload Hours	15	0	9	0
Leave Total	24			

### SCENARIO 3- SINGLE SEMESTER LEAVE

If faculty is on LOA for one semester, their workload record will indicate LOA, and the amount of hours credited will be those necessary to meet the annual workload obligation. The initial workload hours for that semester will be 9 hours (or 12 for Instructors and Lecturers). The record will stay that way until the end of the academic year, when the entire academic year's data is available. At that time, the LOA hours will be adjusted as necessary to meet the annual workload obligation, not to exceed 50% of the annual workload obligation (9 or 12 maximum). In no circumstance will hours be credited in excess of one year's contractual load.

*Example 1: An Associate Professor is on leave for the fall semester and returns for the spring semester with a workload of 6 hours. The 9 hours of LOA recorded in the fall semester will be adjusted up to 12 to meet the 18-hour workload obligation.*

Single semester leave		
Professor, Annual Obligation 18 hours		
	Fall	Spring
Leave Hours	9	0
Workload Hours	0	9
Leave Total	18	

*Example 2: A Lecturer has a fall workload of 12 hours and is on leave for the spring semester. The LOA recorded for the spring semester will be credited at 6 hours to meet the 18-hour workload obligation.*

Single semester leave		
Lecturer, Annual Obligation 24 hours		
	Fall	Spring
Leave Hours	0	12
Workload Hours	12	0
Leave Total	24	

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#### SCENARIO 4- PARTIAL SEMESTER LEAVE

If faculty is on leave for part of the semester and works part of the semester, workload credit is given only for the worked time, and a leave code will be entered for the other part of the semester. CUNY suggests October 14th in the fall semester and March 15th in the spring semester as dates for determining leave status for the semester.

If faculty member begins leave on October 15th or later, they will receive workload credit for the entire fall semester. If faculty begin leave on October 14<sup>th</sup> or earlier, they will receive leave credit for the entire fall semester. Similarly, if faculty member begins leave on March 15th or later, they will receive workload credit for the entire spring semester. If faculty begin leave on March 14th or earlier, they will receive leave credit for the entire spring semester.

As circumstances dictate, John Jay may deviate from this practice after proper documentation is submitted and reviewed by the department chair and the Office of the Provost.

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#### SCENARIO 5- PAID PARENTAL LEAVE

Effective March 1, 2025, the Paid Parental Leave (PPL) is extended to 12 continuous weeks. Teaching faculty may elect release time in lieu of some or all of the twelve weeks of PPL, up to 9 hours claimed in one term or split between two terms. In cases where birth or adoption of a child occurs in the middle of a semester, faculty may need to consult with the department chair on scheduling an appropriate amount of work during their partial leave semester.

Instances where faculty are approved for Family Medical Leave (FMLA) and PPL combined will be reviewed on an individual basis.

## WORKLOAD BALANCES AND 3-YEAR CYCLE

The college must record and report all teaching assignments and approved release time in the semester in which the work is completed. This constitutes the faculty's workload for the semester and the year. The John Jay/PSC Workload Settlement Agreement and its Amendment remain in effect (Appendix IV). However, it may happen occasionally that faculty exceed or fail to meet the annual workload obligation. When faculty have a positive or negative workload balance at the end of a given year, the three-year averaging rule is triggered.

The three-year averaging rule is specified in the [2002-2007 Collective Bargaining Agreement](#), Appendix A.2.:

*"Calculated over the three-year period, the average annual undergraduate teaching contact hour workload of every faculty member shall equal the hours specified above".*

As per the 2017 Reduced Workload Agreement, the specified hours are 18 for tenure-track faculty and 24 hours for instructors and lecturers. Faculty must use balances accrued in a given year during the subsequent two years. Similarly, faculty must erase deficits occurring in a given year in the subsequent two years through additional teaching or a combination of teaching and reassigned time earned during that period.

### 3-YEAR CYCLE WORKLOAD MONITORING

If faculty fulfill their exact contractual workload obligation every year (18 and 24 hours), they will not trigger a 3-year cycle. A 3-year cycle is triggered in the very first academic year when total annual workload hours are over or under the required contractual obligation. Faculty then have two more years to balance out their contractual load, a total of 54 or 72 hours for the three-year period. Professors, Associate Professors, and Assistant Professors must work 54 hours in total over the three years. Instructors, Lecturers, and Doctoral Scholar Lecturers must work 72 hours total over the three years. 3-year cycles are unique to individual faculty members, and their workload has to be planned carefully for the remaining two academic years. The faculty and chairs are expected to work together to ensure that the faculty member is scheduled in such a way as to resolve their cycle by its deadline.

Example 1: A Professor is appointed in AY 2023-2024 and reports 18 annual workload hours. Faculty met contractual obligation and is not in a 3-year cycle. At the end of AY 2024-2025, the faculty member reports an annual workload of 20 hours. The annual workload is above the 18-hour contractual requirement, so a 3-year cycle is triggered, meaning that the faculty member must complete a total of 54 workload hours by the end of year three or AY 2026-2027. The faculty member does so by completing 18 annual hours in AY 2025-2026 and only 16 annual workload hours in AY 2026-2027. The 3-year cycle is complete.


Professor, Annual Obligation 18 hours, 3-year average 54 hours										
Empl ID	Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	Fall 2026	Spring 2027	Fall 2027	Spring 2028
12345678	9	9	9	11	9	9	9	7	9	9
AY Total	18		20		18		16		18	
			Workload above obligation 3-year cycle triggered				Workload obligation averaged 3-year cycle completed			
			54 total for 3-year cycle							

Example 2: A Lecturer is appointed in AY 2023-2024 and reports 24 annual workload hours in each of three successive academic years. At the end of AY 2024-2025, the faculty member reports an annual workload of 18 hours. The annual workload is below the 24-hour contractual requirement, so the 3-year cycle is triggered, meaning that the faculty member must complete a total of 72 workload hours by the end of AY 2026-2027. The faculty member does so by completing 27 annual hours in AY 2025-2026 and 27 annual workload hours in AY 2026-2027. The 3-year cycle is complete.

Lecturer, Annual Obligation 24 hours, 3 year average 72 hours										
Empl ID	Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	Fall 2026	Spring 2027	Fall 2027	Spring 2028
45678910	12	12	9	9	12	15	15	12	12	12
AY Total	24		18		27		27		24	
			Workload above obligation 3-year cycle triggered				Workload obligation averaged 3-year cycle completed			
			72 total for 3-year cycle							


Faculty workload status and 3-year cycle deadline, if applicable, are listed in the eWorkload system, as follows:

The top of the workload form at the beginning of the academic year:



Work Obligation ⓘ	18 hrs
Beginning Balance ⓘ	3.0 ⚠
Three Year Cycle Deadline ⓘ	05/31/2026 📅
Available Junior Faculty Contract Time ⓘ	.0
Available Post Tenure Reassigned Time ⓘ	.0

And the bottom of the workload form, recalculated at the end of the academic year:



Total Teaching Hours	13.50
Total Non Teaching Hours	6.00
Total Annual Workload	19.50
Ending Workload Balance ⓘ	4.50 ⚠
Three Year Cycle Deadline ⓘ	05/31/2026 📅
Unused Junior Faculty Contract Time	0.00
Unused Post Tenure Reassigned Time	0.00

## INSTRUCTIONAL WORKLOAD

### MINIMUM TEACHING LOAD (EFFECTIVE AUGUST 1, 2025)

Our full-time faculty teaching workload should reflect the needs and expectations of the majority of our academic programs, which are in-person programs. The college thrives when its faculty members are active participants in the college community, engaging with colleagues and students both inside and outside of class. To achieve this, all full-time Lecturer and Tenure-Track faculty members who are not on sabbatical or other leave must teach a minimum of two, fully in-person (not hybrid) courses each fall and spring semester on the John Jay campus. If a full-time faculty member is teaching only one course in any given semester, this course must be a fully in-person (not hybrid) course on the John Jay campus. Exceptions to the policy, including independent studies, must be approved by the department chair and the Provost in advance of submission of the schedule for the given semester.

Factors that may be considered when a waiver is requested include, but are not limited to, the following:

- faculty are untenured, and have a rationale for using a portion of their 24 hours of contractual reassigned time for scholarly purposes requiring release from all teaching during a semester;
- faculty are teaching a large format course that provides the equivalent of 6 or more workload credits;
- faculty received a grant that requires release from all teaching;
- faculty are “working down” an accrued workload balance; or
- the chairperson recommends to the Provost that faculty is released from all teaching to fulfill essential departmental academic needs.

### CONTACT HOURS, CREDITS, AND COURSES

The Undergraduate and Graduate Bulletins are the official record of class contact hours and student credits.

Faculty workload hours are based on contact and credit hours specified in the Bulletins and on college policies guiding team-taught, cross-listed, and jumbo courses and other course formats.

Class contact hours, class credits, and faculty workload hours are not always the same.

- Class contact hours – The total hours the class meets weekly, usually for a 50-minute period or equivalent.
- Class credits - Credits a student earns for completing a class.
- Faculty workload hours - Credits the faculty receives for teaching a class.

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### INDEPENDENT STUDY COURSES AND FACULTY-MENTORED RESEARCH COURSES

- An Independent Study is a 3-credit course for which a student registers in a given semester and which involves one student studying independently with one full-time faculty member. For every Independent Study student, faculty will earn 0.5 workload hours in the instructional category.
- A Faculty-Mentored Research Course is a 3-credit course for which a minimum of 3 students have registered and which is taught by a full-time faculty member. For every Faculty-Mentored Research Course, faculty will earn 1.5 workload hours in the instructional category.
- A faculty member may teach a maximum of two Independent Studies in a given fall or spring semester.
- A faculty member may teach only one Faculty-Mentored Research course in a given fall or spring semester.

Please see Appendix I for the entire policy.

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## THESIS SUPERVISION

- Master's thesis supervision is credited at 0.60 hours per student enrolled in the 791 course (Thesis Prospectus).
- As a thesis supervisor, faculty will receive an additional 0.60 hours per student who completes the thesis (Registrar Office confirmation required). If the completion occurs during summer, the 0.6 workload hours will be listed on the workload report during the subsequent fall semester. If faculty are on leave during that fall semester, the 0.6 hours will be listed during the first subsequent semester for which they record teaching hours.
- A faculty member will only receive credit for a maximum of five (5) students in any given semester for a total of three (3) workload hours. Credit for thesis completion is excluded from this limit.

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## COMBINATION LIMITS FOR ONE-ON-ONE INSTRUCTIONAL ARRANGEMENTS

As of Fall 2015, the maximum number of hours that can be applied to the instructional workload for any combination of independent studies and/ or tutorial/thesis supervision is 3 workload hours per semester. There will be no exceptions to this policy.

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## ONLINE AND HYBRID COURSES

- An online course is one that is taught entirely online with no face-to-face contact hours. A hybrid course is one that is taught partly online and partly in-person, typically meeting once a week in person and carrying out asynchronous learning activities between in-person classes. Workload credit is the same for online and hybrid courses as for in-person courses.
- Teaching an online class does not count toward the minimum in-person teaching requirement. Exceptions to the policy must be approved by the department chair and the Provost in advance of submission of the schedule for the given semester.

There are *three types of online* classes available: Asynchronous, Synchronous, and Mixed Synchronous Online Classes:

- Asynchronous classes do not have assigned days and times. These classes do not require students to log in to their virtual classroom at any specific time. Students are not required to engage in live classes or discussions, and the only requirement is to turn in their work by the assigned deadlines. Assignment deadlines and exam days/times are maintained and included on the class syllabus. Faculty may create opportunities for live interactions with and among students, but these are not mandatory.
- Synchronous classes do meet online on specific days and times. These classes *resemble traditional on-campus In-Person classes* in that students must be (virtually) present at the same time. Though they are conducted online, synchronous classes meet in real-time. Students must commit to scheduled class days and times and sign onto their virtual learning platform on the scheduled meeting days and times. During these classes, students will engage with their instructors and classmates. They may have presentations and virtual class discussions. Assignment deadlines and exam days/times are maintained and included on the class syllabus.
- Mixed Synchronous classes have specific days and times assigned, but the instructor will determine the meeting frequency. In a mixed synchronous class, the instructor *may require* students to sign onto their virtual learning platform on the scheduled meeting days and times, but not outside of those times. Scheduled meetings may be held weekly, bi-weekly, or monthly and will be published in the course syllabus. Students *must commit* to the instructor's scheduled class meeting days and times.

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## HONORS COURSES

Various disciplines at John Jay offer special Honors-level class sections. Faculty teaching Honors class sections receive standard 3.0 workload hours for teaching them. In the rare instances where Honor's students take classes outside of their required Honors-designated courses, faculty receive additional 0.5 workload hours per the signed agreement with the JJC Honor's Program.

*Example: one regular class (3 workload hours) with two Honors students ( $0.5 \times 2 = 1$ ) = 4 workload hours for the class.*

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## LARGE FORMAT COURSES

Extra instructional workload may be awarded when faculty teach sections with large enrollments (jumbo sections).

Effective Spring 2018, workload is assigned as follows:

### Undergraduate courses

Undergraduate Courses: Enrollment and Workload hours			
# students enrolled <sup>1</sup>	Typical enrollment cap	Workload hours	Minimum # TAs
0-39	60-75	3 hours	
40-60	80-85	4 hours	
61-80	80-120	6 hours	1
81-120	120	6 hours	2
121-250	250	9 hours	3 (~180); 4 (~250)
PSY 311 72-75	75	9 hours	3 (1 per 25 students)

### MA courses

MA Courses: Enrollment and Workload hours		
# students enrolled <sup>1</sup>	Typical enrollment cap	Workload hours
0-23	23	3
24-69	69	6
70-120	120	9

<sup>1</sup>Minimum workload credit should be determined 2 weeks before the start of the semester. Can be revised upward only, as appropriate, if sections enlarge, at the end of the drop-add period.

Faculty in the Department of Sciences are only eligible to receive extra instructional workload credit (jumbo credit) for the lecture component of a course. Faculty who teach jumbo lecture components may not teach the recitation component of the same course.

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## TEAM TEACHING

Team teaching is when two (or more) faculty members are in the classroom at the same time, each responsible for the same number of instructional contact hours. The total instructional contact hours of a course, as indicated in the Undergraduate or Graduate Bulletins, are split equally among all faculty members participating in a team-taught course. For instance, if three faculty members are team teaching a 3-credit course, they will earn one workload hour each.

The exceptions to this rule are classes within the Interdisciplinary Studies Program and CRJ 711 courses.

Team teaching is a special opportunity for faculty to engage in a collaborative teaching environment that more often than not enriches the experience for both instructor and student. The Provost may occasionally support team teaching for individual courses or programs in which each faculty member on the team receives full workload credit for the course. This may be done on either a one-time or recurring basis, provided that a strong pedagogical case can be made, warranting that additional college resources be allocated for the purpose. All team-teaching arrangements must be documented and on file with the Provost's Office.



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## DOCTORAL TEACHING

The CUNY Graduate School and University Center (GC) manages its own workload policies and compensates John Jay College based on those workload policies. Faculty teaching a GC course will receive credit hours that are compensated to the college. The workload credit will be consistent with the GC policies, as follows:

- Courses with students registered at the GC are credited on the basis of actual contact hours.
- Independent study/tutorials/thesis supervisions (GC registered) receive credit at the rate of 0.6 hours per student registration.
- Doctoral dissertation supervisions receive credit at the rate of 0.6 hours per student per semester. For any one student, credit in this category may be assigned for no more than six semesters.
- The maximum amount that can be applied to the instructional workload for doctoral (GC) independent study/tutorials and dissertation supervision is 3.00 hours per semester.
- The GC reimburses the college for a maximum of one class per semester per faculty member for dissertation supervision, and a maximum of six semesters of dissertation supervision for a single student.

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## SUMMER AND WINTER SESSION TEACHING

Faculty may not claim workload credit for work done during the summer sessions. Workload reporting is only relevant to the academic year as defined by the Collective Bargaining Agreement, which begins on September 1 and ends at spring commencement. Any classes taught by full-time faculty during summer sessions are counted as an hourly appointment for additional payment.

Winter session classes are listed with the spring semester workload. Faculty may teach two courses during a winter session; however, only one class can count toward the full-time faculty contractual workload obligation. The second winter class is listed as an hourly adjunct appointment and compensated accordingly. Classes taught by full-time faculty under hourly adjunct appointments need to be reported on the Multiple Positions Form.

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## SICK TIME OR CONFERENCE SUBSTITUTES

When faculty are not able to teach their classes due to sickness on a short-term basis, their workload will not be affected. However, faculty need to record their sick leave absence in the Human Resources Time and Leave System. Faculty are required to report their inability to teach due to sickness to the department chair immediately so that a substitute may be found to take over the class for the duration of the illness. If the illness is prolonged, faculty must notify Human Resources and the Office of Academic Affairs.

If faculty miss class for professional purposes, such as attending conferences, and request a paid substitute, their workload credit will be reduced proportionately to the number of hours missed. Faculty may not cancel classes to accommodate such absences.

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## NON-INSTRUCTIONAL WORKLOAD

### JUNIOR FACULTY AND POST-TENURE CONTRACTUAL REASSIGNED TIME


Reassigned time for untenured faculty (Junior Faculty and Post-Tenure Contractual Reassigned Time) is provided under the Collective Bargaining Agreement as follows:

*“Effective with the 2020-2021 academic year, untenured Assistant Professors, untenured Associate Professors, and untenured Professors (including those employed as faculty counselors or as faculty librarians) who receive an initial appointment to a professorial title on or after the start of the Fall 2020 semester will receive 18 contact hours of reassigned*

*time to be used during their first five annual reappointments, in order to engage in scholarly and/or creative activities related to their academic disciplines. In the event that such a faculty member takes a leave during the specified five-year period, the period will be extended by one year. Upon receiving an appointment with tenure, the faculty members specified above shall receive six (6) contact hours of reassigned time to be used during the three (3) succeeding academic years, beginning with the year in which tenure becomes active. In the event that such a faculty member receives a fellowship leave or takes another leave during the specified three-year period, the period will be extended by one year. Assignment of such reassigned time will be made by the college pursuant to guidelines designed to encourage scholarship.”*


Junior Faculty and Post-Tenure Contractual Reassigned Time available/remaining hours and applicable deadlines are included on the eWorkload application.

The top of the workload form at the beginning of the academic year:



Work Obligation ⓘ	18 hrs
Beginning Balance ⓘ	-2.3 ⚠
Three Year Cycle Deadline ⓘ	05/31/2026 📅
Available Junior Faculty Contract Time ⓘ <i>Expires: 2028-05-31</i>	12.0
Available Post Tenure Reassigned Time ⓘ	.0

And the bottom of the workload form, recalculated at the end of the academic year:



Total Teaching Hours	12.00
Total Non Teaching Hours	9.00
Total Annual Workload	21.00
Ending Workload Balance ⓘ	0.70 ⚠
Three Year Cycle Deadline ⓘ	05/31/2026 📅
Unused Junior Faculty Contract Time ⓘ <i>Expires: 2028-05-31</i>	12.00
Unused Post Tenure Reassigned Time	0.00

John Jay College policy is that it is the faculty’s responsibility to track and claim their Junior Faculty and Post-Tenure Contractual Reassigned hours. If faculty do not claim their time within the years specified by the contract, they forfeit the remaining hours.

## SPONSORED RESEARCH

Sponsored research is defined as research and other projects funded by non-tax-levy sources, normally from outside the university (e.g., the National Institute of Health, the National Science Foundation) via the Research Foundation of the City University of New York. If faculty is the Principal Investigator or one of the Principal Investigators in such a funded project, the time spent working on the project is billed to the grant, and the Research Foundation reimburses the college for the faculty’s time (often called “course

buyouts"). The workload faculty report as "sponsored research" is the number of authorized teaching contact hours from which they have been released to engage in those approved and funded projects.

Faculty are encouraged to bill their grants for the maximum allowable time, with the understanding that each course is to be reimbursed at 1/6<sup>th</sup> of their annual salary. This calculation does not include fringe benefits. Exceptions to this policy based on special circumstances may be approved by the Provost on a case-by-case basis. When applying for a grant, faculty should inform their department chair of the intention to seek course buyouts before submitting the grant application. A fully processed *Staff Effort Notice* needs to be in place for Sponsored Research credit to be applied to the faculty's workload report.

The 2023-2027 PSC/CUNY contract introduces a Post-Tenure Assistant and Associate Professor Reassigned Time Award Pilot for the 2025-2026, 2026-2027, and 2027-2028 academic years. Faculty are encouraged to review the award requirements and consult with their department chair on utilizing this award. If granted, the 3-credit course release must be used within two academic years following receipt of the award.

## UNSPONSORED RESEARCH

Un-sponsored research, usually under the auspices of the college or the department and with the pre-approval of the department chair and the Provost, covers research or other academic projects not reimbursed from sources outside the university. Support may be provided by the university, college tax-levy funds, or other sources such as the Office of the Advancement of Research. The workload reported as "un-sponsored research" is the number of authorized teaching contact hours from which faculty have been released to engage in those approved projects.

## OTHER

There are several other types of activities that happen outside of the classroom for which faculty may receive workload credit. Release time arrangements made at the discretion of the President, the Provost, or the deans fall within this category, as do Research Excellence Awards, Senior Scholar, and other award programs.

## NON INSTRUCTIONAL WORKLOAD AND PAID LEAVES OF ABSENCE

Faculty may not teach for workload credit or for pay while on any kind of paid leave, including fellowship leave (sabbatical). Any instructional activities performed while on leave will be considered volunteer activities.

If faculty is awarded any type of release time of more than 3 workload hours for an academic year, and then takes a leave for a portion or all of that academic year, faculty forfeits the release time or a portion thereof.

*Example: A faculty member is appointed as the Director of a Center with 6 workload hours of reassigned time for the academic year, but takes a sabbatical for one semester. That faculty member forfeits 3 workload hours of the previously assigned release time. If another faculty member assumes the duties of the Director of the Center for that one semester, that faculty member will receive the 3 workload hours.*

If faculty is awarded any type of release time of 3 or fewer workload hours (1 course or less) for an academic year, and if they take a leave for a portion of that academic year, they retain the reassigned time of 3 or fewer workload hours. These hours are recorded in the semester when the faculty is not on leave. If faculty is on leave for the whole year, the reassigned time is forfeited.

## DEPARTMENTAL ADMINISTRATION

Departmental Administration reassigned time is authorized to perform departmental administrative duties, which can be carried out by department chairs or deputy chairs. This reassigned time is allocated to departments based on the following formula:

Service Category	Credits or Formula	Explanation
Baseline	6-9 workload hours.	Each department receives 6 workload hours as a starting point. A new chair receives 3 workload hours for the first year as chair.
Large Department	3 workload hours for every 75 annual sections or section equivalents over 150	Departments receive this based on the number of class sections annually scheduled
Undergraduate Majors	3 workload hours total if a department has one or more majors. 3 additional workload hours if the total enrollment for all majors exceeds 250 FTE students.	Departments with departmental majors receive these workload hours.
Special Academic Services	Provost's Determination	Departments with special structures, programs, or functions warranting additional administrative reassignment are eligible for additional workload hours based on an analysis of the workloads involved.

Administrative release time for departments is allocated by the Provost on an annual basis and will be distributed to departmental faculty by the chairs. When possible, the departments shall be notified as to their annual allocations prior to the development of the schedule for the year. Departments with deputy chairs should submit the names of the faculty who should receive departmental administrative credit and the number of hours each should receive. This will ensure that faculty members are properly credited for their time.

#### MAJOR COORDINATORS

If faculty is appointed by their department chair (or elected by their colleagues) to coordinate an undergraduate major housed within their home department, that faculty member will receive 3 workload hours of reassigned time per semester (fall and spring only). Major Coordinator duties include membership and attendance at the Council of Undergraduate Program Coordinators and leadership of self-study and curriculum assessment initiatives within the department. Major Coordinators work closely with their department chairs and with the curriculum and/or assessment committees of the departments. Newly approved majors with no or limited enrollment will receive an adjusted number of workload hours as approved by the Provost.

#### COLLEGE AND UNIVERSITY ADMINISTRATION

College and university administration is not tied to a particular department. If faculty is assigned significant administrative duties by the college or university, with appropriate documentation, they may be given reassigned time for carrying out those duties.

#### GENERAL

College administrative release time may be authorized only by the Provost for activities such as:

- chairing a college-wide committee
- completing a special project such as an accreditation report or technical study
- coordinating a special academic program
- advising students in a major or master's degree

The Provost will maintain an inventory of authorized release time. Time is authorized for one year only (except in the case of fixed-term appointments) and will be reviewed for renewal prior to the development of the annual schedule.

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## DOCTORAL PROGRAM ADMINISTRATION

Executive Officers and other program coordinators and deputies for doctoral programs shall be granted release time in accordance with the reassignment authorized by the GC and approved by the Provost. The Provost may grant additional time over and above what is granted by the GC for programs housed at John Jay College (Criminal Justice, Psychology and Law, and Clinical Psychology).

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## UNIVERSITY ADMINISTRATION

Release time authorized by the university for administrative purposes will be authorized in accordance with the terms of the assignment by the university and approval of the Provost.

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## RELEASE TIME POLICY FOR NON-DEPARTMENTAL PROGRAMS

Interdisciplinary majors or programs that offer required core courses that are not scheduled by a single department are considered non-departmental programs, even those, such as Gender Studies, housed in the Department of Interdisciplinary Studies. Release time for the undergraduate interdisciplinary program administration is authorized to perform programmatic administrative duties, which can be carried out by a program coordinator or by a coordinator and an assistant coordinator, sharing the reassigned time.

Release time for non-departmental undergraduate program coordination will be allocated and authorized by the Provost in accordance with the following policy.

Service Category	Credits or Formula	Explanation
Baseline	6-9 workload hours	Each program receives 6 workload hours as a starting point. A new director receives 3 additional workload hours for the first year of service.
Large Program	3 workload hours if the total enrollment for the program exceeds 250 FTE students	Programs receive this based on the number of FTE students in the program.
Special Academic Services	Provost's Discretion	Programs with special academic functions may receive additional workload hours.

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## GRADUATE PROGRAM ADMINISTRATION

Release time for the master's program direction will be allocated and authorized by the Dean of Graduate Studies. The following policies apply.

Category of Service	Credits or Formula	Explanation
Baseline	9-12 workload hours	Each program receives 9 workload hours as a starting point. A new program director receives an additional 3 workload hours for the first year.
Large Program	3 workload hours for every 150 FTE over 150 FTE students in the program.	Programs receive this based on the number of FTE students in the program.
Special Academic Services	Dean's Discretion	Programs with special academic programs or functions may receive additional workload hours.

Release time for graduate programs is authorized to perform programmatic administrative duties, which can be carried out by a program director or by a director and an assistant or deputy director, sharing the program reassigned time.

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## CENTER DIRECTORS

Faculty who serve as Directors of Centers or Institutes receive 6-9 workload hours of reassigned time. Nine (9) workload hours will be granted in the first two years of a center's existence or in the first year of a director's tenure. In all other cases, 6 workload hours will be the standard.

If faculty is a center director, they may use grant or contract funding to buy themselves out of additional courses as long as their teaching load does not fall below the 1/1 minimum load. There is an expectation that centers will become financially self-sufficient; therefore, all sponsored funding will be directed to offset any tax-levy subsidy before faculty are granted additional courses of release time.

## ACCOUNTABILITY AND WORKLOAD DATA COLLECTION

### ACCOUNTABILITY

Faculty are accountable for managing their schedules and accurately reporting their workload information.

Department chairs are accountable for assigning the teaching schedule, reviewing and approving their faculty's workload, and helping them manage their schedules appropriately.

The Office of the Provost is accountable for providing the faculty and chairs a method to collect and report faculty workload data and for maintaining CUNYfirst workload data and reporting it in a timely manner.

Faculty, department chairs, the Office of the Provost, and the college are accountable for:

- monitoring compliance with the workload requirements of the CUNY PSC Agreement

- monitoring compliance with the overload requirements in the University Statement of Policy on Multiple Positions
- monitoring the college's distribution and use of release time
- monitoring workload hours on a 3-year cycle
- monitoring budgetary expenditures associated with grant funding
- monitoring data accuracy and consistency to meet internal CUNY and external city and state audit guidelines
- meeting the objectives of the Performance Management Process

## DATA COLLECTION

Workload data is collected and reported to the university on a semester basis. The data from the fall and spring semesters of each academic year are combined for the annual workload view and internal department chair evaluation process.

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### JOHN JAY COLLEGE *E*WORKLOAD APPLICATION

John Jay gathers full-time faculty workload data in the eWorkload application. Each semester, individual faculty data will be collected and reviewed by the department chair and approved by the Office of the Provost. The application is designed to provide an annual overview of instructional and non-instructional workload activities. Summer work done through an hourly appointment is not reflected. The application provides beginning and ending workload balances and enables faculty and the college to track workload balances within the contractual 3-year cycle, if required. Additionally, the application tracks the balance of the Junior Faculty and Post-Tenure Contractual Reassigned Time available to individual faculty, if required.

The eWorkload application is a dynamic system. It is used both to provide the prospective workload picture when classes begin and to confirm the final workload data, including teaching and non-teaching activities, after the "Form A deadline", or final student enrollment report, of a given semester (three weeks after the beginning of the semester).

The application is pre-populated with John Jay class schedule information that is available in the CUNYfirst system at the beginning of the semester. After faculty reviews and updates their workload record by adding/editing classes and indicating their release/reassigned time, the department chair reviews, confirms, and submits the workload report to the Office of the Provost. The Provost's Office staff reviews and approves the submission, thus finalizing the semester's entries.

The Provost's Office staff manually replicates eWorkload entries into the CUNYfirst system.

The general timeline for eWorkload data collection is as follows:

#### Fall semester

September, October – application is open to faculty, chair, and proxy for review and editing

November – application is open to the chair and proxy for review and editing

December – application is open for the Provost's review and editing only

#### Spring semester

February, March – application is open to faculty, chair, and proxy for review and editing

April – application is open to the chair and proxy for review and editing y

May – application is open for the Provost's review and editing only

Additional details are available through the "HELP" tab of the application.

Faculty and chairs are encouraged to print the final and saved annual workload reports from eWorkload for their records.

The eWorkload application is available at <https://doitapps2.jjay.cuny.edu/workload/index.php>.

eWorkload application username and password are the same as those used for the college email account.

## COMMUNICATION

Questions and comments regarding faculty workload should be directed to [facultyworkload@jjay.cuny.edu](mailto:facultyworkload@jjay.cuny.edu).

Provost's Office staff uses this email address to send notices about the faculty workload collection process and to communicate with all full-time faculty and department chairs about workload discrepancies and policy changes. Faculty should make sure the email address is recognized by their email inbox so that messages do not wind up in the Junk Mail folder.

## UNIQUE COURSE ARRANGEMENTS

### GENERAL

There are several unique courses and programs here at the college that provide special workload credit. The Provost's Office staff keeps track of these courses and makes changes to the default workload hours indicated in CUNYfirst.

Please see Appendix III (pending) for further details.

### GRADUATE COURSE TAUGHT AT JOHN JAY AND THE GRAD CENTER

A class may be offered at both John Jay and the Graduate Center (i.e., Master's students register for a class at John Jay, PhD students register for a class at Grad Center; the class is taught by a John Jay instructor at the same time to both populations).

If enrollment in a given class contains 5 or more PhD students, the workload hours for the instructor are credited by the Graduate Center. The John Jay equivalent class will receive 0.00 workload hours.

If enrollment in a given class contains 4 or fewer PhD students, the workload hours for the instructor are credited by John Jay College. The Graduate Center equivalent class will receive 0.00 workload hours.

MS Courses	Course Code	PhD Courses	Course Code	Course Name
FOS	710	CRJ	86000	Advanced Criminalistics I
FOS	711	CRJ	86100	Advanced Criminalistics II
FOS	721	CRJ	86200	Advanced Forensic instrumentation I
FOS	722	CRJ	86300	Advanced Forensic Instrumentation II
FOS	760	CRJ	84900	Expert Testimony and Ethical Issues for Scientific Research and Forensic Scientists



FOS	736	CRJ	86800	Forensic Firearms Examination
FOS	735	CRJ	85500	Advanced Analysis Methods and Topics for Physical Evidence

## APPLICABLE UNIVERSITY AND CONTRACTUAL POLICY

### CUNY BOARD OF TRUSTEES POLICY

On June 26, 1995, the CUNY Board of Trustees passed a series of budget planning and policy proposals. Sections that focus on workload read as follows:

*The University should achieve an overall increase in instructional productivity at the senior and community colleges, thereby reducing adjunct expenditures. (BTM,1995,06-26,008,\_A)*

*All faculty shall be assigned the contractual maximum for the teaching portion of their workload unless they are granted reassigned time for specific purposes or purchase reassigned time through sponsored projects. Each college shall review its reassigned time policies and practices to obtain the maximum aggregate contribution of each faculty member to instruction, scholarship, and public service. There is no requirement that the instructional portion of each faculty member's workload be identical within each college or department, but rather that the instructional portion of the workload reflect the college's judgment about how each faculty member can best contribute to the overall work of the college. (BTM,1995,06-26,008,\_A)*

*It shall be the University's goal to maintain or increase reassigned time for research for those faculty who are actively engaged in professionally recognized research and scholarship, including junior faculty establishing their professional reputations. (BTM,1995,06-26,008,\_A)*

### PSC/CUNY COLLECTIVE BARGAINING AGREEMENT

For more information on the [PSC/CUNY contract](#) and workload requirements as per the 2017 [PSC](#) and [CUNY](#) statements, please reference the specific language of [Article 15](#) of the contract.

As of December 2015, a supplementary [John Jay/PSC Workload Settlement Agreement](#), along with the [Addendum](#), was established between PSC and CUNY, specifically regarding John Jay's full-time faculty workload.

Please refer to Appendix IV for the Settlement Agreement language and applicable Addenda.

### MULTIPLE POSITIONS

The policy on Multiple Positions is agreed on by both the University and the PSC. The policy places limits on paid and unpaid work done by faculty in addition to their full-time appointments. The policy language may be found in the [Statement of Policy on Multiple Positions](#). Additional information on the [Multiple Position Forms](#) is available on the Academic Operations website.

## John Jay College Policy on Independent Study and Faculty-Mentored Research Courses

(This policy does not apply to master's thesis supervision.)

Effective August 27, 2015, for Courses Beginning Fall 2015

1. An Independent Study is a 3-credit course for which a student registers in a given semester and which involves one student studying independently with one full time faculty member. Its curriculum should not duplicate the curriculum of a 3-credit course offered regularly by the college and required as part of a major or minor, a master's degree or certificate, or the General Education program. In special circumstances, an exception can be made with the permission of the Office of Undergraduate Studies or the Office of Graduate Studies. In such circumstances, workload compensation will be proportional to the number of students enrolled in accordance with the number of workload credits awarded for Independent Study. Examples of special circumstances include a student who needs one course to graduate and that course is not offered in the given semester or is offered on such days/times that the student can under no circumstances attend. An elective may be taken as an independent study if it is not offered that semester by any academic department. Faculty must meet with independent study students a total of fifteen (15) hours during the semester, preferably at regular and specified intervals.
2. A Faculty-Mentored Research Course is a 3-credit course for which a minimum of 3 students have registered and which is taught by a full time faculty member. Students may be engaged in individual research projects or a single research project and must be conducting this research under the guidance and direction of the faculty member teaching the course. These may be major thesis projects, honors thesis projects, fieldwork projects, or faculty research projects in which students are research assistants. Faculty must meet with students for a total of (fifteen) 15 hours over the course of the semester, preferably weekly as a group.
3. Faculty may not teach Independent Study or Faculty-Mentored Research Courses for workload credit in the summer session. In accordance with CUNY policy, a faculty member may teach a maximum of two Independent Studies in a given fall or spring semester. A faculty member may teach only one Faculty-Mentored Research course in a given fall or spring semester. An Independent Study or Faculty-Mentored Research course taught in the winter session is counted as spring semester teaching.
4. For every Independent Study student that a faculty member teaches, .5 workload credits will be granted in the teaching category. For every Faculty-Mentored Research course that a faculty member teaches, 1.5 workload credits will be granted in the teaching category.
5. A special course number for each of these course categories will be assigned so that they may be tracked and reported in CUNY First. Faculty-Mentored Research Courses will be officially scheduled for one class period a week so as to facilitate students meeting together as a group. Students will complete the remainder of class hours through their research activities and assignments.
6. For an Independent Study, a contract must be signed by the faculty member, the student, and the department

chair, with a copy to each. The contract will lay out a plan of study and specify the performance expectations and deliverables. In addition, all 400-level Independent Studies must be approved by the Office of Undergraduate Studies

7. Assignment of faculty members to Faculty-Mentored Research Courses will be made by the department chairs in developing the teaching schedule for a given semester.

Note: The Faculty-Mentored Research classes will be available for scheduling for the fall 2016 semester.

Departments wishing to do them for spring 2016 should consult with the Executive Director of Undergraduate Studies or the Associate Dean of Graduate Studies.



The Chancellor  
 chancellor@cuny.edu  
 205 East 42nd Street, 18th floor  
 New York, NY 10017  
 646 664-5100 tel  
 646 664-3868 fax

December 8, 2017

Dr. Barbara Bowen  
 President  
 Professional Staff Congress/CUNY  
 61 Broadway, 15<sup>th</sup> Floor  
 New York, NY 10006

Dear Dr. Bowen:

This Letter Agreement confirms the parties' understandings with respect to modification of Appendix A to the City University of New York and the Professional Staff Congress/CUNY Collective Bargaining Agreement ("CBA"). The parties hereby agree that effective December 8, 2017, Appendix A, paragraph 2, of the CBA shall be replaced in its entirety as follows:

- 2.\* The annual undergraduate teaching contact hour\*\* workload shall be as follows, it being understood that the term "undergraduate teaching contact hour workload" includes reassigned time assigned to the individual and approved in the college:

		Effective with the start of the Fall semester:		
		2018	2019	2020
Professors, Associate Professors, Assistant Professors in the Senior Colleges	21 hours	20	19	18
Professors, Associate Professors, Assistant Professors in the Community Colleges	27 hours	26	25	24
Instructors and Lecturers	27 hours	26	25	24

In order to avoid the loss of teaching hours due to difficulties in scheduling, the annual undergraduate teaching contact hour workload shall be managed over a three-year period. The intent of this provision is to ensure that classroom contact hours not scheduled in one year because the courses assigned to

the faculty member do not permit an exact correspondence with the stated workload may be scheduled in a subsequent year within the three-year period. Calculated over the three-year period, the average annual undergraduate teaching contact hour workload of every faculty member shall equal the hours specified above.

The annual undergraduate teaching contact hour workload of faculty in Substitute titles shall be three hours greater than the annual undergraduate teaching contact hour workload stated herein for the equivalent rank.

The parties agree that the additional time resulting from the reduction in the undergraduate contact teaching hour workload specified above will be devoted to such activities as student and academic advisement, office hours, academic research and such other activities that allow the University to improve our students' success and outcomes.

\* This provision does not apply to instructional situations involving supervision of students in other than organized classes: appropriate multiples in these and related areas shall be determined by the colleges based on past experience and practices.

\*\* For purposes of this Agreement, an undergraduate teaching contact hour is defined as an organized class which meets at a regularly scheduled time during the semester, quarter or session for one fifty-minute period or its approved equivalent period.

The parties agree that this Agreement fulfills the obligations contained in the Teaching Load Reduction Labor-Management Committee side-letter to the June 16, 2016 Memorandum of Agreement, except that the parties agree to discuss potential funding to support this teaching load reduction, including, but not limited to, additional contributions of public funds to the CUNY Operating Budget and funds from the successor to the 2010-2017 collective bargaining agreement.

Sincerely,

  
James B. Milliken

AGREED: Barbara Baum 12/8/17  
Professional Staff Congress/CUNY Date



Office of the Vice Chancellor  
for Labor Relations

205 East 42<sup>nd</sup> Street, 10<sup>th</sup> floor  
New York, NY 10017  
(646) 664-2970 tel  
(646) 664-2960 fax

**TO:** The College Presidents  
The Deans of the Professional Schools  
The Chief Academic Officers  
The Chief Administrative Officers  
The Labor Designees  
The Human Resources Directors

**FROM:** Vice Chancellor Pamela S. Silverblatt 

**DATE:** December 21, 2017

**SUBJECT:** Undergraduate Teaching Workload

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At the time we settled the 2010-2017 collective bargaining agreement with the Professional Staff Congress/CUNY ("PSC") in June 2016, we agreed to establish a joint labor-management committee to address the University's and the PSC's shared goal of reducing the annual undergraduate teaching contact hour workload. I am pleased to advise you that the parties recently entered into an agreement achieving that goal; a copy of the agreement is attached.

This restructuring of the workload of full-time teaching faculty will enable them to devote more time to students and to academic research and other activities that contribute to student success. The agreement reduces the annual undergraduate teaching contact hour workload by three contact hours at both the senior and community colleges. The reduction will be phased in over a three-year period, one contact hour per year, commencing with the 2018-2019 academic year. Thus, as of the 2020-2021 academic year, the undergraduate teaching contact hour workload will be 18 hours for Professors, Associate Professors, and Assistant Professors -- and Distinguished Lecturers and Clinical Professors<sup>1</sup> -- at the senior colleges, and 24 hours for Professors, Associate Professors, and Assistant Professors -- and Distinguished Lecturers and Clinical Professors -- at the community colleges. The undergraduate teaching contact hour workload for Instructors and Lecturers at both the senior and community colleges will be 24 hours.<sup>2</sup>

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<sup>1</sup> Section 11.7 of the collective bargaining agreement provides that the workload for Distinguished Lecturers and Clinical Professors will be the same as that of Professors in the college to which they are appointed.

<sup>2</sup> As before, the undergraduate teaching contact hour workload of faculty in Substitute titles will be three hours greater than the undergraduate teaching contact hour workload for the equivalent rank.

While the three-year phase-in period is intended to assist the colleges in managing this transition, you should begin now to look at the current workload balances of the faculty at your college and plan accordingly. Individualized decisions will have to be made based upon the extent to which faculty are currently owed hours under the workload averaging provisions of the contract, but, generally speaking, if a faculty member is not currently owed any hours -- or has a negative workload balance -- no adjustment in teaching load may be necessary in the first year -- or two -- of the transition.

The College Presidents continue to retain discretion with regard to reassigned time, as set forth in the workload settlement agreement. No representations or guarantees were made to the PSC that all existing reassigned time, including reassigned time for unsponsored research, would continue.<sup>3</sup> Nor was any commitment made that all faculty would get the benefit of a one-course reduction. This agreement simply provides that the teaching workload will ultimately be managed to 18 hours, instead of 21, at the senior colleges and to 24, instead of 27, at the community colleges, bringing CUNY's teaching workload more in line with that of our peer institutions. In addition, no commitment was made with regard to future hiring to cover the course load previously taught (i.e., full-time versus adjunct staff). The parties agreed to continue to discuss potential funding to support the teaching load reduction, including additional contributions of public funds (which CUNY has sought in its budget request) and funds from the successor to the 2010-2017 collective bargaining agreement.

Please have your Human Resources department coordinate with your Provost's office -- and any other offices/personnel at your campus with responsibility for monitoring faculty workload -- to assure as smooth a transition as possible.

- c: Vita Rabinowitz, Executive Vice Chancellor and University Provost  
Marc V. Shaw, Interim Chief Operating Officer  
Matthew Sapienza, Senior Vice Chancellor/Chief Financial Officer  
Laura Blank, Senior University Executive Director of Labor Relations  
Annemarie Nicols-Grinenko, University Associate Dean for Faculty Affairs  
Katherine Raymond, Senior Associate General Counsel  
Esdras Tulier, University Executive Director for HR Policy and Strategy

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<sup>3</sup> It is noted that the reassigned time available to untenured professors during their first five (5) annual appointments under section 15.1.(e) of the collective bargaining agreement is mandatory and remains unchanged.

PENDING



**SETTLEMENT AGREEMENT**

**Workload**

**John Jay College of Criminal Justice**

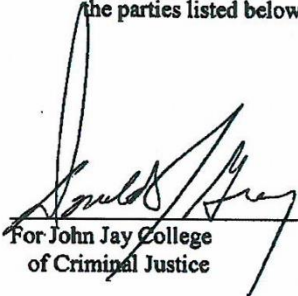
The undersigned parties agree as follows:

1. The PSC, on behalf of all instructional staff, agrees to withdraw with prejudice any outstanding actions, appeals, proceedings, claims, complaints, grievances, or arbitrations made internally at The City University of New York ("CUNY") or pending in any court, administrative agency, or other forum or tribunal, and further agrees not to initiate any action, appeal, proceeding, claim, complaint, grievance, or arbitration internally at CUNY or in any court, administrative agency, or other forum or tribunal, against CUNY, John Jay College, or any of their officers, employees, or agents, regarding workload averaging for any period preceding the last date listed below in this Settlement Agreement, except as may be necessary to enforce the provisions of this Settlement Agreement.
2. The parties agree that the faculty listed in Attachment A (hereinafter "Affected Faculty"), which is attached hereto and made a part hereof, will be deemed to have the workload balances indicated therein as of the end of the 2014-15 academic year, referred to herein as "Banked Hours" for purposes of this Agreement. Any faculty member not on Attachment A shall continue to be covered by the workload settlement agreement starting from the academic year 2014-15 and going forward, including any hours deviating from the prescribed workload for academic year 2014-15 itself.
3. The Affected Faculty who have Positive Banked Hours of fewer than ten (10) hours as of the end of the 2014-15 academic year as indicated in Attachment A shall have their Banked Hours brought to zero by the end of the Spring 2018 semester.
4. The Affected Faculty who have Positive Banked Hours between ten (10) and fewer than twenty-five (25) hours shall have their Banked Hours brought to zero by the end of the Spring 2019 semester.
5. The Affected Faculty who have Positive Banked Hours between twenty-five (25) and thirty-six (36) hours shall have their Banked Hours brought to zero by the end of the Spring 2020 semester.
6. The Affected Faculty with Negative Balances of nine (9) hours or fewer shall have these balances brought to zero by the end of the Spring 2019 semester. Upon execution of this agreement, any Affected Faculty member owing above 9 hours will have the amount of hours owed adjusted to nine (9) hours owed, and the first sentence of this paragraph shall apply.

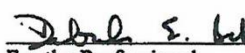
7. The Affected Faculty who have Positive Banked Hours over thirty-six (36) will be subject to the following provisions:
  - a. There will be no set deadline for elimination of banked time balances. The usage of this time must be requested in advance and approved by the department chairperson and provost. In a case where the College finds it necessary to deny a requested usage for a particular period the college shall provide reasons and written notice of when the time may be used.
  - b. Banked time balances will be frozen as of the end of the Spring 2015 semester with no further accumulations permitted. In any given year work performed beyond the contractual 21 hour load would be paid out subject to the multiple position rules.
  - c. Within each consecutive three year period (beginning with the academic year 2015-2016) faculty in this grouping would be expected to draw down their banked time balance as agreed between the faculty member and the College.
  - d. Upon retirement from the college any remaining banked time balance would be paid out to the faculty member up to a gross maximum amount of \$16,000. Calculation of the payout to be made will be based upon the faculty member's rank and appropriate teaching adjunct rate in effect on the date this agreement is fully executed. The payment of this remaining balance may be spread over a maximum of thirteen months at the discretion of the College. All payments made will be subject to all applicable withholdings and payroll deductions (including, without limitation, retirement fund contributions, federal, state and local taxes).
  - e. At the point at which their "bank" reaches zero, they will revert to three year averaging pursuant to the workload settlement agreement.
8. For each academic year, covered by the terms of this Settlement Agreement, the annual undergraduate teaching contact hour workload for Affected Faculty, which includes, but is not limited to, actual teaching contact hours, reassigned time hours and Positive Banked Hours applied, shall not exceed 21 hours (27 hours for Lecturers and Instructors), except as provided for in paragraph six (6) of this agreement.
9. This Settlement Agreement constitutes the entire agreement entered into by the parties, and it supersedes any prior communications between the parties, whether written or oral, concerning the subject matter hereof.
10. This Settlement Agreement cannot be supplemented, amended, or modified in any manner, except in a writing signed by all of the parties to this Settlement Agreement.

11. The terms of this Settlement Agreement are without precedent or prejudice to future cases involving the matters referenced in paragraph "1" above and will not be admissible as evidence regarding any underlying procedural or substantive issues involved herein in any action, appeal, proceeding, claim, complaint, grievance, or arbitration involving other employees.

12. This Settlement Agreement shall be effective and binding only upon its execution by all of the parties listed below.

 12/16/15  
For John Jay College of Criminal Justice Date

 12/17/15  
For The City University of New York Date

 12/15/15  
For the Professional Staff Congress/CUNY Date

## **Addendum to the Workload Settlement Agreement**

This Addendum to the Workload Settlement Agreement ("Addendum") is entered into this 5th day of February, 2018, by and between John Jay College of Criminal Justice ("the College"), The City University of New York ("CUNY"), and The Professional Staff Congress/CUNY ("PSC").

WHEREAS, the College, the PSC and CUNY entered into a Settlement Agreement on December 17, 2015 ("Agreement") to address the matter of John Jay College Faculty with accumulated positive and/or negative workload hours ("Banked time hours") and;

WHEREAS, all parties wish to amend the December 17, 2015 Workload Settlement Agreement only to the extent specified in this addendum and leaving all other provisions of the December 17, 2015 Workload Settlement Agreement in full effect and force;

The undersigned parties agree as follows:

1. Item number "3" of the Agreement will be amended to now read: "The Affected Faculty who have Positive Banked Time Hours of fewer than ten (10) hours as of the end of the 2014-15 academic year as indicated in Attachment A shall have their Banked Hours brought to zero by the end of the Spring 2019 semester."
2. Item number "4" of the Agreement will be amended to now read: "The Affected Faculty who have Positive Banked Time Hours between ten (10) and fewer than twenty-five (25) hours shall have their Banked Hours brought to zero by the end of the Spring 2020 semester."
3. Item number "5" of the Agreement will be amended to now read: "The Affected Faculty who have Positive Banked Time Hours between twenty-five (25) and thirty-six (36) hours shall have their Banked Hours brought to zero by the end of the Spring 2021 semester."
4. Item number "6" of the Agreement will now be amended to read: "The Affected Faculty with Negative Balances of nine (9) hours or fewer shall have these balances brought to zero by the end of the Spring 2020 semester. Upon execution of this agreement, any Affected Faculty member owing above nine (9) hours will have the amount of hours owed adjusted to nine (9) hours owed, and the first sentence of this paragraph shall apply."
5. Item number "8" of the Agreement will be changed to now read as follows:  
  
8a. For each academic year covered by the terms of this Settlement Agreement, consistent with the terms of the December 8, 2017 Agreement between the PSC and CUNY amending Appendix A of the Workload Settlement Agreement, the annual undergraduate teaching contact hour workload for Affected Faculty which



includes, but is not limited to , actual teaching contact hours, reassigned time hours and Positive Banked hours applied shall not exceed: 21 hours prior to the Fall 2018/Spring 2019 academic year; 20 hours in the Fall 2018/ Spring 2019 academic year; 19 hours in the Fall 2019/ Spring 2020 academic year; and 18 hours beginning with the Fall 2020/Spring 2021 academic year and forward .

8b. All affected Faculty with positive banked hours who receive an authorized PPL and/or unpaid child care leave of absence or FMLA leave prior to or during the semester by which they were to have their banked hours brought to zero will, if they return to work after the start of a semester, have the choice to either return to work and receive an administrative assignment for the balance of the semester, the nature of which will be determined by the Departmental Chairperson, or apply their banked hours toward the fulfillment of their workload requirements for the remainder of that semester. If a charge to banked time hours is chosen, the formula used to determine the amount of banked time hours to be charged to the returning semester will be as follows: Semester workload hour obligation (less any workload credit applied for assignments engaged in when they return from leave for the remainder of that semester -e.g. independent study supervisions, on-line course teaching) multiplied by a factor arrived at by dividing the number of weeks remaining in the semester by 15. If any banked hours remain at the conclusion of that semester -- or if the faculty member returns congruent with the start of a semester -- the due date by which the faculty member was to have had his/her banked hours brought to zero will be extended by the number of semesters that he/she was on such leave, to the extent necessary.

6. This addendum constitutes the entire addendum entered into by the parties, and supersedes any prior communications between the parties, whether written or oral, concerning the subject matter hereof.
7. This addendum cannot be supplemented, amended, or modified in any manner, except in a writing signed by all the parties to this addendum.
8. This addendum shall be effective and binding only upon its execution by all of the parties listed below.

Deborah Z. Bell 4/30/18  
For the Professional Staff Congress/CUNY Date

Ronald R. King 4/30/18  
For John Jay College Date

Anthony James 4/30/18  
For The City University of New York Date