

**JOHN JAY COLLEGE
WAIVER OF MULTI-YEAR APPOINTMENT**

As per PSC-CUNY contract, when faculty on two-year appointments decline to teach a course assigned by the hiring department chair, they void their two-year appointment. As you have declined one or more courses, please complete the form below, as appropriate. (See contract language available through the bottom of this form.)

TO BE COMPLETED BY ADJUNCT FACULTY MEMBER:

Adjunct Name: _____ Department (of two-year appointment): _____

Please complete and sign one section below, as appropriate.

ρ One Course: This is the first course that I decline to teach during my two-year appointment.

____(initial): I understand that declining more than one course during my two-year appointment voids my two-year appointment. (Exceptions are listed below.)

____(initial): I understand that, if I rely on CUNY insurance, this could impact my insurance coverage.

Semester Course Declined: _____

Adjunct Signature: _____ Date: _____

ρ Two Courses: This is the second course that I am declining to teach during my two-year appointment. (Or I am currently declining two courses during my two-year appointment.)

____(initial): I understand that declining to teach more than one course assigned by the department chair during my two-year appointment voids my two-year appointment. (Exceptions are listed below.)

____(initial): I understand that, once my appointment is voided, if I return to teaching at a later date, I would be hired as a new adjunct with semester-by-semester appointments.

____(initial): I understand that, if I rely on CUNY insurance, this could impact my insurance coverage.

I confirm that I waive my right to be considered for a two-year appointment in the department listed below.

Semester Course(s) Declined: _____

Adjunct Signature: _____ Date: _____

TO BE COMPLETED BY HIRING DEPARTMENT CHAIRPERSON:

Chairperson Signature: _____ Dept: _____ Date: _____

Note: Please email the completed form to the adjunct faculty member (even if they decline to sign), reiterating that they have declined to take the course(s) offered, and request email receipt. Submit the email return receipt (if they do not sign) and this form to Faculty Services, Academic Operations and HR for record-keeping (facultyservices@jjay.cuny.edu; AAOps@jjay.cuny.edu; AskHR@jjay.cuny.edu).

PSC-CUNY CONTRACT REFERENCE: [New Appendix E Pilot contract language](#)

EXCEPTIONS: There is a limited exception to a declination of a course assignment that must be self-reported by an adjunct and approved by Human Resources. Unless Human Resources notifies you of an approved exception, you should proceed as if there is no exception. Please direct all requests for exceptions to Human Resources (AskHR@JJAY.CUNY.EDU).