MULTIPLE POSITION CHEAT SHEET

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FSR.001.2 – Multiple Position Cheat Sheet

Contact:
Katarzyna Gribbin
KGribbin@jjay.cuny.edu

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STATEMENT OF POLICY ON MULTIPLE POSITIONS
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OVERLOAD TEACHING - Full-Time Non-Tenure-Track and Tenured Faculty

- The prohibition against assigning doctoral faculty overload teaching has been removed.
- Reassigned time is no longer a restriction on overload assignments.
- The numerical limit is now eight classroom contact hours over the fall and spring semesters.
- These faculty are also eligible for additional overload assignments not exceeding in total six classroom contact hours during the Winter Session, on Saturdays or Sundays or in on-line degree programs.

OUTSIDE EMPLOYMENT

- Five principles must be incorporated into any agreement with 3rd party:
  - Faculty member is serving as an individual, not as a representative of CUNY.
  - Faculty member's primary employment responsibility is to CUNY, and he/she is bound by CUNY policies.
  - Faculty member may not make substantial use of CUNY resources without written permission.
  - Faculty member may not grant rights to 3rd party to intellectual property owned by CUNY or Research Foundation without written permission.
  - The 3rd party may not restrict the faculty member's ability to conduct research for CUNY, limit his/her ability to publish for CUNY, or infringe on the faculty member's academic freedom.

OVERLOAD TEACHING - Non-Tenured Tenure-Track Faculty

- Overload teaching by full-time, non-tenured tenure-track faculty is generally prohibited.
- Exceptions may be made by the President or the Chancellor on an individual basis and only during a semester when the faculty member is not using contractually-mandated research reassigned time.
Non-Teaching Assignments

- It remains the policy that there may not be any extra compensation to full-time faculty for work done during the academic year.
- Exception: Under the special circumstances of an urgently-needed short-term assignment, a President or a Vice Chancellor may authorize up to 150 hours per semester at the non-teaching rate or a total of 300 hours for the entire academic year.

MIXED ASSIGNMENTS

- The limit on non-teaching assignments during the academic year when the faculty member also has teaching assignments is determined by applying the formula:

\[
(210 - \text{assigned teaching hours}) \div 0.6 = \text{number of non-teaching hours that may be assigned}
\]

SUMMER ACTIVITIES

- Previous rules continue to apply.
- Exception: A college foundation may provide summer compensation that will cause the faculty member's total compensation to exceed 3/5ths of annual salary if such payment is consistent with the foundation's rules, is rigorously documented, and is approved by the President of Chancellor. If the faculty member is also receiving compensation from a grant administered by the Research Foundation, the faculty member should consult with the Research Foundation regarding the extra compensation.

FACULTY ON LEAVES

- As a general rule, faculty on leaves of absence may not have multiple positions, unless such involvement is integral to the purpose of the leave.
  - Exception One: President or Chancellor may approve employment during a leave.
  - Exception Two: Outside employment during Travis Leave is permitted if the faculty member provides in writing an irrevocable intention to retire.
- For multiple position purposes, the summer after a Fellowship Leave or a Scholar Incentive Award will not count as part of the leave.