ADJUNCT INSTRUCTIONAL STAFF WORKLOAD
AND WAIVERS OF ARTICLE 15.2

Policy Id:
FSR.006 – Adjunct Instructional Staff Workload and Waivers of Article 15.2

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ADJUNCT INSTRUCTIONAL STAFF WORKLOAD AND WAIVERS OF
ARTICLE 15.2:

Mr. Jerry Rothman will be reviewing adjunct instructional staff workload waiver requests
on behalf of the Office of Faculty and Staff Relations. The PSC has advised that the Union
will not consider waiver requests submitted after February for the Spring semester.
Therefore, the colleges must submit their requests to Mr. Rothman insufficient time before
February 18th to enable him to review them and send them to the PSC. The only exception,
according to the PSC, will be those instances where an adjunct overload waiver is needed
to fill a vacancy where the adjunct has resigned, or been terminated by the college mid-
semester, or where the vacancy is caused by a full-time faculty member's inability to fulfill
an assignment.

The remainder of this policy is a restatement of the rules governing adjunct instructional
staff workload and waivers of Article 15.2 of the PSC/CUNY collective bargaining
agreement. These rules apply to service performed by hourly, part-time instructional staff.
They do not apply to full-time staff who are teaching on an overload basis.

Adjunct Workload

Teaching Adjuncts

Adjunct instructional staff workload during the Fall and Spring semesters is governed by
Article 15.2 of the PSC/CUNY collective bargaining agreement. Pursuant to this provision,
adjunct teaching faculty (excluding Graduate Assistants) may not be assigned more than
nine classroom contact hours per semester at one unit of The City University and one
additional course of not more than six classroom contact hours during the same semester at
another unit of The City University. Please note that the workload limitation at the first unit
is expressed only in terms of classroom contact hours, while the limitation at the second
unit is expressed both in terms of the number of courses (one course) and the number of
classroom contact hours (no more than six). Because a semester is, generally speaking, 15
weeks long, each classroom contact hour equates to 15 hours of instruction during the
semester. Nine classroom contact hours translate into 135 hours of instruction; six
classroom contact hours translate into 90 hours of instruction.

Since at least 1985, the University has established limitations on teaching adjunct
instructional staff workload during the summer months. Adjunct instructional staff
members are limited to 105 hours of instruction during the summer, except in departments
with four credit courses for which a 120-hour assignment is permitted.
Non-Teaching Adjuncts

Non-teaching adjunct instructional staff members, including those in college laboratory series titles, are limited to 225 hours per semester and 175 hours during the summer months.

Mixed Teaching and Non-Teaching Assignments

The workload for an adjunct instructional staff member who has both teaching and non-teaching assignments is calculated as follows: Subtracting the actual teaching hours from the maximum teaching assignment yields the remaining permissible teaching hours during the semester, which can be converted into permissible non-teaching hours using the following formula:

\[
\text{Remaining permissible teaching hours} = 0.60x
\]

(where \(x\) is the total permissible non-teaching hours)

For example, if an adjunct instructional staff member has an assignment that requires 90 hours of instruction during the Fall semester, how many hours in a non-teaching assignment may he/she work?

<table>
<thead>
<tr>
<th>Maximum Teaching Hours</th>
<th>135</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Teaching Hours</td>
<td>90</td>
</tr>
<tr>
<td>Unused Possible Teaching Hours</td>
<td>45</td>
</tr>
</tbody>
</table>

\[45 \text{ hours} = 0.60x\]
\[x = 75 \text{ hours}\]

Hence, an adjunct instructional staff member with a 90-hour teaching assignment during the Fall semester may he employed in a non-teaching assignment (at the 60% rate of pay) for 75 hours during the same semester.

This chart may help you in determining the maximum non-teaching assignment an adjunct instructional staff member may have in addition to his/her teaching assignment:
<table>
<thead>
<tr>
<th>Hours Actually Taught</th>
<th>Maximum Assignment of Non-Teaching Hours (at 60% rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>200 hours</td>
</tr>
<tr>
<td>30</td>
<td>175 hours</td>
</tr>
<tr>
<td>45</td>
<td>150 hours</td>
</tr>
<tr>
<td>60</td>
<td>125 hours</td>
</tr>
<tr>
<td>75</td>
<td>100 hours</td>
</tr>
<tr>
<td>90</td>
<td>75 hours</td>
</tr>
<tr>
<td>105</td>
<td>50 hours</td>
</tr>
<tr>
<td>120</td>
<td>25 hours</td>
</tr>
<tr>
<td>135</td>
<td>0 hours</td>
</tr>
</tbody>
</table>

**Waivers of Adjunct Workload**

The colleges are expected to adhere to the workload limitations contained in Article 15.2 of the PSC/CUNY collective bargaining agreement. It is recognized, however, that there will be circumstances that compel a college to request a waiver of these limitations. Such waivers require significant justification and are granted only in exceptional circumstances. Because a provision of the collective bargaining agreement is being waived, an agreement with the PSC is necessary before the waiver can be granted.

To initiate a waiver request, the labor designee must send a letter to the Office of Faculty and Staff Relations containing the following information:

- Name
- Title
- Department
- Semester
- Total Hours
- Number of Courses
This memorandum must be accompanied by a detailed explanation of the reasons necessitating the request and by a copy of the Adjunct Instructional Staff and Graduate Assistant Workload Reporting Form, on which the adjunct lists all of his/her hourly assignments at all units of the University. Both the adjunct and the Department Chair sign the form.

After review and approval of the request by the Office of Faculty and Staff Relations, the PSC is approached regarding an agreement. The agreement must be signed by the adjunct instructional staff member, the College Representative, the Central PSC Representative, and the Senior University Director of University Labor Relations before it is effective. The Office of Faculty and Staff Relations then sends a letter to the labor designee notifying him/her that the agreement has been executed and that the waiver has been fully approved. At the senior colleges, a copy of this letter is sent to the Department of Audit and Control of the State Comptroller's Office.

In order to ensure that adjunct instructional staff are paid promptly for hours in excess of the contractual maximum (i.e., more than 135 hours at the first unit and/or 90 hours at the second unit), the colleges are urged to submit waiver requests as early as possible. The PSC has advised us that the Union will not consider waiver requests submitted after February 18th. Therefore, the colleges must submit their requests to OFSR in sufficient time before February 18th to enable us to review them and send them to the PSC. The only exception, according to the PSC, will be those instances where an adjunct overload waiver is needed to fill a vacancy where the adjunct has resigned, or been terminated by the college mid-semester, or where the vacancy is caused due to a full-time faculty member's inability to fulfill an assignment.

Given the fact that a waiver of the workload limitations for adjunct faculty contained in Article 15.2 requires the union's consent, it is imperative that the colleges take the union's self-imposed deadline for approving such waivers very seriously. Please advise department chairs and all other personnel involved in the processing of adjunct overload waiver requests of the union's position and reinforce with them the necessity of making requests for waivers in a timely manner, with appropriate justifications for the waivers.

For excess hours during the summer, the colleges should submit the same memorandum, listing the name of the employee, the employee's title, the department, the semester, the total hours requested, and the number of courses. The excess hours may not be paid until the college receives authorization from the Office of Faculty and Staff Relations.

Intersession Basic Skills Immersion Program, American Sign Language Courses and Clinical Nursing Courses
In recent years, the University has entered into annual agreements with the PSC under which persons in adjunct titles may be assigned up to one course in the Intersession Basic Skills Immersion Program in excess of the limitations established by Section 15.2 of the PSC/CUNY collective bargaining agreement. Even when such agreements are in place, the senior colleges must nevertheless notify me of any adjuncts whose service in the Intersession Basic Skills Immersion Program will cause them to exceed 135 hours for the Fall semester. State audit will not permit payment of the excess hours without explicit authorization from the Office of Faculty and Staff Relations.

We have standing agreements with the PSC permitting adjuncts teaching American Sign Language courses and clinical nursing courses to exceed the contractual maximum number of hours without a specific agreement covering the individual adjunct. Adjunct faculty teaching American Sign Language courses are permitted to teach two courses totaling not more than 12 classroom contact hours (180 hours of instruction) during the Fall and Spring semesters. Adjuncts teaching clinical nursing courses are permitted to teach a maximum of 12 classroom contact hours (180 hours of instruction) during the Fall and Spring semesters. These agreements with the PSC notwithstanding, the colleges must still submit a request to the Office of Faculty and Staff Relations. In the senior colleges, state audit will not permit payment of the excess hours without explicit authorization from the Office of Faculty and Staff Relations.

It is our desire in restating these rules to ensure that Article 15.2 of the collective bargaining agreement and University requirements are understood and followed. We are also concerned that adjunct faculty members be paid promptly. In order to achieve these two goals, the colleges must disseminate these rules widely so that the entire college community, including department chairs and adjunct instructional staff, understand the rules. Furthermore, colleges must give priority to waiver requests so that they are processed expeditiously.