FACULTY WORKLOAD
POLICIES AND GUIDELINES

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FSR.034 – Faculty Workload Policies and Guidelines

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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.

Questions about workload reporting should be addressed to 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 and substitute faculty is different from that of full-time faculty. The Office of the Provost automatically tracks and reports the workload of adjuncts, graduate assistants, and substitute faculty directly to the university. In contrast, full time instructional faculty members are responsible for recording their own workload and reporting it to the Office of the Provost. Department chairs approve 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 approved it.

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. Neither employment in a combination of non-teaching adjunct titles or 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.

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 120 hour assignment is permitted. Once adjuncts are assigned to teach two courses in a semester, they are paid an additional 15 professional (office) hours. 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 45 hours for that semester (3 contact class hours per week x 15 work weeks = 45 hours).

Example 2: Six (6) contact class hours for the full 15-week semester creates a workload of 105 hours for that semester (6 contact class hours per week x 15 work weeks = 90 hours plus 15 professional hours = 105 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 75 hours for that semester (3 contact class hours per week x 15 work weeks= 45 hours plus 30 NTA hours = 75 hours).

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 assignment 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).

FULL-TIME FACULTY

Full time faculty who must report workload include Distinguished Professors, Professors, Associate Professors, Assistant Professors, Instructors, and Distinguished Lecturers and Lecturers. The regular workload reporting requirement does not currently include Librarians and Counselors, substitute faculty, or visiting faculty. Only fall and spring terms constitute the annual workload. Instruction performed in the winter session will be credited toward spring semester workload.

The annual instructional workload for all titles is mandated by the PSC/CUNY Collective Bargaining Agreement as summarized below:

- 21 contact hours for faculty in professorial titles
- 27 contact hours per academic year for those in the title of lecturer or instructor
- 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.

It is understood that full time faculty work more than the 21/27 contractual hours per year. Faculty produce scholarship, serve their colleges and professions, grade papers, prepare for class, attend professional conferences, write letters of recommendation, and advise students outside the classroom, among other activities. Nonetheless, “workload” in this document refers only to the 21/27 contractual obligation. The remainder of this document applies only to those faculty members who must report their workload: that is, faculty who are not counselors or librarians and who hold the titles of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer. In the pages that follow, “you” refers to full time faculty who must report workload.
**ACTIVITIES THAT CONSTITUTE WORKLOAD**

Full-time faculty (hereinafter “you”) 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 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 you receive workload credit, such as classroom teaching, thesis and dissertation supervision, and independent studies. Instructional workload hours are credited toward your contractual teaching workload obligation of 21 or 27 hours. Instructional workload (your course schedule and any other organized teaching activities) is scheduled at the discretion of your 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. Your non-instructional workload hours are credited to your full-time contractual teaching workload obligation. Your 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 Contractual Release Time** – 24 contact hours of reassigned time for untenured faculty, provided for by the Collective Bargaining Agreement and funded by CUNY from the tax levy budget, to be used during your first five annual appointments, pre-tenure, for the purpose of engaging in scholarly or creative activities related to your discipline.
- **Sponsored Research** – research or other academic project sponsored by a grant or contract, for which you receive reassigned time, with your 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 (your salary is not reimbursed to the college) for which you 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 you 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 of your activities are not included in your workload calculations. Such activities include, but are not restricted to:

- Counseling or advising your own students, or 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 you spent in 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 you are on fellowship leave (sabbatical) or any other paid leave, you 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: 10.5 for tenure track and 13.5 for instructors and lecturers.

SCENARIO 1- FULL YEAR LEAVE

If you are on LOA for an entire academic year, your workload record will indicate Leave of Absence (LOA) for both the fall and spring semesters with the full amount of contractual obligation credited: 21 or 27 hours.

SCENARIO 2- SPLIT LEAVE

If your LOA is split across two academic years, your workload will be calculated by semester such that the total workload each year equals your contractual load for one year (21 or 27). In no circumstance will hours be credited in excess of one year’s contractual load (total 21 or 27 hours). Your first semester of leave will be credited at the number of hours necessary for you to meet your contractual load for the first year of the LOA. The remaining hours will be credited to the second semester of the LOA.

Example 1: An Associate Professor is on a split sabbatical for two consecutive fall semesters. In the first year she returns for the spring semester with a workload of 9 hours. The fall semester 10.5 hours of LOA will be adjusted retroactively to 12 to meet the 21 hour workload obligation for that year. In year two, she returns for the spring semester with a workload of 12 hours. The fall semester 10.5 hours of LOA will be adjusted retroactively to 9 to meet the 21 hour workload obligation for that year. 

Example 2: An Associate Professor is on a split sabbatical for two consecutive spring semesters. In the first year he has a fall workload of 12 hours. In spring of year one, LOA will be recorded as 9 to meet the 21 hour workload obligation. In year two, he has a fall workload of 9 hours. In spring of year two, LOA will be recorded as 12 hours to meet the 21 hour workload obligation for that year.

SCENARIO 3- SINGLE SEMESTER LEAVE

If you are on LOA for one semester, your workload record will indicate LOA and the amount of hours credited will be those necessary to meet your annual workload requirement. The initial workload hours for that semester will be 10.5 hours (or 13.5 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. 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 9 hours. The 10.5 hours of LOA recorded in fall semester will be adjusted up to 12 to meet the 21 hour workload obligation.

Example 2: A Professor has a fall workload of 9 hours and is on leave for the spring semester. The LOA recorded for the spring semester will be credited at 12 hours to meet the 21 hour workload obligation.

SCENARIO 4- PARTIAL SEMESTER LEAVE

If you are on leave for part of the semester and work part of the semester, workload credit will be 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 your status for the semester. If you begin leave on October 15th or later, you
will be shown to have worked for the entire fall semester. If you begin leave on October 14th or earlier, you will be shown to be on leave for the entire 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.

SCENARIO 5- PAID PARENTAL LEAVE
If you are on approved Paid Parental Leave (PPL), you will receive 6 hours of workload for the semester. You should consult with your chair with the goal of balancing out your contractual workload for the year.

If you are approved for Family Medical Leave (FMLA) followed by PPL, you will receive credit for a full semester of leave.

Instances where FMLA follows PPL will require special consideration.
WORKLOAD BALANCES AND DEFICITS

The college must record and report all teaching assignments and approved reassigned time in the semester in which the work is completed. This constitutes your workload for the semester. CUNY strongly discourages delaying the use of reassigned time. John Jay is currently working under the terms of a workload settlement agreement between CUNY and the PSC (Appendix I) generated expressly to address the use their balances accrued through the spring 2015 semester.

It may occasionally happen that you exceed or fail to meet the annual workload. When you have a workload balance or deficit at the end of a given year, the three-year averaging rule is triggered. The three-year averaging rule is specified in the 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” [21 hours for tenure track faculty; 27 hours for instructors and lecturers]. You must use balances accrued in a given year in the subsequent two years as reassigned time. You must erase deficits occurring in a given year in the subsequent two years through teaching or a combination of teaching and reassigned time earned during that period.

3-YEAR CYCLE WORKLOAD MONITORING

GENERAL

You are not in a cycle if your workload hours have not gone over or under the contractual obligation. A 3–year cycle is unique to the faculty member and only triggered in the first academic year when your workload hours are over or under the contractual obligation. You then have two more years to balance out your cumulative 3-year contractual load (total of 63 or 81 hours).

Your workload for the remaining 2 academic years in the 3-year cycle has to be planned carefully in order to average the annual hours specified by the Collective Bargaining Agreement. Professors, Associate Professors, and Assistant Professors, must work 63 hours in total in any 3-year cycle. Instructors and Lecturers must work 81 hours total over the 3 years.

Example 1: A Professor is appointed in AY 2008-2009 and reports 21 annual workload hours. At the end of AY 2009-2010, the faculty member reports an annual workload of 23 hours. The annual workload is above the 21 hour contractual requirement so a 3-year cycle is triggered meaning that the faculty member must complete a total of 63 workload hours by the end of AY 2011-2012. The faculty member does so by completing 21 annual hours in AY 2010-2011 and only 19 annual workload hours in AY 2011-2012. The three year cycle is successfully completed. Note that a new cycle is then triggered in AY 2014-2015 once the annual workload falls below the annual 21 hour requirement. This new 3-year cycle must be successfully completed by the end of AY 2016-2017.
Example 2: An Assistant Professor is appointed in AY 2008-2009 and reports 21 annual workload hours in each of three successive academic years. At the end of AY 2011-2012 the faculty member reports an annual workload of 13 hours. The annual workload is below the 21 hour contractual requirement so the 3-year cycle is triggered meaning that the faculty member must complete a total of 63 workload hours by the end of AY 2014-2015. The faculty member does so by completing 25 annual hours in AY 2012-2013 and 25 annual workload hours in AY 2014-2015. The three year cycle is successfully completed.

Beginning in AY 2015-2016, the Provost’s Office will notify faculty and their chairs once they enter a 3-year-cycle. The faculty and chairs should work together to ensure that the faculty member is scheduled in such a way as to resolve their cycle within the subsequent two years.
**INSTRUCTIONAL WORKLOAD POLICY**

**MINIMUM TEACHING LOAD**

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. In order to promote a fully engaged professoriate, the college expects all full-time faculty members who are not on sabbatical or other leave to teach a minimum of one course on campus during both the fall and spring semesters (“campus” includes the Graduate School and University Center and approved John Jay satellite campuses). **Exceptions to the policy must be approved in writing 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:

- You are untenured and you have a rationale for using a portion of your 24 hours of contractual reassigned time for scholarly purposes requiring release from all teaching during a semester.
- You have a fellowship or grant that requires release from all teaching.
- You are “working down” an accrued workload balance
- The chairperson of your department recommends to the provost that you be released from all teaching to fulfill essential departmental academic needs.

Provided your justification is convincing, has your chair’s approval, and is based on your scholarly needs or your department’s academic needs, such exemptions are usually granted, especially for junior faculty members who have contractual reassigned time.

**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 you receive for teaching a class.

**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 that you teach, you 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 that you teach, you 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 II for the entire policy and important additional details.
Thesis Supervision

- Master’s thesis supervision is credited at 0.60 hours per student enrolled in the 791 course (Thesis Prospectus).
- As thesis supervisor you 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 your workload report during the subsequent fall semester. If you happen to be on leave during that fall semester, the 0.6 hours will be listed during the first subsequent semester for which you 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.

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.

Online or 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, the ratio of in-class to online instruction to be determined by the faculty member. Workload credit is the same for online and hybrid courses as for in-person courses.
- Teaching an on-line class does not count as teaching on campus. A faculty cannot have all on-line schedule in a given semester.

Honors Courses

- An additional 0.5 per enrolled Honors student is added to the instructor’s workload hours for the class.
  - Example: One regular course (3 workload hours) with two Honors students (.5 x 2= 1) = 4 workload hours for the class.
- Independent studies for Honors Capstone Project* are credited at the rate of .5 workload hours per student per semester (1 workload hour per student per year) with no more than 4 students per instructor per semester.
- You may not teach Independent Study for Honors Capstone Project for workload credit in the summer session.

Large Format Courses

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

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Workload Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 79</td>
<td>3.0</td>
</tr>
<tr>
<td>80 – 175</td>
<td>6.0</td>
</tr>
<tr>
<td>175 and above</td>
<td>9.0</td>
</tr>
</tbody>
</table>

The enrollment numbers are based on actual enrollment in the class after the third week of classes, not on expected enrollment prior to the beginning of the semester.
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.

Only full-time faculty may teach large format courses.

**Team Teaching**

Team teaching is defined as two (or more) faculty members 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, will be split equally among all faculty members participating in a team taught course. For instance, if you are one of three faculty members who are team teaching a 3-credit course, you will earn one workload hour. At this time, classes within the Interdisciplinary Studies Program are the only exception to this rule.

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.

**Doctoral Teaching**

The CUNY Graduate School and University Center (GSUC) manages its own workload policies and compensates John Jay College based on those workload policies. If you teach a GSUC course, you will only be credited with the hours compensated to the college, and your workload credit will be consistent with the GSUC policies, as follows:

- Courses with students registered at the GSUC are credited on the basis of actual contact hours.
- Independent study/tutorials/thesis supervision (GSUC registered) are credited at the rate of 0.6 hours per student registration.
- Doctoral dissertation supervision is credited 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 (GSUC) independent study/tutorials and dissertation supervision is 3.00 hours per semester.
- The GSUC 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.

**Summer and Winter Session Teaching**

You 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 you teach during summer sessions will be counted as an hourly appointment for additional payment.

You may teach two courses during a winter session however only one class can count toward the full time faculty contractual workload. The class will be counted toward your spring semester workload. The additional course will be counted as hourly employment and compensated accordingly.

**Sick Time or Conference Substitutes**

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

If you miss class for professional purposes such as attending conferences and request a paid substitute, you will have your workload credit reduced proportionately to the number of hours missed. You may not cancel class to accommodate such absences.
NON-INSTRUCTIONAL WORKLOAD POLICY

JUNIOR FACULTY CONTRACTUAL REASSIGNED TIME

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

“Effective September 1, 2006, 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 September 1, 2006 will receive twenty-four (24) contact hours of reassigned time. . . to be used during their first five(5) annual appointments, in order to engage in scholarly and/or creative activities related to their academic disciplines. Assignment of such reassigned time will be made by the college pursuant to guidelines designed to encourage scholarship.”

John Jay College policy is that it is the faculty’s responsibility to track and claim their Junior Faculty Contractual Reassigned hours. If you do not claim your time within the 5 years specified by the contract or before you achieve tenure if sooner than 5 years, you forfeit the remaining hours. Each spring semester, the college will bill the university based on the hours you report, so it is important, if you are a “junior” faculty member, to record the use of these hours accurately and on a timely basis.

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 you are the Principal Investigator or one of the Principal Investigators in such a funded project, the time you spend working on the project is billed to your grant and the Research Foundation reimburses the college for your time (often called “course buyouts”). The workload you report as “sponsored research” is the number of authorized teaching contact hours from which you have been reassigned to engage in those approved and funded projects.

You are encouraged to bill your grants for the maximum allowable time, with the understanding that each course is to be reimbursed at $1/7$ of your 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, you should inform your department chair of your intention to seek course buyouts before submitting your grant application. A fully-processed Staff Effort Notice needs to be in place for Sponsored Research credit to be applied to your workload report.

UNSPONSORED RESEARCH

Unsponsored 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 you report as “unsponsored research” is the number of authorized teaching contact from which you have been reassigned to engage in those approved projects.

OTHER

There are several other types of activity which happen outside of the classroom for which you 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, CUNY Faculty Fellowship Publication Program, and other award programs. The most recent addition to this category is the Workload Reallocation Program, last revised in fall 2016 (see Appendix III for details).
FELLOWSHIP AND OTHER LEAVES OF ABSENCE

You may not teach for workload credit or for pay while on any kind of paid leave, including fellowship leave (sabbatical). Any instructional activities that you engage in while on leave will be considered a volunteer activity.

If you are awarded any type of release time of more than 3 workload hours for an academic year, and then take a leave for a portion or all of that academic year, you forfeit the release time or a portion thereof.

Example: A faculty member is appointed as a Director of a Center with 6 workload hours of reassigned time for the academic year, but takes 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 you are awarded any type of release time of 3 or fewer workload hours (1 course or less) for an academic year, and if you take a leave for a portion of that academic year, you retain the reassigned time of 3 or fewer workload hours, and they are recorded in the semester that you are not on leave. If you are 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:

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Credits or Formula</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>6-9 workload hours.</td>
<td>Each department receives 6 workload hours as a starting point. A new chair receives 3 workload hours for the first year as chair.</td>
</tr>
<tr>
<td>Large Department</td>
<td>3 workload hours for every 75 annual sections or section equivalents over 150</td>
<td>Departments receive this based on the number of class sections annually scheduled</td>
</tr>
<tr>
<td>Undergraduate Majors</td>
<td>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.</td>
<td>Departments with departmental majors receive these workload hours.</td>
</tr>
<tr>
<td>Special Academic Services</td>
<td>Provost’s Determination</td>
<td>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.</td>
</tr>
</tbody>
</table>

Administrative release time for departments will be allocated by the Provost on an annual basis and will be managed by the chairs. If you are a chair and you choose to appoint a deputy chair and take less release time for yourself, or to have no deputy and take all
the time for yourself, either would be acceptable provided that the Provost approves the planned usage. 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. This will ensure that faculty members are properly credited for their time.

**MAJOR COORDINATORS**

If you are appointed by your department chair (or elected by your colleagues) to coordinate an undergraduate major housed within your department, you will receive 3 workload hours 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 either 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 you are assigned significant administrative duties by the college or university, you 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.

**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 GSUC and approved by the Provost. The Provost may grant additional time over and above what is granted by the GSUC for programs housed at John Jay College (Criminal Justice, Psychology and Law, and Clinical Psychology).

**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 approved by the Provost.

**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 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.

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

**GRADUATE PROGRAM ADMINISTRATION**

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

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

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.

**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 you are a center director, you may use grant or contract funding to buy yourself out of additional courses as long as your 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 you are granted additional courses of release time.
WORKLOAD AND MULTIPLE POSITIONS

Full-time faculty members at CUNY create new knowledge through their work, whether through teaching, research, writing, or other professional scholarly activities. In addition, they are members of a college community in which they play a service, leadership, and/or advisory role. Your full-time appointment at a college is considered your primary avenue of pursuing your own professional growth, the growth of your discipline, and the enhancement of intellectual life at the college and university. So that you may successfully carry out your role, the university has established a policy that limits additional employment of its full time faculty. This is known as the Multiple Positions Policy. All full time faculty are required to submit the CUNY Multiple Positions Report each semester (fall, spring), reporting any compensated employment or new assignments over and above their full time employment at the college or attesting to having no such employment or assignments. Only full time faculty members on long-term disability leave are exempt from submitting the form. You can find the Multiple Positions Policy and Reporting Form at this link: CUNY Multiple Positions Report Form and other docs. For work carried out in the summer, you should submit the Summer Assignments Reporting Form prior to engaging in the summer activity: Summer Assignment Reporting Form.

Collection of Multiple Positions Reports is handled by the Office of Legal Counsel. Please direct all reports and questions or comments regarding Multiple Positions Policy to multiplepositions@jjay.cuny.edu.

EMPLOYMENT OUTSIDE THE UNIVERSITY

If you engage in compensated employment outside of the university, in addition to your full-time appointment at the college, you are required to gain prior approval from your department chair, department Personnel & Budget (P&B) Committee, and the Provost’s Office.

The maximum time allowed for such additional outside employment (including consulting) is an average of one day (7 hours) a week (or equivalent) during the academic year (fall, spring).

MULTIPLE POSITIONS INSIDE THE UNIVERSITY

If you hold several different positions or titles at CUNY, you will have several different position records. Each position is subject to the specific workload rules for that particular title.

The Office of the Provost tracks and reports additional hourly assignments you have at CUNY over and above your contractual load, using your regular full-time title followed by “H” (hourly). We report hourly workload as the total number of hours you worked as an hourly employee for the semester. You do not report your hourly employment as part of your workload reporting, but you must report it on your Multiple Position Form.

MORE THAN ONE TEACHING POSITION AT THE SAME COLLEGE

You may be appointed to more than one position at John Jay in the same semester.

Example: A professor who is already scheduled to teach 12 hours in the fall semester is asked to teach an additional course to replace a sick colleague. The professor will be compensated for the additional 3 contact class hours per week for the full 15-week semester (45 hours) at his hourly teaching rate. He will not report these hours as part of the semester’s workload report. He will report only the 12 hours of assigned teaching as a full time faculty member in his workload report.

In the above example, the class taught under the Professor (H) hourly appointment is called an overload. You report overload through the Multiple Positions report. You do not report an overload as workload. Only the work done under your regular full-time appointment is counted toward your annual contractual workload obligation. The Office of the Provost reports your hourly appointment hours directly to CUNY.
The number and titles of positions that you hold in one semester may differ from your positions in the other semester. Your workload in each position is recorded according to the requirements of the positions to which you are appointed during each semester.

*Example: In the fall semester, an Associate Professor teaches 9 hours in that full-time title. In addition, she is appointed to teach an overload as an Associate Professor (H). The Associate Professor will report the 9 hours of teaching in the workload reporting system, and the college will report directly to the university the 45 hours on the Associate Professor Hourly line. In the spring semester, the faculty member is placed on leave from the Associate Professor title and serves as Interim Dean. She will not report workload in the spring semester; she will be recorded as on leave of absence from her professorial title and the College will report her as working 35 hours a week in her administrative title for the spring semester. She will record any annual or sick leave taken while in this title through the Human Resources time and leave system.*

**NON-TEACHING ACTIVITIES ON OVERLOAD**

As the university policy on Multiple Positions states, non-teaching activities such as research or administrative duties are meant to be performed as part of your full-time appointment and your contractual workload obligation and should not be performed as overload. Exceptions to this rule are rare and need prior written approval from the Office of the Provost and the President as well as a University waiver. If such additional service or administrative duty for extra compensation is approved, it cannot exceed 150 clock hours for a semester, or 300 clock hours in total for the academic year. The salary rate for these hours will follow the non-teaching hourly rate steps.

**MIXED TEACHING AND NON-TEACHING ON OVERLOAD**

From the beginning of the fall semester until the day after the spring commencement, your total extra work (overload) cannot exceed 14 classroom contact hours of teaching, OR 300 extra clock hours of non-teaching hourly work, OR a combination of both.

One (1) classroom contact hour equals 15 clock hours. Thus, 14 contact class hours equals 210 clock hours. Non-teaching hours are calculated as .6 of teaching hours (210 clock hours of teaching equal 126 non-teaching clock hours).

*Example 1: A faculty member who is given a teaching overload of 14 classroom contact hours would work 210 clock hours and therefore would be ineligible for a non-teaching overload assignment for that academic year.*

*Example 2: A faculty member who is given a teaching overload of 12 classroom contact hours would work 180 teaching clock hours teaching, and so would be eligible to work an additional 50 non-teaching hours for that academic year.*

In the second example above, you calculate available non-teaching hours through the following steps:

- **Step 1:** If you are teaching 12 classroom contact hours on overload, you can calculate your clock hours by multiplying your contact hours by 15. 12x15=180 teaching clock hours
- **Step 2:** To calculate the number of clock hours you might work on overload in a non-teaching capacity, subtract your 180 teaching clock hours from the total clock hours allowed on overload (210). 210-180 = 30 teaching clock hours.
- **Step 3:** To convert teaching clock hours to non-teaching clock hours, divide by 0.6. 30 clock hours /0.6 = 50 non-teaching hours available to you as overload.

**SUMMER EMPLOYMENT**

The multiple position rules specified above apply to the academic year consisting of the fall and spring semesters and the winter session. A slightly different set of rules applies to additional work done during the summer sessions.
You are on paid annual leave from the day after commencement until the first day of classes of the fall semester. Any work you perform for compensation during summer, whether teaching classes, performing grant-funded research, or serving as a department chair, should not exceed three-ninths of your full-time annual salary. Exceptions to this rule are rare and need prior approval from the Office of the Provost.

The compensation rates for additional work done during summer sessions are as follows: for teaching – paid at teaching hourly rate; for non-teaching – paid at non-teaching hourly rate; for serving as department chair – paid at non-teaching hourly rate.

For work associated with an RF grant – use the three-ninths formula, keeping in mind that one month total salary cannot exceed one-ninth of your annual full-time salary.

**TEACHING AT MULTIPLE CUNY COLLEGES**

You may teach at more than one CUNY College. Your payroll college (or home college) is John Jay College. John Jay is responsible for maintaining all of your workload data for work which you perform as part of your contractual assignment, even if all or some of the work is performed at another CUNY institution. If your teaching load at a second college falls within your annual contractual obligation, that teaching is counted as part of your full time faculty workload at John Jay College.

*Example: A John Jay faculty member teaching two classes at John Jay and one class at the GSUC in the fall semester will have all 3 courses (9 workload hours) reported through John Jay.*

Two CUNY colleges may exchange faculty for teaching activities. With the approval of both provosts, you may teach a course at another CUNY college while a colleague from that college teaches a course at John Jay. The work performed by each of you is part of your contractual workload obligation at your home/payroll college. You should receive no additional workload credit or salary.

The provost of John Jay may agree, at the request of a provost of another CUNY college, for compelling academic reasons, to “loan” you to teach a course at the other college over and above your full contractual teaching load at John Jay. The teaching you do at the other college is on overload. Teaching on overload at another CUNY college is an exception to a rule and will be granted rarely and then only with prior written approval from the Office of the Provost.

Under these circumstances, the maximum time allowed for overload teaching is 8 classroom contact hours total for the academic year.

Six (6) classroom contact hours would be allowed for teaching classes at other CUNY colleges during the winter term, exclusively on Saturdays and Sundays, or as part of an online degree program.

Overload teaching for non-tenured, tenure-track faculty (non-tenured Professors, non-tenured Associate Professors, non-tenured Assistant Professors) is allowed only if the faculty member is not simultaneously using her Junior Faculty Contractual reassigned.

**COMMUNICATION**

The number of full-time faculty engaging in activities additional to their contractual workload obligations (multiple positions) is reported with its details to the CUNY Central Office at the end of each academic year.
HOW IS WORKLOAD DATA COLLECTED AND MANAGED?

ACCOUNTABILITY

You are accountable for managing your schedule and accurately reporting your workload information.

Your department chair is accountable for assigning your teaching schedule, reviewing and approving your workload, and helping you to manage your schedule appropriately.

The Office of the Provost is accountable for providing to 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.

Summer session classes are not counted toward the full-time faculty contractual workload. Any summer classes taught by full-time faculty have to be taught under an Hourly appointment and paid as such.

Only one class taught during a winter term can count toward the full time faculty contractual workload. Winter intersession work that is completed as part of a full-time faculty contractual workload is included in the spring semester workload.

In order to avoid loss of teaching hours due to difficulties in scheduling, the annual contractual workload is managed over a three year period for full-time faculty (3-Year Cycle Monitoring).

JOHN JAY COLLEGE EWORKLOAD APPLICATION

The Office of the Provost is required to update the workload data in CUNYfirst each fall and spring semester so that these data may be reported to the university. The means by which we will gather this data is the eWorkload application.

The eWorkload application is provided so that faculty may view their teaching workload for the semester and academic year. Through the eWorkload application, the Office of the Provost will be able to produce annual reports at the end of each spring semester to be used for 3-year cycle monitoring and department evaluations.

Until eWorkload application has been in use for a few years, you and your chair are encouraged to print the final and saved annual sheets from eWorkload for your records.
APPLICATION OVERVIEW

Your workload data is collected using a standard template in an electronic application called eWorkload. Each semester your data will be collected, 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 your beginning and ending workload balances and enables you and the college to track workload balances within the contractual 3-year cycle. Additionally, the application tracks the balance of the Junior Faculty Contractual Reassigned Time available to individual faculty.

The eWorkload application is a dynamic system. It will be 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 the class schedule information that is available in the CUNYfirst system at the beginning of the fall and spring semesters. After you review and update your individual record by adding/editing classes and indicating your 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 entries shown in eWorkload are then duplicated in the CUNYfirst system by the Provost’s Office staff.

APPLICATION DETAILS

The eWorkload application is available at http://doitapps.jjay.cuny.edu/workload/index.php. Additional details are available through the “HELP” tab of the application. Your eWorkload username and password is the same as those used for your college email account.

COMMUNICATION

Questions and comments regarding faculty workload should be directed to facultyworkload@jjay.cuny.edu.

Provost’s Office staff will be using this email address to send you notices about the faculty workload collection process and to communicate with you and your chair about workload discrepancies and policy changes. Please make sure the email address is recognized by your email inbox so that messages do not wind up in the Junk Mail folder.
WORKLOAD AND THE CUNYFIRST SYSTEM

UNIQUE DEPARTMENTAL AND COURSE ARRANGEMENTS

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 IV for further details.

NYPD LEADERSHIP PROGRAM

When NYPD classes are team taught, the full 3 workload hours are shared by both instructors, regardless of the number of students enrolled (ex. ETH 190).

GRADUATE COURSE TAUGHT AT JOHN JAY AND THE GRAD CENTER

A class may be offered at both John Jay and Graduate Center (i.e. master 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 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.

<table>
<thead>
<tr>
<th>MS Courses</th>
<th>Course Code</th>
<th>PhD Courses</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOS</td>
<td>710</td>
<td>CRJ</td>
<td>86000</td>
<td>Advanced Criminalistics I</td>
</tr>
<tr>
<td>FOS</td>
<td>711</td>
<td>CRJ</td>
<td>86100</td>
<td>Advanced Criminalistics II</td>
</tr>
<tr>
<td>FOS</td>
<td>721</td>
<td>CRJ</td>
<td>86200</td>
<td>Advanced Forensic Instrumentation I</td>
</tr>
<tr>
<td>FOS</td>
<td>722</td>
<td>CRJ</td>
<td>86300</td>
<td>Advanced Forensic Instrumentation II</td>
</tr>
<tr>
<td>FOS</td>
<td>760</td>
<td>CRJ</td>
<td>84900</td>
<td>Expert Testimony and Ethical Issues for Scientific Research and Forensic Scientists</td>
</tr>
<tr>
<td>FOS</td>
<td>736</td>
<td>CRJ</td>
<td>86800</td>
<td>Forensic Firearms Examination</td>
</tr>
<tr>
<td>FOS</td>
<td>735</td>
<td>CRJ</td>
<td>85500</td>
<td>Advanced Analysis Methods and Topics for Physical Evidence</td>
</tr>
</tbody>
</table>
ENGLISH DEPARTMENT

Composition Courses

Full time faculty (Professor, Associate Professor, Assistant Professor, Lecturer, Instructor) receive the workload hours listed below for these specific courses:

EAP 121 - 6.00 workload hours
EAP 131 - 6.00 workload hours
ENG 233 - 4.00 workload hours
ENG 334 - 4.00 workload hours
ENG 100 - 6.00 workload hours
ENG 101 – 4.00 workload hours
ENG 201 – 4.00 workload hours

ENG 79000

This course is offered by the Graduate Center and taught by a tenure track faculty member to NEW Lecturers. The assigned full time faculty member receives 4 workload hours as offered by the Grad Center.

Lecturers

Lecturers in the Writing Programs have a 5/4 load and receive one course release time (3.00 workload hours) for a developmental workshop during their first year of teaching (taken as ENG 79000 course referenced above).
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)

For more information on contractual workload requirements, please reference the specific language of Article 15 of the Agreement between the City University of New York and the Professional Staff Congress/ CUNY, September 20, 2007 - October 19, 2010. [CUNY-PSC/CUNY Contract 2007-2010].

AS of December, 2015 there is also a supplementary workload balance settlement agreement between the City University of New York and the PSC- CUNY exclusively in reference to John Jay full time faculty. Please see Appendix IV for details.

The policy on multiple positions is prescribed by both the University and CUNY/ PSC labor contract.

The University policy on multiple positions may be found in the Manual of General Policy, Article V, Policy 5.14. [CUNY Manual of General Policy, Article IV, Policy 5.14].

Please reference the specific language of Article 15.5 of the Agreement between the City University of New York and the Professional Staff Congress/ CUNY, September 20, 2007 - October 19, 2010. [CUNY-PSC/CUNY Contract 2007-2010]
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).

   c. 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.

[Signatures and dates from different parties]

For John Jay College of Criminal Justice

For The City University of New York

For the Professional Staff Congress/CUNY
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
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.
WORKLOAD REALLOCATION PLAN
2016-2021

The plan outlined in this document will reallocate one course (3 hours) of faculty workload from classroom teaching to faculty engagement with students outside the classroom through advisement, mentoring, and independent research. A key factor in the retention of students, in addition to high quality and effective classroom teaching, is students’ access to and ability to develop meaningful, ongoing relationships with full-time faculty members. The Workload Reallocation Plan is expected to have a positive impact on student retention and success by facilitating the development of such relationships.

Over the course of the plan, workload reallocation will result in a classroom teaching load of 3/3 for Distinguished Lecturers and tenured faculty in the ranks of Assistant, Associate, and full Professor, and of 4/4 for untenured and tenured lecturers.

The workload reallocation plan will not apply to Distinguished Professors or to faculty who have a permanently reduced teaching load from recruitment or retention offers or who are phasing toward retirement. Faculty serving in administrative positions such as chair, executive officer and/or program director, who earn three or more courses of administrative release time per year, are not eligible for workload reallocation while serving in these positions.

The purpose of workload reallocation and teaching load reduction for classroom teaching faculty is to improve instruction and to support faculty engagement with students outside the classroom through advising and mentoring.

This plan will be reviewed annually and continued implementation will depend on financial ability.

Year One—2016-2017

In each year of the plan, eligibility will be determined based on workload balances at the end of the previous year and course reduction will be effective in the subsequent year. Course reduction is not effective during a sabbatical year, or, in the case of split leaves, during the year of the first half of the sabbatical.

1. All tenured teaching faculty in tenure bearing ranks (Assistant, Associate, and full Professor) with a workload balance of three hours or fewer at the end of the 2015-2016 academic year will be reduced to a 3/3 course load (18 teaching contact hours) for the academic year 2017-18 and each year of service thereafter, as long as they maintain a yearly average of 21 workload hours (inclusive of course reductions) in accordance with the PSC-CUNY contract’s 3-year averaging rule.

2. Distinguished Lecturers are expected to carry the same workload as tenure-track faculty. The Workload Reallocation Plan will include Distinguished Lecturers even though they are not tenured faculty. All Distinguished Lecturers with a workload balance of 3 or fewer hours at the end of the 2015-2016 academic year will be reduced to a 3/3 course load (18 teaching contact hours) for the academic year 2017-18 and each year of service thereafter, as long as they maintain a yearly average of 21 workload hours (inclusive of course reductions) in accordance with the PSC-CUNY contract’s 3-year averaging rule.

3. All other Lecturers, both tenured and untenured, with a workload balance of 3 or fewer hours at the end of the 2015-2016 academic year, will be reduced to a 4/4 course load (24 teaching contact hours) for the academic year 2017-2018 and each year of service thereafter, as long as they maintain a yearly average of 27 workload hours (inclusive of course reductions) in accordance with the PSC-CUNY contract’s 3-year averaging rule.

4. Counseling faculty and faculty librarians will not be eligible for teaching load reduction.
5. Application will not be necessary. The workload reporting system will generate a list of eligible faculty and their subsequent year’s workload will be adjusted accordingly.

6. Course reductions from sponsored research, unsponsored research, or administrative work will be drawn from the 3/3 (or 4/4) base teaching load for the affected faculty.

**Year Two—2017-2018 (Subject to Financial Ability)**

Added to the year one list of eligible faculty will be faculty in the above categories (tenured ranked faculty—exclusive of librarians and counselors—tenured and untenured lecturers, and Distinguished Lecturers) who achieved a workload balance of 3 or fewer hours at the end of the 2016-2017 academic year.

**Year Three—2018-2019 (Subject to Financial Ability)**

Added to the year two list of eligible faculty will be faculty in the above categories (tenured, ranked faculty—exclusive of librarians and counselors—tenured and untenured Lecturers, and Distinguished Lecturers) who achieved a workload balance of 3 or fewer hours at the end of the 2017-2018 academic year.

**Year Four—2019-2020 (Subject to Financial Ability)**

Added to the year three list of eligible faculty will be faculty in the above categories (tenured, ranked faculty—exclusive of librarians and counselors, tenured and untenured lecturers, and Distinguished Lecturers) who achieved a workload balance of 3 or fewer hours at the end of the 2018-2019 academic year.

**Year Five—2020-2021 (Subject to Financial Ability)**

Added to the year four list of eligible faculty will be faculty in the above (tenured, ranked faculty—exclusive of librarians and counselors—tenured and untenured Lecturers, and Distinguished Lecturers) who achieved a workload balance of 3 or fewer hours at the end of the 2019-2020 academic year.

The 2019-2020 academic year marks the end of the December 2015 Workload Settlement Agreement. All teaching faculty should have zero balances at the end of each academic year beginning in academic year 2020-2021 (except for the faculty with balances of 36 hours or more at the time of the Workload Settlement Agreement). Those who end a year with a deficit or a surplus (under or over 21 hours) will be subject to the PSC-CUNY contract’s 3-year averaging rule. Faculty who do not bring their average yearly workload to 21 hours (27 hours for lecturers) within a given three-year period will lose their eligibility for workload reduction in the subsequent year.

**SENIOR SCHOLAR RELEASE**

This program is intended for tenured Associate and full Professors who are working toward a major scholarly outcome or creative project and have no other sources of course release. Applications are due on March 1 of each year. The fund provides 1-2 courses of release time to be used in the subsequent year. These funds cannot be used for summer salary or any support other than course release time. Faculty must submit a two- to five-page project summary to the Office for the Advancement of Research, detailing the nature of the scholarship planned and the reason the project requires the requested amount of course release time. Requests should be submitted in electronic form to OAR (oar@jjay.cuny.edu) with Senior Scholar Release Program clearly indicated in the subject line. Decisions will be made by the Associate Provost/Dean of Research in consultation with the Research Advisory Council. Up to ten courses will be awarded annually.
## CUNYFirst Faculty Workload Hours in Course Catalog - Adjustments to Default Settings

<table>
<thead>
<tr>
<th>Course</th>
<th>Common Title</th>
<th>Credits</th>
<th>Student Hours</th>
<th>Faculty Wkld Hours</th>
<th>Comments</th>
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<td>Credits</td>
<td>Student Hours</td>
<td>Faculty Wkld Hours</td>
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<td>PSY 311</td>
<td>Research Methods In Psy</td>
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<td>6 for regular double period (enrollment up to 25) or 9 for jumbo double period (enrollment 75 plus)</td>
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1 Subject to review in the near future.
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<tr>
<th>Course</th>
<th>Common Title</th>
<th>Credits</th>
<th>Student Hours</th>
<th>Faculty Wkld Hours</th>
<th>Comments</th>
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<td>SOC 390</td>
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<td>0.6 per stud enrolled</td>
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<tr>
<td>AAS,ANT,CHE,CTA, COR,CRJ,LAW,PSC,PSY,SOC,PHIL,FOS - 410</td>
<td>Independent Study</td>
<td>3</td>
<td>3</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

2 Undergraduate Research Experience courses in any discipline are denoted by the use of course code 385 or 387.