ADJUNCT FACULTY PERSONNEL POLICIES AND PROCEDURES

FACULTY FILES

Faculty Credentials. All faculty members must submit to the College proof of all earned degrees and any other related credentials, such as professional certificates or licenses. Official transcripts must be sent to the Chairperson of the Department.

Curriculum Vitae. All faculty should have an updated curriculum vitae on file in department offices, especially if personnel action is pending.

Personnel Files. The College maintains two files for each faculty member. Faculty members have the right and responsibility to inspect and initial their personal personnel files annually in the presence of the Chairperson or designee. The personal personnel file will contain information submitted by the individual faculty member or generated by the College. The information that may be included are: evidence of academic and professional accomplishments, evaluations of professional performance, observation reports on academic and professional performance, and student evaluation data.

ADJUNCT SCHEDULE FOR NOTIFICATION OF REAPPOINTMENT AND NON-REAPPOINTMENT

AGREEMENT between THE CITY UNIVERSITY OF NEW YORK and the PROFESSIONAL STAFF CONGRESS/CUNY, Article 10.1.2.3, page 15

Persons in adjunct titles hired on a semester basis shall receive such notice of appointment for the following semester on or before December 1 in the Fall semester or May 1 in the Spring Semester. Such notification of appointment shall be subject to sufficiency of registration and changes in curriculum which shall be communicated to the employee as soon as they are known to the appropriate college authorities.

An employee who has served as an adjunct in the same department of the college for not fewer than six (6) consecutive semesters (exclusive of summer sessions) during the three (3) year period immediately preceding the appointment, to whom the college intends to offer another appointment shall be notified on or about May 15 of appointment for both the following Fall and Spring semester. Such notification of appointment shall be subject to sufficiency of registration and changes in curriculum in each semester, which shall be communicated to the employee as soon as they are known to the appropriate college authorities. Such notification shall also be subject to all other conditions of employment including, but not limited to, the workload provisions of Article 15.2.

(b) All other members of the Instructional Staff not otherwise specified shall receive such written notice:

1. On or before June 1 in the first year of service. An individual who has had prior service in another unit of the University shall be deemed to be serving his or her initial year of appointment in the first year of service at the new unit. This provision shall not be deemed to affect the accumulation of service credit toward tenure or toward a certificate of continuous employment.

2. On or before May 1 in the second year or later of service.
10.2 All notifications shall be made by the President or his or her designee subject to financial ability and subject to ratification by the Board.

10.3 When timely notice of non-reappointment has once been given, but it is later determined in the grievance procedure that there was some irregularity in the original decision not to reappoint, a subsequent notice of non-reappointment, otherwise valid, given after the irregularity has been removed or corrected, shall be deemed timely for the purposes of this Article.

**ADJUNCT INSTRUCTIONAL STAFF AND GRADUATE ASSISTANT WORKLOAD REPORTING FORM**

Adjunct Lecturers or Adjuncts in other titles shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of The City University of New York. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of The City University of New York (AGREEMENT between THE CITY UNIVERSITY OF NEW YORK and the PROFESSIONAL STAFF CONGRESS/CUNY, Article 15.2, page 30).

**ADJUNCT ATTENDANCE**

You may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, if you teach one three hours during the semester, without loss of pay, for reasons of illness or personal emergency including religious observance, death in the immediate family or similar personal needs Requests for such leave must be made in advance, when possible and in writing. If it is not possible to make the request in advance, inform the department chair as soon as possible. The reason must be satisfactory to the chairperson. Only the department chair may authorize arrangements among colleagues to cover or reschedule classes and work assignments.

**ADJUNCT PROFESSIONAL HOUR**

Effective September 1, 2002, Adjunct Professors, Adjunct Associate Professors, Adjunct Assistant Professors, Adjunct Instructors and Adjunct Lecturers who are assigned a teaching workload of six (6) or more contact hours at the same college, will be paid at the appropriate teaching adjunct rate of pay for one (1) additional hour per week in order to engage in professional assignments related to their academic responsibilities, such as office hours, professional development, participation in campus activities and training. It is understood that the professional hours for adjuncts provided herein shall not be counted toward the maximum adjunct teaching hours in section 15.2 of the Agreement between The City University of New York and the Professional Staff Congress/CUNY.

**15.2 WAIVERS FOR ADJUNCT FACULTY**

Request for 15.2 overload waiver for adjunct faculty must be received by the PSC by a specified date. In order to have waiver requests processed for the semester, all waiver requests must be received by the Labor Designee no later than September 1 for the Fall semester and February 1 for the Spring semester.
The PSC will not consider a waiver request received after the deadline, except under specified circumstances. The waiver request must provide reasons in sufficient detail to explain the necessity of the waiver. A copy of the Adjunct Workload Reporting Form must accompany the request.

Article 15.2 of the PSC/CUNY contract states: “Adjunct Lecturers or Adjuncts in other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of The City University of New York. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of The City University of New York.” A waiver of this contract provision is only to be requested under exceptional circumstances.

GENERAL COLLEGE POLICY FOR ADJUNTS

Adjuncts must fill out the following forms each semester.

Memo of January 6, 2006, from Prof. Mary Rogan, Labor Designee, regarding:

1. Personnel Actions Forms:
   a. Adjunct and Multiple Position, Faculty Time and Attendance Teaching Forms; and
   b. Weekly Time Sheets

2. Fact Sheet for 211/212 Waiver Procedures for Full- and Part-time Faculty, Non-teaching Instructional Staff and Other Unclassified Service Positions.

3. Form 210 – Certification of Prior NYS or NYC Public Service, Collection of Public Pension Funds

   NOTE: Salary cap is currently $27,500; subject to increase in January 2007 to $30,000

4. Adjunct Instructional Staff and Graduate Assistant Workload Reporting Form

ADJUNCTS FACULTY TEACHING SCHEDULE, SIGNING IN, AND SUBMISSION OF TIME SHEETS

All day adjunct faculty must sign in and submit Adjunct and Multiple-Position Faculty - Time and Attendance Teaching Form (Attachment 13) to their Departmental Office between 8 a.m. and 5 p.m. Monday through Friday. All adjunct faculty teaching evenings and Saturdays/Sundays should sign in (Attachment 14) and submit their forms to the Evening/Weekend Office, CO 506.

ADJUNCT FACULTY EVALUATION

Adjuncts shall be observed for the first ten (10) semesters of service. After this time, teaching observations for adjunct personnel shall be held at the request of the chairperson or the adjunct.
After four (4) semesters of service, annual evaluations for adjunct personnel shall be held at the request of the chairperson or the adjunct, provided, however, that if such evaluations are conducted at the request of the adjunct, such evaluations may not be conducted more than once every four semesters (AGREEMENT between THE CITY UNIVERSITY OF NEW YORK and the PROFESSIONAL STAFF CONGRESS/CUNY, Article 18.3, (c), pg. 37).

**JURY DUTY**

**Background**

The purpose of Section 521 of the New York State Judiciary Law is to assure that employees receive either a day’s pay or the jury duty per diem allowance, not both, for any given day of jury day service in any state or local court, except town or village courts. That law has recently been amended to provide for a different method of payment of the jury duty per diem allowances to, among others, CUNY employees who serve on State or local juries in New York State. Section 521 streamlines the method of per diem allowance payment for jury duty service by having the State not issue a separate payment check to CUNY employees. CUNY employees should now receive only a carfare reimbursement check.

**Procedure: A - New York State and Local Jury Duty Service**

1. Employees summoned to jury duty must notify, as soon as possible, their immediate supervisor and the College Human Resources Director that they have been so summoned. A photocopy of the jury duty summons should be presented by the employee at this time.

2. CUNY employees should be reminded that they are a “State or local employee” for the purposes of Section 521. CUNY employees are to respond in the affirmative when asked this question by the appropriate court personnel.

3. Employees returning from jury duty must present a photocopy of the completed jury duty certificate to their immediate supervisor and the original jury duty certificate to the College Human Resources Director. A completed jury duty certificate will include the employee’s name, dates of jury duty service, and the signature or stamp of the appropriate court clerk.

4. Employees must also present to the College Human Resources Director a photocopy of the actual reimbursement check that they eventually receive from the State.

5. Employees must reimburse their College if the State inadvertently issues a check for per diem jury duty service.

**Procedure: B - Federal and Out-of-State Jury Duty Service**

1. Established procedures will remain in effect for federal and out-of-state jury duty service; employees will receive a per diem allowance payment from the federal or out-of-state governmental jurisdiction, and must then reimburse the College.

**Note:** College teachers are paid on the basis of a 10-month school year. Where they are not teaching summer school for additional compensation, they should be paid their per diem fee if they serve as jurors during the summer period, even if they continue to receive paychecks during that period. The summer months for teachers are considered a period when no regular workdays are
scheduled, rather than a period of paid vacation, and the payment received during the summer (except for summer school) is considered deferred compensation.