April 26, 2007

TO: The College Presidents
The Dean of the School of Journalism
The Dean of the CUNY Law School
The Dean of the Sophie Davis School of Biomedical Education
The Dean of the School of Professional Studies

FROM: Vice Chancellor Brenda Richardson Malone

SUBJECT: Implementation of the Revised Statement of Policy on Multiple Positions

At its meeting on February 26, 2007, the Board of Trustees approved a revised Statement of Policy on Multiple Positions, which contains the following revisions:

- The Preamble is revised to provide more emphasis on the responsibility of faculty to engage in research, writing and creative work in their disciplines.
- Section 2.b is revised to permit additional overload teaching opportunities. Specifically, under paragraph 2.b.4), tenured faculty who have no reassigned time and tenured faculty with reassigned time for administrative duties will be eligible for consideration for overload assignments of no more than six classroom contact hours during the academic year in courses offered during the Winter Session, in courses offered exclusively on Saturdays or Sundays, or in courses offered as part of on-line degree programs. These opportunities are in addition to the overload opportunities provided to these faculty members pursuant to Paragraph 2.b.2) and Paragraph 2.b.3).
- The permissible number of non-teaching hours during the academic year for an urgent, short-term assignment, as authorized by the President or the Chancellor, is increased from 150 hours per academic year to 150 hours during a semester.
- The rules governing summer session work are revised so that all summer work will now be limited to a maximum of three-ninths of the faculty member's annual salary.
- Technical changes are made in Paragraph 4 (Annual Report).

These revisions will serve to increase the participation of full-time faculty in Weekend courses, in Winter Session courses, and in on-line degree programs. They also provide the colleges with greater flexibility in scheduling Summer Programs and in staffing short-term, non-teaching

A copy of the policy is attached.
professional projects. The purpose of this memorandum is to provide guidance on the correct interpretation of the Board’s policy.

Preamble

The revision in the Preamble is simply a restatement of the expectation that faculty engage in scholarly activity as part of their ordinary responsibilities, as stated in various University documents. Indeed, both the previous and revised Statement of Policy on Multiple Positions recognize the pivotal importance of faculty research:

The City University regards scholarly activity and research as part of the normal activity and responsibility of the faculty. In fact such activities are part of the basis on which faculty members are evaluated, reappointed or promoted.

The Statement of Policy on Multiple Positions applies only to full-time faculty. It does not apply to adjunct faculty, or to other full-time members of the instructional staff, such as employees in the Higher Education Officer series, the College Laboratory Technician series, and Registrar series.

Multiple Positions Outside The City University

No substantive changes were made in Section 2.a. of the policy, which covers activities outside of the University. Faculty members who wish to engage in outside employment, consultative work, or other work must receive prior approval. The faculty member must provide to the Department Personnel and Budget Committee the following information:

- His/her total academic commitment,
- The proposed employment, consultative or other work and
- Information regarding any previously approved outside employment.

If the Department Personnel and Budget Committee approves the requested employment, consultative work or other work, the Department Chairperson must determine the amount of time which the faculty member may expend on the activity, subject to review by the President. In no event may the amount of time spent on such outside employment, consultative work or other work exceed an average of one day per week (i.e., seven hours) or its equivalent during the academic year.

---

2 See, for example, Section 11.7 of the Bylaws of the Board of Trustees.
3 Statement of Policy on Multiple Positions, Section 2.c. See also, Section 18.2(a) of the PSC/CUNY collective bargaining agreement.
4 The policy does apply to these individuals if the college’s Governance Plan accords faculty rank or faculty status to employees in these titles.