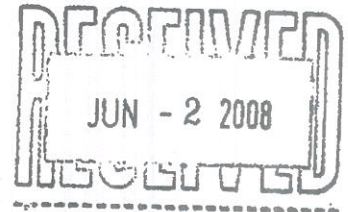


May 27, 2008



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
The Dean of the Macaulay Honors College

FROM: Vice Chancellor Gloriana B. Waters

Gloriana B. Waters

SUBJECT: Summer Employment Limitations for Full-Time Faculty

As summer approaches, the colleges may find useful a review of the limitations on summer employment for full-time faculty in the Board of Trustees' *Statement of Policy on Multiple Positions*.

At its February 26, 2007 meeting, the Board of Trustees made significant changes in its *Statement of Policy on Multiple Positions*. One change was to modify the calculation of the maximum summer employment in CUNY or CUNY-related enterprises for full-time faculty. Previously, there were multiple limitations on summer employment. For example, teaching and non-teaching assignments could not exceed a stated fraction of both the faculty member's academic year teaching workload and the faculty member's annual salary. The fraction of teaching workload, in turn, was translated into a maximum number of hours in teaching and non-teaching assignments.¹ In addition, there were different limitations on summer grant work and participation in special training institutes. The Board of Trustees replaced these multiple limitations with a single limitation: "Participation in summer activities shall not exceed in total for all such activities three-ninths of a faculty member's annual salary."

It is important to remember that the Board of Trustees changed the limitation to three-ninths of salary, but did not change the method of compensation for the various activities in which a faculty member might become involved over the summer. Thus, a full-time faculty member teaching over the summer continues to be paid for the courses

¹ Thus, a full-time faculty member could not teach more than 105 hours (or 120 hours in departments that offer four credit courses) or perform non-teaching assignments in excess of 175 hours. There was a formula for calculating the maximum number of hours for a full-time faculty member who had both teaching and non-teaching assignments over the summer. These hourly limitations continue to apply to adjunct faculty members working in the summer.

at the applicable hourly rate and a full-time faculty member performing non-teaching assignments continues to be paid on an hour-for-hour basis at the non-teaching hourly rate.² The change that the Board of Trustees approved in this regard was to eliminate the hourly limitation on these assignments and substitute a compensation limitation. As a practical matter, it is unlikely that a faculty member will reach the compensation limitation in either a summer teaching assignment or a summer non-teaching assignment. Consider these examples:

A. Maximum Summer Teaching Assignment for a Full Professor at Maximum Salary

a) 3/9ths of Max. Salary (\$102,235):	\$34,078.00
b) Maximum hourly rate:	\$91.75
c) Maximum # of teaching hours (a+b):	371
d) Equivalent classroom contact hours (c+15 hours)	25

B. Maximum Summer Non-Teaching Assignment for a Full Professor at Maximum Salary

a) 3/9ths of Max. Salary (\$102,235):	\$34,078.00
b) Maximum hourly rate:	\$55.06
c) Max. # non-teaching hours (a+b)	619
d) Hours per week (c+ 12 weeks)	52

Thus, a full professor would have to teach more than his/her full academic year's workload or work 52 hours a week for 12 weeks in a non-teaching capacity to earn 3/9th of salary over the summer.

No change was made in the calculation of summer grant work, which continues to be capped at 3/9ths of annual salary. If a faculty member receives 1/9th of salary for grant work in a particular summer month, he/she is presumed to devote 100% of effort to the grant and is therefore not eligible for other employment during that month.

Department chairs are paid 1/9th of salary for every 120 hours of work as a chair during the summer. If the faculty member is assigned 120 hours in a particular month, he/she is presumed to devote 100% of effort to work as chair and is therefore not eligible for other employment during that month. Please note that the compensation of summer chairs is limited to chairs or to surrogate chairs who have been designated to cover the chair's duties according to agreed-upon practices when the chair is unavailable to perform chair duties. Summer chair compensation is not available to faculty serving as program coordinators or as other departmental administrators; they continue to be paid at the non-teaching adjunct hourly rate for hours worked over the summer.

On April 26, 2007 Vice Chancellor Brenda Richardson Malone issued a memorandum regarding "Implementation of the Revised Statement of Policy on Multiple Positions," a copy of which is attached. Appended to that memorandum is a "Multiple Position Policy

² Timesheets continue to be required for non-teaching assignments.

Summer Assignment Reporting Form," which provides a template for determining whether a faculty member's summer work is within the policy limitations, especially in instances where the faculty member has multiple summer assignments.

I hope that this memorandum provides useful guidance for monitoring faculty summer compensation. If you have any questions, please call Mr. Raymond F. O'Brien at (212) 794-5386. Thank you for your cooperation.

Attachment

c: Chancellor Matthew Goldstein
 Cabinet
 Chief Academic Officers
 Chief Administrative Officers
 Chief Student Affairs Officers
 Labor Designees
 Personnel Officers
 Payroll Officers