



Office of the Vice Chancellor for Faculty and Staff Relations
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MEMORANDUM

TO: College Presidents,
Dean of The CUNY Law School
Dean of the Sophie Davis School of Biomedical Education

FROM: Vice Chancellor Brenda Richardson Malone *B. Malone*

DATE: January 26, 2005

SUBJECT: **Substitute Appointments Clarification**

I write to clarify my memorandum of December 17, 2004, in which I outline procedures to be used when appointing instructional staff to substitute positions. Please note that the need to submit a Personnel Vacancy Notice (PVN) when appointing a substitute applies to the following titles only:

- Higher Education Officer titles,
- College Laboratory Technician titles,
- Research Assistants, and
- Research Associates.

Faculty positions are excluded from this requirement.

I remind you that under the terms of the Collective Bargaining Agreement, faculty appointed on a substitute basis are to be used to fill vacancies caused by leaves and/or emergencies. The substitute title is not to be used to avoid the search process. The four semester limit on substitutes continues to apply to faculty.

If you have questions or concerns, please feel free to call me.

cc: Chancellor Matthew Goldstein
Executive Vice Chancellor Selma Botman ✓
Senior Vice Chancellor Allan Dobrin
Dean Gloriana Waters
Mr. Raymond O'Brien
Labor Designees
Human Resource Directors
Compliance & Diversity Officers