

MULTIPLE POSITION POLICY SUMMER ASSIGNMENTS REPORTING FORM

The Board of Trustees' *Statement of Policy on Multiple Positions* limits a full-time faculty member's assignments during the annual leave period in the summer to a maximum of three ninths of the faculty member's annual salary. In order to ensure compliance with this limitation, the faculty member must complete this form and submit it to his/her Department Chair before beginning any summer assignments and provide an updated form if any changes occur.

Name: _____

1. Summer Teaching Assignments

$$\frac{\text{_____}}{\text{\#hours}} \times \frac{\text{_____}}{\text{Hourly Rate}} = \text{_____}$$

2. Summer Non-Teaching Assignments

$$\frac{\text{_____}}{\text{\#hours}} \times \frac{\text{_____}}{\text{Hourly Rate}} = \text{_____}$$

3. Summer chair Assignment

$$\left(\frac{\text{_____}}{\text{Annual salary}} \div 9 \right) \times \left(\frac{\text{_____}}{\text{\#hours worked}} \div 120 \right) = \text{_____}$$

4. Summer Grant Salary

5. Other CUNY Summer Employment

6. Total Summer Compensation from CUNY (Add 1 through 5)

7. Permissible Summer Compensation from CUNY

$$\frac{\text{_____}}{\text{Annual salary}} \times 3/9 = \text{_____}$$

NOTE: Line 6 must be less than Line 7.

Signature of Faculty Member Date

Signature of Department Chair Date