



MULTIPLE POSITION POLICY

Presented by: Office of Human Resources Management

May , 2014

MULTIPLE POSITION POLICIES

- **Multiple Position Policy for Full-time Faculty**
- **Multiple Position Policy for HEO and CLT Series Employees**
- **Multiple Position Policy for Executive Compensation Plan (ECP) Staff**
- **Dual Employment Policy for Classified Staff Employees**

OVERVIEW

MULTIPLE POSITION POLICY FOR FULL-TIME FACULTY

- The Policy applies only to full-time faculty.
- The Multiple Position Policy covers:
 - Employment, consultative, or other work done outside the University
 - Overload teaching within the University
 - Overload non-teaching assignments within the University during the academic year
 - Summer activities
 - Employment of faculty on approved leaves
- The University monitors overload assignments, which are reported to the Board as part of the annual report.
- The report from the presidents includes all multiple positions **in excess of the guidelines**, including names of persons involved and the specific reasons for excesses. At the June Board meeting, the Chancellor reports to the Board, the steps taken by the presidents to implement the policy and the extent of compliance with the limitations set.

Multiple Position Form

- Full-time faculty members, **including faculty members on leaves** other than long-term disability leave, must submit a multiple position form each semester.
- The form requires details of activities within and outside of CUNY that are in addition to the regular, full-time employment at the primary college of employment.
- If commitments change, a revised form must be submitted.
- Compensated and uncompensated activities outside of CUNY require approval of the Department Personnel and Budget Committee, the department chairperson, and the president.
- Activities within CUNY that are **in excess of the guidelines** require approval from OHRM. Faculty may not assume the multiple position assignment before the necessary approvals have been secured.

Multiple Positions Outside of the University

- No employment, consultative or other work may be engaged in by a faculty member unless he/she receives **prior** approval from the department P & B, the chairperson and the president.
- The multiple position form must provide full disclosure of total academic commitment, the proposed outside employment, consultative, or other work.
- The department P & B may not approve of any outside activity unless such employment or work relates to the professional interests, strengthens the professional competence or enriches the professional performance and does not interfere with the professional standing of the faculty member.
- No employment, consultative or other work shall be approved if the faculty member is unable to meet the commitments to the primary assignment.
- The total amount of time to be expended on such outside employment or work **may not exceed more than an average of one day a week or its equivalent over the course of the academic year.**

Multiple Positions Outside of the University

Each faculty member shall abide by, make known to the other party or incorporate in any written agreement:

- That the faculty member is serving in an individual capacity and not as an agent, employee or representative of the University. This means that the name of the college / University may not be used in connection with the faculty member's services, without the written permission of the University.
- That the faculty member's primary employment responsibility is to the University and he/she is bound by its policies, including those related to consulting and other outside work.
- That in rendering services to the outside party, the faculty member may not make substantial use of the University's resources, including but not limited to its facilities, equipment, employees, proprietary information, or clinical databases, without written permission.
- That no relationship or agreement between the faculty member and another party may grant rights to intellectual property owned by the University and/or the Research Foundation without written authorization.
- The outside party may not restrict or hinder the ability of the faculty member to conduct current and foreseeable research assignments as an employee of the University, limit his/her ability to publish work generated at or on behalf of the University, or infringe on his /her academic freedom.

Multiple Positions Within the University

- It is the policy of the University and its colleges to achieve exchanges of services, in the best interests of the college or the University.
- Requests for service from faculty members which are in the best interests of the college or the University should originate from the Chief Academic Officer of the requesting unit and have the approval of the Chief Academic Officer of the other unit.
- Exchanges, wherever possible, are done by budgetary interchange, or by balancing of interchanged services with no additional academic load or extra remuneration for the individuals concerned..
- Variations to this are allowed only with the special permission of the Chancellor or the appropriate president.

Multiple Positions - Teaching

Full-time non-tenure track and tenured faculty are eligible for consideration for an overload assignment when such assignment is determined to be in the best interest of the college and to serve a specific academic need.

Eligible titles:

- Full-time non-tenure track faculty, including Instructors and Lecturers; and tenured faculty
- Faculty with reassigned time for research or administrative duties during the academic year
- Faculty who have been appointed to participate in a doctoral program and who have had their workload adjusted to allow for such participation

Overload assignment:

- Up to a maximum of eight (8) total classroom contact hours over the fall and spring semester.
- Up to an additional six (6) classroom contact hours during the academic year in courses that are offered during the winter session; exclusively on Saturdays or Sundays or as part of on-line degree programs.

Full-time non-tenured tenure-track faculty are prohibited from overload teaching assignments, except where the faculty member is not using the contractually-mandated research reassigned time and then only with the permission of the Chancellor or the appropriate president.

Multiple Positions – Non-Teaching Assignments

- As a general rule, faculty may not receive extra compensation during the academic year for research, consulting or any other employment with the University or any of its affiliated organizations, regardless of the source of funds.
- Grant funds may be used during the academic year to compensate the college for reassigned time to facilitate the faculty member's research during the academic year.
- Under special circumstances of an urgently needed short-term administrative and/or service assignment exists, a President or a Vice Chancellor may authorize specific additional compensation to a faculty member whose services are required as an overload.
- These assignments are limited to 150 hours per semester at the non-teaching hourly rate or a total of 300 hours for the entire academic year, *i.e.*, beginning of Fall semester until the day after spring commencement.
- Total extra involvement has to be a proportional combination of teaching and non-teaching assignments.

Multiple Positions- Summer

Compensation for CUNY summer activities from the University and related entities, such as the Research Foundation and the college foundations, shall not exceed a total for all such activities of three-ninths ($3/9^{\text{ths}}$) of the faculty member's full-time annual salary:

- teaching a summer session in any one of the CUNY colleges,
- performing administrative duties such as service as department chairperson,
- conducting research paid for by using funds originating from the Research Foundation.

A college foundation may pay faculty for research or additional work during the summer in an amount that may cause the faculty member's total compensation during the summer to exceed three-ninths ($3/9^{\text{ths}}$) of his/her annual salary under the following conditions.

- Such payment is consistent with rules and regulations applicable to the college foundation,
- The circumstances surrounding such payment has been rigorously documented and justified, and
- Such payment is approved by the Chancellor and the appropriate president

All summer activities must be reported to the college of primary employment in advance of participating in them to ensure that they do not exceed the contractual rules or University practices.

Multiple Positions – Faculty on Leaves

RESTRICTIONS ON MULTIPLE POSITIONS FOR FACULTY ON LEAVES

Faculty on leaves of absence are expected to devote their time and energy to the purposes for which the leave is granted.

As a general rule, employment within or outside the University during leaves of absence are prohibited, unless such involvement is integral to the purpose for which the leave is granted. Such employment requires approval of the president.

Faculty on Fellowship and Scholar Incentive Award Leaves may engage in work during the period of annual summer leave.

Faculty on Travia Leave may be employed outside the University with prior notice to the president, but only if they have given an irrevocable commitment to retire.

Multiple Position Policy – Mechanisms of Pay

During the academic year, all work done for the University must conform to the rates of pay indicated in the collective bargaining agreement.

During the summer:

- Faculty are paid at the hourly rate for teaching and non-teaching assignments.
 - For teaching assignments, a class assignment is entered in CUNYfirst and serves as the record
 - For non-teaching assignments, a timesheet is required. The timesheet should report accurate work hours. 15-minute increments are allowed.
- For work performed on their grants, faculty are paid with tax-levy funds which are reimbursed from the grant by the Research Foundation. Payment is based upon a percentage of annual CUNY salary (typically this is one-ninth ($1/9^{\text{th}}$) or two-ninths ($2/9^{\text{ths}}$) or three-ninths ($3/9^{\text{ths}}$).
- If the faculty member is devoting 100% effort to the activity during a particular period of time during the summer, then the faculty member is not eligible for any other assignment during the same period, for *e.g.*, a faculty member who is devoting 100% effort to a grant in July will not be generally eligible for any teaching or non-teaching assignment in July.

The total compensation is limited to three-ninths ($3/9^{\text{ths}}$) unless a college foundation provides compensation for research or additional work.

If the faculty member is receiving such additional compensation from the college foundation and is also working on a grant administered by the Research Foundation, then the faculty member must consult with RF to ensure that the terms of the grant are not being violated.

MULTIPLE POSITION REPORT

NAME OF COLLEGE
 MULTIPLE POSITIONS REPORT 2010-2011

TOTAL NUMBER OF INDIVIDUALS WITH MULTIPLE POSITIONS: [put total number here, for example, 20]

INDIVIDUALS IN EXCESS OF GUIDELINES: [put total number here, for example, 4]

<u>Name</u>	<u>Excess Hours</u>	<u>Reason</u>
Name first (of 4) individuals	State total number of hours the individual worked <u>in excess</u> of guidelines	State brief reason for <u>excess</u> work hours, for example:
Name second (of 4) individuals		Only qualified
Name third (of 4) individuals		Winter Intercession
Name fourth (of 4) individuals		Specialized course
		No other coverage available

Q & A