


September 8, 2016

BY E-MAIL

TO: College Presidents and Deans of the CUNY-wide and Professional Schools
Chief Academic Officers
Chief Administrative Officers
College Human Resources Directors
College Labor Designees

FROM: Esdras Tulier 

SUBJECT: Implementation Guidance for Two-Year Teaching Adjunct Appointments for Academic Years 2016-17 and 2017-18

This memorandum provides guidance on the implementation of the two-year Adjunct appointment agreed to in the 2010-2017 agreement with the Professional Staff Congress (PSC). This two-year appointment for the 2016-2017 and 2017-2018 academic years is a one-time opportunity for teaching Adjuncts eligible and interested in this two-year appointment. The following criteria must be met for an Adjunct to be eligible for a two-year teaching appointment:

- Adjunct must be eligible for a two-semester appointment for the Fall 2016 and Spring 2017 semesters under Article 10.1.(a) 3, by virtue of having taught as an Adjunct in the same department for at least the six (6) consecutive semesters (exclusive of the summer sessions) preceding the Fall 2016 semester.
- Of the six (6) semesters preceding Fall 2016, the adjunct must have taught at least six (6) classroom contact hours in the same department in Fall 2014, Spring 2015, Fall 2015 and Spring 2016 semesters, and one or more courses in Fall 2013 and Spring 2014 semesters.
- Adjunct must have taught at least six (6) contact hours in the same department in at least ten (10) out of the fourteen (14) Fall and Spring semesters during the period Fall 2007 through Spring 2014. *(Up to four (4) semesters of substitute service in a teaching title within the same department may be counted towards qualifying service).*

In addition to meeting the above criteria, the teaching Adjunct must proactively submit the Notice of Interest Form to the Office of Human Resources no later than Monday, October 17, 2016, indicating his/her interest in the two-year appointment in order to be considered.

In order to effectively manage this process in a timely manner, it is recommended that:

- 1) The Notice of Interest form (attached) be posted on the college website immediately.
- 2) Paper copies of the Form should be available in Academic departments, Provost's Office, academic administrative offices such as Adjunct Office/Evening and Weekend Office, Human Resources Office, etc.

- 3) If the HR Office is not the office responsible for managing and verifying Adjunct workload, HR must forward the form to the appropriate office. It is recommended that the Forms be electronically transmitted to the relevant office.
- 4) The HR Office or the college office responsible for managing and verifying Adjunct workload should review, complete and sign Part 2, and return the form to the Adjunct by no later than February 1, 2017. A copy of the signed form should be given to the Chairperson and another copy placed in the Adjunct's personal personnel file, in accordance with Article 19.

It is recommended that the Provost's Office, the academic departments and the Human Resources Office work closely with one another to consolidate information on Adjunct workload in preparation for the review of the Adjuncts' work history. Discrepancies between an Adjunct's submission and College records will need to be resolved in a timely manner in order to meet the February 1, 2017 notification deadline.

Colleges are reminded that an eligible Adjunct is to receive a two-year appointment without the necessity of a comprehensive review of the Adjunct's performance, and that each semester's appointment is subject to sufficiency of registration and changes in curriculum. If an eligible adjunct should lose his/her course assignments in any given semester, such adjunct remains eligible for the remaining semesters of the 2-year appointment.

The 2010-2017 agreement with the PSC also provides a three-year Adjunct appointment under a pilot program which is distinct from the two-year Adjunct appointment. Adjuncts who receive a two-year appointment are to receive a comprehensive review during the two-year period and will be considered for a three-year appointment effective beginning in the 2018-19 academic year, if otherwise eligible. An implementation memo will be sent to you shortly regarding the three-year Adjunct appointment.

Questions regarding the implementation of the two-year appointment may be directed to my attention.

Thank you.

Attachment: Notice of Interest Form

c: Executive Vice Chancellor and Provost Vita Rabinowitz
Vice Chancellor Gloriana B. Waters
Vice Chancellor Pamela Silverblatt
Judy Opperman, Senior University Executive Director of HR Operations
HR Advisory Services