

## **3-Year Cycles and the Teaching Load Reduction Agreement**

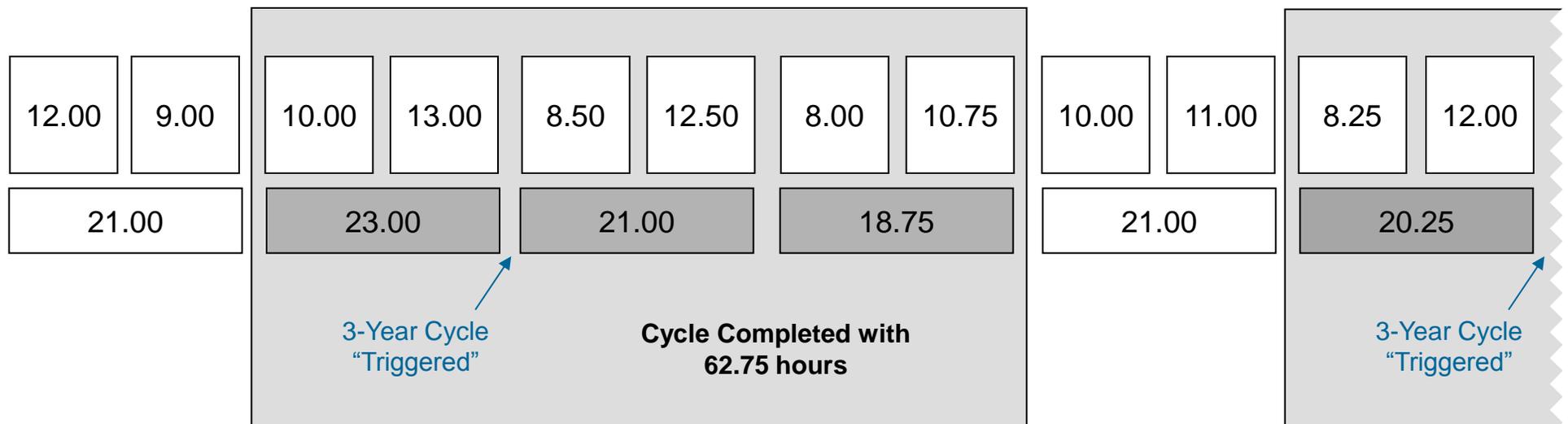
The following packet of explanatory diagrams uses workload figures based on the 21-hour professorial title teaching load. However, over the course of the phase-in period of the [Teaching Load Reduction Agreement](#), each academic year will have a different contractual workload obligation:

	Professorial Titles*	Lecturers
AY 2017-2018	21	27
AY 2018-2019	20	26
AY 2019-2020	19	25
AY 2020-2021	18	24

It would be impractical to create a set of diagrams to predict every individual faculty member's workload situation. Other than the values, the patterns and principles behind the 3-Year Cycles remain the same. An updated packet of information will be provided once the phase-in of the reduced teaching load is complete.

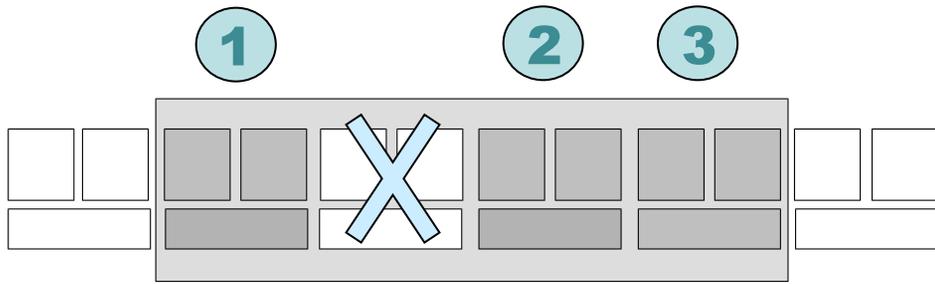
In the meantime, please keep in mind the different contractual workload obligations for each year and these special considerations with regard to [split leaves](#).

## Typical 3-Year Cycle Scenario



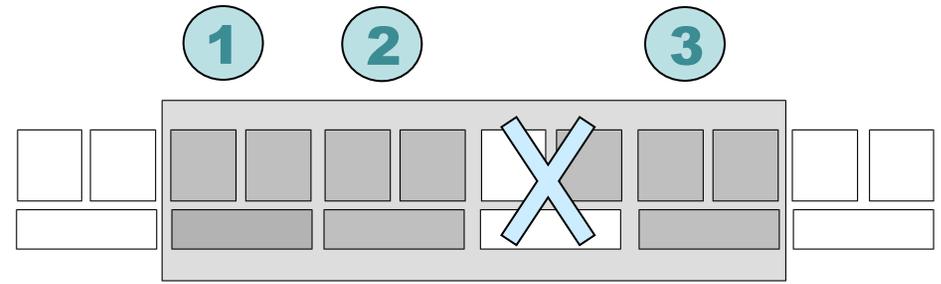
The following page illustrates how leaves of absence, in various configurations, affect 3-Year Cycle calculations.

## Full-Academic Year Leave



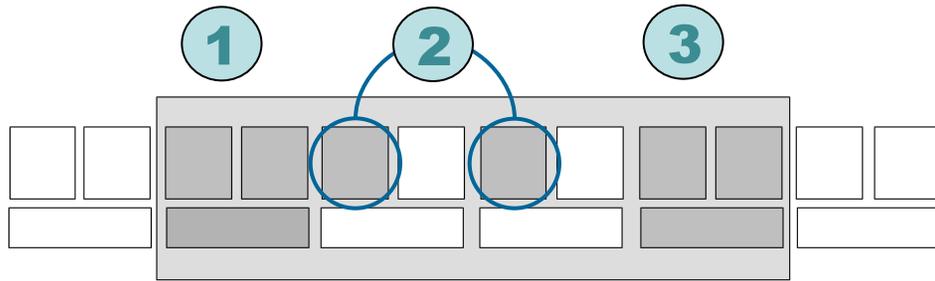
*Academic year excluded from 3-Year Cycle Calculations*

## Single, Full-Semester Leave



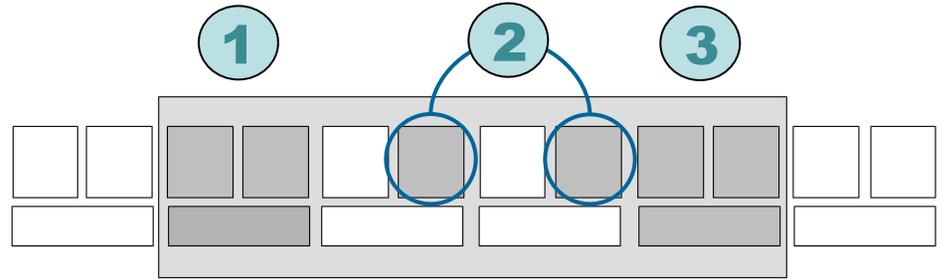
*Academic year excluded from 3-Year Cycle Calculations; A "reasonable" workload is expected for non-leave semester*

## "Split" Leave – Option A



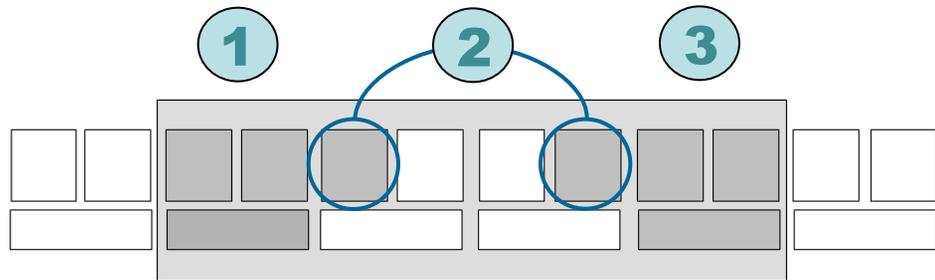
*The leave semesters are excluded from 3-Year Cycle calculations and the complementary semesters connect together*

## "Split" Leave – Option B



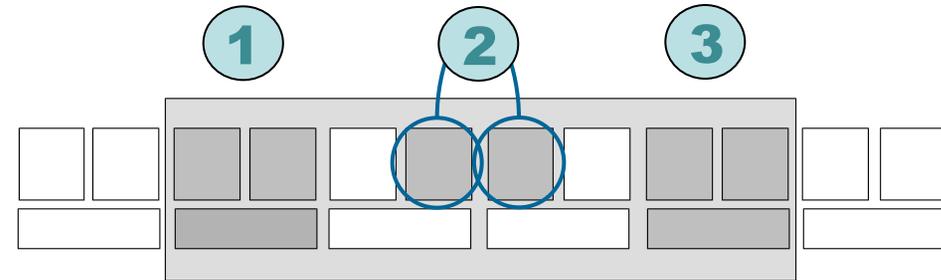
*The leave semesters are excluded from 3-Year Cycle calculations and the complementary semesters connect together*

## "Split" Leave – Option C



*The leave semesters are excluded from 3-Year Cycle calculations and the complementary semesters connect together*

## "Split" Leave – Option D



*The leave semesters are excluded from 3-Year Cycle calculations and the complementary semesters connect together*



*Office of the Associate Provost for  
Faculty and Administration*

2900 Bedford Avenue Brooklyn, NY 11210  
tel 718-951-5024 • [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu)

## **Dissertation and Master's Thesis Supervision During a Leave of Absence**

Faculty members are not permitted to accrue workload hours during a leave of absence.\* However, there is one exception to this principle. In recognition of the special nature and extended time frame of doctoral dissertation supervision and master's thesis supervision, a faculty member may accrue hours for these two type of teaching activity.

No other workload will be accrued during leaves of absence – including independent study/research, fieldwork and internship supervision, and clinical or practicum supervision/teaching.

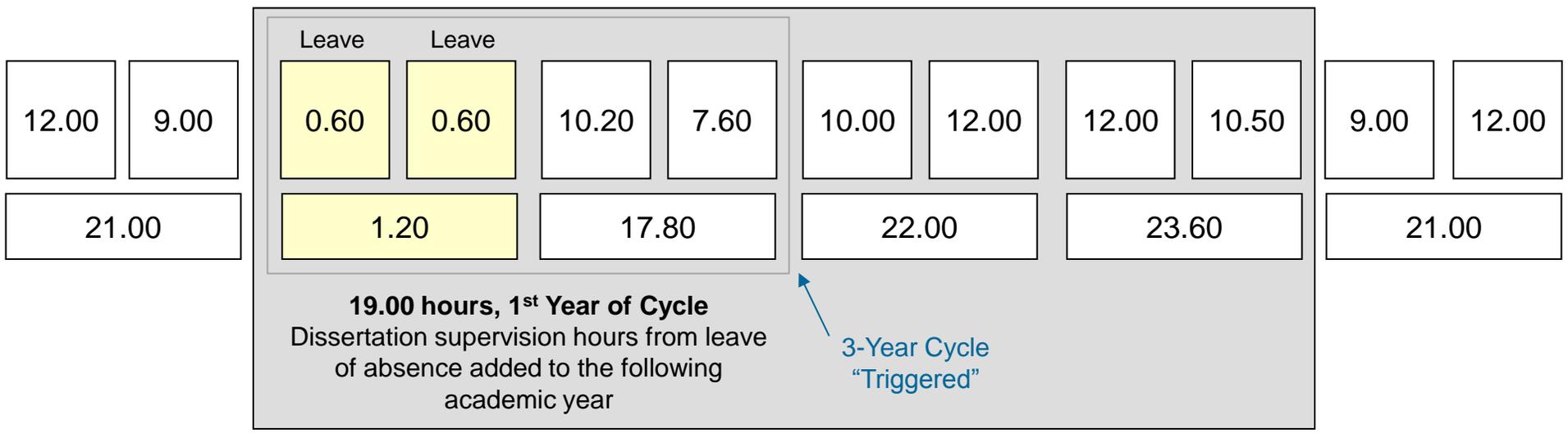
The following five pages illustrate how dissertation and master's thesis supervision during leaves of absence are integrated into 3-Year Cycle calculations. Generally speaking, the hours are added to the *current* academic year or the *next* academic year, as appropriate. Hours are never applied retrospectively (i.e., to make up for an underage in a previous year).

*\* This refers to academic leaves such as Fellowship Leave, Scholar Incentive Awards, etc. Please contact Human Resources in the case of short- and long-term disability leave and other types of medical leave.*



In order to prevent faculty “losing” workload hours accumulated from Doctoral Dissertation and Master’s Thesis supervision taking place during fellowship leave or other leaves of absence, these hours are added to current academic year (if appropriate) or the next term following the leave of absence.

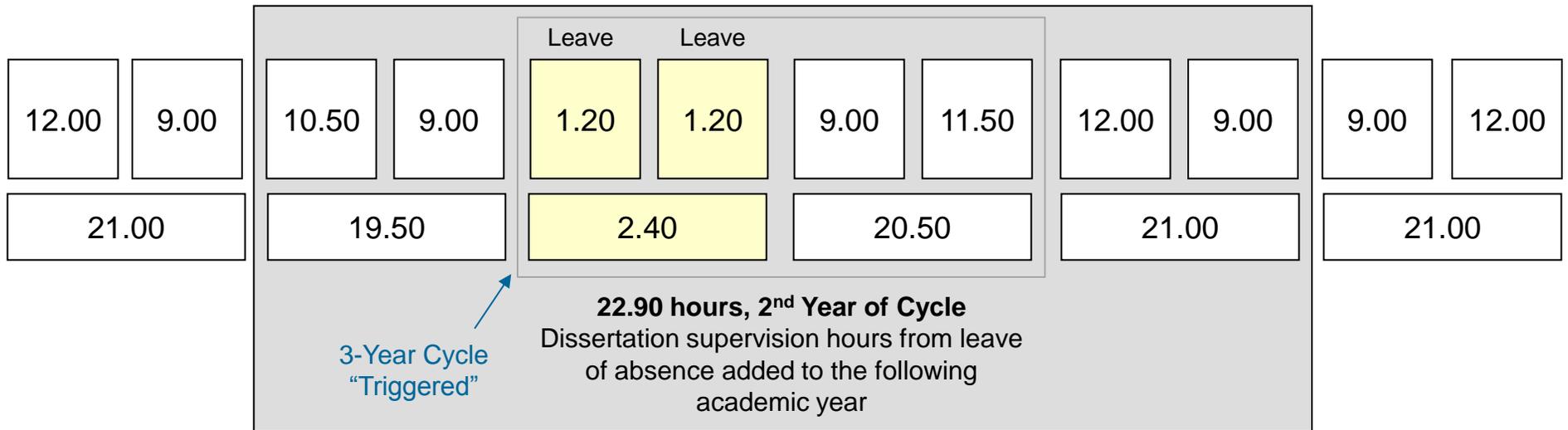
## Full-Year Leave of Absence – Scenario 2



This scenario shows how the accumulated hours during a full-year leave of absence are added to the subsequent academic year. The result, in this example, is a total of 19.00 hours of workload (i.e., 1.20 hours + 17.80 hours). This results in an underage and does not fulfill this particular faculty member’s contractual obligation; consequently a new 3-Year Cycle is triggered. As you can see in the diagram, the sum of these 4 semesters comprise the “1st Year” of the cycle.

In order to prevent faculty “losing” workload hours accumulated from Doctoral Dissertation and Master’s Thesis supervision taking place during fellowship leave or other leaves of absence, these hours are added to current academic year (if appropriate) or the next term following the leave of absence.

### Full-Year Leave of Absence – Scenario 3

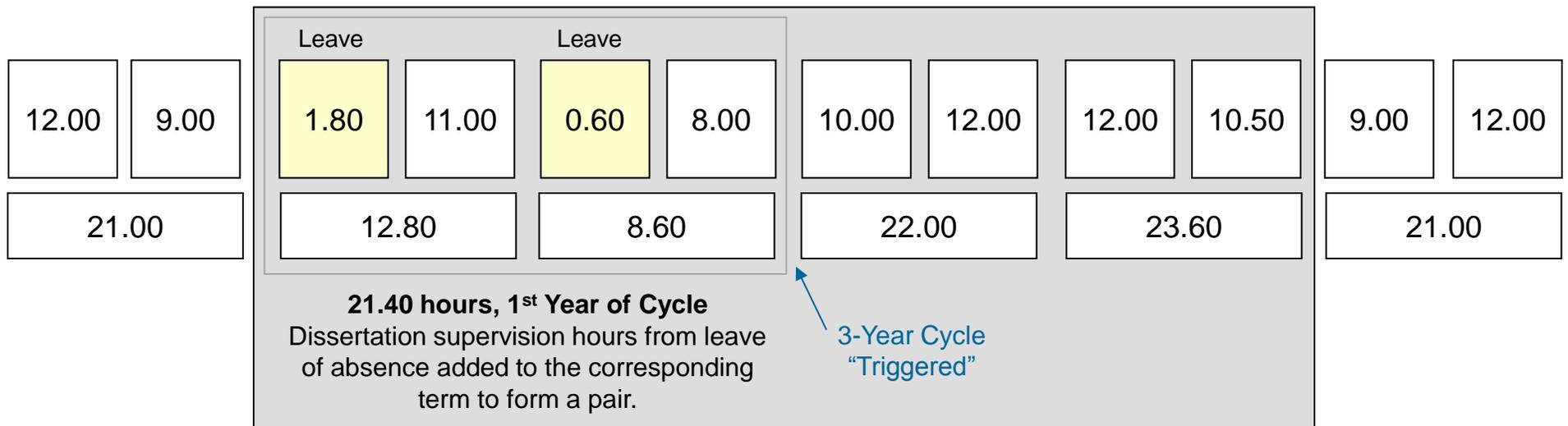


This situation is similar to the prior scenarios, but in this case the faculty member is already in the midst of a 3-Year Cycle. The accumulated hours during the full-year leave of absence are added to the subsequent academic year. The result, in this example, is a total of 22.90 hours of workload (i.e., 2.40 hours + 20.50 hours). As you can see in the diagram, the sum of these 4 semesters make up the “2nd Year” of the cycle.

If a full-year leave of absence occurs immediately after the 2nd Cycle Year, any accumulated dissertation and thesis hours will be added to the 3rd Cycle Year. The 3-Year Cycle will terminate normally with no option for “banking” or “carrying over” of excess workload hours.

In order to prevent faculty “losing” workload hours accumulated from Doctoral Dissertation and Master’s Thesis supervision taking place during fellowship leave or other leaves of absence, these hours are added to current academic year (if appropriate) or the next term following the leave of absence.

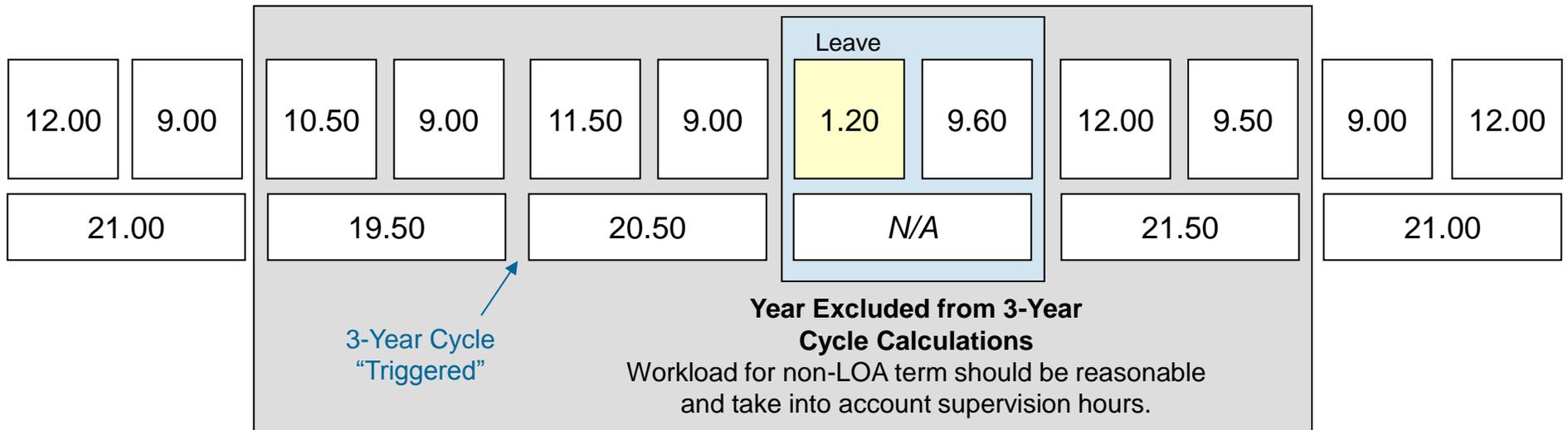
## “Split” Year Leave of Absence



This scenario illustrates how a “split” year leave of absence (in this example, two fall semesters) affects accumulated dissertation and thesis workload hours. These hours from the fall semester are added to the spring semester (i.e., 1.80 + 11.00 and 0.60 + 8.00). This results in an overage and exceeds this particular faculty member’s contractual obligation; consequently a new 3-Year Cycle is triggered. As you can see in the diagram, the sum of these 4 semesters make up the “1st Year” of the cycle.

This general principle applies to any leave of absence split across two academic year -- fall/fall, spring/spring, spring/fall or the very uncommon fall/spring. The dissertation or master’s thesis supervision hours are added to the corresponding term to form a pair.

## Single-Semester Leave of Absence



In any instance of a single-semester leave of absence, that academic year is excluded from 3-Year Cycle calculations. Since the contract does not specify a workload obligation for a single semester, a faculty member's workload is expected to be reasonable in relation to the annual workload obligation. The workload for the non-Leave of Absence term of the "excluded" year should take into account accumulated hours for dissertation and master's thesis supervision.