

Limitations of Adjunct Faculty Appointments

Fall and Spring Semesters

An adjunct may have a teaching appointment up to 9 workload hours (135 teaching hours) at one CUNY campus in one academic semester. In addition, that adjunct may teach *one course* of no more than 6 workload hours (90 teaching hours) at a second CUNY campus.

If an adjunct already has a teaching appointment at another campus, this may affect how many classes you can assign this individual. It is important you have this discussion with the prospective adjunct to avoid surprises. Also, you should carefully review the adjunct workload form before signing it.

The “professional hour” is calculated separately and is not part of the 9-hour limit.

Non-Teaching Appointments

The above limitations also apply to non-teaching adjunct appointments -- 135 teaching hours are equivalent to 225 non-teaching hours (“60 percent ratio”). For example, an adjunct appointed to teach 90 hours may only have a non-teaching appointment with a maximum of 75 hours.

Winter Intersession

The PSC and the University have signed an agreement allowing adjuncts to be assigned an additional 8 workload hours (120 teaching hours) during the Winter Intersession -- or a maximum of 75 non-teaching hours. This does not count against the fall or spring workload limitation.

Summer Sessions

Adjuncts are limited to 105 teaching hours (or 120 hours for 4-credit courses). Anything above that would require special permission from the University. While this permission is outside the ten adjunct waivers for the academic year mentioned below, it is still limited. University approval must be received before such an appointment may be processed.

Waivers of Limitations

The default operating principle should be that no waivers will be granted. The University and the PSC take these limitations very seriously. Waivers are granted only in truly exceptional circumstances, for example, an unforeseeable exigency in which there is no feasible alternative to exceeding the adjunct workload limit. The college is given a very small number of waivers to meet such exigencies

Please note: Hourly (overload) appointments for full-time instructional staff (faculty, HEOs or CLTS) are governed by the applicable Multiple Position Policy.

Maximum Allowable Combinations
of Adjunct Faculty Appointments

Fall and Spring Semesters

Teaching Hours	Appointment Hours	0	15	30	45	60	75	90	105	120	135
	Workload Hours	0	1	2	3	4	5	6	7	8	9
Non-Teaching Hours (60% Rate)		225	200	175	150	125	100	75	50	25	0

1 course
Max 6 workload hours
0-150 hours

1st CUNY College

2nd CUNY College

Summer Session

Teaching Hours	Appointment Hours	0	15	30	45	60	75	90	105
	Workload Hours	0	1	2	3	4	5	6	7
Non-Teaching Hours (60% Rate)		175	150	125	100	75	50	25	0

120 hours is allowed if teaching 4-hour courses

University-wide Limit

Winter Intersession

Teaching Hours	Appointment Hours	0	15	30	45	60	75	90	105	120
	Workload Hours	0	1	2	3	4	5	6	7	8
Non-Teaching Hours (60% Rate)		75	50	25	0					

University-wide Limit