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

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<thead>
<tr>
<th>Teaching Hours</th>
<th>Appointment Hours</th>
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<th>30</th>
<th>45</th>
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<td>150</td>
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<td>75</td>
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#### Winter Intersession

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<tbody>
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<tr>
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</table>

**1st CUNY College**
1 course
Max 6 workload hours
0-150 hours

**2nd CUNY College**
120 hours is allowed if teaching 4-hour courses

**University-wide Limit**

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- **Teaching Hours**: Hours spent on teaching activities.
- **Appointment Hours**: Total hours committed to teaching and non-teaching activities.
- **Workload Hours**: Hours spent on non-teaching activities, calculated at 60% of the teaching hours.

- **Non-Teaching Hours (60% Rate)**: Hours calculated as 60% of the teaching hours, adjusted for different conditions in each semester.