

May 1, 2019

To: All Full-Time Faculty

From: Tammy L. Lewis  
Associate Provost for Faculty and Administration (Interim)

Subject: Fall 2019 Multiple Position Report -- **ONLINE**

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The University requires all full-time faculty to submit a Multiple Position Report each semester – **including faculty on leaves of absence with pay**. Even if you have no additional activities, you must complete this report. The Fall 2019 Multiple Position Reporting is online! No pieces of paper to route around the college.

The Fall 2019 reporting period runs from  
**August 27, 2019 through January 23, 2020.**

**All reported activities must be within this date range.**  
*Winter intersession teaching is reported on your Fall 2019 report.*

The reporting period is 150 calendar days or  
approximately 21 calendar weeks.

The typical dates for teaching are August 27–December 20, 2019, for the fall semester, and January 2–23, 2020, for the winter intersession.

Any activities outside of this period should be reported on a spring or summer report, as necessary. Remember, overload appointments for the Winter Intersession are reported on your Fall 2019 report. If you are unsure of winter activities at this time, you should submit your fall report now and revise later. If you need to add additional activities or make other adjustments to your report, you may submit a revision at any time.

You may access the Multiple Position Reporting System at any time via the WebCentral Portal (<https://portal.brooklyn.edu/>).

Look for **Multiple Position Reporting** under the “My Info” tab.

Click on the **NEW button** to start your Multiple Position Report.  
(You might need to scroll down on your screen.)

You should submit your Fall 2019 Multiple Position Report online as soon as possible, but no later than August 26, 2019. All necessary approvals must be secured *before* assuming a multiple position assignment. Keep in mind, overload appointments will not be processed by Human Resources until they have all required paperwork including an approved Multiple Position Report.

The system is fairly simple, but we have prepared a guide to help you navigate. Below you will also find a link to the Multiple Position policy documents so you can understand the limitations on activities beyond your full-time position.

- Multiple Position System [Quick Guide for Faculty](#) (PDF)
- Multiple Position [Policy Documents](#) (PDF)

If you have any questions, please call the Office of the Associate Provost for Faculty and Administration at (718) 951-5024.

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**Note:** If you are a member of the TIAA pension plan and have an additional adjunct/hourly instructional appointment within CUNY, you must also submit the [TIAA-CREF Multiple Positions Form](#) to Human Resources in order to receive pension credit.