Multiple Position System
Quick Guide for Full-Time Faculty

If you are having WebCentral Portal technical problems, please call (718) 951-HELP

For more information or if you need assistance, please contact the Office of the Associate Provost for Faculty and Administration at (718) 951-5024

The CUNY Multiple Position policy, including a summary, may be found at www.brooklyn.cuny.edu/apfa
Step #1 — Begin a New Report

Brooklyn College Multiple Position Report

The Multiple Position Report form must be completed by all full-time faculty, including full-time substitutes, for the Fall and Spring semesters.

- Please read the CUNY Statement of Policy on Multiple Positions (MGP §5.14) prior to completing this form. Consult with the college labor designee and/or the Associate Provost for Faculty and Administration if you have any questions regarding the policy.

- This form must be completed, and the necessary approval secured, **before** the faculty member assumes a multiple position assignment and must be updated whenever changes in commitments occur during the semester.

Click on the "New" button below to start your report for the new semester.

**Note:** Remember the January Intersession (winter) is considered part of the Fall semester. Both your fall semester activities and your winter term activities should be submitted together.

Don’t worry, you may always submit a revision in case your activities change.
Step #2 — Select the Appropriate Choice

If you certify that you have **no** other activities, this is the last step. Simply click “Submit to Associate Provost.”

If your situation changes, you may submit a revised report at any time.

If you certify that you do have other activities, click “Continue...” and proceed to the next step.
Click on the “Add New” button in the appropriate category to provide the details of your activities. If you have more than one item in a section, enter them individually (i.e., don’t combine into one record).

**Note:** Please remember that this report asks for **hours per week** and **total hours for the semester**. For example, a “typical” class would be 3.00 hours per week and 45 hours total per semester.
When you have completed entering the details of your activities, click “Submit Application.”

If your activities change during the semester, you may submit a revised report at any time.
Managing Your Submitted Report

After you submit your report, you may check the approval status and print/view a PDF version of your report. It is on this main page that you also submit a revised report if your activities change during the semester.

The main screen will give you access to all reports you submit through the Multiple Position System.

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<table>
<thead>
<tr>
<th>Term</th>
<th>Control Number</th>
<th>Date Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016</td>
<td>MP 003 SP16</td>
<td>11/10/2015</td>
<td>Submitted to Chair</td>
</tr>
</tbody>
</table>

If you need to revise a report, select the appropriate report and click "Revise."

If you wish to print or review your completed report, click "Open" to view a PDF version.

Provides details about where your report is within the approval process.