**Brooklyn College** The City University of New York
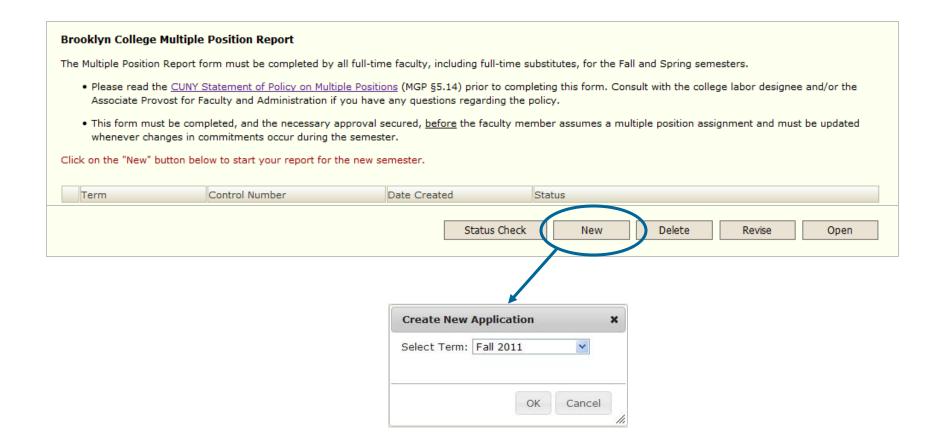
# Multiple Position System

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
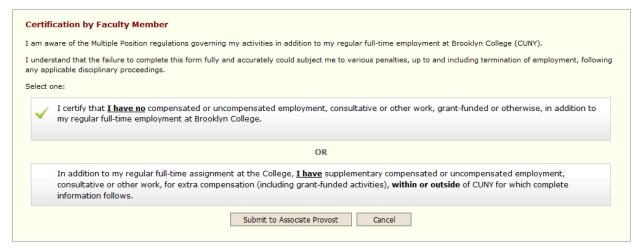
# Step #1 — Begin a New Report

**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.

| Term | Control Number | Date Created | Status |
|------|----------------|--------------|--------|
|      |                |              |        |

Status Check | New | Delete | Revise | Open

**Create New Application** ✖

Select Term: Fall 2011

OK | Cancel

**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

**Certification by Faculty Member**

I am aware of the Multiple Position regulations governing my activities in addition to my regular full-time employment at Brooklyn College (CUNY).

I understand that the failure to complete this form fully and accurately could subject me to various penalties, up to and including termination of employment, following any applicable disciplinary proceedings.

Select one:

✔ I certify that **I have no** compensated or uncompensated employment, consultative or other work, grant-funded or otherwise, in addition to my regular full-time employment at Brooklyn College.

**OR**

In addition to my regular full-time assignment at the College, **I have** supplementary compensated or uncompensated employment, consultative or other work, for extra compensation (including grant-funded activities), **within or outside** of CUNY for which complete information follows.

[ Submit to Associate Provost ]  [ Cancel ]

If you certify that you have **no** other activities, this is the last step. Simply click "Submit to Associate Provost."
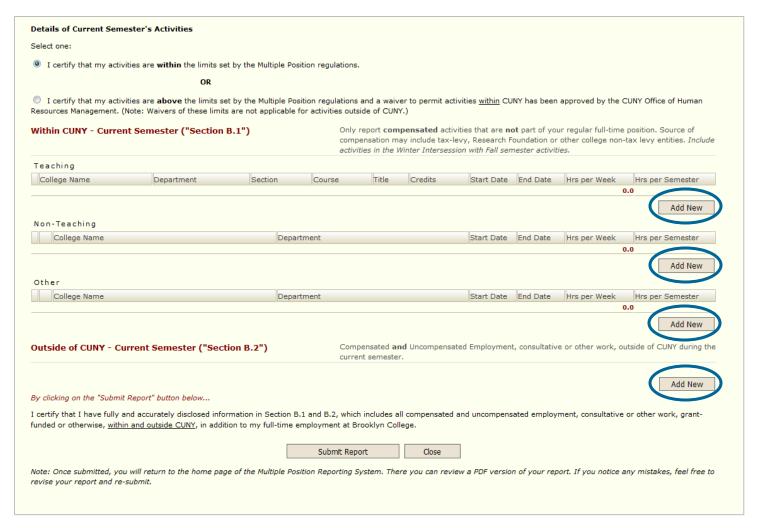
If your situation changes, you may submit a revised report at any time.

## OR

If you certify that you do have other activities, click "Continue…" and proceed to the next step.

**Certification by Faculty Member**

I am aware of the Multiple Position regulations governing my activities in addition to my regular full-time employment at Brooklyn College (CUNY).

I understand that the failure to complete this form fully and accurately could subject me to various penalties, up to and including termination of employment, following any applicable disciplinary proceedings.

Select one:

I certify that **I have no** compensated or uncompensated employment, consultative or other work, grant-funded or otherwise, in addition to my regular full-time employment at Brooklyn College.

**OR**

✔ In addition to my regular full-time assignment at the College, **I have** supplementary compensated or uncompensated employment, consultative or other work, for extra compensation (including grant-funded activities), **within or outside** of CUNY for which complete information follows.

[ Continue… ]  [ Cancel ]

# Step #3 — Provide Your Information

**Details of Current Semester's Activities**

Select one:

◉ I certify that my activities are **within** the limits set by the Multiple Position regulations.

**OR**

○ I certify that my activities are **above** the limits set by the Multiple Position regulations and a waiver to permit activities <u>within</u> CUNY has been approved by the CUNY Office of Human Resources Management. (Note: Waivers of these limits are not applicable for activities outside of CUNY.)

**Within CUNY - Current Semester ("Section B.1")** — Only report **compensated** activities that are **not** part of your regular full-time position. Source of compensation may include tax-levy, Research Foundation or other college non-tax levy entities. *Include activities in the Winter Intersession with Fall semester activities.*

Teaching

| | College Name | Department | Section | Course | Title | Credits | Start Date | End Date | Hrs per Week | Hrs per Semester |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | 0.0 |

Add New

Non-Teaching

| | College Name | Department | Start Date | End Date | Hrs per Week | Hrs per Semester |
|---|---|---|---|---|---|---|
| | | | | | | 0.0 |

Add New

Other

| | College Name | Department | Start Date | End Date | Hrs per Week | Hrs per Semester |
|---|---|---|---|---|---|---|
| | | | | | | 0.0 |

Add New

**Outside of CUNY - Current Semester ("Section B.2")** — Compensated **and** Uncompensated Employment, consultative or other work, outside of CUNY during the current semester.

Add New

*By clicking on the "Submit Report" button below...*

I certify that I have fully and accurately disclosed information in Section B.1 and B.2, which includes all compensated and uncompensated employment, consultative or other work, grant-funded or otherwise, <u>within and outside CUNY</u>, in addition to my full-time employment at Brooklyn College.

Submit Report     Close

*Note: Once submitted, you will return to the home page of the Multiple Position Reporting System. There you can review a PDF version of your report. If you notice any mistakes, feel free to revise your report and re-submit.*

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.

# Step #3 — Continued…

## Add CUNY Teaching

| | |
|---|---|
| College Name | BROOKLYN |
| Department | Aerospace |
| Section | MW3 |
| Course (ex. ABCD 5001) | AERO. 3425 |
| Title | Advanced Aeronautics |
| Credits | 3 |
| Hours per Week | 3 |
| Hours per Semester | 45 |
| Start Date | 01/29/2016 |
| End Date | 05/28/2016 |

Save  Cancel

## Add CUNY Non-Teaching

| | |
|---|---|
| College Name | PROFESSIONAL STUDIES |
| Department | Special Baccalaureate Prog |
| Start Date | 03/09/2016 |
| End Date | 04/20/2016 |
| Hours per Week | 2 |
| Hours per Semester | 12 |
| Description | Integrated engineering program development |

958 character(s) left

Save  Cancel

## Add Activity Outside of CUNY

| | |
|---|---|
| Type | Uncompensated |
| Hours per Week | 5 |
| # of Weeks | 6 |
| Start Date | 03/23/2016 |
| End Date | 05/04/2016 |
| Organization | American Aerospace Engineering Society |
| Address | 1234 W Wyoming Street, Washington DC |
| Telephone | 202-555-3456 |
| Nature of Work | Chairperson of the AAES research council. |

958 character(s) left

Save  Cancel

### Within CUNY - Current Semester ("Section B.1")

Only report **compensated** activities that are **not** part of your regular full-time position. Source of compensation may include tax-levy, Research Foundation or other college non-tax levy entities. *Include activities in the Winter Intersession with Fall semester activities.*

Teaching

| College Name | Department | Section | Course | Title | Credits | Start Date | End Date | Hrs per Week | Hrs per Semester |
|---|---|---|---|---|---|---|---|---|---|
| BROOKLYN | Aerospace | MW3 | AERO. 3425 | Advanced Aeronautics | 3.0 | 01/29/2016 | 05/28/2016 | 3.0 | 45.0 |
| | | | | | | | | 3.0 | |

Add New  Edit  Delete

Non-Teaching

| College Name | Department | Start Date | End Date | Hrs per Week | Hrs per Semester |
|---|---|---|---|---|---|
| PROFESSIONAL STUDIES | Special Baccalaureate Prog | 03/09/2016 | 04/20/2016 | 2.0 | 12.0 |
| | | | | 2.0 | |

Add New  Edit  Delete

Other

| College Name | Department | Start Date | End Date | Hrs per Week | Hrs per Semester |
|---|---|---|---|---|---|
| | | | | 0.0 | |

Add New

### Outside of CUNY - Current Semester ("Section B.2")

Compensated **and** Uncompensated Employment, consultative or other work, outside of CUNY during the current semester.

| Type | Uncompensated | | | | | |
|---|---|---|---|---|---|---|
| Hours | 5.0 | Weeks | 6 | Start Date | 03/23/2016 | End Date | 05/04/2016 |
| Employer | American Aerospace Engineering Society | | | | | |
| Address | 1234 W Wyoming Street, Washington DC | | | | | |
| Telephone | 202-555-3456 | | | | | |
| Nature of Work | Chairperson of the AAES research council. | | | | | |

Edit  Delete

Add New

*By clicking on the "Submit Report" button below...*

I certify that I have fully and accurately disclosed information in Section B.1 and B.2, which includes all compensated and uncompensated employment, consultative or other work, grant-funded or otherwise, <u>within and outside CUNY</u>, in addition to my full-time employment at Brooklyn College.
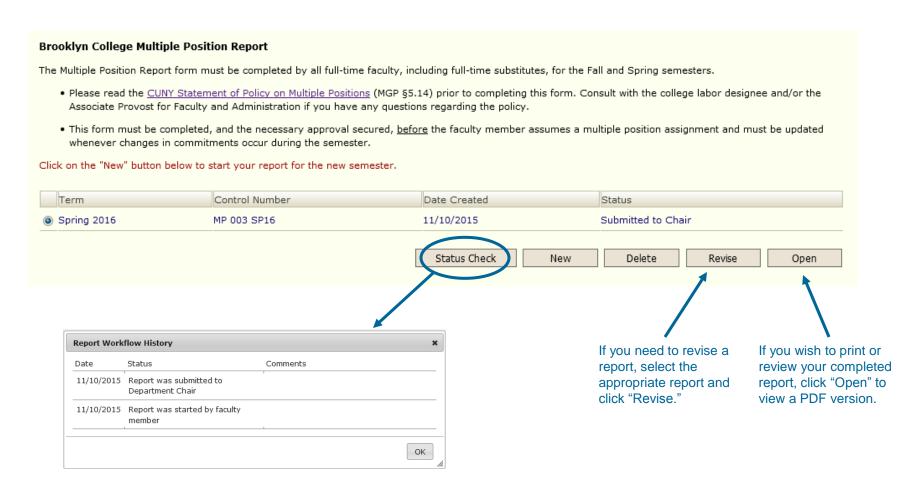
Submit Report  Close

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.

---

**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, <u>before</u> 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.

| Term | Control Number | Date Created | Status |
|------|----------------|--------------|--------|
| ⦿ Spring 2016 | MP 003 SP16 | 11/10/2015 | Submitted to Chair |

[ Status Check ]  [ New ]  [ Delete ]  [ Revise ]  [ Open ]

**Report Workflow History**  ✕

| Date | Status | Comments |
|------|--------|----------|
| 11/10/2015 | Report was submitted to Department Chair | |
| 11/10/2015 | Report was started by faculty member | |

[ OK ]

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

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.