

To: All Full-Time Faculty

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

Subject: Spring 2020 Multiple Position Report -- **ONLINE**

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 Spring 2020 Multiple Position Reporting is online! No pieces of paper to route around the college.

The Spring 2020 reporting period runs from
January 27, 2020 through May 28, 2020.

All reported activities must be within this date range.

Winter intersession teaching is reported on your Fall 2019 report. You will need to revise your Fall 2019 report to add any intersession activities

The reporting period is 123 calendar days or
approximately 17-½ calendar weeks.

The typical dates for spring semester teaching are January 27–May 22.

Any activities outside of this period should be reported on a fall or summer report, as necessary. Remember, overload appointments for the Winter Intersession are reported on your Fall 2019 report. 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 Spring 2019 Multiple Position Report online as soon as possible, but no later than January 24, 2020. 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.