

From: Office of Associate Provost for Faculty and Administration
Sent: Wednesday, December 1, 2021
Subject: Submit your Spring 2022 Multiple Position Report -- ONLINE

To: All Full-time Faculty

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

Subject: Spring 2022 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 2022 Multiple Position Reporting is online.

You should submit your Spring 2022 Multiple Position Report online as soon as possible, but no later than January 27, 2022. 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 Spring 2022 reporting period runs from
January 28 through May 31, 2022.

All reported activities must be within this date range.

Winter intersession teaching is reported on your Fall 2021 report, not on the Spring 2022 report. You can revise your Fall report to add any intersession activities.

The Spring 2022 reporting period is 124 calendar days or approximately 18 calendar weeks.

Typical dates for Fall semester teaching are January 28–May 24.

Any activities outside of this period should be reported on a summer or fall report, as necessary. Remember, overload appointments for the Winter Intersession are reported on your Fall 2021 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 at <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.)

Please review the [Multiple Position Policy Documents \(pdf\)](#) so you can understand the limitations on activities beyond your full-time position.

If you have any questions, please contact the Office of the Associate Provost for Faculty and Administration at apfa@brooklyn.cuny.edu.

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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.