

## FAQs For

### TWO-YEAR AND THREE-YEAR APPOINTMENTS FOR TEACHING ADJUNCTS

#### TWO-YEAR ADJUNCT APPOINTMENTS FOR THE 2016-2017 AND 2017-2018 ACADEMIC YEARS

##### **What are the service requirements?**

To qualify for the 2-year adjunct appointment, an adjunct must meet the three service requirements listed below:

- must have been eligible for a two-semester appointment for the Fall 2016 and Spring 2017 semesters, and
- must have taught at least 6 contact hours within the same academic department at the same college in Fall 2014, Spring 2015, Fall 2015, and Spring 2016, and at least one course in Fall 2013 and Spring 2014\*; and
- must have taught at least 6 contact hours within the same academic department at the same college for 10 of the 14 semesters – Fall 2007 through Spring 2014.

\*Note: the highlighted portion of this statement reflects that to be eligible for a two-semester appointment for Fall 2016 and Spring 2017, an adjunct must have had a teaching workload in Fall 2013 and Spring 2014 to meet the six semester requirement of Section 10.(a)3 of the contract.

For LaGuardia and Kingsborough Community Colleges, Fall 1 and Fall 2 semesters and Spring 1 semester will be used in lieu of Fall and Spring semesters.

##### **Do substitute faculty appointments during the eligibility period count?**

Up to 4 semesters of substitute service in a teaching title within the same academic department at the same college may be counted as qualifying service.

##### **Did the adjunct have to apply for the 2-year appointment?**

Yes, the adjunct was required to submit the Notice of Interest Form to the campus HR office by no later than October 17, 2016. Adjuncts who did not submit the Notice of Interest Form to HR by the deadline will not be considered for the 2-year appointment.

##### **If the adjunct missed the deadline, can the Notice of Interest Form be submitted later?**

No.

##### **When does HR have to inform the adjunct whether s/he has received the two-year appointment?**

The adjunct must be notified by no later than February 1, 2017. Notice is to be provided by completion of the Notice of Interest Form by the head of the college office responsible for verifying adjunct workload.

In addition to returning the signed form to the adjunct, a copy of the completed form must also be provided to the adjunct's Chair and a copy placed in the adjunct's personal file.

The campus must also provide a reappointment letter to the adjunct on or before May 15, 2017, informing the adjunct of the appointment for the Fall 2017 - Spring 2018 semesters. Note that the first year of the 2-year appointment is Fall 2016 - Spring 2017. OHRM will provide an updated sample reappointment letter to support compliance with Unemployment Insurance requirements.

**Will an adjunct who has received a 2-year adjunct appointment be considered for a second 2-year adjunct appointment?**

No, this is a one-time transition appointment running from Fall 2016 through Spring 2018.

**Will the adjunct who has applied for and received a 2-year appointment be considered for a three-year appointment?**

Yes, the adjunct will be considered for a 3-year appointment during the 2017-18 academic year, to be effective beginning Fall 2018, subject to the criteria set forth in the FAQs on the 3-year appointment.

**May an adjunct withdraw the “Notice of Interest” form for the 2-year adjunct appointment?**

Yes, the adjunct may withdraw the form up until December 1, 2016. The adjunct should come to the HR office and request the form back. HR should document that the adjunct has withdrawn the Notice of Interest Form.

Alternatively, the adjunct may send an email requesting the withdrawal of the form. In this case, HR must send a confirmation email to the adjunct’s campus email confirming the withdrawal.

**If the adjunct retracts the application, can s/he resubmit it later?**

No, since the October 17, 2016 deadline for submitting the “Notice of Interest” form has passed.

**Is HR or some other office responsible for answering questions about service requirements?**

HR should answer questions on whether the adjunct meets the service requirements for the 2-year appointment, unless the President has designated another office to take the lead in implementing this program, in which case questions may be referred to the designated office.

**How will the college manage the accrual and use of personal illness/emergency leave for adjuncts in the 2-year appointment?**

The adjunct will receive 12 hours per year of personal illness/emergency leave while on a 2-year appointment, in lieu of the 1/15<sup>th</sup> of the total number of clock hours in a particular session or semester provided in Section 14.8 of the PSC/CUNY agreement. These 12 hours can be used in the Fall or Spring semesters, but not during a winter or summer session appointment. If the adjunct is appointed to teach during a winter or summer session, the adjunct will continue to receive personal illness/emergency leave for a period of 1/15 of the total number of clock hours in the particular session in accord with Section 14.8 of the collective bargaining agreement. The 1/15 period of leave may only be used within that particular session and may not be carried over to another session or semester.

For Fall 2016 and Spring 2017: HR will credit 6 hours for Fall 2016, less the number of hours of personal leave already used during the fall semester, if any, and 6 hours for Spring 2017. HR should instruct the academic departments to provide a report to HR at the end of the spring 2017 semester accounting for all time used during Fall 2016 and Spring 2017.

Fall 2017 – Spring 2018: HR will credit 12 hours, in addition to any leave carried over from the prior academic year. HR should instruct the academic departments to provide a report to HR at the end of the spring 2018 semester accounting for all time used during Fall 2017 and Spring 2018.

If the adjunct uses more leave time than s/he has accumulated, the departments should be instructed to inform HR as soon as possible for payroll deduction.

**Does the adjunct have to provide relevant documentation to request leave?**

The adjunct must request such leave in writing and in advance, where possible, and the reason must be satisfactory to the chair or supervisor. If it is not possible to make such request in advance, the department chair or supervisor should be informed of the need for the leave as soon as possible. It is up to the Chairperson or supervisor whether to require supporting documentation.

**If the adjunct receives a 3-year appointment starting in Fall 2018, can the adjunct carry over the unused hours (up to 24 hours) earned during the 2-year appointment?**

Yes, the adjunct can carry over unused leave time to the 3-year appointment. An adjunct cannot carry over the leave to another CUNY title (e.g., substitute faculty appointment).

**Does the adjunct ever get paid out for the unused leave?**

No. The leave applies to the 2-year and 3-year adjunct appointments only and cannot be carried over to another title or be paid out upon separation.

**Are 2-year appointments subject to changes in curriculum or insufficiency of registration?**

Yes. An adjunct may lose a course(s) if registration is low or there is a curriculum change prior to the start of any given semester. The adjunct must be notified as soon as these facts are known to the appropriate college authorities. A reduction in course assignment for one (1) semester does not impact the remaining semesters of the adjunct's 2-year appointment, which, independently remain subject to sufficiency of registration and/or changes in curriculum.

## **INITIAL 3-YEAR ADJUNCT APPOINTMENTS (Fall 2017 THROUGH SPRING 2020)**

### **What are the service requirements?**

The adjunct must have taught at least 6 contact hours within the same academic department at the same college for 10 consecutive semesters, excluding summer and winter sessions, from Fall 2012 through Spring 2017.

For LaGuardia and Kingsborough Community Colleges, Fall 1 and Fall 2 semesters and Spring 1 semester will be used in lieu of Fall and Spring semesters.

### **Do substitute faculty appointments during the eligibility period count?**

Up to 4 semesters of substitute service in a teaching title within the same academic department at the same college may be counted as qualifying service.

### **Does the adjunct qualify for the 3-year appointment if s/he taught 6 contact hours for the 10 consecutive semesters at the same college but NOT in the same department?**

No. The adjunct must have taught in the same academic department.

### **Is HR or some other office responsible for answering questions about service requirements?**

HR should answer questions on whether the adjunct meets the service requirements for the 3-year appointment, unless the President has designated another office to take the lead in implementing this program, in which case questions may be referred to the designated office.

### **What other criteria does the adjunct have to meet to be granted a 3-year appointment?**

Besides meeting the service requirements, an adjunct must receive a positive recommendation from the department P & B Committee and from the college president or his/her designee (e.g., Provost or Dean), based upon a comprehensive review of the adjunct's performance and an assessment of the fiscal and programmatic needs of the department and/or college.

### **When must the adjunct be informed whether s/he has received the 3-year appointment?**

The adjunct must be notified on or before May 15, 2017, whether s/he is being recommended for a 3-year appointment for the academic years 2017-18, 2018-19, and 2019-2020, or whether s/he is being non-reappointed. OHRM will provide sample reappointment letters to support compliance with the Unemployment Insurance requirements.

### **Even if an adjunct meets the service requirements for a 3-year appointment, may the department P&B recommend the adjunct for a 1-year appointment?**

In rare instances, if the department P & B Committee does not recommend a 3-year appointment, but feels that the adjunct may benefit from a 1-year appointment with additional guidance, the adjunct may receive a one (1) year reappointment for academic year 2017-2018. The one (1) year reappointment letter should provide at least 6 contact hours for the Fall 17 and Spring 18 semesters. During the 1-year appointment, the adjunct must be considered for a 3-year appointment effective fall 2018.

### **If an adjunct does not meet the service requirements for a 3-year appointment, will s/he be considered for the standard 1 or 2-semester appointment?**

Yes, Article 10.1. (a) 3 is still in effect.

**May the adjunct decline to teach an assigned course during the 3-year appointment?**

Yes, the adjunct may decline to teach one (1) course. The department is not under any obligation to make up the deficit. The department must be instructed to inform HR, so that salary can be adjusted accordingly.

If the adjunct declines to teach more than one (1) course during the 3-year period, the 3-year appointment will be considered null and void. The department should be instructed to inform HR accordingly.

**Does the 3-year appointment affect the adjunct's winter and summer session teaching workload?**

No. The 3-year appointment does not guarantee assignments during winter and summer sessions. Adjunct workload limitations for winter and summer sessions remain in effect.

**What if the adjunct is not assigned at least 6 contact hours in a semester?**

If the department is unable to assign 6 contact hours in a given semester, the department chair shall offer the adjunct one of the two following options:

- a non-teaching adjunct appointment for an equivalent number of hours during the current semester. For this purpose, one (1) non-teaching hour shall be deemed equivalent to 0.4 teaching contact hour.  
*Example: An adjunct is assigned 3 contact hours during a semester instead of 6 contact hours. To make up the deficit in the current semester, the department may give the adjunct a non-teaching adjunct appointment of 112.5 hours at the appropriate non-teaching adjunct rate.*
- an additional teaching assignment to make up the deficit within the following two (2) semesters or summer session.

**The adjunct has health insurance coverage through the New York City Health Benefits Program based on teaching at least 6 contact hours a semester. What happens if the adjunct is not assigned 6 contact hours for the semester?**

The department chair should make every effort to assign a non-teaching assignment in the same semester to make up the deficit and maintain health insurance. The adjunct should work with his/her Chair to notify HR as soon as possible if his/her health insurance coverage may be impacted.

**May an adjunct take a semester off during the 3-year appointment?**

Under limited circumstances, an adjunct may seek to be excused for up to one (1) semester, without pay, for the following reasons: the adjunct's own illness; the need to care for an ill member in his/her immediate family; the need to care for a newborn child or newly-adopted child, adopted at up to 5 years of age; receipt of an academic grant or fellowship that involves full time commitment.

The adjunct must submit acceptable documentation to the college's HR office. If approved, the adjunct must be placed on unpaid leave of absence for the semester and upon return from leave, complete the remainder of his/her 3-year appointment.

The one (1) semester break does not extend the 3-year appointment and it does not disqualify the adjunct from consideration for another 3-year appointment at the conclusion of the current 3-year appointment.

**Will the adjunct be given an additional assignment within the 3-year appointment to make up the deficit caused by taking the semester off?**

No.

**What happens if the adjunct gets a substitute appointment in the same department at the college during the 3-year appointment period?**

The adjunct may serve as a full-time substitute and then revert back to the 3-year appointment at the end of the substitute appointment, if the 3-year appointment is still in effect, or be considered for a new 3-year appointment if the prior 3-year appointment has expired, so long as the pilot program is still in effect (i.e., a substitute appointment during the 3-year appointment period does not disqualify the adjunct from consideration for a second 3-year appointment).

**Will the adjunct need to be evaluated during the 3-year appointment?**

Yes. As part of the evaluation, at least one (1) 50-minute teaching observation will be conducted during the 3-year period, and the adjunct must follow existing departmental policies regarding student evaluations. Department chairs may also conduct annual evaluations consistent with Section 18.3 c.

**How will the college manage the accrual and use of personal illness/emergency leave for adjuncts in the 3-year appointment?**

The adjunct will be credited with 12 hours per year of personal illness/emergency leave in lieu of the 1/15<sup>th</sup> of the total number of clock hours in a particular session or semester provided in Section 14.8. These 12 hours can be used in the Fall or Spring semesters, but not during a winter or summer session appointment. If the adjunct is appointed to teach during a winter or summer session, the adjunct will continue to receive personal illness/emergency leave for a period of 1/15 of the total number of clock hours in the particular session in accord with Section 14.8 of the collective bargaining agreement. The 1/15 period of leave may only be used within that particular session and may not be carried over to another session or semester.

Fall 2017 - Spring 2018:

HR will credit 12 hours, effective August 25, 2017. HR should instruct the academic departments to provide a report to HR at the end of the spring 2018 semester accounting for all time used during Fall 2017 and Spring 2018.

Fall 2018 – Spring 2019:

HR will credit 12 hours, effective August 25, 2018, in addition to any leave carried over from the prior academic year. HR should instruct the academic departments to provide a report to HR at the end of the spring 2019 semester accounting for all time used during Fall 2018 and Spring 2019.

Fall 2019 – Spring 2020:

HR will credit 12 hours, effective the first day of class in addition to any leave carried over from the prior two academic years. HR should instruct the academic departments to provide a report to HR at the end of the spring 2020 semester accounting for all time used during Fall 2019 and Spring 2020.

The departments should be instructed to inform HR as soon as possible if an adjunct uses more leave time than s/he has accumulated at any time during the 3-year period, so that appropriate payroll deductions may be made.

Accrued leave will be capped at 36 hours.

**Does the adjunct have to provide relevant documentation to request leave?**

The adjunct must request such leave in writing and in advance, where possible, and the reason must be satisfactory to the chair or supervisor. If it is not possible to make such request in advance, the department chair or supervisor should be informed of the need for the leave as soon as possible. It is up to the Chairperson or supervisor whether to require supporting documentation.

**If the adjunct receives a second 3-year appointment in Fall 2020, can the adjunct carry over the unused hours (up to 36 hours) earned during the first 3-year appointment?**

Yes, but the leave is capped at 36 hours. An adjunct cannot, however, carry over the leave to another CUNY title (e.g., substitute faculty appointment.)

**Does the adjunct ever get paid out for the unused leave?**

No. The leave applies to the 2- and 3-year adjunct appointments only and cannot be carried over to another title or be paid out upon separation.