

**THE CITY UNIVERSITY OF NEW YORK
GRADUATE ASSISTANT WORKLOAD REPORTING FORM**

Article 15.3 of the Agreement between The City University of New York and the Professional Staff Congress/CUNY states:

15.3 WORKLOAD FOR STAFF IN THE GRADUATE ASSISTANT TITLE SERIES:

- Graduate students holding the title Graduate Assistant A (GAA) shall have an assignment maximum of 240 contact teaching hours or 450 hours of non-teaching assignments during the work year.
- Graduate students holding the title of Graduate Assistant B (GAB) shall have an assignment maximum of 120 classroom teaching hours or 225 hours of non-teaching during the work year. If a Graduate Assistant B holds an adjunct position, his or her total combined assignment may not exceed 240 contact teaching hours or 450 hours of a non-teaching assignment during the work year.
- Graduate students holding the title Graduate Assistant C (GAC/GTF) shall have an assignment maximum of 180 classroom teaching hours during the work year. If a Graduate Assistant C also holds an Adjunct teaching position, his or her total combined assignment may not exceed 270 contact teaching hours during the work year.
- Graduate students holding the title Graduate Assistant D (GAD) shall have an assignment maximum of 100 hours of non-teaching during the work year. If a Graduate Assistant D holds an adjunct position, s/he may be appointed for a maximum of 180 contact teaching hours not to exceed 280 hours in the combined assignment. If a Graduate Assistant D holds a Non-Teaching Adjunct appointment, his or her combined total may not exceed 325 hours of a non-teaching assignment during the work year.*

* This title was approved by the Board of Trustees in November 2011.

To be completed by the Graduate Assistant:

NAME _____ SEMESTER _____ YEAR _____

DOCTORAL DISCIPLINE _____

PAYROLL TITLE(s): GAA _____ GAB _____ GAC/GTF _____ GAD _____ Other (Specify) _____
(Please check)

List all courses being taught or all non-teaching assignments within The City University this semester:

Teaching Assignment (please list and specify GTF, GAB & Adjunct appointments separately)

<u>College</u>	<u>Dept.</u>	<u>Course Title</u>	<u>Course # & Sect.</u>	<u>Lecture or Lab or both</u>	<u>Class Size</u>	<u>Total Hrs Per Week</u>	<u>Course Credits</u>
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Non-Teaching Assignment (GAAs, GABs and GADs only)

<u>College</u>	<u>Dept.</u>	<u>Type of Assignment</u>	<u>Hours Per Week</u>
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I certify that I have read the above provisions, and that I have not accepted and will not accept an assignment with any college or unit of CUNY that will exceed the contractual limitations, unless such limitations have been explicitly waived by CUNY and the PSC. I further certify that, if there are any changes in this information during the semester, I will submit an updated form to the Department Chair to reflect these changes. Should I exceed these limitations, I understand that I may be terminated from all positions within The City University. If unable to fulfill my assignment, I will immediately notify the Office of Human Resources at The Graduate Center in writing of my resignation. (This form must be updated and resubmitted if assignments change.)

Signature _____

Date _____

Review by Department Chair

I certify that I have reviewed this form and that it accurately reflects the course(s) and/or non-teaching hours assigned at this college.

Signature of Department Chair _____

Date _____

I have reviewed the work assignment and believe that it is appropriate for this Graduate Assistant.

Signature of Executive Officer _____

Date _____