

## FAQs

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

#### TWO-YEAR APPOINTMENTS FOR THE 2016-17 AND 2017-18 ACADEMIC YEARS

##### **General Information**

To qualify for the 2-year adjunct appointment, an adjunct must meet the 3 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 department at the same college in Fall 2014, Spring 2015, Fall 2015, and Spring 2016, and at least one or more courses in Fall 2013 and Spring 2014, and
- must have taught at least 6 contact hours within the same department at the same college for 10 of the 14 semesters – Fall 2007 through Spring 2014.

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

**It is noted that the deadline for applying for the 2-year appointment has passed.**

##### **When will I be informed whether I received the two-year appointment?**

You will be informed no later than February 1, 2017. You will also receive a reappointment letter on or before May 15, 2017 informing you of your appointment for the Fall 2017 - Spring 2018 semesters. Note that the first year of the 2-year appointment is Fall 2016 - Spring 2017.

##### **If I receive a 2-year adjunct appointment, will I 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 I be considered for a three-year appointment?**

Yes, you will be considered for a 3-year appointment during the 2017-18 academic year, to be effective beginning in Fall 2018. *See FAQs on 3-year appointments below.*

##### **Who do I ask if I have a question about my eligibility?**

You may ask campus HR.

##### **Will I receive personal illness/emergency leave while on the 2-year appointment?**

Yes, you will receive 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, you will be credited with 6 hours for Fall 2016 (less any personal illness/emergency leave you have already used during the fall, if any), and will be credited with 6 hours for the Spring 2017 and with 12 hours for the Fall 2017 and Spring 2018 semesters.

**Do I have to provide medical documentation or other relevant documentation to request leave?**

You 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.

**May I carry over the 24 hours I earn during my 2-year appointment to the 3-year appointment?**

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

**If I do not receive a 3-year appointment, will I get paid out for the accrued personal illness/emergency leave?**

No.

## **INITIAL 3-YEAR ADJUNCT APPOINTMENTS (Fall 2017 through Spring 2020)**

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

You must have taught at least 6 contact hours within the same 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.

### **What if I was a substitute faculty member during the eligibility period?**

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

### **Do I have to meet all the requirements?**

Yes.

### **Will I qualify for the 3-year appointment if I taught 6 contact hours for the 10 consecutive semesters at the same college but NOT in the same department?**

No.

### **Do I have to apply for the 3-year appointment?**

No, the college will identify all eligible adjuncts.

### **Who do I ask if I have a question about my eligibility?**

You may ask campus HR.

### **If I meet the service requirements, how will I be considered for a three-year appointment?**

If you meet the service requirements, your department P & B will make a recommendation and then the college president or his/her designee (e.g., Provost or Dean) will make a recommendation (if the recommendation of the Department P & B was positive) based upon a comprehensive review of your performance and an assessment of the fiscal and programmatic needs of the department and/or college.

### **When will I be informed whether I received the 3-year appointment?**

You will be notified on or before May 15, 2017 whether you have received a 3-year appointment for the academic years 2017-18, 2018-19, and 2019-2020 or whether you are being non-reappointed.

### **If I am not recommended for a 3-year appointment, is there an alternative appointment I may be eligible for?**

The department P & B Committee may recommend a 1-year appointment when it determines that you will not be reappointed to a 3-year appointment but could benefit by a 1-year appointment and additional guidance. At the end of the 1-year appointment, you will be considered for a 3-year appointment.

### **If I don't meet the service requirements for a 3-year appointment, will I be considered for the standard 1-semester or 2-semester appointments?**

Yes, as per Section 10.1. (a) 3 of the PSC/CUNY agreement.

**Will I be considered for a second 3-year appointment following my initial 3-year appointment?**

Yes, you will be considered for a second 3-year appointment based on a comprehensive review of your performance, including at least one 50-minute teaching observation and student evaluations conducted in accordance with existing departmental policies, and an assessment of the fiscal and programmatic needs of the department and/or college.

**If I receive the 3-year appointment, what is my teaching assignment?**

You will be assigned a minimum of 6 contact hours in each Fall and Spring semester.

**What if I am 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 you EITHER a non-teaching adjunct appointment for an equivalent number of hours during the current semester OR an additional teaching assignment to make up the deficit within the following two (2) semesters or summer session.

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

Please inform your department chair. The department chair will make every effort to give you a non-teaching assignment in the same semester to make up the deficit and maintain health insurance. You should work with your department chair to inform HR as soon as possible if you think that your health insurance coverage may be impacted.

**May I select a particular course and/or schedule?**

You have no entitlement to a particular course or schedule. You may discuss your preferences with the department chair, but the department retains the final authority over your assignment.

**May I decline to teach the courses assigned to me?**

You may decline to teach one (1) course during the 3-year period. The department is not under any obligation to make up the deficit.

**What happens if I decline more than one (1) course?**

If you decline more than one (1) course during the 3-year period, your 3-year appointment will be considered null and void.

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

Yes, under limited circumstances. You may seek to be excused for up to one (1) semester, without pay, for the following reasons: your own illness; to take care of an ill member in your immediate family; 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.

You must submit acceptable documentation to the college's HR office.

**If I take an approved semester off, will I be given an additional assignment within the 3-year appointment to make up the deficit caused by taking the semester off?**

No.

**How does taking an approved semester off affect my 3-year appointment?**

Your current 3-year appointment will not be extended if you take a semester off for the above reasons. You will be considered for a second 3-year appointment at the conclusion of the current 3-year appointment period.

**Does the 3-year appointment affect my winter and summer session teaching workload?**

The 3-year appointment does not guarantee assignments during winter and summer sessions. Adjunct workload limitations for winter and summer sessions remain in effect.

**If I receive a substitute appointment in the same department at the same college during the 3 year appointment period, do I revert back to my 3-year appointment at the end of the substitute appointment?**

Yes, if your substitute appointment concludes prior to the end date of your 3-year adjunct appointment.

**If I receive a full-time substitute appointment in the same department of the college within the 3-year period, how does this impact my 3-year appointment?**

A full-time substitute appointment during the 3-year appointment period does not disqualify you from consideration for a second 3-year appointment if your substitute service terminates within the pilot period.

**Will I be evaluated during my 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 you are required to follow existing departmental policies with regard to student evaluations.

**Will I receive personal illness/emergency leave while on the 3-year appointment?**

Yes, you will receive personal illness/emergency leave while on a 3-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, you will be credited with 12 hours for each academic year 2017-18, 2018-19 and 2019-20.

**Do I have to provide medical documentation or other relevant documentation to request leave?**

You 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.

**May I carry over the leave hours I have accumulated and did not use during my 3-year appointment to a second 3-year appointment?**

Yes. You may carry over any accumulated and unused leave time up to a maximum of 36 hours.

**May I carry over the leave hours I have accumulated and did not use during my 3-year appointment to an appointment to a different position?**

No.

**Will I get paid out for the accrued leave if I am not reappointed or the end of my 3-year appointment?**

No.