



Adjunct Process Updates

Agenda

- Opening of Summer E-Appointments
- Review of the Onboarding Process for New Adjuncts
- Review of Reappointment Letters (2-semester, 1-semester, 3-year appointment, non-reappointment and follow-up letter)
- Review of Professional Hours
- Review of Adjunct Increment
- Review of Summer Chairs and Deputy Chairs

Summer 2020 E-Appointment Dates

Opening March 30, 2020

Semester	Paycheck Dates
Summer I	06 / 18 / 2020
June 1 st , 2020-----July 7 th 2020	07 / 02 / 2020

Semester	Paycheck Dates
Summer II	07 / 30 / 2020
July 13 th 2020-----August 18 th 2020	

Adjunct Onboarding Process for New Hires

Department is responsible for providing new adjunct with the following documents:

- Onboarding Instructions (setting up appointment with HR)
- Offer Letter (will now include # of professional hours and important information)

Initial Appointment – Adjunct Teaching Appointments

<< Print on Department Letterhead >>

March 12, 2022

Yvette Cordova
2900 Bedford Avenue
Brooklyn, NY 11210

Dear Professor Cordova:

Welcome to the **Department of Aerospace Engineering**. I am pleased to offer you an appointment as adjunct faculty for the **Fall 2022** semester. The following are the terms of your appointment:

Title:	Adjunct Lecturer	Teaching Hours:	1 to 44.5
Hourly Rate:	\$91.67	Professional Hours:	2

The “professional hours” included in your appointment are compensation for completion of required training including Workplace Violence and Sexual Harassment Prevention, or participation in orientations or professional development, as directed by the college.

Title:	Adjunct Lecturer	Teaching Hours:	45 to 89.5
Hourly Rate:	\$91.67	Paid Office Hours:	15

Office hours are to be spent engaged in or available for student contact and must be formalized (adhering to a regular schedule on campus), as directed by your department chair. Up to three (3) office hours may be used for your completion of orientations, professional development or required training, such as Workplace Violence and Sexual Harassment Prevention, as directed by the college.*

Title:	Adjunct Lecturer	Teaching Hours:	90 to 134.5
Hourly Rate:	\$91.67	Paid Office Hours:	30

Office hours are to be spent engaged in or available for student contact and must be formalized (adhering to a regular schedule on campus), as directed by your department chair. Up to six (6) office hours may be used for your completion of orientations, professional development or required training, such as Workplace Violence and Sexual Harassment Prevention, as directed by the college.*



Adjunct Onboarding Process and Important Information

Welcome to Brooklyn College! The following describes the “onboarding” process, requirements of your appointment, and resources to support your success at the college.

Onboarding Process

In order for the college to appoint you as an adjunct, you will need to fill out paperwork and schedule an appointment to meet with a Human Resource Services representative to complete the employee onboarding. *This process begins once you have accepted your offer of employment.*

- Visit www.brooklyn.cuny.edu/HR and click on “New Employee” in the menu on the right side.
 - Click on “schedule an appointment”
 - Follow the directions to set up a H.O.S.T. Scheduling System Account
- Under the **Adjunct** section, click on the “Make an appointment” link and select a time and day.

You will receive an e-mail confirmation for your onboarding appointment that includes a **New Employee Checklist** with links to the required paperwork. Complete and sign ALL of the documents (approximately 30 pages) and bring them with you to your scheduled appointment.

Adjunct Faculty Policies and Resources

The website for the Office of the Associate Provost for Faculty and Administration contains most of the college and university policies and resources you will need.

- Visit www.brooklyn.cuny.edu/APFA and click on “Adjunct Faculty Resources.”
 - Obligations of the Faculty and Syllabus Preparation Guidelines.* This is a semester-specific memo concerning required activities and other obligations related to your teaching assignments.
 - Adjunct Faculty Handbook.* This is an abridged version of the more comprehensive *Faculty Handbook*, focused on the needs of our adjuncts.
 - Faculty Workload.* Links are provided for college and university policies related to appointment limitation and special workload hour calculations. Also included is guidance concerning the Paid Office Hours and Paid Professional Hours provision of the contract effective Spring 2020.
 - Faculty Professional Development.* You will find information about college, university, and external opportunities and initiatives, most of which are open to all faculty. Adjuncts are encouraged to participate.
 - The Professional Staff Congress (PSC).* Links are provided to the faculty and professional staff contract, the union’s pages on part-time faculty rights and benefits, and the grievance process.

Notifications to Human Resources

- The department must run an adjunct report from E-Appointments to get a list of adjuncts for the semester. This list will allow the department to identify reappointments and non-reappointments to generate a reappointment letter. **Copies of all letters can be sent to drop box folder by April 27th, 2020.**

The requirement of unemployment insurance and to be in compliance with *The Agreement between The City University of New York and The Professional Staff Congress/CUNY*

Deadlines for Reappointment and Non-Reappointment Letters

- ✦ **May 1st** **One semester appointment**
- ✦ **May 15th** **1 & 3 year adjunct appointment**

Re-Appointment Template

1 semester

Reappointment (Fall 2020 semester only)

1 year

2 semester reappointment (Fall 2020 and Spring 2021)

3 year

Appointment (Fall 2020 and Spring 2021), (Fall 2021 and Spring 2022) and (Fall 2022 and Spring 2023).

Eligibility Criteria for 1 & 3 year Appointment

1-Year

- An adjunct who has been continuously employed in your department for no fewer than six (6) consecutive semesters must now be notified of appointment for both the Fall 2020 and Spring 2021 semesters.

3-Year

- An adjunct must have a least six (6) classroom contact hours per semester within the same department at the same college for the ten(10) most recent consecutive Fall and Spring Semesters must now be notified of a three-year appointment starting Fall 2020 through Spring 2023.

Adjunct Professional Hours

- Professional hours prepopulate in the e-appt system once the number of contact are entered.
- Professional hours also applies to Faculty Hourly Appointments.
- Professional hours will be capped at 45 hours per semester at any single college.

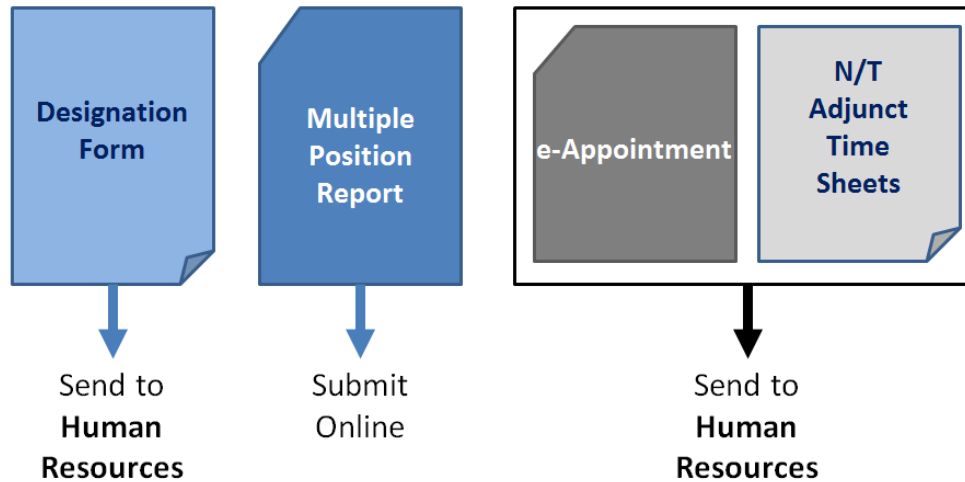
Teaching hours	Professional Hours
1 to 44.5 hours	2 hours
45 to 89.5 hours	15 hours
90 to 134.5 hours	30 hours
135 hours	45 hours

Adjunct Salary Increment

- An adjunct is entitled to an increment after completion of six semesters of teaching at CUNY over a three-year period, including summers, the increment should take effect **July 1** after they become eligible. (summer II or Fall semester)
- Note: Please run a report from e-appt to capture this data. If assistance is needed to reach out to HR.

Summer Deputy Chair Process

Summer Deputy Chairperson



Note: All non-teaching adjunct appointments outside of the "Summer Compensation" allocation should be processed as a separate e-Appointments with separate timesheets.

Summer Chair Process

Summer Chairperson



Send to
**Human
Resources**



Submit
Online

No e-Appointment or
Timesheets required for
Summer *Chair*
assignments.

HR for Instructional Staff

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