

FAQs FOR HUMAN RESOURCES (revised 2/28/18)

SECOND COHORT OF 3-YEAR ADJUNCT APPOINTMENTS (Fall 2018 THROUGH SPRING 2021)

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 2013 through Spring 2018.

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 Adjuncts who have received either a 2-year Adjunct appointment from fall 2016 – spring 2018 or a 1-year Adjunct appointment with guidance from fall 2017 – spring 2018 academic year need to be considered for a 3-year appointment starting in fall 2018?

Yes. These adjuncts need to be considered for a 3-year appointment regardless if their course load dropped below 2 courses in a semester during their 2-year or 1-year with guidance appointment.

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, 2018, whether s/he is being recommended for a 3-year appointment for the academic years 2018-19, 2019-20, and 2020-21, 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 2018-19. The one (1) year reappointment letter should provide at least 6 contact hours for the Fall 18 and Spring 19 semesters. During the 1-year appointment, the adjunct must be considered for a 3-year appointment effective fall 2019.

Can the department offer an adjunct who meets the eligibility requirements for the 3-year appointment a one or two-semester appointment as provided for in section 10.1(a)(3) of the collective bargaining agreement?

No. All eligible adjuncts must be considered for a 3-year appointment and cannot be offered a one or two-semester appointment as provided for in section 10.1(a)(3) of the collective bargaining agreement.

Can an eligible adjunct decline a 3-year adjunct appointment and accept a one or two-semester adjunct appointment as provided for in section 10.1(a)(3) of the contract?

No.

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 would 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 Sections 18.3 (a) and (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 1/15th 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 2018 - Spring 2019

HR will credit 12 hours, effective August 27, 2018. 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 August 27, 2019, 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 2020 semester accounting for all time used during Fall 2019 and Spring 2020.

Fall 2020 – Spring 2021:

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 2021 semester accounting for all time used during Fall 2020 and Spring 2021.

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.

Request in advance is not expected in cases of a death in the immediate family as defined in Article 14.8 of the PSC/CUNY agreement, but employees covered by this section are expected to give advance notice to their department chair or supervisor of the need for the leave.

If the adjunct receives a second 3-year appointment, can the adjunct carry over the unused hours (up to 36 hours) earned during the 2-year appointment and/or the first 3-year appointment?

Yes, so long as the adjunct receives a 3-year appointment. 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 3-year adjunct appointment only and cannot be carried over to another title or be paid out upon separation.