

**BY E-MAIL**

March 1, 2016

TO: Chief Administrative Officers

FROM: Judy Opperman

RE: Fall 2016 and Spring 2017 - Teaching Adjunct Instructional Staff Payroll Dates

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The attachments to this memorandum contain: (1) the teaching adjunct instructional staff paydates for the fall 2016 and spring 2017 semesters for all colleges except Kingsborough Community College, LaGuardia Community College, and the Guttman Community College; and (2) guidelines to facilitate the prompt payment of teaching adjuncts.

Please notify the appropriate personnel at your college of these dates.

**Attachment I** of this memorandum lists the pay dates for the teaching adjuncts. This information should be distributed to the Department Chairs, with instructions to:

1. distribute the list of paydates to the teaching adjuncts in their respective departments; and
2. post the list of paydates for teaching adjuncts where department notices are usually posted.

The “contract pay” for a teaching adjunct who commences service at the beginning of the semester should be calculated over the eight pay periods. If, despite the college’s best efforts, such a teaching adjunct is not placed on payroll effective the first pay period, the “contract pay” is still to be divided into eight installments and the adjunct is to receive the first and second installments in the second pay period.

**Attachment II** contains guidelines developed by a committee convened to recommend “best practices” for ensuring, to the extent possible, that a teaching adjunct who commences service at the beginning of the semester is paid effective the first pay period listed for the semester. The college may adopt these procedures or may develop its own, but every effort should be made to ensure that adjunct faculty are paid promptly.

Your cooperation is greatly appreciated.

Thank you.

## Attachments

c: Ms. Ethelyn Clark  
Ms. Shakira Smith  
Ms. Kenyanta White  
Mr. Esdras Tulier  
Ms. Deborah Bell  
Mr. Neil Matthew  
Ms. Minnie Curry  
Mr. Mohamed Hafeez  
Mr. Brian Moulton  
Mr. Robin Rabii  
Ms. Denise Shoddy  
Mr. Jeffrey Ratliff

Vice Chancellor Matt Sapienza  
Vice Chancellor Gloriana B. Waters  
Vice Chancellor Pamela Silverblatt  
Ms. Sahana Gupta  
Mr. Bill Telford  
Ms. Miriam Katowitz  
Chief Academic Officers  
College Budget Directors  
Directors of Human Resources  
Labor Designees

**TEACHING ADJUNCT INSTRUCTIONAL STAFF PAYDATES  
FALL 2016 AND SPRING 2017**

**Fall 2016**

**Senior Colleges**

During the fall semester, teaching adjuncts shall be paid on eight (8) successive adjunct pay dates. **The first pay date will be Thursday, September 15, 2016 and the final pay date will be Thursday, December 22, 2016.**

**Community Colleges<sup>1</sup>**

During the fall semester, teaching adjuncts shall be paid on eight (8) successive adjunct pay dates. **The first pay date will be Friday, September 9, 2016 and the final pay date will be Friday, December 16, 2016.**

**Spring 2017**

**Senior Colleges**

During the spring semester, adjuncts shall be paid on eight (8) successive adjunct pay dates. **The first pay date will be Thursday, February 16, 2017 and the final pay date will be Thursday, May 25, 2017.**

**Community Colleges<sup>1</sup>**

During the spring semester, adjuncts will be paid on eight (8) successive adjunct pay dates. **The first pay date will be Friday, February 10, 2017 and the final pay date will be Friday, May 19, 2017.**

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<sup>1</sup> This schedule does not apply to Kingsborough Community College, LaGuardia Community College, and the Guttman Community College, which operate on a different academic calendar.

## GUIDELINES FOR PROCESSING TEACHING ADJUNCT PAYROLLS

### Introduction

The colleges are responsible for adopting procedures with the goal of paying teaching adjuncts beginning with the first scheduled pay date to the extent feasible and to arrange for the payment of all amounts past due in the event an adjunct is not paid on a scheduled date, including arranging for an emergency check under certain circumstances.

While practices for processing the teaching adjunct payroll may vary by college, set forth below are guidelines to facilitate the process of prompt payment of teaching adjuncts.

### Guidelines

The following best practices will ensure that prompt payment occurs to the extent possible:

1. The Office of Human Resources Management forwards the list of pay dates for teaching adjuncts to the colleges' Business Managers, Labor Designees, University Payroll, and Directors of Human Resources. It is considered best practice to designate one staff member to be responsible for monitoring the adjunct appointment process before and during the beginning of a semester. The staff member should have access to every step of the process to determine if and where there is a delay and to take action to remedy the delay.

*(Note: If an individual at the college other than the Business Manager, Labor Designee, Payroll Officer, and Director of Human Resources is responsible for processing adjunct payroll information, the Labor Designee should make sure that the responsible individual has received the list of pay dates for adjuncts along with a copy of these guidelines.)*

2. Upon receiving the list of pay dates, either one or any of the responsible persons should send a copy of the list to the Office of Academic Affairs/Provost's Office and all Department Chairpersons with a memo providing detailed reminders and instructions on the process of managing adjunct hires and appointments and reappointments at the college. **Special note should be made to reach out to Chairpersons' designees during the months of June, July and August (Summer Chairs).**
3. The Offices of Academic Affairs/Provosts' Offices are encouraged to begin the process of adjunct reappointments **by the second week of April** for both Fall semester and Fall and Spring (one-year) appointments. Note that the deadline for notification of non-reappointment is May 1 and 15 respectively.
4. The Office of Human Resources can effectively use the mass reappointment process in CUNYfirst to streamline the process and run reports used to populate the data needed for University Payroll to place adjuncts on payroll. This is dependent on PAFs being received from the Office of Academic Affairs/Provost's Office in a timely manner. The mass reappointment process for adjuncts is available to colleges every semester; for fall mid-July; for spring mid-December and in summer mid-April.

5. Specific attention must be directed to newly-hired teaching adjuncts. Academic Departments should work with the Office of Human Resources to ensure that **all** hiring documents, as requested by the Office of Human Resources, are submitted in a timely manner. New hires should be informed of the importance of timely submission of hiring documents in the Office of Human Resources. They should also be notified of the pay dates and that payroll is effective only on submission of all relevant documents.
6. Department Chairpersons should:
  - a. Submit a Personnel Action Form (PAF) or its equivalent with appropriate payroll information for each teaching adjunct in their respective departments by a date no later than a date determined by the college to permit timely delivery of the information to the Payroll Office;
  - b. Distribute the list of pay dates to the teaching adjuncts in their respective departments;
  - c. Post the list of pay dates for teaching adjuncts where department notices are usually posted.
7. The responsible individual at each campus should continuously monitor and review
  - (a) information received from the Department Chairpersons to determine that all processes and documents are complete and submitted as necessary;
  - (b) follow-up with the Department Chairpersons if information has not been received; and
  - (c) forward information to the University Payroll Office.
8. The responsible individual shall inform the Labor Designee of any undue delay by Department Chairpersons in submitting the requested information; the Labor Designee shall advise the appropriate Dean/Provost.
9. Teaching adjuncts are scheduled to be paid in eight equal installments. In the event a teaching adjunct does not receive one or more installments on a scheduled date or dates, the responsible individual should process an adjustment for the next pay date for the entire amount of back pay due and ~~or~~ the college should notify adjunct faculty members who will not be paid in a timely manner, through no fault of their own, of the availability of an emergency check.

***The most frequent complaint is that there is inadequate communication with adjunct faculty members regarding their pay. If there is a delay in payment, the affected adjunct faculty member should be notified of the delay and told when he/she may expect payment, including the availability of an emergency check under certain circumstances.***

10. Questions regarding these guidelines may be referred to [University Payroll Operations@cuny.edu](mailto:University Payroll Operations@cuny.edu).