MEMORANDUM

November 21, 2002

TO: The College Presidents
    The Dean of The CUNY Law School
    The Dean of The Sophie Davis School of Biomedical Education

FROM: Vice Chancellor Brenda Richardson Malone

SUBJECT: Adjunct Professional Hours

The Memorandum of Agreement settling the 2000-2002 PSC/CUNY collective bargaining agreement contains the following provision:

*Adjunct Professional Hours:* Effective September 1, 2002, Adjunct Professors, Adjunct Associate Professors, Adjunct Assistant Professors, Adjunct Instructors and Adjunct Lecturers who are assigned a teaching workload of six (6) or more contact hours at the same college, will be paid at the appropriate teaching adjunct rate of pay for one (1) additional hour per week in order to engage in professional assignments related to their academic responsibilities, such as office hours, professional development, participation in campus activities and training. It is understood that the professional hours for adjuncts provided herein shall not be counted toward the maximum adjunct teaching hours in section 15.2 of this Agreement. This provision does not apply to full-time instructional staff who teach a course as a multiple position.

The purpose of this memorandum is to provide guidance on the appropriate interpretation of this provision.

*Covered Titles*

Only individuals in the titles Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor and Adjunct Lecturer (hereinafter referred to as “adjunct faculty members”) are to be assigned the professional hour. Non-teaching Adjuncts and Continuing Education Teachers are not covered by this provision. Full-time faculty and other full-time instructional staff, such as employees in Higher
Education Officer series or College Laboratory Technician series titles, who are teaching courses as a multiple position are also not covered by this provision.

**Eligibility**

An adjunct faculty member (as defined above) who is teaching six or more classroom contact hours at the same college must be assigned one professional hour per week for every week during the semester that he/she is assigned to teach six or more classroom contact hours. Further, an adjunct faculty member who is teaching at more than one college must be assigned the professional hour at every college at which he/she is teaching six or more classroom contact hours. However, teaching more than six classroom contact hours at the same college does not entitle an adjunct faculty member to more than one professional hour per week.

**Example 1**

Jane Doe is an adjunct assistant professor at College X, where she is teaching nine classroom contact hours during the Fall semester. Dr. Doe must be assigned one professional hour per week.

**Example 2**

Jane Doe is an adjunct assistant professor who is teaching seven classroom contact hours at College X and six classroom contact hours at College Y. Dr. Doe must be assigned one professional hour per week at both College X and College Y.

**Example 3**

Jane Doe is an adjunct assistant professor who is teaching three classroom contact hours at College X and three classroom contact hours at College Y. Dr. Doe will not be assigned a professional hour at either college.

**Example 4**

Jane Doe is an adjunct assistant professor who teaches two four-hour courses in English Composition at College X, for a total of eight classroom contact hours. Each of the courses carries three credits for students, but is scheduled for four classroom contact hours, with the fourth hour designated for small-group or individual work in the classroom. Dr. Doe must be assigned and paid for one professional hour a week for a total of nine paid hours per week.
Purpose

The professional hour is intended to be used for professional assignments related to the adjunct faculty member’s academic responsibilities, including, but not limited to, office hours, professional development, participation in campus activities and training. In utilizing the adjunct professional hour, the Department Chairperson should consult with the adjunct faculty members regarding the most effective use of the professional hour. Of course, the President bears ultimate responsibility for ensuring that the adjunct professional hour is administered appropriately.

The professional hour affords an opportunity to integrate adjunct faculty members into the professional life of the college: It provides time for consultation with students and also provides time to involve adjunct faculty members in professional development activities that are part of a full-time faculty member’s professional responsibilities, such as sexual harassment training. Full-time faculty receive no additional compensation for participation in such professional development activities and neither should adjunct faculty members, if such activities are assigned during the adjunct professional hour. Faculty members also have the responsibility to keep current in their disciplines and to hone teaching skills. Participation in activities that serve to improve an adjunct faculty member’s teaching skills, such as training in computer technologies related to instruction, is also appropriate during the adjunct professional hour. On the other hand, participation in training that qualifies a faculty member to perform activities that are not integrally related to his or her professional responsibilities, such as workshops on grading CUNY-wide placement tests, that has carried additional compensation in the past should continue to do so and be paid at the 60% rate. While it may be difficult in specific instances to distinguish in which category a particular activity belongs, the rule of thumb is: If the activity is related to a full-time faculty member’s professional responsibilities, it is appropriate for the adjunct professional hour. If the activity is peripheral to the faculty member’s professional responsibilities, the activity falls outside the scope of the adjunct professional hour and adjunct faculty members participating in the activity should be paid additional compensation to participate.

Scheduling

It is recommended that the professional hour be incorporated into the adjunct faculty member’s weekly schedule at the beginning of the semester. In scheduling the professional hour, the Department Chairperson should take into account the adjunct faculty member’s other commitments.

Although the norm for scheduling the adjunct professional hour should be one hour per week, under special circumstances, the college and the adjunct faculty member may agree
to use the professional hour in other ways. For example, a college and an adjunct faculty member may agree to aggregate professional hours to create a block of time for an intensive professional development activity. It must be understood, however, that assignment of the professional hour is not optional. It must be assigned if the adjunct faculty member is eligible for it.

**Accountability**

Providing the professional hour is a professional obligation of any adjunct faculty member who is teaching six or more classroom contact hours at a college. Adjunct faculty members may not “opt out” of providing the professional hour, nor may a college “opt out” of scheduling and paying for the adjunct professional hour. The college and the adjunct faculty member have a shared obligation to ensure that the professional hour is used productively. The college should develop appropriate procedures to ensure compliance with this contractual provision.

**Personnel Matters**

The Office of Faculty and Staff Relations is working with technical staff to develop a new field in CUPS so that adjunct professional hours may be recorded separately from classroom contact teaching hours.

For payroll purposes, the professional hour should be incorporated into the adjunct faculty member’s “contract.”

**Example**

An adjunct faculty member who teaches nine classroom contact hours over a 15-week semester will be entitled to payment as follows:

9 times 15 equals 135, plus one professional hour for each of the weeks served during the semester equals 150 hours. The adjunct faculty member’s “contract pay” should reflect 150 hours, paid at the applicable adjunct hourly rate, divided over the nine pay periods.

If the adjunct faculty member is assigned six or more classroom contact hours per week for fewer than 15 weeks, the number of professional hours included in the “contract” should reflect the number of weeks that the adjunct faculty member was assigned six or more classroom contact hours.
Example

Jane Doe is an adjunct assistant professor. She was assigned to teach three classroom contact hours per week during the Fall semester. Because of the illness of another adjunct assistant professor, Dr. Doe assumed responsibility for another class and teaches a total of six classroom contact hours for the last five weeks of the semester. During the last five weeks of the semester, Dr. Doe should be assigned the professional hour.

The professional hour applies to teaching performed during the Fall and Spring semesters, including the January intersession, but does not apply to teaching performed during the Summer.

If you have any questions concerning this new provision of the collective bargaining agreement, please call me at (646) 674-8553 or Mr. Raymond O'Brien at (646) 674-8516. Thank you for your cooperation in implementing this provision.

c: Chancellor Matthew Goldstein
Cabinet
Chief Academic Officers
Chief Administrative Officers
Labor Designees
Personnel Officers
Payroll Officers