

Long-standing University policy mandates disclosure by faculty, as public employees, of certain information related to the performance of their duties and responsibilities as full-time members of the faculty. Attached is a Multiple Position Reporting form for that purpose.

All Instructional Staff, including C.L.T.'s, are required to submit Multiple Position Reporting forms each semester. This form must be completed and forwarded to your department Chairperson by the end of the second week of each semester. The completed forms will be reviewed by the department P&B Committee, signed by the department Chairperson, and forwarded to my office for review and placement in your personnel file.

The University is cognizant of the freedom of association and related protections afforded by the first amendment; consequently, while this form requires a full disclosure of all compensated activities beyond your full-time assignment, as well as any uncompensated commitments, you need not report incidental uncompensated activities related to your membership in academic, political, religious, social, cultural, or charitable organizations, provided such activities do not constitute a significant commitment of your time.

Please note: Your form should be updated during the semester if your commitments change. Moreover, any intention of taking on activities covered by the regulations must first be approved by the College and must be reported to your department chairperson. **If you have any questions regarding the policy or seek further clarification, please contact me at extension 8302.**

**THE CITY UNIVERSITY OF NEW YORK
MULTIPLE POSITION REPORT
FULL-TIME FACULTY**

Semester _____ Year _____

This form must be completed by all full-time faculty. Please read the Statement of Policy on Multiple Positions prior to completing this form and consult with the college labor designee if you have any questions regarding the Policy. **This form should be updated if changes in commitments occur during the semester.** If more space is needed please attach additional sheets using the same format.

Report Date: _____

College: Borough of Manhattan Community College

(Print) Last Name First Name M.I.

Department

Rank

Certification by Faculty Member (Complete Part A or Part B):

A. I am aware of the Multiple Position regulations governing activities in addition to my regular full-time employment at _____ College (CUNY).

I certify that I have no compensated or uncompensated employment, consultative or other work, grant-funded or otherwise, in addition to my regular full-time employment at _____ College.

Signature of Faculty Member: _____ Date: _____

B. I am aware of the Multiple Position regulations governing activities in addition to my regular full-time employment at _____ College (CUNY).

I certify that (**Check all applicable statements**):

_____ In addition to my regular full-time assignment at the College, I have supplementary employment, consultative or other work for extra compensation (including grant-funded activities), **within CUNY** for which complete information follows. (If you check this statement complete section B.1.)

_____ In addition to my regular full-time assignment at the College, I have supplementary compensated or uncompensated employment, consultative or other work (including grant-funded activities), **outside of CUNY** for which complete information follows. (If you check this statement complete section B.2.)

_____ My activities are within the limits set by the Multiple Position regulations.

_____ My activities are above the limits set by the Multiple Position regulations.

Signature of Faculty Member: _____ Date: _____

B.1 CUNY – Current Semester¹ (Only report **compensated** activities that are **not** part of your regular full-time position.)

Name of College: _____ Department or Division: _____

Teaching		Non-Teaching	Other
No. of hrs./wk.	No. of Courses	No. of hrs./wk.	No. of hrs./wk.
_____	_____	_____	_____
Dates: From ___/___/___		Dates From ___/___/___	Dates: From ___/___/___
To ___/___/___		To ___/___/___	To ___/___/___

B.2 Compensated and Uncompensated Employment, Consultative or Other Work Outside of CUNY – Current Semester

Check one: Compensated [] Uncompensated []

Nature of work _____

No. of hrs./wk. _____ No. of wks. _____ Dates: From ___/___/___ To ___/___/___

Employer/Institution/Organization _____

Address _____

Telephone Number: _____

C. Department Personnel and Budget Committee:

The Department P & B Committee [] recommends [] does not recommend approval of the activities listed above in B.2.

Date of the Personnel and Budget Committee meeting: _____.

Department Chairperson:

I certify that the hours reported are [] within [] above the limits set by the University's Multiple Position Policy. I [] recommend [] do not recommend approval of the hours reported above.

Department Chairperson (Signature)

Date

Presidential Action: [] Approved
 [] Other Action _____

President/Designee (Signature)

Date

¹ Include service in the Winter Session under the Fall semester.