Workload Report Form for all Adjunct Faculty and Graduate Teaching Fellows

An Adjunct Instructional Staff and Graduate Assistant Workload Reporting Form must be completed and forwarded to your department chairperson **no later than the end of the second week of each semester.**

Be sure to include all teaching and/or non-teaching appointments within the City University of New York. Teaching hours are to be reported as “contact hours” (as listed in the schedule of classes). Non-teaching assignments are to be reported in total number of hours per semester. If you have any questions, please ask your department chairperson.
Borough of Manhattan Community College  
The City University of New York  
Adjunct Instructional Staff and Graduate Assistant  
Workload Reporting Form  

Article 15, Sections 15.2, and 15.3 of The Agreement between The City University of New York and the Professional Staff Congress/CUNY states:

15.2 WORKLOAD FOR THE PART-TIME MEMBERS OF THE INSTRUCTIONAL STAFF:

A person appointed to an Adjunct title is not a full-time employee of The City University of New York. Employment in an adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct lecturers or Adjuncts in other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of The City University of New York. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of The City University of New York.

For persons in non-teaching adjunct titles, the limitations noted above are equated to not more than 225 hours per semester at one college and not more than 150 hours per semester at a second college of The University.

15.3 WORKLOAD FOR STAFF IN THE GRADUATE ASSISTANT TITLE SERIES:

Graduate students holding the title of Graduate Assistant A shall have an assignment of a maximum of 240 contact teaching hours or 450 hours of non-teaching assignments during the work year. Graduate students holding the title of Graduate Assistant B shall have an assignment of a maximum of 120 classroom teaching hours or 225 hours of non-teaching assignments in the B Title during the work year. If a Graduate Assistant B holds an adjunct or other hourly position, his or her total combined assignment may not exceed 240 contact teaching hours or 450 hours of non-teaching assignment during the work year. Graduate students holding the title Graduate Assistant C shall have an assignment of a maximum of 180 classroom teaching hours during the work year. If a Graduate Assistant C also holds an Adjunct teaching position, his or her total combined assignment may not exceed 270 contact teaching hours during the work year.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SEMESTER</th>
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<tbody>
<tr>
<td>DEPARTMENT</td>
<td>TITLE(S)</td>
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<tr>
<td>List all courses being taught or non-teaching hours (including Graduate Assistant A, B and C assignments) assigned within The City University:</td>
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<tr>
<td>College</td>
<td>Department</td>
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I certify that I have read the above provisions, and that I have not accepted and will not accept an assignment with any college or unit of The University that will exceed the contractual limitations. Should I exceed these limitations, I understand that I may be terminated from all positions within The City University of New York.

Signature _____________________________ Date ______________

Review By Department Chair  
I certify that I have reviewed this form and that it accurately reflects the course(s) and/or non-teaching hours assigned at this college.

Signature of Department Chair _____________________________ Date ______________

*Not to be completed by any person having a full-time instructional staff position.*