


September 9, 2015

BY E-MAIL

**TO:** HR Directors  
Labor Designees

**FROM:** Esdras Tulier 

**SUBJECT:** Multiple Position Policy and University Readers  
(Full-time and Adjunct faculty engaged in CATW Scoring)

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The CUNY Assessment Test in Writing (CATW) is given multiple times throughout the year, and it is scored by full and part-time CUNY faculty at four scoring centers, located at Baruch College, Bronx Community College, Brooklyn College, and Queens College. The full and part-time faculty members who score these exams provide a vital service to the university. For part-time faculty, both the PSC and university previously recognized this service by modifying workload restrictions to accommodate the specialized work done by CATW scorers<sup>1</sup>.

This memorandum provides additional guidance to the campuses relative to CATW work for part-time faculty and the Multiple Position Policy for full-time faculty.

**1. Adjuncts and CATW work during the summer:**

Effective with the summer of 2016, in order to facilitate and support the number of hours engaged in scoring during the summer, adjunct faculty who engage in CATW scoring will be given a waiver of the University's summer adjunct workload limit of 175 Non-Teaching Adjunct workload hours, up to a maximum of an additional 100 hours during the summer (period beginning the day subsequent to the spring commencement of each college until the third day, excluding Saturday and Sunday, preceding the thirtieth of August that follows such commencement). The additional 100 hours must be designated for CATW work only.

In order to effectuate this new process beginning **Summer 2016**, colleges should forward the Adjunct Workload Reporting Form for those adjuncts who are engaged in CATW work to the Office of Institutional Research and Assessment (OIRA). The form should include total CUNY teaching and

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<sup>1</sup> Letter Agreement dated June 16, 2014: The Professional Staff Congress (PSC) hereby waives the provisions of Article 15.2 of the 2007-2010 PSC/CUNY collective bargaining agreement, and any successor agreement, as follows:

*Up to 125 non-teaching adjunct hours per semester as a University Reader at University Scoring Centers located at the colleges of The City University of New York will not be counted towards the adjunct's workload in either the fall or the spring semester pursuant to the workload limitations for part-time members of the instructional staff set forth in Article 15.2 of the PSC/CUNY collective bargaining agreement.*

*Up to 175 non-teaching adjunct hours per semester as a Borough Chief Reader will not be counted towards the Borough Chief Reader's adjunct workload in either the fall or the spring semester pursuant to the workload limitations for part-time members of the instructional staff set forth in Article 15.2 of the PSC/CUNY collective bargaining agreement.*

non-teaching adjunct summer workload hours, with specific reference to any additional hours (up to a maximum of 100 non-teaching adjunct hours) related to CATW work. OIRA will monitor the total hours submitted by each college for such adjuncts and ensure compliance with the summer adjunct workload limit (including up to an additional maximum 100 non-teaching adjunct hours devoted to CATW work). OIRA will request approval for up to a maximum of 100 non-teaching adjunct hours devoted to CATW work from the Office of Labor Relations. The Office of Labor Relations will review and submit the approved requests to OIRA. OIRA will forward such approvals to the respective campuses for their records.

**2. CATW work during the academic year (Borough Chief Readers and Expert Readers only):**

As per the Multiple Position Policy, full time tenured and non-tenure-track faculty are eligible to work up to an additional 14 classroom contact hours<sup>2</sup> or 300 non-teaching hours<sup>3</sup> for the entire academic year; or a proportional combination of both activities. Borough Chief Readers and Expert Readers are responsible for quality control for each CATW scoring session. In order to support their work, OHRM will approve up to an additional 25 non-teaching hours per semester per person for CATW work.

Overload assignments are aggregated pursuant to the formula set forth in the Multiple Position Policy which determines the proportional combination of teaching and non-teaching activities.

*Example:*

*A Borough Chief Reader or Expert Reader teaching 12 classroom contact hours, of the maximum 14 classroom contact hours allowable for the academic year, would be eligible to work 50 non-teaching hours for the academic year (210 total allowable teaching hours – 180 teaching hours = 30; and  $30 \div 0.6 = 50$  non-teaching hours). With this waiver, he/she would be eligible to work an additional 50 non-teaching hours for the academic year for CATW work only.*

*A Borough Chief Reader or Expert Reader who is engaged in 14 classroom contact hours as a multiple position for the academic year will be eligible for a maximum of 50 hours of non-teaching hours for CATW work only.*

**Beginning Fall 2015**, the Office of Institutional Research and Assessment (OIRA) will provide the names of the persons engaged as Borough Chief Readers and Expert Readers to the respective Chief Academic Officer and Labor Designee and to OHRM.

Faculty engaged as Borough Chief Readers and Expert Readers should include the additional non-teaching hours engaged for CATW work on the Multiple Position Form each semester. Following necessary approvals of the Multiple Position Form, the Labor Designee should submit the waiver request to OHRM via email at [HRAdvisorySvcs@cuny.edu](mailto:HRAdvisorySvcs@cuny.edu) for approval. *This process will be the same as campuses requesting waivers of overload teaching hours.*

The overload should be recorded in the annual academic year multiple position report submitted in June, using "CATW" as the reason for excess work hours.

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<sup>2</sup> Faculty may be assigned up to a maximum of eight (8) total classroom contact hours over the fall semester and the spring semester. In addition, such faculty may be assigned up to an additional six (6) classroom contact hours during the academic year in courses that are offered: (a) during the winter session; (b) exclusively on Saturdays and Sundays; or (c) as part of on-line degree programs.

<sup>3</sup> These assignments are limited to 150 hours per semester.... or a total of 300 hours for the entire academic year.



**3. CATW work during the academic year – All University Readers:**

All full-time tenured and non-tenure-track faculty are eligible for overload teaching and non-teaching hours, as permitted by the Multiple Position Policy. Faculty are permitted to use the 150 non-teaching hours available to them each semester to work as University Readers. These hours should be included on the Multiple Position Form submitted at the beginning of each semester and are subject to approval by the Chair of the Department and the College P & B at the primary campus of employment.

A faculty member hired as a University Reader at a different campus should submit a copy of the approved Multiple Position Form from his/her primary campus of employment to the Borough Chief Reader at the Borough Center campus where he/she is being hired as a University Reader. The locus of compliance with the Multiple Position policy lies with the Labor Designee or the campus official responsible for monitoring compliance with the policy on the primary campus of employment.

Additional / duplicate forms and approvals are not required or necessary on the secondary campus.

Faculty hired as University Readers should continue to provide updated Multiple Position Forms recording any changes to their workload to their primary campus of employment and to the Borough Chief Reader.

We believe that these steps will resolve issues related to coordinating hiring of University Readers across campuses. If you have any questions, please call me at 646 664 3291.

c: Executive Vice Chancellor and Provost Vita Rabinowitz  
Vice Chancellor Gloriana B. Waters  
Vice Chancellor Pamela Silverblatt  
Office of Labor Relations  
Chief Academic Officers  
Vice Presidents of Administration and Finance  
Ms. Judith Opperman, Office of Human Resources Management  
Mr. James Davis, Office of Human Resources Management  
Mr. David Crook, University Dean for Institutional Research and Assessment  
Ms. Melissa Uber, Director of Testing  
Dr. Frederick De Naples, CUNY Chief Reader and Faculty Liaison