

Multiple Position activities must be reported to your department chair and approved by the department Personnel and Budget Committee at the beginning of each fall and spring semester. Please complete the [multiple position report form](#) and submit it in accordance with deadlines listed below. Should your commitments evolve over the course of the semester, the form must be updated.

Note to chairs: Please indicate the date of P&B approval on the multiple position form.

Fall 2019 Deadlines

September 9	Faculty submit forms to department chairs for approval
September 23	Chairs submit forms to deans for review
October 4	Deans submit forms to the Provost's Office

Spring 2020 Deadlines

February 10	Faculty submit forms to department chairs for approval
February 20	Chairs submit forms to deans for review
March 2	Deans submit forms to the Provost's Office

Visit the [Provost's webpage](#) for information on the CUNY Multiple Position Policy and guidelines for completing the form.

Please note the following aspects of the policy:

1. Tenure track faculty may not take on overload teaching assignments. Be sure to indicate tenure status on the multiple position form.
2. The maximum for overload teaching within CUNY for fall and spring is **8 contact hours**.
3. Non-teaching assignments are limited to **150 hours** per semester or **300 hours** for the academic year.
4. Compensated and/or uncompensated work outside CUNY is limited to **7.5 hours** per week or its equivalent over the course of the academic year.
5. Faculty on leave wishing to engage in employment within or outside CUNY may do so only with the approval of the president or the chancellor.
6. Hunter College faculty who teach or do hourly work at another CUNY college and who are TIAA-CREF members should send copies of their multiple position forms to the school where the hourly work is performed in order to receive pension contributions for all work. Instructions on how to do this are [here](#).