



DATE: October 22, 2010

TO: All Full-Time Faculty

FROM: Vita Rabinowitz  
Provost & Vice President for Academic Affairs

RE: Multiple Position Report Forms – 2010- 2011

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The Multiple Position Report Form can be found on the Hunter College Human Resources web page at <http://hr.hunter.cuny.edu/forms/MultiplePositionReport.pdf>. (Or, if you prefer, go to the HR home page, click on the *Forms* link on the left-hand list of options, scroll down to the *Miscellaneous* category and click on *Multiple Position Report*.)

### Fall 2010

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Tuesday, November 9, 2010**. Please note that 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 should be reported to your department chair.

The form should be reviewed by the Department Personnel and Budget Committee, and if approved, signed by the Department Chair indicating the date of P&B approval. The completed forms should be forwarded by the Department Chair to his/her respective Dean, no later than **Friday, November 19, 2010**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Monday, December 6, 2010** along with the Summary Form.

### Spring 2011

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Tuesday, March 8, 2011**. Please note that 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 should be reported to your department chair.

The form should be reviewed by the Department Personnel and Budget Committee, and if approved, signed by the Department Chair indicating the date of P&B approval. The completed forms should be forwarded by the Department Chair to their respective Dean, no later than **Tuesday, March 22, 2011**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Friday, April 15, 2011** along with the Summary Form.

cc: Jennifer J. Raab, Robert Buckley, Judith Bubnell-Russell, Jean Callahan, Serafina Dolan, Randie Collins, Dan Cherubin, Sharon Neill, Deans, Department Chairs.