



DATE: September 5, 2013
TO: All Full-Time Faculty
FROM: Vita Rabinowitz
Provost & Vice President for Academic Affairs
RE: Multiple Position Report Forms – 2013 - 2014

The Multiple Position Report Form can be found on the Hunter College Human Resources web page <http://hr.hunter.cuny.edu/forms/MultiplePositionReport.pdf>. (Or, if you prefer, go to the HR home page (<http://hr.hunter.cuny.edu/>), 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 2013

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Friday, November 8, 2013**. 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 15, 2013**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Monday, December 2, 2013** along with the Summary Form.

Spring 2014

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Tuesday, March 4, 2014**. 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 18, 2014**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Friday, April 11, 2014** along with the Summary Form.

cc: Jennifer J. Raab, Robert Buckley, Jean Callahan, Serafina Rutigliano, Sharon Neill, Deans, Department Chairs.