



DATE: August 27, 2015

TO: All Full-Time Faculty

FROM: Lon S. Kaufman
Acting Provost & Vice President for Academic Affairs

RE: Multiple Position Report Forms – 2015-2016

The New Multiple Position Form for Full-Time faculty can be found on the Hunter College Human Resources web page, go to the HR home page (<http://hr.hunter.cuny.edu/>), and click on the *HR Forms* link on the left-hand list of options, scroll down to the *Multiple Position Policy and Forms* category and click on *Multiple Position Report for Full-Time Faculty.*)

Fall 2015

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Tuesday, September 15, 2015**. 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 **Wednesday, September 23, 2015**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Thursday, October 1, 2015**.

Spring 2016

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Monday, February 15, 2016**. 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, February 23, 2016**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Tuesday, March 1, 2016**.

cc: Jennifer J. Raab, Robert Buckley, Jean Callahan, Galia Galansky, Giancarlo Bonagura,
Deans, Department Chairs.