



DATE: July 6, 2016
TO: All Full-Time Faculty
FROM: Lon Kaufman
Acting Provost & Vice President for Academic Affairs
RE: Multiple Position Report Forms – 2016-2017

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 2016

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Tuesday, September 13, 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 his/her respective Dean, no later than **Wednesday, September 21, 2016**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Thursday, October 3, 2016**.

Spring 2017

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Monday, February 13, 2017**. 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 21, 2017**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Wednesday, March 1, 2017**.

cc: Jennifer J. Raab, Robert Buckley, Daniel Gardner, Galia Galansky, Robert Pignatello,
Deans, Department Chairs.