This form must be completed and submitted to the Department Chair by all full-time faculty, including full-time substitutes, prior to assuming their multiple position assignments during the annual leave period in the Summer.   An updated form must be provided, should any changes occur.

Statement of Policy on Multiple Positions

Please read the Statement of Policy on Multiple Positions (with particular attention to Sections V and VII), which generally limits a full-time faculty member's assignments to a maximum of three-ninths (3/9ths) of his/her annual salary during the Summer.   Note also that compensation for any single month during the summer may not exceed one-ninth (1/9th) of the faculty member's annual salary. A Summer Assignments Calculator is available to ensure accurate calculation.

The sole exception to the "three-ninths" rule is that, under carefully prescribed conditions, a college foundation may provide compensation that will cause the faculty member's total compensation from CUNY-related activities to exceed three-ninths of the annual salary.
Additional documentation is required for this exception.

Name		**Permissible Summer Compensation from CUNY** _Annual salary x 3/9_	
Title		_June_ 1/9	
Department		_July_ 1/9	
College		_August_ 1/9	

June

	# of hours	Hourly Rate	Total
Summer Teaching Assignments			
(# of hours x hourly rate)			
Summer Non-teaching Assignments			
(# of hours x hourly rate)			
Summer Chair Assignment			
(Annual salary ÷9) x (# of hours worked ÷120)			
Summer Research Foundation Grant Salary			
Summer Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional compensation from Summer Employment, including compensation from College Foundations			

July

	# of hours	Hourly Rate	Total
Summer Teaching Assignments			
(# of hours x hourly rate)			
Summer Non-teaching Assignments			
(# of hours x hourly rate)			
Summer Chair Assignment			
(Annual salary ÷9) x (# of hours worked ÷120)			
Summer Research Foundation Grant Salary			
Summer Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional compensation from Summer Employment, including compensation from College Foundations			

August

	# of hours	Hourly Rate	Total
Summer Teaching Assignments			
(# of hours x hourly rate)			
Summer Non-teaching Assignments			
(# of hours x hourly rate)			
Summer Chair Assignment			
(Annual salary ÷9) x (# of hours worked ÷120)			
Summer Research Foundation Grant Salary			
Summer Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional compensation from Summer Employment, including compensation from College Foundations			

Signature

Name of Department Chair

Date

Signature

Date