

Promotion Apply to your chair for promotion on the same basis as a full-timer. Receiving a doctorate is often recognized as grounds for promotion, as are professional achievements. Promotion is made at the discretion of your department Personnel and Budget Committee.

Sick Leave During the Fall or Spring semester, adjuncts, non-teaching adjuncts, and adjunct College Laboratory Technicians may be excused for personal illness or personal emergencies, including religious observances, death in the immediate family, or similar personal needs which cannot be postponed, for a period of 1/15 of the total number of clock hours in a particular session or semester. Request for such leave, when possible, must be made in advance in writing. If it is not possible to make such a request in advance, the department chairperson or supervisor should be informed as soon as possible. The reason provided must be satisfactory to the chairperson or supervisor.

Jury Duty You must be paid your regular salary for jury duty and give CUNY any jury pay you receive.

Tuition Waiver An adjunct who has taught one or more courses at the same college for 10 consecutive semesters (not including summers) and who is appointed to teach a course of three or more contact hours per week in the Fall or Spring semester shall be entitled to tuition reimbursement for up to one course in that semester. (For graduate courses this depends on space availability.) An adjunct will lose eligibility if in any two out of three academic years the adjunct teaches in only one semester of the year at that college. Application forms are available at your college Human Resources Office.

Adjunct Professional Development Fund An adjunct faculty member who is teaching six or more classroom contact hours in the semester and has taught one or more courses for the two most recent consecutive semesters (not including summer session) shall be eligible to apply for a grant. Applications must be signed by your department chairperson. To be eligible for a grant used during an intercession or summer session period when not otherwise employed at the college, an adjunct must have been notified of reappointment for the next consecutive semester. The maximum award to an individual is \$3,000, every other academic year. Grants

must be approved prior to the activity. Preference will be given to employees who have not previously received professional development grants. Reimbursements for approved expenses are paid based on submission of expense records for approved activities. See www.psc-cuny.org/our-benefits/adjunct-cet

Travel Funds You may apply for travel funds for professional activities, based on colleges' practices.

Transit Benefits Program A variety of commuter options are available to all faculty and staff. There is a very small monthly administrative fee. For more information and application forms, visit www.cuny.edu/transitbenefit.

Adjunct Pay Scale Following your completion of six semesters of teaching at CUNY over each three-year period, including summers, you are entitled to a pay increment (the next higher step) which should take effect July 1 after you become eligible. It is your responsibility to notify the Human Resources Office at each college where you teach regarding your CUNY-wide work history to make sure that you are on the right salary step. The college has the contractual obligation to notify you of your title and hourly rate of pay in your appointment letter. If you believe that your hourly rate of pay is incorrect, you must notify your college's Human Resources Office in writing (Keep a copy!) within 30 work days of the first day of the semester to receive a retroactive pay adjustment for the semester. It is a good idea to periodically check your records for accuracy.

Pay Schedules & Advances Adjuncts are paid in eight equal paychecks per semester, commencing with the first scheduled pay date. (See PSC website for dates.) If your check is not ready for you on the first (or second) scheduled pay date, you may receive an advance of up to 60% of your pay. Contact your college Human Resources Office.

The entire 2007-10 PSC/CUNY contract is available at <http://www.psc-cuny.org> so is the Memorandum of Agreement for 10/20/10 – 11/30/17.

Adjunct Hourly Rates (effective 4/20/17)

Adjunct Non-Teaching Lecturer Adjunct I & II

Step 1	\$71.59	\$42.95
Step 2	74.44	44.66
Step 3	77.46	46.48
Step 4	80.91	48.56
Step 5	89.12	53.44

Adjunct Asst. Non-Teaching Professor Adjunct III

Step 1	\$81.20	\$48.72
Step 2	84.44	50.68
Step 3	87.83	52.71
Step 4	96.38	57.83

Adjunct Assoc. Non-Teaching Professor Adjunct IV

Step 1	\$87.54	\$52.55
Step 2	91.05	54.64
Step 3	94.72	56.83
Step 4	98.21	58.92
Step 5	107.28	64.37

Adjunct Non-Teaching Professor Adjunct V

Step 1	\$97.11	\$58.26
Step 2	100.97	60.59
Step 3	105.03	63.02
Step 4	108.51	65.10
Step 5	118.19	70.92

There are specified teaching adjunct pay dates each semester. Ask your department for those dates.

Call a PSC Adjunct Counselor promptly with any questions about your pay.

CUNY ADJUNCT RIGHTS AND BENEFITS



The Professional Staff Congress/CUNY
61 Broadway, 15th Floor, New York, NY10006

Telephone: 212-354-1252

www.psc-cuny.org

Carly Smith, Vice-President for Part-Timers

Exercise your right to join your union, the Professional Staff Congress, which represents CUNY full-time and part-time faculty and the professional staff. Sign a yellow membership card.

Health Care & Workers' Compensation Individual health insurance is available to eligible adjuncts with no other source of health insurance in their third consecutive semester of teaching. An adjunct must be teaching six or more hours CUNY-wide in that semester and have taught one or more courses during the previous two semesters; non-teaching adjuncts must have worked 2 semesters and be working, all at 15 hours or more per week, to be eligible. You retain this benefit as long as you teach six hours or work fifteen non-teaching hours (or a combined equivalent) per semester. Summer work does not count. Family coverage is available at additional cost to you. GHI and HIP have no premiums; other plans are more costly. Contact your college Human Resources/ Benefits Office for details and to enroll.

Welfare Fund Supplemental Benefits (Rx drugs, dental & optical) are provided for individual adjuncts eligible for health insurance. You must enroll in this coverage in a separate application form when you enroll in health insurance. For information, www.pscunywf.org

You are also covered by Workers' Compensation for on-the-job injuries. Call the district office at 1-800-877-1373.

COBRA If you lose your health insurance because you teach fewer than six hours a semester or work under fifteen non-teaching hours, you may maintain benefits under COBRA, the federal law which allows you to pay for coverage yourself at group rates for up to 18 months. If after one semester you resume teaching six hours CUNY-wide or working fifteen non-teaching hours (or a combined equivalent), your health insurance will be restored. If you are ineligible for two or more semesters you must re-establish eligibility.

Pensions & Annuities All adjuncts are eligible to join the NYC Teachers' Retirement System (TRS) and Tax-Deferred Annuity programs from their first semester at CUNY. You can get application forms from your campus Human Resource Office or the TRS website. The PSC has a brochure that explains the basics of the TRS pension for CUNY adjuncts, and you can always call the union for information or the Retirement Counselor at the PSC/CUNY Welfare Fund (212-354-5230). Adjuncts are also eligible for the NYS Tax Deferred Compensation 457 Plan which allows a State employee to defer up to \$16,500 of their annual income. For information, call 800-422-8463.

Workload Under the contract, adjuncts may teach 9 hours at one college regardless of the number of courses and one course, not to exceed 6 hours, at a second college. During the summer months, the University's policy is to limit teaching adjuncts to 105 hours, except in departments with four credit courses for which a 120-hour assignment is permitted. Non-teaching adjuncts are limited to 375 hours per semester (225 hours at the first college and 150 hours at the second) and 175 hours during summer months. Adjuncts may combine teaching and non-teaching hours. Non-teaching adjunct hours spent grading the CATW do not count towards workload.

If you teach for more than one college or department, it is your responsibility to inform your department chairs if you are given assignments in excess of the contractual workload, so your chairs can inform the college/s. In the event the college desires that you teach additional hours during the Spring or Fall semester, the college must request a waiver from the University. By agreement, the colleges may permit a limited number of adjuncts to teach

above the contractual workload cap CUNY-wide. You should receive payment for the additional hours with your first paycheck. During summer sessions, overloads are also granted at the discretion of the college and the University. During winter sessions, the Union and the University have an agreement that allows adjuncts to be assigned up to eight classroom contact hours during the winter session, and these hours are not counted toward the adjunct's workload in either the Fall or Spring semester. LaGuardia CC and Kingsborough CC allow teaching adjuncts to be assigned up to nine classroom contact hours during the Fall II/Winter Session at either College, and one course of not more than six hours at the other College. The agreement also allows adjuncts to teach up to one course in the Intersession Basic Skills Immersion Program in excess of workload limitations.

Office/Professional Hour Adjuncts assigned to teach six or more contact hours at the same college will be paid at 100% of their teaching rate for one additional hour weekly for work such as office hours and professional development. This hour will not count toward the maximum an adjunct is allowed to teach under the contract. This provision does not apply to courses taught during summer sessions, to non-teaching adjunct hours spent grading the CATW or to full-time instructional staff who teach a course as a multiple position.

Semester Reappointment You must receive written notice of reappointment (which should include your title and hourly rate) or non-reappointment by December 1 in the Fall semester and May 1 in the Spring semester. If you do not receive a letter by the appropriate date, please notify the union. Class assignments, however, depend on the budget, the curriculum, and sufficiency of registration. Once you have received an appointment, you must be told of changes in the conditions which impact your employment as soon as the college knows of them. Once you have begun teaching a course, you must be paid in full if it is cancelled. (Notify the union promptly.)

One-Year Appointments If reappointed after working six consecutive semesters (exclusive of summers) in the same department at the same college over a three-year period, an adjunct is entitled to a year-long (Fall and Spring) appointment and must be notified on or about May 15 for the following academic year. If you have a one-year

appointment and are not assigned a class in either the Fall or the Spring, call the PSC.

Multi-Year Appointments— 5-Year Pilot Program Adjuncts who have taught 6 contact hours in the same department/same college for 10 consecutive semesters are eligible. See PSC website for details.

Substitute Appointments If an adjunct appointment immediately precedes and follows a substitute appointment, substitute appointments will count as adjunct service for health care, tuition waivers, and eligibility for movement to a higher salary step and for multi-year appointments. Adjuncts do not have to re-establish eligibility for one-year appointments. For purposes other than those specified above, the time worked as a substitute does not count as part of continuous service as an adjunct.

Observation Observations should be conducted during the first 10 weeks of a semester for your first 10 semesters at a college. You must have at least 24 hours' notice before an observation by a member of your department. The observer will submit a written observation report to the chair within one week. The chairperson should schedule a post-observation conference (including the employee and the observer) within two weeks of receipt of the written observation report. If the observation or the post-observation conference is not held within these times, you must file a request with the chairperson within 10 working days or lose your rights to have one held. Requests for a third party at the post-observation conference may be made to the chairperson. You should receive a written report of the observation and the post-observation conference for your signature before it is placed in your file. Your signature indicates only that you have seen the report. You may place a response to your evaluation in your file. If you refuse to initial any document after having been given an opportunity to read it, a statement to that effect may be affixed to the document. After 10 semesters of required observations, you may be observed at the request of your chairperson or yourself.

Annual Evaluations At least once each year, teaching and non-teaching adjuncts are entitled to an annual evaluation conference. If your annual evaluation is not scheduled by March 1, you must file a request with the chairperson

within 10 working days or lose your right to have one conducted. Within 10 days of the conference, you should receive a written memo about the conference, which is also placed in your personal personnel file. You have a right to submit a written response to the evaluation conference memo and place it in the file. After four semesters of service, annual evaluations for adjuncts shall be at the request of the chairperson or the adjunct. If requested by the adjunct, annual evaluations may not be conducted more than once every four semesters.

Personnel Files You have the right to examine and initial your personnel file as well as add any information on your academic and professional accomplishments.

Communication Resources for Adjuncts On campuses where possible, teaching adjuncts will be provided with a CUNY e-mail address. Check it, because the college will use it to communicate with you. Colleges will use their best efforts to provide teaching adjuncts with voicemail, and, where feasible, to include them in department directories.

Complaints & Grievances A complaint is an informal claim by an employee or the PSC of improper, unfair, arbitrary, or discriminatory treatment. A complaint may, but need not, constitute a grievance and is processed through an informal procedure.

A grievance is an allegation by an employee or the PSC that there has been: 1) a breach, misinterpretation, or improper application of the contract; 2) an arbitrary or discriminatory application of or a failure to follow the Board Bylaws related to terms and conditions of employment. Contact an adjunct grievance counselor at the union headquarters to discuss a complaint or grievance. Grievances and complaints must be filed within 30 days, not counting weekends and legal holidays, from the time you and/or the PSC become aware of a problem and within 30 workdays of a scheduled date of notification of appointment. Contact an adjunct counselor at the PSC office at 212-354-1252.