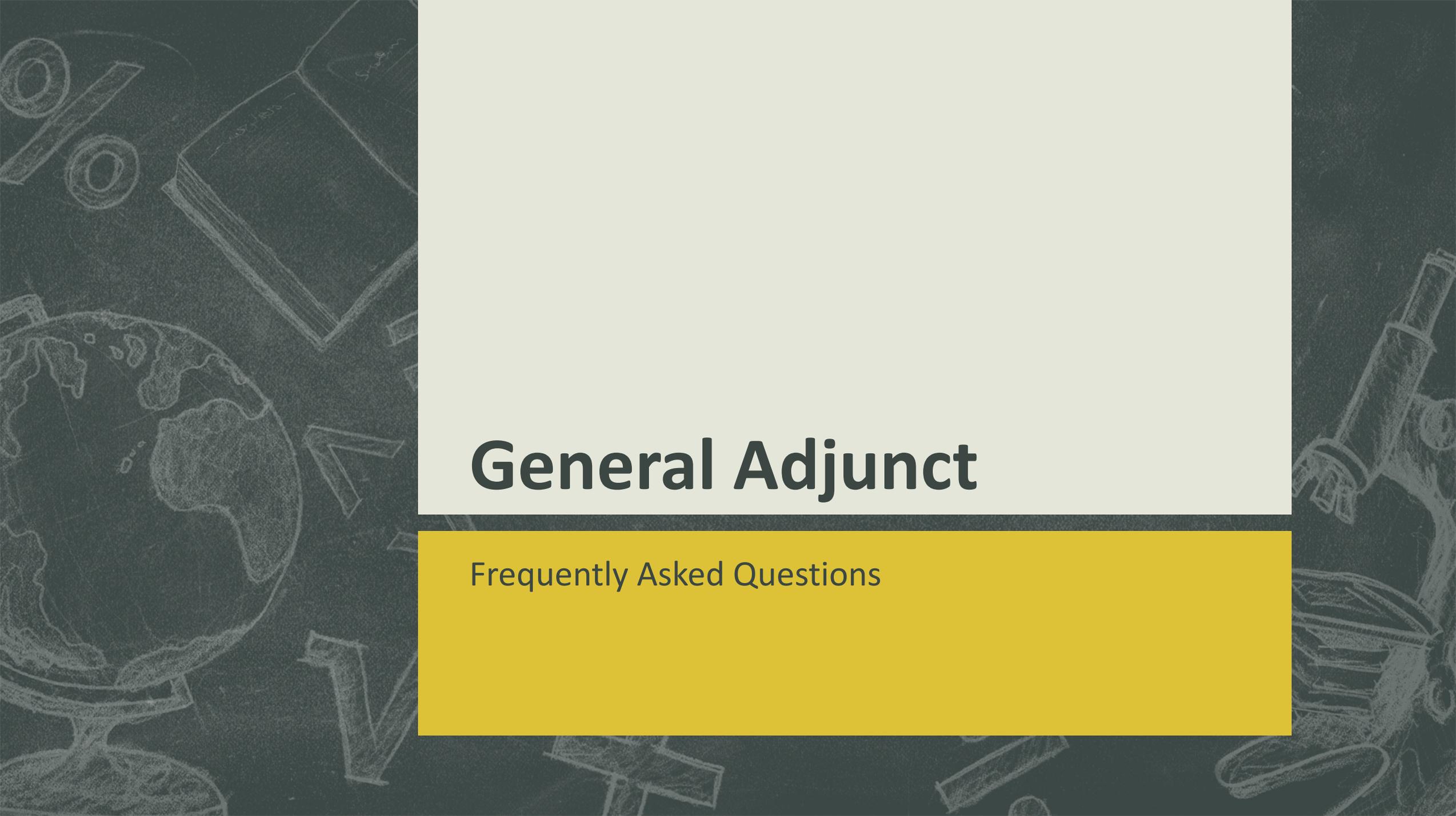


# Adjunct

Orientation

# Data Validation Unit (DVU)

- Processing of all part-time Teaching, Non-Teaching, Classified, and Gittleson titles; Persons of Interest (POIs)
  - 29+ titles currently
- Training
- Onboarding
- Data and Reporting
- General guidance and information
- Miriam Malave
  - [Miriam.Malave@lehman.cuny.edu](mailto:Miriam.Malave@lehman.cuny.edu)
- Julissa Torres
  - [Julissa.Torres@lehman.cuny.edu](mailto:Julissa.Torres@lehman.cuny.edu)
- Jason Gaines
  - [Jason.Gaines@lehman.cuny.edu](mailto:Jason.Gaines@lehman.cuny.edu)

The background features a dark green chalkboard with various school supplies drawn in white chalk. On the left, there is a globe showing continents. Above it are several books, one with 'class' written on the cover. To the right, a microscope is depicted. Scattered throughout are other items like a ruler, a pencil, and a pair of compasses.

# General Adjunct

Frequently Asked Questions

## When will I be eligible for a 1-year (2-semester) appointment?

- An Adjunct who has served in the same department of the college for not fewer than six (6) consecutive semesters (exclusive of summer sessions) during the three (3) year period immediately preceding the appointment, to whom the college intends to offer another appointment, shall be notified on or about May 15 of appointment for both the following Fall and Spring semester.

## When am I eligible for a 3-year appointment?

- The adjunct must have taught at least 6 contact hours within the same academic department at the same college for 10 consecutive semesters, excluding summer and winter sessions, from Fall 2016 through Spring 2021.
- Up to 4 semesters of substitute service in a teaching title within the same academic department at the same college may be counted as qualifying service.

## When am I eligible for a 6-semester increase?

- Pursuant to the contract, Article 24.2b, an adjunct in a teaching or non-teaching title who on July 1, shall have served six semesters University-wide over a period of the preceding three years and who has not received a movement in schedule during that period shall receive a movement in schedule to the next highest dollar amount.
- Increments are awarded only in the second summer session or Fall semester and not during the Spring semester.

# How many professional or office hours do I get?

Contact Hours	Actual Hours	Office Hours/ Prof Hours	Semesters
Less than 03	< 45	2 Prof Hours	Fall/Winter/Spring
03 or more but fewer than 06	At least 45 hours	15 office hours	Fall/Winter/Spring/Summer
06 or more but fewer than 09	At least 90 hours	30 Office Hours	Fall/Winter/Spring/Summer
09 or more	At least 135 hours	45 Office Hours	Fall/Winter/Spring/Summer
<b>Paid office hours will be capped at 45 per semester at any single college</b>			
<b>If an adjunct teaches at two colleges, paid office hours will be capped at 45 at the first and 30 at the second college</b>			

## How many courses can an I teach in a given semester?

- Pursuant to the contract, an Adjunct may be assigned up to nine (9) contact hours during the semester at one unit of the City University of New York.
- In addition, such Adjunct may hold an appointment of **one additional course** up to six (6) hours at a second unit of The City University of New York.

# How do I become an Adjunct Assistant/Associate/Professor?

- Either the Dean of the school or Chair of the department, or both will have a discussion on what constitutes a change in title.
- Human Resources only makes a determination for minimum qualifications. Either a terminal degree or PhD is required.
- Adjunct titles are CUNY wide and should carry over.
  - There are exceptions
- If a title is changed or not changed based on another CUNY school, the step level must still be considered.

# How many non-teaching hours can I work if I am teaching X hours?

- $(\text{MAX TEACHING HOURS} - \text{APPOINTED HOURS}) / .6 = \text{NTA HOURS}$

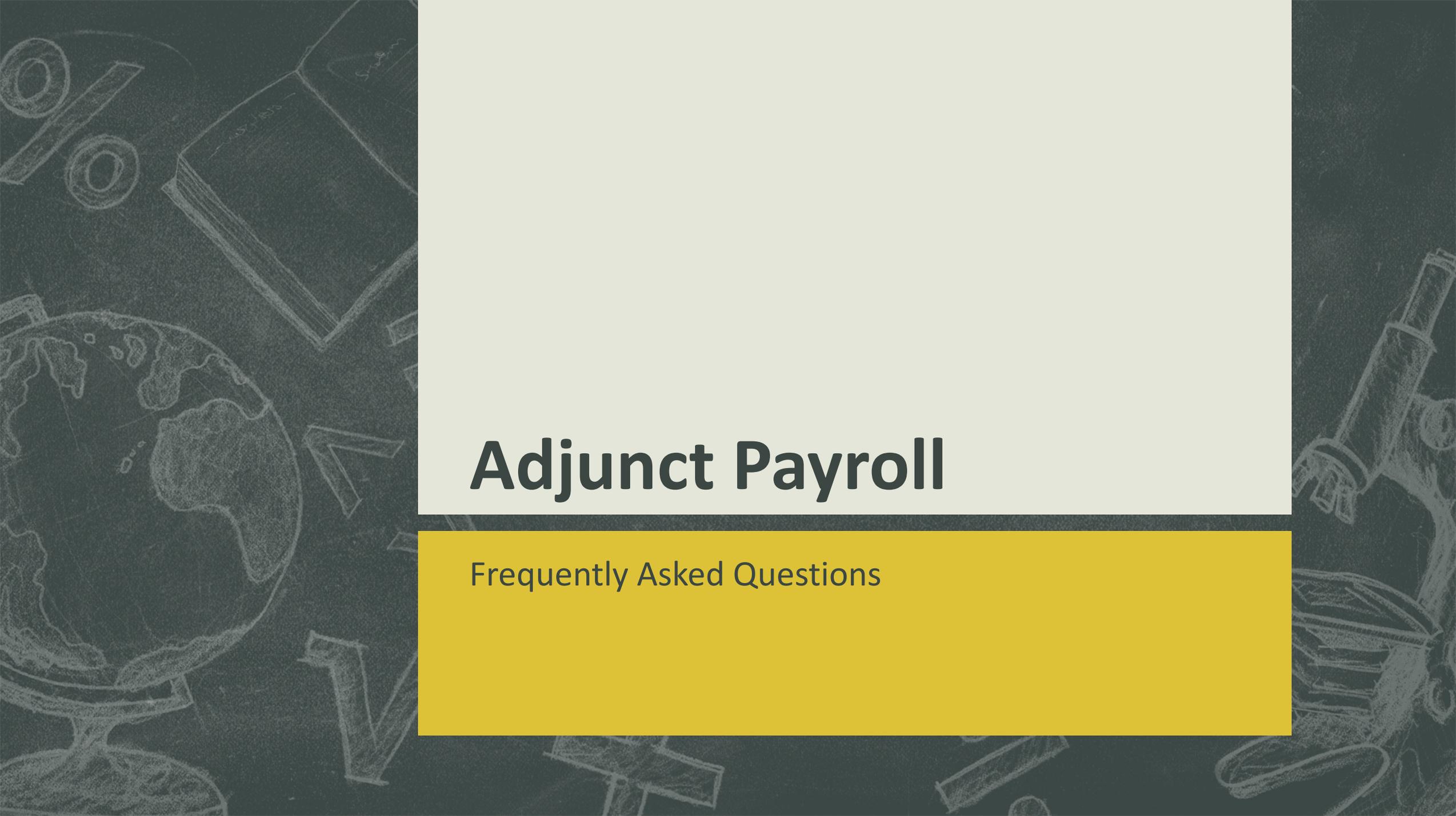
Maximum Teaching Hours	135
Actual Teaching Hours	<u>- 90</u>
Unused Possible Hours	45

45 hours = .60x

x = 75 hours

- Office hours are not Included in this calculation.

Hours Actually Taught	Maximum Assignment of Non-Teaching Hours
15	200
30	175
45	150
60	125
75	100
90	75
105	50
120	25
135	0



# Adjunct Payroll

Frequently Asked Questions

## How often will I be paid?

- During the Fall & Spring semesters, teaching Adjuncts will receive 8 payments of equal amounts over the duration of the semester.
- After the initial paycheck, the adjunct will be compensated on a bi-weekly basis.
- <http://www.lehman.cuny.edu/human-resources/payroll-schedules.php>

## How can I change my address?

- The Adjunct should use the CUNYfirst Self-Service Management System.
- Once complete, Human Resources will run a report and notify University Payroll and Benefits of the changes.
- The department can update the address in the ePAF system when creating a reappointment or revision ePAF.

## Do I submit time sheets?

- No.
- Departments should be submitting monthly attendance reports to Human Resources.

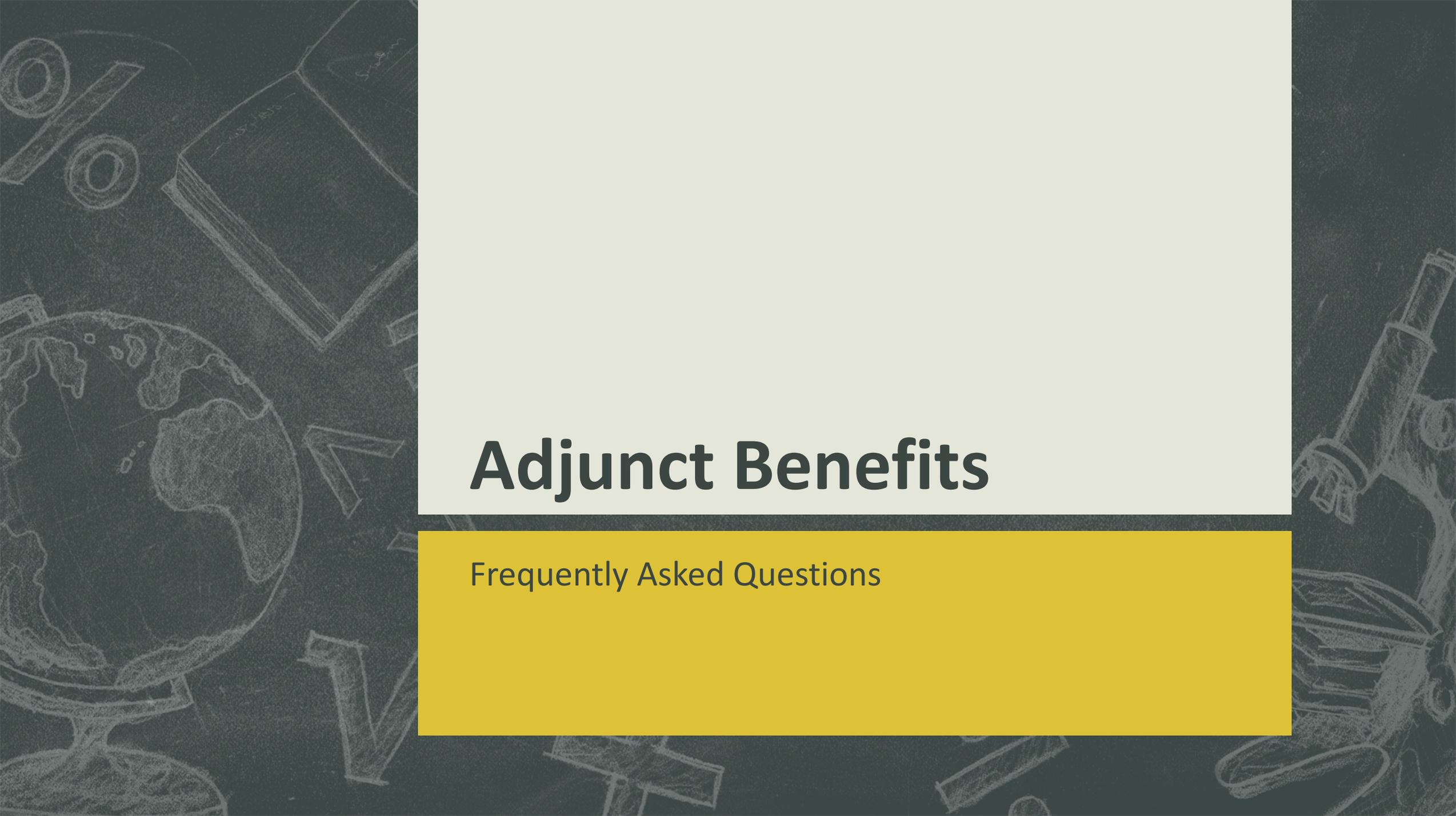
# What happens if I miss a class?

- An Adjunct may be excused for:
  - personal illness
  - personal emergencies including religious observance, death in the immediate family
  - similar personal needs which cannot be postponed
- 1/15 of the total number of clock hours in the particular session or semester.
- **Request for such leave, where possible, must be made in advance, in writing.**
  - **The reason provided must be satisfactory to the Chair.**

## What happens if the I miss the first paycheck?

- The initial paycheck will include all previously missed paychecks.
- For example:

If each paycheck is \$1000 and the Adjunct missed the first paycheck, the initial paycheck will be \$2000 and the remainder will be \$1000.

The background features a dark green chalkboard with various school supplies drawn in white chalk. On the left, there is a globe showing continents. Above it are several books, one with 'class' written on the cover. To the right, there is a microscope. Scattered throughout are other items like a ruler, a pencil, and a compass. The overall theme is educational.

# Adjunct Benefits

Frequently Asked Questions

# Am I eligible for health benefits?

- Some health benefits.
- To be eligible, the Adjunct must have completed adjunct instruction at CUNY in the two consecutive semesters immediately preceding the semester in which they are applying.
- Must be appointed for at least 90 hours in the current semester in one or a combination of CUNY schools.
- Please note, Adjuncts must work and maintain at least 6 teaching hours per week in the semester that they are applying for coverage and thereafter.



# Am I eligible to participate in the flexible spending account program?

- No, Adjuncts are not eligible to participate in the Flexible Spending Accounts Program due to the fact FSA is an annual continuous bi-weekly deduction.

## Am I eligible for FMLA?

- No, based on the eligibility for FMLA that an employee must have worked 1250 hours in the year (period) immediately preceding the start of leave, the Adjunct would not be eligible for such benefit as their employment breaks at the end of a semester.

## Can I participate in TRS at more than one CUNY campus? If so, how?

- Yes, the Adjunct may enroll in the Teachers Retirement System, providing that your current appointment is for at least 45 hours.
- The Adjunct should notify the Benefits Coordinator of their interest to continue participating in TRS while providing them with their TRS membership number.



# Am I eligible for a tuition waiver or reimbursement?

- Must have taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer sessions)
- Must be appointed to teach not fewer than three contact hours per week in a Fall or Spring semester.
- One course for that semester.
- <https://www.cuny.edu/about/administration/offices/hr/benefits/tuition-waiver/#1612456495851-9e5802e8-3e8d>



# Is the enrollment into the PSC/CUNY Welfare Fund automatic?

- Payroll deductions from the PSC/CUNY Welfare Fund are automatic.
  - 1% of total gross.
- Enrollment as a union member is not.
  - To be enrolled as a member, you must submit an enrollment card and returned to directly to the union.



# Am I eligible for transit benefits?

- Yes.
- <https://www.cuny.edu/about/administration/offices/hr/benefits/transit-benefits-community-colleges-edenred/>
- Must be returned to the Benefits Coordinators in Human Resources.



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**NJTRANSIT**  
The Way To Go.



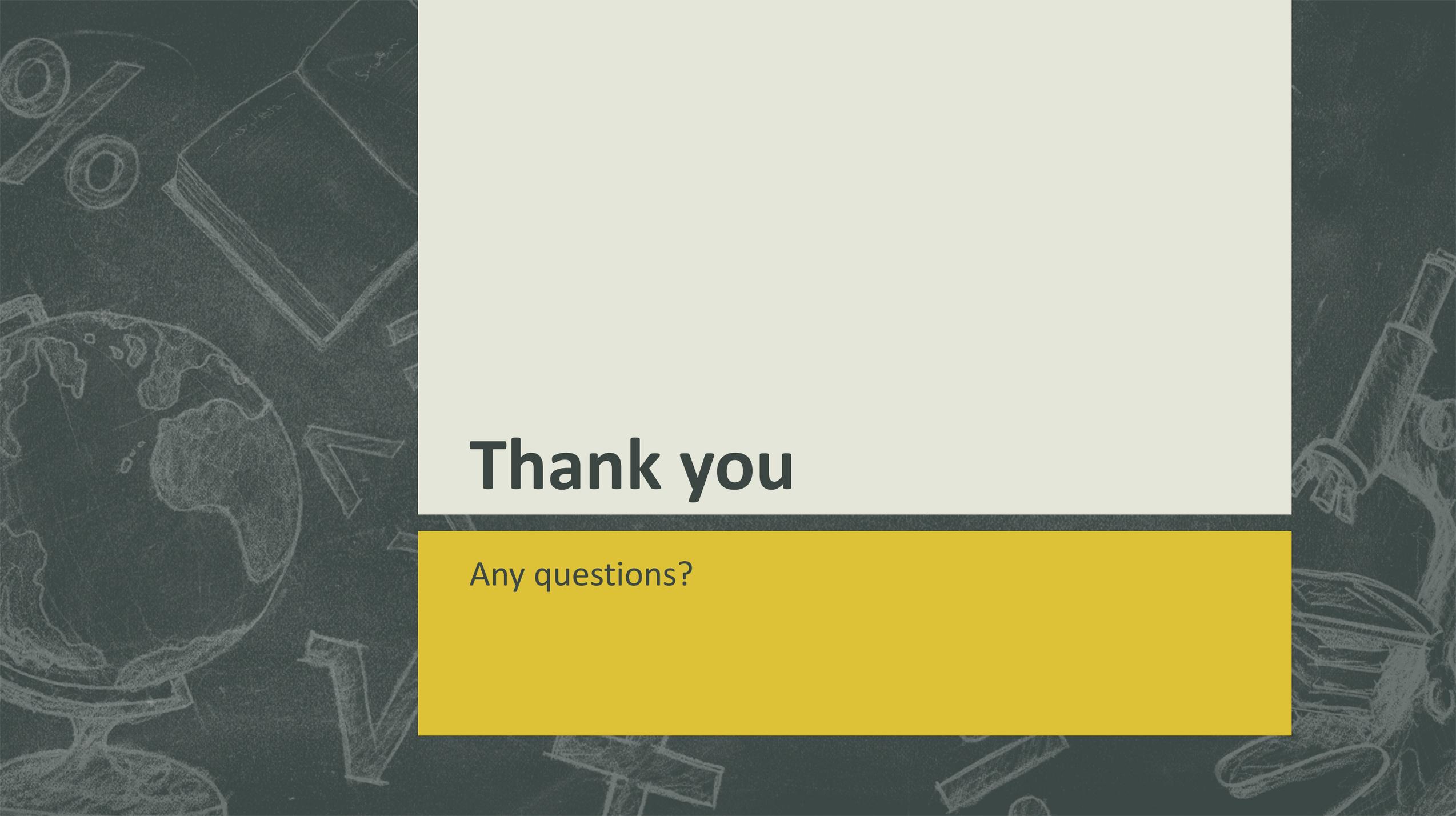
# Can I take advantage of CUNY Work/Life Services?

- Yes.
- [www.myccaonline.com](http://www.myccaonline.com)
  - Company Code: **cuny**

## Services Offered:

- Emotional Well-Being
- Health and Wellness
- Legal Resources and Consultation
- Financial Resources and Consultation
- Daily Living and Convenience
- Work/Life Website



The background is a dark grey chalkboard with various white chalk sketches. On the left, there is a globe showing continents. Above it are some circular diagrams and a ruler. In the center, there are several arrows pointing in different directions. On the right, there is a drawing of a microscope. The overall theme is educational and academic.

# Thank you

Any questions?