

**THE CITY UNIVERSITY OF NEW YORK
MULTIPLE POSITION SUMMER ASSIGNMENTS REPORTING FORM**

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	<i>Annual salary x 3/9</i>
Title		<i>June</i>	<i>1/9</i>
Department		<i>July</i>	<i>1/9</i>
College		<i>August</i>	<i>1/9</i>

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

Signature

Name of Department Chair

Date (Date Format xx/xx/xxx)

Signature

Date (Date Format xx/xx/xxx)