

**FULL-TIME FACULTY WORKLOAD
FREQUENTLY ASKED QUESTIONS [FAQ]
AY 2025-2026**

Q~1 Who should I contact if I have questions about my faculty workload?

Answer:

Questions regarding the workload process should be directed to your Department Chairperson or School Workload Coordinator [SWC]. You can also contact Lehman College’s Labor Designee, who can provide you with information responsive to your questions or concerns.

Q~2 While on a paid leave of absence [LOA], will I need to process the two Lehman College full-time electronic forms?

1. Multiple Position Report Form [MPRF]
2. Electronic Faculty Workload [eFWL]

Answer: Yes!

Faculty on an approved paid [LOA] must submit a workload form totaling 9 reassigned time hours under the professorial job title, and 12 reassigned hours under the lecturer or instructor job title. Sabbatical | Fellowship | Scholar Incentive & Travia.

- FMLA & Paid Parental Leave [PPL] – Regarding policy and procedure, contact Human Resources.

Schools should notify the Office of Academic Personnel ASAP of full-time Faculty on FMLA or [PPL] to ensure the accuracy of workload calculations and [MPRF] reporting.

Q~3 While on an unpaid leave will I need to process the two Lehman College full-time electronic forms?

Answer: No!

Q~4 Am I allowed to work while on Travia?

Answer: Yes!

“You are allowed to work at CUNY for pay while you are on Travia—up to one [1] course or 75 non-teaching hours, subject to the approval of the college.” [View the link below!](#)

<https://www.psc-cuny.org/benefits/travia-leave>

Q~5 Am I allowed to carry-over reassigned hours approved in a prior academic year | applying my out-of-date reassigned time hours to the current academic year?

Answer: No!

Reassigned time hours are applied to the semester and/or academic year in which the work was to be completed, and/or as designated in the award letter.

Q~6 Am I allowed to teach or earn reassigned time hours while on a paid Fellowship leave of absence [LOA]?

Answer:

“ACADEMIC LEAVES AND MULTIPLE POSITIONS While on leave, the faculty member is expected to devote his/her time and energy to the purposes for which the leave was granted. As a general rule, employment within or outside of the University during leaves is prohibited, unless such involvement is integral to the purpose for OHRM-Code of Practice-Academic Leaves Page 14 which the leave is granted or there is a compelling college justification and may only be engaged in with the prior approval of the president. In such extraordinary situations, the President may approve, on a strictly limited basis, some additional activities within or outside of the University.”

Please review the CUNY policy on Academic Leaves found in the link below:

https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/central-office-human-resources/policies-procedures/CodeofPractice_AcademicLeavesofAbsence_Final08062013_2.pdf

Q~7 If I am temporarily moved to an Executive Compensation Plan [ECP] job title, can I still accumulate workload hours under my professorial job title if I teach?

Answer: No!

At the start of your ECP job title, the workload activity is frozen when a full-time faculty member takes on an ECP assignment.

Q~8 If I receive early tenure, am I entitled to any remaining untenured reassigned time hours to be used during my first five annual appointments?

Answer: No!

Tenured faculty members are not entitled to any remaining untenured new hire hours. You are entitled to six [6] contact hours of reassigned time to be used during the three [3] succeeding academic years, beginning with the year in which tenure becomes effective.

Q~9 Are full-time substitute faculty [SUBs] required to submit the two Lehman College full-time electronic forms?

Answer: Yes!

All full-time SUBs must submit both electronic forms each semester.

The annual teaching contact [workload] hours of faculty in substitute titles shall be three hours greater than the annual teaching contact hour [workload] for the equivalent rank. [See Q~17 below]

Q~10 If my job title and/or rank changes, am I entitled to any over-underload workload balances accumulated under my old job title?

Answer: No!

If the rank [job title] of an Instructor, Lecturer, Lecturer Doct Sch, or a Substitute faculty member changes to an academic title [rank] at the start of your new job title, the beginning workload balance starts at zero.

Q~11 How are workload hours calculated for tutorials?

Answer:

- Faculty are credited 0.25 workload hours per undergraduate student. The tutorial workload hours should not exceed that course's assigned contact [workload] hours.
- Faculty are credited 0.50 workload hours per graduate student. The tutorial workload hours should not exceed that course's assigned contact [workload] hours.

Q~12 Can I split my workload hours for a single class e.g., apply half of the hours to a regular course and the remaining hour[s] for that same class as extra compensation? [paid as an adjunct]

Answer: No!

Splitting a course is not permitted as the scheduled course[s] are part of the faculty member's scheduled workload during that semester.

Q~13 How many workload hours per semester can I use to work down my overload?

Answer:

- The maximum number of hours to be used per semester is nine [9] for a professorial title and twelve [12] for Lecturer | Instructor titles.
- Note faculty sitting out to decrease overload balances must submit a blank electronic workload form reflecting zero hours for that semester.

Q~14 Where do fall, or spring courses paid as an adjunct appear on my [eFWL] form?

Answer:

- Extra Compensation courses [paid as an adjunct] are automatically populated into the fall & spring teaching section on your [eFWL] form. School workload coordinators [SWC] will manually relocate all Extra Compensation courses to the bottom of your [eFWL] form. After relocating courses paid for as an adjunct, those classes are removed from the fall & spring teaching areas to avoid double dipping.

Q~15 Where would I see my Intersession [Winter] teaching activity on my [e-FWL] form?

Answer:

- **Step 1:** Intersession [Winter] courses are populated under the spring teaching area of the Lehman 360 [e-FWL] form. School workload coordinators will manually relocate all winter courses to the Intersession section of the form. After relocating all winter activities, intersession courses are removed from the spring teaching area on your [eFWL] form to avoid double dipping.

Intersession [Winter] course identifiers appear within the course section number i.e., ART 760 **LJIH**

J or IJ [Winter] IH [Hybrid] IA [Online]

Q~16 How are Intersession [Winter] courses recorded towards either my annual workload or for courses I was paid as an adjunct for?

Answer:

- **Step 2:** One of two applicable options is selected from a drop-down menu under the Intersession [Winter] Courses:
 - 1) Paid as Adjunct | [Not counted toward the faculty member's annual workload].
 - 2) Not Paid as an Adjunct, [Part of the Annual Workload counts towards the faculty member's "Spring" workload].

Lehman 360 automatically calculates Intersession [Winter] activity based on one of the two selections above by the school workload coordinator [SWC].

Q~17 How can I determine if my teaching load was reduced during the reduction period by one hour during the academic years listed below?

Answer:

- *Lehman College’s IT department decreased the annual full-time faculty workload formula by one [1] hour in Lehman 360 each year during the three-year reduction period.*
- *You did not need to make any adjustments to your workload to reflect the three-year policy, which started during AY 2018-2019.*

Effective with the start of the fall 2018 semester:

<i>Full-Time Titles</i>	<i>Academic Year 2017-2018 (Old Contract)</i>	<i>Academic Year 2018-2019</i>	<i>Academic Year 2019-2020</i>	<i>Academic Year 2020-2021 Workload hours and thereafter</i>
<i>Professorial Titles Senior Colleges</i>	21	20	19	18
<i>Instructors Lecturer</i>	27	26	25	24

Substitute Titles	<i>Academic Year 2017-2018 (Old Contract)</i>	<i>Academic Year 2018-2019</i>	<i>Academic Year 2019-2020</i>	<i>Academic Year 2020-2021 Workload hours and thereafter</i>
<i>Professorial Titles Senior Colleges</i> SUBS	24	23	22	21
<i>Instructor Lecturer Titles</i> SUBS	30	29	28	27

Q~18 If I am ABD [*All But Dissertation*] and my degree has not been conferred, when will my Article XV: New Hire Reassigned Time start?

Answer:

Untenured [new hire] reassigned time runs concurrently with your appointment in a professorial title and your tenure clock. If you are ABD and your degree is not conferred by September 30th of the academic year you are hired, your tenure clock begins in August of the following academic year. You will not be able to use any untenured reassigned time during the first year of your employment. Please confirm your “tenure eligibility date” with your department chairperson and human resources.

Q~19 How do I know how many Graduate Center [GC] workload hours I have been assigned?

Answer:

- The Graduate Center's Provost office forwards workload hours twice annually to Lehman's Provost Office. These hours are then shared with school Deans, and [SWC] for distribution to department chairs and are then added to the faculty members' [eFWL] form under either teaching or administrative activity.

Q~20 How many Graduate Center [GC] workload hours for Doctoral Administrative and Instructional activities are assigned to faculty?

Answer:

- In general, faculty are credited with 0.6 hours per student to a maximum of 3.0 credit hours per dissertation supervision and independent study. However, each faculty member must confirm all Graduate Center [GC] workload hours with department chairs or the [SWC] school's workload coordinator, as this activity might vary depending on the assignment.
- Dissertation Supervision 90000 or Independent Study for the same student can only be credited for a maximum of six semesters, or the equivalent of three years, excluding those semesters in which the faculty member is on leave.