

Frequently Asked Questions (FAQ)
Multiple Positions Report Forms (MPRF)
For Full-Time Faculty (Including** Substitutes)**

CUNY policy on multiple position reporting is detailed in the Manual of General Policy (MOGP) [http://policy.cuny.edu/general-policy/article-v/ - policy 5.14](http://policy.cuny.edu/general-policy/article-v/-policy_5.14), Section 5.14 “Statement of Policy on Multiple Positions.”

Q#1. Who has to complete a MPRF?

Answer: All full-time faculty, **including** full-time “**substitutes**,” in the Fall and Spring semesters. This includes all full-time faculty on approved paid leave.

Note: Only report activities not part of your regular full-time position during the requested semester.

Q#2. How often do we report in the e-MPRF (electronic)?

Answer: Twice a year, in the Fall semester (the e-MPRF system opens in Late August with a deadline in mid to late September) and in the Spring semester (with a deadline in late February). See FAQ #4 for “summer” MPRF.

Note: If additional work is undertaken after the approval of an MPRF, either in the fall or the spring, the faculty member must complete and submit a new form that includes the new/additional work.

Q#3. In which semester do I include my winter session courses for multiple position purposes?

Answer: Include service (courses) in the Winter Session under the Fall semester.

Q#4. Do we have to report “summer work” on the electronic Lehman Connect MPRF?

Answer: No, electronic MPRF only applies to the academic year. However, for summer work within CUNY, you will need to complete the “multiple position policy calculator.” Please get in touch with the Dean’s Office in your school for the calculator spreadsheet.

Note: Summer compensation within CUNY is limited to 3/9 of annual compensation. If you require information on the calculation of summer salary, please get in touch with your School Dean. There are no limits on what can be earned outside of CUNY for the summer.

Q#5. How many hours of extra teaching is allowable for additional compensation?

ANSWER: The Multiple Position Policy allows:

- Permission to take on an overload teaching assignment will only be granted up to a maximum of eight [8] classroom contact hours total over the Fall and Spring semesters.

In addition to the overload assignments permitted above, a full-time non-tenure-track or tenured faculty member will be eligible for consideration for additional overload assignments of **no more than a total of six [6]** classroom contact hours during the academic year in courses offered during the:

- a) Winter Session, **or**
- b) In courses offered exclusively on Saturdays and Sundays, **or**
- c) In courses offered as part of an online degree program.

Non-teaching assignments are limited to 150 hours per semester or 300 hours for the entire academic year at the appropriate non-teaching adjunct rate, not to exceed the maximum hourly rate.

Combined teaching and non-teaching overload assignments are calculated pursuant to the formula provided:

Example: A faculty with 12 classroom contact hours would be eligible for 50 non-teaching assignment hours.

$$(14 \text{ contact hrs.} * 15/\text{weeks}) - (12 \text{ contact hrs.} * 15/\text{weeks}) / 0.60 = 50 \text{ non-teaching hrs.}$$

Q #6. How many hours per week of activity (Outside) of CUNY are permitted on the MPRF?

Answer: “An average of one day (7 hours) a week, or its equivalent over the course of the academic year.”

Q #7. Can a faculty member earn extra compensation during the academic year for non-teaching work at CUNY?

Answer: Generally, Not, “pursuant to CUNY’s multiple position policy, faculty members generally are not permitted to receive EXTRA compensation for non-teaching work at CUNY.”

Q #8. Are FT faculty multiple position overload waivers permitted?

Answer: Yes, but only due to certain exigencies.

Q #9. If I am on Fellowship/SIA leave (i.e. a Fulbright), should I report this on the MPRF?

Answer: No, this activity/compensation is connected to the approved leave. Faculty would not report it on the MP form. A way of thinking of this is that the Fulbright was approved already by the dept. P&B at the time the fellowship leave was reviewed.

Q #10. Do I enter the PSC-CUNY grant into the MPRF?

Yes, in Section B.2, the faculty enters the PSC-CUNY grant with the details of the reassigned time and the nature of the work, checking off as compensated.

Q #11. Are FT, non-tenured, tenure-track faculty permitted to teach overloads (MPRF)?

Answer: "Overload teaching by full-time, non-tenured, tenure-track faculty is not permitted, but if a faculty member is not currently using the contractually-mandated research reassigned time, exceptions can be made on an individual basis with the special permission of the Chancellor, or the appropriate President."

Q #12. Should I report honoraria on the MPRF?

Answer: No, Honoraria should be reported on the faculty Honoraria Reporting Form provided by the Special Counsel. All reports must be forwarded to the Special Counsel via email to CYNTHIA.CESSANT at CYNTHIA.CESSANT@lehman.cuny.edu .

Where Can I find additional Information on Honoraria?

Please visit <https://jcope.ny.gov/honoraria>