

March 18, 2025

Dear Colleagues,

We are excited to announce the initiation of the Multi-Year Appointments for Teaching Adjuncts under the 2023-2027 PSC/CUNY Collective Bargaining Agreement's ("Agreement") [New Appendix E Pilot](#), effective from Fall 2025 through Fall 2028. This initiative represents a significant enhancement from previous practices, aimed at providing greater stability and support for our adjunct faculty. As indicated in the 2023-2027 Agreement, this new pilot is significantly different from the previously expired Appendix E ("Multi-Year Appointment for Teaching Adjuncts" pursuant to the 2017-2023 Agreement). It is designed to offer eligible long-serving adjuncts two-year appointments, subject to the terms of the new pilot throughout its duration. Two-year appointments will be available starting in Fall 2025. The last appointment under this new pilot will commence in Fall 2028.

Eligibility for Multi-Year Adjunct Appointments:

A teaching adjunct is eligible for consideration for a two-year appointment beginning in Fall 2025, if they meet the following:

- Not on a full-time CUNY appointment.
- Not on an existing three-year appointment.
- Not being considered for a two-year appointment in their primary college. Primary college takes precedence.

Additionally, the candidate must also fall into one of the following categories:

- Currently employed as a teaching adjunct for Spring 2025 semester and previously served in a three-year teaching adjunct appointment that expired at the conclusion of the 2023-2024 academic year.
- Currently employed as a teaching adjunct for Spring 2025 semester and previously served in a three-year teaching adjunct appointment that expired at the conclusion of the 2023-2024 academic year.
- Currently in an adjunct teaching appointment in Spring 2025 semester and previously taught 10 consecutive semesters of 6 contact hours in the same department at the conclusion of the 2023-2024 academic year.
- Received a Human Resources-approved exception to the continuous service and workload eligibility requirements.

For your convenience, CUNY provides the eligibility requirements for Fall 2026, Fall 2027, and Fall 2028 [here](#). Among other criteria, a core requirement for 2026-2028 is having taught 12 consecutive semesters of 6 contact hours in a department or academic program that CUNY and the PSC have agreed to.

Documentation, Review, Recommendation, and Approval Process:

1. **Eligibility Review:** HR will provide departments with a preliminary eligibility list. Departments must review this list for any discrepancies. This step ensures the accuracy of our eligibility assessments and supports the integrity of the appointment process.
2. **Comprehensive Review:**
 - a. **Performance Review:** Departments must evaluate adjuncts based on a 50-minute teaching observation conducted within the last two academic years, potentially supplemented by student evaluations and other relevant performance data. If an adjunct has not had a performance review in the past two-years, they may still be eligible for consideration. However, a current evaluation will need to be conducted to ensure an up-to-date assessment data is available. This review process aims to assess the effectiveness and suitability of an adjunct for a multi-year appointment.
 - b. **Programmatic Review:** Consists of projecting the courses and number of sections a department will offer over a two-year period relative to the available teaching staff. This review ensures that staffing decisions align with the department's educational goals and resource availability.
 - i. **Course/Section Projections:** Departments are advised to plan their course offerings and section counts for the next two years based on enrollment trends, program mappings, student retention rates, and the anticipated need for specialized courses. Considerations should also include the potential phasing out of significant out or alterations of courses. These projections rely on academic judgment, are final and not subject to appear under the Agreement.
 - ii. **Consideration for Course Assignments:** To support institutional continuity and program integrity, priority in course assignment is given to full-time faculty, graduate assistants, and multi-year adjuncts. Factors such as the ability to teach co-requisite courses, faculty qualifications, and upcoming staffing changes guide these decisions and to help to ensure courses are taught by the most qualified individuals aligned with departmental strategic goals.
 - iii. For a detailed explanation of factors to consider during the programmatic review, please refer to page three of the Guidance Memo provided by CUNY [here](#).
 - iv. In addition, examples of programmatic review scenarios are available [here](#).
3. **Recommendation Process:** Recommendations for two-year appointments must be formulated by the Department Personnel & Budget (P&B) and the Department Chair based on the comprehensive assessment of the findings from the performance and programmatic reviews.

4. **Approval Process:** Final approval must be granted by the college President or their designee (e.g., Dean or Provost), ensuring that all decisions align with institutional policies and goals.

Please review the 'Summary Sheet', provided by CUNY, of all the possible outcomes for an adjunct eligible for, or approved for a 2-year appointment [here](#). (Please be advised that the various 'Questions' referred to throughout the Summary Sheet can be found in the [FAQs](#) for 2023-2027 Multi-Year Appointments for Teaching Adjuncts Pilot.)

Special Provisions:

- **Discretionary Third Year:** Eligible adjuncts may be considered for an additional (third) year at the conclusion of their two-year appointment, based on departmental needs and satisfactory performance.
- **Successive Appointments:** Adjuncts who maintain satisfactory performance and meet service levels are eligible for additional two-year terms, reinforcing the pilot's goal of providing stability and support.

Communication and Deadlines:

- A reappointment letter template will be issued to departments pending distribution from CUNY Central. Departments must use that reappointment letter templates for all official communications to eligible adjuncts, maintaining consistency and clarity. Please do not inform any Adjuncts of their eligibility status prior to the official notification letter being sent. Please contact HR-Adjunct Services (adjunctservices@ccny.cuny.edu) if an Adjunct chooses to decline their two-year appointment.
- As previously indicated, for the Fall 2025 cycle, all decisions regarding adjunct appointments must be communicated by June 14, 2025. For subsequent years, the notification deadline is May 31st.

Resources and Support:

To ensure compliance with this New Appendix E Pilot please review and make record of the following resources provided by CUNY.

- [Guidance Memo](#)
- [FAQs](#)
- [Summary of Old Vs New Appendix E](#)
- [Eligibility Requirements by Academic Year](#)
- [Possible Outcomes for Adjuncts Eligible for, or on, 2-Year Appointments](#)
- [Programmatic Review Scenarios](#)

We encourage you to contact HR-Adjunct Services (adjunctservices@ccny.cuny.edu) for any additional questions.

Thank you for your cooperation and dedication to this important initiative. Your efforts are crucial to the successful implementation of these changes and the enhancement of our academic mission.

Warm regards,

Office of Human Resources