


MEMORANDUM

TO: Campus Academic Community

FROM: John Siderakis, Assistant Vice President of Human Resources 

DATE: December 8, 2016

RE: Three Year Adjunct Appointments

Dear Campus Academic Community,

The Office of Human Resources is writing to follow up and provide additional information with regards to the implementation of three-year adjunct appointments. The first three-year adjunct appointments will begin in the Fall 2017 semester, and will continue to be available each Fall semester through Fall 2020.

In order to be eligible for a three-year adjunct appointment, the employee must meet the following eligibility criteria:

- Teaching adjuncts must have taught at least six (6) contact hours within the same department at the same college for ten (10) consecutive semesters (excluding the Summer and Winter sessions) between Fall 2012 and Spring 2017.

Please note, up to four (4) semesters of substitute faculty service in a teaching title within the same department at the same college can be counted as qualifying service credit toward fulfilling the three-year adjunct Appointment.

The Office of Human Resources will provide a list of all teaching adjuncts who meet the above eligibility criteria to the academic departments. A teaching adjunct meeting the eligibility criteria will be considered for a three-year appointment, subject to a comprehensive review of the adjunct's performance and an assessment of the fiscal and programmatic needs of the department and/or college. To receive a three-year appointment, an adjunct who meets the eligibility criteria must receive the positive recommendation of his/her department P & B committee and the college President, or his designee.

Teaching adjuncts meeting the three-year appointment eligibility criteria will be notified on or before May 15, 2017, whether they will be receiving a three-year appointment. .

Teaching adjuncts that receive a three-year appointment must be assigned a minimum of six (6) classroom contact hours for each Fall and Spring semester throughout the three-year period. If a department is unable to provide the minimum six (6) contact hours within a semester, the department can offer a non-teaching adjunct appointment (in the current semester for an equivalent number of hours at the non-teaching rate), or an additional teaching assignment of the

deficit number of contact hours within the following two semesters or summer session. Please note, adjuncts have no entitlement to a particular course or schedule.

The Office of Human Resources website also has detailed FAQs on the two and three year appointments for adjuncts: <https://www.ccny.cuny.edu/hr>.

For additional information, please contact the Office of Human Resources at 212-650-7226.

Thank you.