



Adjunct Appointment Process Overview

Agenda

- Overview of Adjunct Appointment/Reappointment Process
- PSC Contract Obligation
- Responsibilities of Department and Human Resource Services (HRS)
- Calendar and Important Dates
- Contacts for Help
- Q&A

Appointment Overview

The Agreement between The City University of New York and The Professional Staff Congress/CUNY requires that adjuncts must receive a letter of reappointment or non-reappointment by the contractual notification dates.

- There are two types of Adjunct Appointments:
 - 1 year
 - 1 semester

Discontinuance of Multi-Year Appointment

- Effective Fall 2024, Adjuncts will not be eligible for a three-year appointment.
- Current three-year Adjuncts shall remain in effect for the term of the appointment.
- Current three-year will not be eligible for another three-year appointment.
- Current three-year adjuncts will only be eligible for one year after the term of the appointment.

Adjunct Notification Deadline

- Fall Semester Notifications must be sent to all adjuncts by the contractual May 15th deadline date
 - HRS sends appointment letter to all Adjunct appointments (1 year and 1 semester adjuncts)**
- Spring Semester Notifications must be sent to all adjuncts by the contractual December 1st deadlines date

HRS Responsibilities

- **Fall Appointments:** HRS generates and sends department a spreadsheet list of adjuncts to make appointment recommendations
- **Spring Appointments:** HRS generates and sends department a spreadsheet list of One-Semester adjuncts to make reappointment recommendations

HRS Responsibilities

- Review recommendations from department and prepare appointment/non-reappointment letters
- Work with ITS to upload appointment recommendations into e-appointment system (preload e-appointments)

Department Responsibilities

- Review Adjunct spreadsheet list and make recommendations
- Return spreadsheet of Fall 2024 Adjunct recommendations for appointments and Non-reappointments to HRS by **April 22nd deadline date**

Timeline and Important Dates

Summer and Fall 2024

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- February 26th** ○ HRS makes available list of Adjuncts eligible for **Fall 2024** reappointments
 - April 8th** ○ eAppointments system opens for Summer 2024
 - April 22nd** ● Deadline to submit reappointment/non-reappointment list to HRS to meet the contractual notification deadline
 - May 3rd** ● Last day to upload completed **Summer 2024 new hire packets** and workload forms to [Dropbox](#) for processing prior to first payroll. Late appointments may miss the first payroll.
 - May 15th** ○ Last day for HRS to send reappointment and non-reappointment letters to adjuncts
 - June 5th** ○ eAppointments system opens for Fall 2024
 - August 1st** ● Last day to upload completed **Fall 2024 new hire packets**, workload form and 210 forms to [Dropbox](#) for processing prior to first payroll. Late appointments may miss the first payroll.
 - August 20th** ● Last day to notify HRS about adjunct offer withdrawals due to low enrollment

Submitting a Cancellation

- Cancellation cannot be undone
- If a cancellation is submitted by mistake, you need to cancel the entire e-appt. This includes the original, revised e-appt, if applicable. See example below for reference.
- For example:

CET 003 SP22 R C	POPOV, MILENA	Continuing Ed. teacher new appointment	HR - Cancellation approved	06-03-2022
CET 003 SP22 C	POPOV, MILENA	Continuing Ed. teacher new appointment	HR - Cancellation approved	06-03-2022

Submitting Appointment Hours/Professional Hours to an Existing e-Appointment

15 paid office hours per semester	30 paid office hours per semester	45 paid office hours per semester
3 or more but fewer than 6 workload hours	6 or more but fewer than 9 workload hours	9 or more workload hours
45 to 89.5 appointment hours	90 to 134.5 appointment hours	135 or more appointment hours

Effective for **Summer Semester only**: If an adjunct is teaching 45 hours or less, no professional hours will be applied on appointment.

Submitting Appointment Hours/Professional Hours to an Existing e-Appointment

15 paid office hours per semester	30 paid office hours per semester	45 paid office hours per semester
3 or more but fewer than 6 workload hours	6 or more but fewer than 9 workload hours	9 or more workload hours
45 to 89.5 appointment hours	90 to 134.5 appointment hours	135 or more appointment hours

Check off the box that reads:

*“The limit of 135 teaching and/or requirement for the professional hours is waived for this appointment.
Just under the “(b) Regular Semester Hours”*

Q&A

Contact Information for Adjunct Questions

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