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 22\textsuperscript{nd} deadline date
Timeline and Important Dates
Summer and Fall 2024

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:

<table>
<thead>
<tr>
<th>CET 003 SP22 R C</th>
<th>POPOV, MILENA</th>
<th>Continuing Ed. teacher new appointment</th>
<th>HR - Cancellation approved</th>
<th>06-03-2022</th>
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Submitting Appointment Hours/Professional Hours to an Existing e-Appointment

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

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"
Contact Information for Adjunct Questions

Guadalupe Leal – Guadalupe.Leal@brooklyn.cuny.edu (Primary)

Geisha Pichardo – Geisha.Pichardo@brooklyn.cuny.edu

Debra Quashie – DQuashie@brooklyn.cuny.edu