

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**MULTIPLE POSITION SUMMER ASSIGNMENTS REPORTING FORM**  
**SUMMER \_\_\_\_\_**

The Board of Trustees' *Statement of Policy on Multiple Positions* generally limits a full-time faculty member's assignments during the annual leave period in the summer to a maximum of three-ninths of the faculty member's annual salary. In order to ensure compliance with this limitation, the faculty member must complete this form and submit it to his/her Department Chair before beginning any summer assignments and provide an updated form if any changes occur.

Please note there is an additional restriction that compensation for any single month during the summer may not exceed 1/9<sup>th</sup> of the faculty member's annual salary.

The sole exception to the 3/9<sup>th</sup> rule is that under carefully prescribed conditions, a college foundation may provide compensation that will cause the faculty members total compensation from CUNY-related activities to exceed 3/9<sup>th</sup> of annual salary. Additional documentation is required for this exception.

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Department** \_\_\_\_\_

**1. Summer Teaching Assignments**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
# hours                      Hourly Rate

**2. Summer Non-Teaching Assignments**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
# hours                      Hourly Rate

**3. Summer Chair Assignment (if applicable)**

( \_\_\_\_\_ ÷ 9 ) X ( \_\_\_\_\_ ÷ 120 ) = \_\_\_\_\_  
Annual Salary                      # hours worked

**4. Summer Grant Salary** \_\_\_\_\_

**5. Other CUNY Summer Employment** \_\_\_\_\_  
(including compensation from college foundation)

**6. Total Summer Compensation from CUNY (Add 1 through 5)** \_\_\_\_\_

**7. Permissible Summer Compensation from CUNY**

\_\_\_\_\_ X 3/9 = \_\_\_\_\_  
Annual Salary

**NOTE: Line 6 must be less than Line 7**  
**(except for the college foundation exception).**

\_\_\_\_\_  
Signature of Faculty Member                      Date

\_\_\_\_\_  
Signature of Department Chair                      Date