

NEW YORK CITY COLLEGE OF TECHNOLOGY
SUMMER SALARY FAQs

- 1. What is summer salary?** Summer salary is additional compensation paid to eligible CUNY full-time faculty members who perform pre-approved student advising or department work, or conduct research on sponsor-funded awards outside of the nine-month academic year. Summer salary is paid in addition to the academic year annual salary rate, and the corresponding work must be performed during CUNY's summer sessions.

- 2. Which titles are eligible for summer salary?** Only full-time teaching CUNY instructional staff under the following titles are eligible.
 - Professor
 - Associate Professor
 - Assistant Professor
 - Lecturer
 - Lecturer (Doctoral Schedule)
 - Instructor
 - Distinguish Professor
 - Distinguish Lecturer
 - Substitute Assistant, Associate or Professor

- 3. Do I need to submit a Multiple Position Summer Assignments Reporting Form?**

Yes, if you are a full-time faculty member receiving compensation for work performed at CUNY during the summer. It must include all compensated activities throughout the university, including teaching, non-teaching appointments (such as for student advising or department work), summer grant salary, and any other CUNY summer employment.

- 4. What are the compensation limitations?**
 - Compensation for summer activities may not exceed three-ninths of the faculty member's annual salary (i.e., no more than one-ninth for any individual month).
 - The summer compensation limitation applies to all CUNY-related sources, including funds administered by the Research Foundation and college foundations.
 - Compensation for teaching and non-teaching activities is limited to 1/9th of the annual salary in a given month (June, July, August), with a total not to exceed 3/9th of the annual salary.

- 5. During the summer, can you work over the 3/9ths limitation?** The policy provides faculty may be compensated for research or additional work during the summer in an amount that will cause the 3/9ths limitation to be exceeded under three conditions
 - (a) when such payment is consistent with the applicable foundation's rule
 - (b) when the circumstances of such payment have been rigorously documented and justified: and
 - (c) when such payment is approved by the Chancellor or the appropriate President.

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If you are also working on a grant administered by the Research Foundation, you must consult with the Research Foundation to ensure that the additional compensation does not violate the terms of the grant.

6. How will I be compensated for summer work?

Work performed during the summer is to be paid during the summer.

- **For teaching work**, you will be compensated based on your teaching assignment as reported by your department. Any delay caused by incomplete hiring paperwork, a teaching assignment made after the initial payroll deadline for the summer, or submission of your Summer Multiple Position Form will result in a delay in receiving your pay.

Please note that the payroll calculation on the Summer Multiple Position Form for June does not include the overlap between the start of the summer session and the contractual end of the spring semester. All faculty are paid the full amount of teaching hours, but for the purposes of contractual calculations, the days worked up to [the date of commencement](#) do not count toward summer maximums, and therefore they are not included in the automatic calculations.

- **For non-teaching work**, please coordinate with your department office and dean's assistant to ensure that Personnel Action Forms (PAFs in the PR Assist System) are created and time sheets are submitted in a timely manner.
- **For research work**, please refer to [Research Foundation Summer Salary Link](#) for complete information. CityTech summer salary forms and letters are due May 31st.

7. What are the pay dates for the summer? Adjunct Teaching Faculty paychecks do not cover a specific time period, as Adjunct Teaching Faculty pay is calculated in a unique way. Each paycheck represents 1/2 of the total amount for each summer session. For more information, please refer to the "Adjunct Instructional Staff Payroll Information" for the correct semester in the [AWMO website MEMOs](#).

8. If summer salary is received, can I take vacation? The payment of summer salary obligates you to provide the proposed percentage of effort on the sponsored program for the full period for which compensation is paid. If you request summer salary that adds up to 100% effort on sponsored program activities for all 3 summer months, you must forego a vacation entirely during this period. Summer class obligations encompass the time period posted in the schedule of classes.