

Information for Departments on the New Adjunct Reappointment Letters Process, Effective Fall 2015

In order to improve efficiency, reduce labor and mailing costs and minimize errors, adjunct instructor reappointment letter will be distributed electronically, effective fall 2015. Information on the new process follows.

1. All adjunct faculty will receive their letter via Groupwise email along with instructions. Please inform your adjunct faculty that they must read their GroupWise email account in order to receive their letter. Adjunct faculty without a City Tech email account should contact the CIS Helpdesk (x5626) as soon as possible to obtain.
2. All adjunct CLTs will receive their letter via United States Postal Services.
3. Once the employee signs the letter they should be scanned and saved as a pdf file with the following naming convention for easy retrieval, if needed:

LastName_FirstName_Department_Semester

Ex. Smith_Joe_Biology_Spring2016

4. After the letter is scanned and saved it must be emailed as an attachment to this email: EveningOfficeRL@CityTech.cuny.edu
5. The Evening Office will post the scanned letters to the S:drive. Signed letters can be accessed by OFSR, deans, dean's assistants, department chairs and department administrative assistants.