

## AUTHORIZATION to EMPLOY LONG-TERM SUBSTITUTE SERVICE

FOR USE WITH FULL-TIME or ADJUNCT FACULTY

## ABSENT INSTRUCTOR INFORMATION

NAME:	
	(LAST NAME)

(FIRST NAME)

CUNYfirst (EMPL) ID: \_\_\_\_\_

DEPARTMENT/PROGRAM: \_\_\_\_\_

DATES OF ABSENCE

REASON FOR ABSENCE

TITLE/RANK: \_\_\_\_\_

START: \_\_\_\_\_ END: \_\_\_\_\_

WORKLOAD								
COURSE SEC		SECTION ASSIGNMENT - TYPE	SUBSTITUTE INSTRUCTOR			SCHEDULED	TOTAL	
	SECTION		NAME LAST, FIRST	CUNYfirst (EMPL) ID	TITLE	DATE(S)	HOURS	

NOTES:

## CONTRACT RESTRICTIONS

**ADJUNCTS:** Adjunct faculty may teach a maximum of nine (9) classroom contact hours during a semester. In addition, each adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of the City University of New York. This contractual restriction is all-inclusive. Observance of the above mandate must be considered when adding a substitute service assignment to an adjunct's program.

*FULL-TIME:* F/T faculty teach to two (2) hours of substitute service each semester as a professional courtesy before receiving extra compensation for substitute service. Full-time faculty members who wish to engage in additional employment during the academic year must receive prior approval from their Department's Appointments Committee. In no event may the amount of time spent on such employment exceed an average of one day (7 hours) per week. Any F/T Faculty assigned New Faculty/Professional Development hours will not be approved for any sub-service coverage.

Chairperson/Supervisor Signature

Office of the Provost Signature, if required