

## ADJUNCT APPOINTMENT FORM INSTRUCTIONS

The adjunct appointment form for new hires and rehires for adjunct faculty, adjunct clts and non-teaching adjunct titles in order to begin the hiring process. The only documentation that should be included in this packet is a copy of the latest curriculum vitae. Multiple Position Forms are not to be included. In addition, Maureen Whittle ([MAUREEN.WHITTLE75@citytech.cuny.edu](mailto:MAUREEN.WHITTLE75@citytech.cuny.edu)) from the Office of Faculty and Staff Relations is always to be copied on these communications.

This is a quick checklist to ensure that your form is correct, complete, and ready to help us get your new staff member on board as quickly as possible.

1. **Ensure you're using the correct forms.** The [adjunct appointment form](#) and [the multiple position form](#) are separate forms.
2. **Select the correct details.**
  - a. **Select the correct category** from the choices below.

Please select:  NEW HIRE  REHIRE  SECOND TITLE  SECOND DEPT.  TITLE CHANGE

- b. **Include their existing EMPL ID#** if the new hire falls into any of these categories: previously worked at another campus, a former student, or a person of interest ("POI", a non-tax levy employee (not paid by the state), etc.
3. **Complete the correct anticipated assignment box**, including workload hours, professional hours, etc.

FACULTY TEACHING INFORMATION ANTICIPATED ASSIGNMENT			
Course	Section	Workload Hours	Semester Hours <small>Workload HRS X # of Weeks</small>
TOTAL TEACHING HOURS		0.00	0.00
PROFESSIONAL/OFFICE HOURS *			
TOTAL HOURS		0.00	0.00

CLT or NON-TEACHING ADJUNCT INFORMATION ANTICIPATED ASSIGNMENT	
Job Description	Total Semester Hours
<small>Semester Limits</small> Fall: 225.00 - Winter: 75.00 - Spring: 225.00 - Summer: 175.00	

4. **Leave the rate field empty.** The Adjunct Workload Management Office will provide the correct rate.
5. **Send a live, unlocked PDF.** Please ensure that the form is not locked. If it is locked, AWMO will not be able to continue the process. Kindly do not send a scanned copy of the form. If you need assistance using Adobe (PDF), please contact the Help Desk at 718-260-5626.
6. **DO NOT send the appointment letter.** AWMO will review the form, add the rate, and send the appropriate letter to the adjunct. Only AWMO can provide the rate and send the letters to the adjunct. This is not a departmental responsibility.

**NOTE:** Full-time staff does not receive hiring or rehiring letter.

If you have any questions, please feel free to write to us and/or call directly. Thank you.

Regards,  
 Adjunct Workload Management Office  
[AWMO@citytech.cuny.edu](mailto:AWMO@citytech.cuny.edu)  
 718-260-5565

## **MULTIPLE POSITION FOR NON-TEACHING INSTRUCTIONAL STAFF FORM**

This form is to be used by full-time Instructional Staff employees in the Higher Education Officer and College Laboratory Technician Series titles and by Research Associates and Research Assistants who seek to engage in teaching and/or non-teaching assignments at the college of full-time employment or in another CUNY college, in addition to their regular, full-time assignment.

To submit this form:

1. Use the correct version of the [Multiple Position Application for Non-Teaching Instructional Staff](#), which can be found on the AWMO website
2. Write a job description for the role.
3. **Send the completed form and description to OFSR, Adrienne Traylor, [\[ATraylor@CityTech.Cuny.Edu\]](mailto:ATraylor@CityTech.Cuny.Edu).** Either the department/office or the employee can send them to her.

The employee is ultimately responsible for submission of a correct Multiple Position Form. They should not commence work until after the form has been submitted to OFSR and approved. Once AWMO receives the approved Multiple Position Form, the requested PAF will be approved.

As a reminder, these assignments are generally limited to five hours per week for full-time staff or faculty.

If you have any questions about the process of the multiple position forms, please reach out to Adrienne Traylor ([ATraylor@CityTech.Cuny.Edu](mailto:ATraylor@CityTech.Cuny.Edu)) directly and/or call 718-260-5353.