



NEW YORK CITY
COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

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EVENING & SUMMER SESSIONS OFFICE
INTER-OFFICE MEMORANDUM

DATE: Spring 2017

TO: All Department Chairpersons/Program Coordinators

FROM: Pamela Brown, Associate Provost

SUBJECT: Spring 2017 Administrative Items

Please review the following material, related to adjunct and multiple position instructional staff members, as we begin the spring 2017 semester

1. Course management memo from Provost August – please distribute to your faculty
2. Adjunct Payroll Information – please distribute and post
3. Hourly Employee Time Sheet Calendar for Fiscal Year 2016-2017
4. Evening & Summer Sessions Office calendar – contains all important deadlines – note the Faculty Service Report is generally due the first of each month
5. Evening & Summer Sessions Office hours – spring 2017
6. Faculty Service Report (FSR) due dates
7. Adjunct Professional Hour Schedule – **due to Evening Office - 2/06/2017**
8. CUNY Workload Declaration form for adjuncts - **due to Dean's Office - 2/06/17**
9. Adjunct Faculty Service Report form
10. Adjunct CLT Service Report form
11. Authorization to Employ Long-term Substitute Service form
12. Appointment of Departmental Evening/Summer Coordinator - **due to Evening Office - 2/06/2017**

Kindly remember to let the dean's assistant know of any changes in adjunct personnel as they send updates to the Evening Office every Friday for payroll adjustments.

If you require further information about the policies and procedures for adjunct and multiple position instructional staff please call the Evening and Summer Sessions Office at 260-5565, NG-07 or visit the Evening & Summer Sessions Office [website](#).