



**Adjunct Faculty Workload Office  
(formerly Evening and Summer Session Office)**

**Interoffice Mail**

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DATE: Summer 2018

TO: All Department Chairpersons/Program Coordinators

FROM: Pamela Brown, Associate Provost

SUBJECT: Summer 2018 Administrative Items

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Please review the following material, related to adjunct and multiple position instructional staff members, as we begin the summer 2018 semester

1. Course management memo from Provost August—please distribute to summer faculty
2. eFolders
3. Guidelines on eClass Folders Summer 2018
4. Adjunct Payroll Information – please distribute and post
5. Hourly Employee Time Sheet Calendar for Fiscal Year 2017-2018
6. Evening & Summer Sessions Office hours – summer 2018
7. Faculty Service Report (FSR) due dates

These items can be found on the Adjunct Faculty Workload Office [website](#).

Kindly remember to let the dean's assistant know of any changes in adjunct personnel as they send updates to the Evening Office 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, Namm 320 or email [EveSummerSessions@citytech.cuny.edu](mailto:EveSummerSessions@citytech.cuny.edu)