

**NEW YORK CITY COLLEGE OF TECHNOLOGY**  
The City University of New York

**AUTHORIZATION to EMPLOY LONG-TERM SUBSTITUTE SERVICE FORM**  
**(For Full Time or Adjunct Faculty)**

**DATE:** \_\_\_\_\_ **FROM:** \_\_\_\_\_  
Department Chairperson

**RE:** \_\_\_\_\_ (Absent Instructor) Full Time \_\_\_\_\_ Adjunct \_\_\_\_\_

**REASON:** \_\_\_\_\_ **Period:** \_\_\_\_\_ until \_\_\_\_\_

Does the absent instructor teach a course, or part of a course, for extra compensation? **(Full time faculty only)**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate course code(s), section number(s) \_\_\_\_\_

**COURSES TO BE COVERED**

Course Code	Section	Date(s)	No. of Hours	Substitute's Name	Adjunct or Full-Time	Approved (Provost's/Evening Office Use Only)

**WORKLOAD 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.

**WORKLOAD RESTRICTIONS – FULL TIME**

FT faculty teach one class meeting up to 2 hours of substitute service each semester as a professional courtesy, before receiving extra compensation for substitute service. Departments should keep records of this 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.

Full-time non-tenured tenure-track faculty are prohibited overload teaching assignments, unless the faculty member is not currently using the contractually mandated research reassigned time, and then only with the permission of the President or Chancellor.

**NOTE**

The substitute instructor should be advised that payment cannot be made for at least one payroll period following submission of this form and the appropriate SUBSTITUTE SERVICE APPOINTMENT FORM (PN268).

If substitute service must be provided beyond the period for which approval has been granted on this form, it will be necessary to fill out another form.

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date