

## New Teaching Adjuncts at CUNY—Frequently Asked Questions

- 1) How much can I teach in total in the CUNY system, and why is there a limitation on it?  
Answer: The contractual limit is up to 9 hours at one college, regardless of the number of classes, and one class of up to 6 hours at a second college. There are also limits on non-teaching adjunct work. Teaching and non-teaching adjunct work can be combined. Waivers can be granted by the college at its discretion. The contractual limits are to protect against CUNY hiring Adjuncts as *de facto* full-time staff without the attendant full-time rights and benefits. Please contact an adjunct grievance counselor at the PSC for more information.
  
- 2) How do I know what salary step I should be on, and when do I get increases?  
Answer: When first hired, a determination is made regarding the appropriate schedule (Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor) and the appropriate salary step within that schedule. While it can be discussed with the department chair or college pre-hire, most Adjuncts are first hired at the lowest salary step of the appropriate schedule (salary schedules can be found at the PSC's website: <http://psc-cuny.org/contract/teaching-and-non-teaching-adjunct-rate-schedule> ). Adjuncts are entitled to a step increase after teaching CUNY-wide for 6 semesters (including summers) within a 3-year period. Adjuncts should notify HR at each college where they teach when they are eligible for a step increase because colleges do not track an adjunct's CUNY-wide employment.
  
- 3) When am I eligible for health insurance?  
Answer: Adjuncts become eligible for health insurance when they have taught at least 1 class in the previous 2 consecutive semesters and are teaching 6 or more hours in the current semester (excluding summers). If Adjuncts continue to teach at least 6 hours per semester, health insurance will be retained.
  
- 4) When should I receive notification of reappointment, and if I'm not reappointed, what are my options?  
Answer: If you are on a semester appointment, you must receive written notification of appointment or non-reappointment by December 1 for the following spring and by May 1 for the following fall. When you have taught 6 consecutive semesters (excluding summers) in the same department at the same college, you are entitled to a 1-year appointment and must receive written notification by May 15 for the following academic year. If you do not receive written notification by the contractually mandated date, notify an adjunct grievance counselor at PSC right away.  
  
Every written notification of appointment must contain an adjunct's title, the duration of the appointment, and the applicable hourly rate of pay. If you believe any of those items are incorrect, notify an adjunct counselor right away.  
  
If you receive notification that you have been non-reappointed, notify an adjunct counselor immediately. Recourse in the event of non-reappointment is limited, but a grievance counselor can explain your options and help determine the best course of action, including grievance, informal complaint, direct discussion with the Chair, and recourse through outside agencies.
  
- 5) Do I have to be evaluated/observed every semester?  
Answer: Adjuncts must be evaluated at least once each year in their first 4 semesters of service and must be observed at least once each semester in their first 10 semesters of service. See Article 18 in the PSC-CUNY contract for procedures.