



Professional Staff Congress

Teaching Adjunct Handbook

RIGHTS & BENEFITS UNDER THE PSC CONTRACT

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YOUR UNION, YOUR RIGHTS

The Professional Staff Congress is the union that represents 30,000 part-time and full-time faculty and professional staff at the City University of New York (CUNY) and the CUNY Research Foundation. The union is dedicated to advancing the professional lives of its members, enhancing the terms and conditions of their employment, and maintaining the strength of the nation's largest, oldest, and most visible urban public university. With organized action from you and your colleagues, the union can secure rights and benefits for its members. If you're not a member of the PSC yet, please join us. Membership authorization cards can be submitted online at: psc-cuny.org/join-PSC.

Many of our rights and benefits have been won through collective struggle, by way of union members asserting these gains in the workplace. The PSC-CUNY contract covers workplace matters, from salary increases to complaint procedures. The union's experienced bargaining team negotiates the contract with CUNY management, and the contract is voted on for ratification by PSC members.

A list of resources and PSC contacts is included at the end of this handbook. Contact the appropriate representative whenever you have a question or concern.

COMPLAINTS, GRIEVANCES & WEINGARTEN RIGHTS

Informal Complaints

An informal complaint can be made by an employee or the PSC on behalf of an employee or employees. This complaint may, but need not, constitute a grievance.

Grievances

A grievance is a complaint by an employee or the PSC when there has been a breach, misinterpretation, or improper application of the PSC-CUNY contract or the CUNY bylaws. (See: Resources, Pg 17.)

Grievances and complaints must be filed within 30 business days from when a contract violation occurs or when an employee first becomes aware of a violation. Grievances relating to appointment/non-reappointment must be filed within 30 working days of the scheduled date of notification. The 30-day timeline excludes weekends and legal holidays in NY State.

Contact an Adjunct Grievance Counselor to discuss a complaint or grievance. (See: PSC Contacts, Pg 18.)

Weingarten Rights

If an adjunct is summoned to a meeting where they reasonably expect the discussion may lead to disciplinary action or an investigation pertaining to college or CUNY policies, they have the right to be accompanied by a union representative.

It is an adjunct's right to ask about the nature of the meeting. If an adjunct plans to bring a union representative, they should state that they are invoking their "Weingarten rights" protections enshrined by federal law.

A sample script to invoke Weingarten rights:

If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative or steward be present at this meeting. If this discussion could lead to my being disciplined and you deny my request for representation, I choose not to answer any questions.

WORKLOAD

Workload is typically defined by an adjunct's contact hours. Teaching Adjuncts may teach 9 contact hours per week at one college, regardless of the number of courses, and one additional course, not to exceed 6 contact hours, at a second college. In a shorter semester, at Guttman, Kingsborough and LaGuardia Community Colleges, the total contact hours for the academic period cannot exceed 9 hours at one college and 6 at another on the short semester system.

Contact hours are the number of hours spent teaching a course during the week. A classroom hour at CUNY is 50 minutes. Credits are academic units that students earn. Typically, a 3-credit course meets for two or three sessions a week for 15 weeks, amounting to 45 contact hours for the adjunct and student alike. In some cases, the contact hours may be more while the credits to the student are fewer. During the summer months, the CUNY policy is to limit teaching adjuncts to 105 contact hours, except in departments with 4-credit courses for which a 120-hour assignment is permitted.

Adjuncts may combine teaching and non-teaching workloads. If an adjunct teaches at more than one college or department, they should inform their department chairs if they are given assignments more than the contractual workload. The chairs can then inform the college(s).

If the college wants an adjunct to teach additional hours above the 9/6 limit during the Spring or Fall semester, the college must request a waiver from CUNY. The colleges may permit a limited number of adjuncts to teach above the contractual workload cap for teaching at all CUNY colleges. For Summer sessions, overloads are granted at the discretion of the college and CUNY.

Winter Session

The PSC and CUNY have an agreement that allows adjuncts to be assigned up to 8 classroom contact hours during the Winter session. These hours do not count toward the adjunct's workload in either the Fall or Spring semester. Adjuncts may teach one course during the January Intersession in the University Skills Immersion Programs over workload limitations.

Guttman, LaGuardia and Kingsborough Community Colleges allow teaching adjuncts to be assigned up to 9 classroom contact hours during the Fall II/Winter session at any of the three colleges and one course of not more than 6 contact hours at another community college.

Paid Office Hours

Adjuncts assigned to teach a 3, 4, or 5 contact-hour course are contractually entitled to, and responsible for holding, 1 paid office hour per course, for a maximum of 3 office hours per week at the first college and 2 at the second college. Six contact-hour courses carry 2 office hours per week.

These hours do not count toward the maximum a teaching adjunct can teach under the contract and are applicable to all semesters, including Winter and Summer sessions. Full-time faculty who are teaching overloads at adjunct pay rates are entitled to and responsible for holding these paid office hours. The hours are to be spent engaged in or available for student contact, except that the colleges may direct that up to 3 office hours per semester—or up to six 6 per semester for those who are responsible for and paid for more than 15 office hours—be used for required trainings (e.g., Workplace Violence Prevention, Sexual Harassment Prevention, You Have a Right to Know, etc.); for professional development; for attendance at college orientation sessions; or for certain meetings with the union.

Professional Hours

Adjuncts teaching 1 or more but fewer than 3 classroom contact hours total at a single college do not receive a paid weekly office hour, but they are paid for 2 professional hours per semester to be used for required trainings; for professional development; for attendance at college orientation sessions; for certain meetings with the union, as agreed to with the PSC; or as otherwise directed by the colleges.

Departments may formalize office hours, such as location and timing, consistent with the way full-time faculty hold office hours.

OBSERVATIONS & EVALUATIONS

Observations

Observations must be conducted during the first 10 weeks of a semester for the first 10 semesters at any college where an adjunct teaches. The observation is for a full class period.

For in-person and fully online synchronous classes, an adjunct must receive at least 24-hours' notice before an observation. For a fully online asynchronous class, an adjunct gets 48-hours' notice. The observer will submit a written observation report to the department chair within one week.

The department chair should schedule a post-observation conference with the adjunct and the observer within two weeks of the adjunct receiving the written observation report. If the observation or the post-observation conference is not held within these times, an adjunct must file a request with the department chair within 10 working days to avoid losing the right to file a grievance over the observation process. Requests for a third party at the post-observation conference may be made to the department chair.

An adjunct must receive a written report of the observation and the post-observation conference for their signature before it is placed in the personnel file. The signature only indicates that the adjunct has seen the report. Adjuncts may place a response to their observation in the file. After 10 semesters of required observations, an adjunct may be observed at their own request or that of their department chair.

Annual Evaluations

At least once each year, teaching and non-teaching adjuncts are entitled to an annual evaluation conference.

If an annual evaluation is not scheduled by March 1, an adjunct must file a request with the department chair within 10 working days or lose the right to file a grievance over the process. Within 10 days of the conference, they should receive a written memo about the conference, which is also placed in their

personnel file. Adjuncts have a right to submit a written response to the evaluation conference memo and place it in the file.

After four semesters of service, annual evaluations for adjuncts shall be at the request of the department chair or the adjunct. If requested by the adjunct, annual evaluations may not be conducted more than once every four semesters.

Personnel Files

Adjuncts have the right to examine and initial their personnel file and add any information about their academic and professional accomplishments. Adjuncts may request a copy of their personnel file, and colleges may charge for printing hard copies.

PROMOTIONS AND TITLE CHANGES

Adjuncts in professorial titles are eligible for promotions on a similar basis as a full-time faculty member by criteria established by the college and/or department. Service requirements for full-timers do not apply to part-timers.

The Adjunct Lecturer title, though, is not a promotable title. If an Adjunct Lecturer completes a doctorate or another terminal degree, they should discuss with their department chair the possibility of applying for a new position as an Adjunct Assistant Professor, which is then promotable to Adjunct Associate Professor, and then Adjunct Professor.

APPOINTMENTS

Semester Appointments

Adjuncts must receive a written notice of initial appointment or reappointment (which should include a title and hourly rate) or non-reappointment by **December 1** for the upcoming Spring semester and **May 15** for the upcoming Fall semester. Contact an Adjunct Grievance Counselor if you do not receive a letter by the appropriate date. (See: PSC Contacts, Pg 18.)

Class assignments depend on budget, curriculum, and adequate enrollment. Once an adjunct has received an appointment, they must be told of any changes in conditions that may impact their employment as soon as the college knows of them. Once they have begun teaching a course, they may be entitled to be paid if the course is canceled. Notify the union promptly if there are changes to course assignments.

1-Year Appointments

An adjunct who has served in the same department of the college for not fewer than 6 consecutive semesters (exclusive of summer sessions) during the 3-year period immediately preceding the appointment, to whom the college intends to offer another appointment, shall be notified on or about May 15 of appointment for both the following Fall and Spring semester. Such notification of appointment shall be subject to sufficiency of registration and changes in curriculum in each semester, and all other conditions of employment.

Multi-Year Appointments

At the time of this handbook's printing (September 2024) the PSC and CUNY management were still in negotiations over the continuation of job security contract provisions for teaching adjuncts. See the PSC website for the latest information.

Substitute Lecturer or Substitute Professorial Appointments

Adjuncts can be offered a semester-long substitute lecturer or substitute professorial appointment; both are salaried positions and carry a workload of 3 credits hours over the equivalent permanent title (e.g. a Substitute Lecturer would teach 27 hours per academic year while a Lecturer would teach 24). If an adjunct appointment immediately precedes or follows a substitute appointment, substitute appointments will count as adjunct service for attaining health care and tuition waivers. For purposes other than those just specified, the time worked as a substitute does not count as part of continuous service as an adjunct.

Adjuncts do not have to reestablish eligibility for one-year appointments when returning from a substitute appointment.

SALARY RATES

Salary rates are negotiated in a union contract. This teaching adjunct handbook was published in September 2024 as the PSC was negotiating a new PSC-CUNY contract. The latest hourly rates are on the PSC website. (See: Resources, Pg 17.)

Teaching adjunct hourly rates (as of November 1, 2022) *

- Adjunct Lecturer: \$91.67
- Adjunct Assistant Professor: \$100.00
- Adjunct Associate Professor: \$108.33
- Adjunct Professor: \$112.50

*Adjuncts in certain professional schools within CUNY and adjuncts who were at the top of the pay scales for the Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, and Adjunct Lecturer titles on August 25, 2022 are paid at higher rates than the single hourly rate for their titles.

If an adjunct believes that their hourly rate of pay is incorrect, they must notify their college's HR office in writing immediately to receive a retroactive pay adjustment for the current or prior semester. Keep a copy of this notification letter. It is a good idea for an adjunct to periodically check their pay rate for accuracy.

ADJUNCT HOURLY RATES: psc-cuny.org/content/adjunct-and-hourly-professorial-rates

PAY DATES

Adjuncts have a right to be paid on time. Failure to pay adjunct faculty on time has often been a problem at CUNY colleges. If an adjunct encounters difficulty with pay, contact an Adjunct Grievance Counselor. (See: PSC Contacts, Pg 18.)

ADJUNCT PAY DATES: psc-cuny.org/news-events/adjunct-pay-dates

HEALTH INSURANCE

Eligible adjuncts will be offered the same health care insurance options for individual coverage offered to full-time CUNY employees through the NYC Office of Labor Relations Employee Health Benefits Program. If joining, both part-time and full-time new hires are required to accept HIP Premium HMO for the first 365-day period of eligibility.

To be eligible, a teaching adjunct must have taught at least one course for two consecutive semesters (not including Summer Sessions) immediately preceding the semester in which they are requesting health benefits. They must maintain at least 6 contact hours per week in the semester they are requesting health benefits and thereafter. They must not be covered by or be eligible to be covered by other basic health insurance provided by another employer, a spouse's or domestic partner's employer, or through government entitlement. Adjuncts must certify each semester that they are not eligible to receive other primary health care insurance provided through another source.

Adjunct health insurance is either individual-only or family coverage, which is available for additional payment. Two of the options for individual-only coverage in the city program — HIP-HMO and GHI-CBP/Blue Cross — require no premium payment.

Family coverage and other options offered on the city plan require premium costs. There are no payroll deductions for health benefits coverage. Premium remittance for those who elect a family “buy-up,” a more expensive insurance option, and/or a rider will be collected monthly via electronic withdrawals from an adjunct's designated bank account.

All adjuncts should promptly notify the CUNY Health and Benefits Office of (a) multiple positions (e.g., working at different colleges or working as both as a teaching and non-teaching adjunct), (b) address, phone or email address change, especially a change in the college email address, (c) change of status, including assignments, and eligibility for health insurance, marital or birth changes if carrying a family rider, retirement, etc.

Coverage Options

Adjuncts who receive health insurance for the Fall semester only will receive coverage for the period from the first day of the Fall semester through the following February 28 (February 29 in a leap year). Adjuncts who receive health insurance for the Spring semester only will receive coverage for the period from the first day of the Spring semester through the summer.

SEE RESOURCES, PG 17: For a website list on adjunct health insurance.

COBRA

If an adjunct loses their health insurance, they may maintain benefits under COBRA, the federal law that allows an employee to pay for coverage at group rates for up to 18 months. If after one semester they resume working and meet eligibility requirements, their health insurance may be restored. If they are ineligible for two or more semesters, they must reestablish eligibility. For questions on COBRA eligibility, contact the PSC-CUNY Welfare Fund. (See: PSC Contacts, Pg 18.)

Additional Benefits

The New York State United Teachers (NYSUT), PSC's statewide union affiliate, occasionally offers self-pay group insurance products, including catastrophic health insurance, disability insurance, and long-term care insurance.

NYSUT MEMBER BENEFITS: memberbenefits.nysut.org

PSC-CUNY WELFARE FUND BENEFITS

Adjuncts eligible for the basic health insurance provided by CUNY through the NYC Health Benefits Program also receive supplemental benefits provided by the PSC-CUNY Welfare Fund. There is no payroll deduction. These benefits include prescription drug coverage, vision, dental, hearing benefits, and others.

PSC-CUNY WELFARE FUND: 212-354-5230 | pscunywff.org

UNEMPLOYMENT INSURANCE

All adjuncts who are not working or whose total earnings from all employment amount to less than \$504 per week should apply for unemployment insurance, with or without a letter of non-reappointment. Adjuncts who are non-reappointed or have had a reduction in hours should request from their campus HR the college's record of employment letter and the notification to employees for separation or hours reduction letter. These documents can be helpful with their application. Eligibility will be determined by your individual circumstances.

Adjuncts may be eligible for UI benefits during the winter and summer break, but different rules apply for the intersessions, relating to if they have a "reasonable assurance of work" in the following term or academic year.

For questions and guidance about your particular Unemployment Insurance situation, call the Workers' Defense League at (212) 627-1931.

WORKERS' COMPENSATION

If an adjunct is injured at work during their employment they may apply for Workers' Compensation. Call the district office at 1-800-877-1373.

PENSIONS & ANNUITIES

From their first semester at CUNY, all adjuncts are eligible to join the NYC Teachers' Retirement System (TRS), which is a defined benefit plan.

Adjuncts may join the TIAA-CREF tax-deferred annuity programs. They can get application forms from their campus HR office.

Adjuncts are also eligible for the NYS Tax Deferred Compensation Plan (NYSDCP). It is a 457(b) that can be elected in addition to other retirement

plans. It is completely funded by employee contributions. For more information, go to www.nysdcp.com or call 1-800-422-8463.

If an adjunct begins work at other CUNY campuses, they must inform each campus HR office of their TRS enrollment and request that deductions be made. They should check their pay statements regularly to make sure deductions are occurring. If they encounter problems, contact an Adjunct Grievance Counselor. (See: PSC Contacts, Pg 18.)

For more information on pension benefits, call the Retirement Counselor at the PSC-CUNY Welfare Fund. (See: PSC Contacts, Pg 18.)

ADJUNCT PENSION BENEFITS:

psc-cuny.org/benefits/part-timer-pension-benefits

[TRS Questions] pscunywf.org/adjuncts/thinking-of-retiring/4962-2

[Retirement Questions] pscunywf.org/adjuncts/thinking-of-retiring

TYPES OF LEAVE

During any semester or session, adjuncts, non-teaching adjuncts, and adjunct College Laboratory Technicians may be excused for personal illness or personal emergencies, including religious observances, death in the immediate family, or similar personal needs that cannot be postponed. Request for such leave, when possible, must be made in advance in writing. If it is not possible to make such a request in advance, the department chair or supervisor should be informed as soon as possible. The reason provided must be satisfactory to the department chair or supervisor. Adjuncts are not responsible for finding or compensating their own substitutes.

Sick Leave

Adjuncts on a semester or one-year appointment receive 1/15 of the total clock hours in paid sick leave, which must be used in the current semester. This leave cannot be “cashed out” upon leaving CUNY, nor can the hours be donated to a leave bank.

COVID-19 Sick Leave

New York state law authorizes through July 31, 2025 paid sick leave for precautionary order or quarantine due to COVID-19. This benefit is not available for employees who are physically able to work remotely. Leave is up to 10 working days of paid sick leave at the employee's regular rate of pay and can be used a maximum of three times from October 1, 2021. Adjuncts should be paid for the number of hours they would have normally been scheduled to work. Proof of a positive COVID-19 test is required for a second or third period of isolation/quarantine. In other words, employees are not required to use their existing sick leave for COVID-19 sick leave.

Medical Leave

As part-time workers, adjuncts are not eligible for the federal Family and Medical Leave Act (FMLA), which provides unpaid leave to many workers. CUNY does offer unpaid medical leave, subject to approval by your college HR office. It provides for some benefits in terms of the return to work. An application, along with the required "return to work" form, can be found on CUNY's FLMA webpage, under "Non-FMLA Forms."

NON-FMLA FORMS:

[cuny.edu/about/administration/offices/hr/benefits/family-medical-leave-act](https://www.cuny.edu/about/administration/offices/hr/benefits/family-medical-leave-act)

Paid Family Leave

New York State provides a Paid Family Leave (PFL) program that includes part-time workers. PFL offers paid, job-protected time off to bond with a new child, care for a family member with a serious health condition (including COVID-19) or assist one's family if a member is deployed on active military service outside the United States. A small deduction is taken from all paychecks to cover the program. NYS PFL does not provide disability payments. (See: Resources, Pg 17.)

Eligibility, Time Off, and Rate

An adjunct is eligible once they have completed 26 weeks of employment. Each week worked counts as a week for establishing the 26 weeks of employment regardless of how many contact hours the adjunct teaches per week. If an

adjunct or hourly employee works three days per week, they are entitled to 36 days of PFL if they take PFL in one-day increments and to 12 weeks of PFL if the leave is taken in whole weeks. (If an adjunct works three days a week, the PFL wage replacement benefit will be based on three days per week.)

Employees on PFL are paid 67% of their average weekly wage, up to a cap of 67% of the statewide average weekly wage (SAWW). The SAWW is calculated annually by New York State. For 2024, the SAWW is \$1,718.15. The maximum weekly benefit is 67% of this amount, or \$1,151.16.

Department Notification

An adjunct must be employed to receive PFL so an adjunct should not decline an appointment when seeking PFL. If seeking PFL, an adjunct should first notify their college HR about their intent to take PFL and then inform their department. If the request is foreseeable, they must provide the college HR office with at least 30 days' advance notice. If the event or reason for the leave is not foreseeable, they must notify the college as soon as practical.

All employees should follow their department procedures and keep their department chairs or supervisors informed of their plans to use PFL.

NYS PAID FAMILY LEAVE:

[FAQS] psc-cuny.org/benefits/paidfamilyleave

[NYS WEBSITE] paidfamilyleave.ny.gov

Jury Duty

Adjuncts are paid their regular salary for jury duty and must give CUNY any jury payment they receive.

TUITION WAIVERS, GRANTS, PERKS

Tuition Waivers

An adjunct who has taught one or more courses at the same college for ten consecutive semesters (not including Summer session) and who is appointed to teach a course of 3 or more contact hours per week in the Fall or Spring

semester is entitled to tuition reimbursement for up to one course in the semester that they are teaching. Graduate courses depend on space availability.

An adjunct will lose eligibility if in any two out of three academic years the adjunct teaches only one semester of the academic year at that college.

CUNY EMPLOYEE TUITION WAIVER:

www.cuny.edu/about/administration/offices/hr/benefits/tuition-waiver

Adjunct-CET Professional Development Fund

The Adjunct-CET Professional Development Fund gives reimbursement grants of up to \$3,000 for grantees and activities approved for the grant. Approved activities include conferences, workshops, college education, and other activities. A committee appointed by the PSC decides who receives the grants.

Teaching Adjuncts and Continuing Education Teachers are eligible for the grants.

Eligibility requirements for teaching adjuncts include 6 or more classroom contact hours in the semester and teaching one or more classes for the two most recent consecutive semesters (not including Summer session). For approval of an event during the Winter or Summer sessions, teaching adjuncts must meet the eligibility requirements and have a reappointment notification for the next consecutive Fall or Spring semester.

Applications require online approval by the department or program chair.

The maximum award to an individual is \$3,000, every other academic year. Grants must be approved prior to the activity. Preference will be given to employees who have not previously received professional development grants. Reimbursements for approved expenses are paid based on submission of expense records for approved activities.

ADJUNCT-CET PROFESSIONAL DEVELOPMENT FUND:

psc-cuny.org/benefits/adjunct-cet-professional-development-fund

Travel Funds

Adjuncts may apply for travel funds for professional activities based on a college's practices.

Transit Benefits Program

All faculty and staff have various commuter benefits options for a small monthly administrative fee. For more information and application forms, visit your college HR office.

College Email and Voicemail

Teaching adjuncts are given a CUNY email address on campuses where this is possible. Colleges try to provide teaching adjuncts with voicemail, and, where feasible, to include them in department directories. If an adjunct is on temporary, approved leave, such as a non-FMLA medical leave, and their college attempts to discontinue their email account, contact an Adjunct Grievance Counselor. (See: PSC Contacts, Pg 18.)

College-based Perks

Many campuses provide privileges to their faculty, including library use without late fees, inter-library loans, discounted parking rates, use of the campus pool, personal training programs, access to gym and locker facilities, discounts at the campus bookstore, computer loans, and software necessary to do work for CUNY. These perks are not negotiated by the union, but privileges like the ones mentioned that are available to full-time employees should also be available to adjuncts.

Ask a PSC Adjunct Liaison or the Chapter Chair on your campus to get a sense of what's available at a campus or workplace. (See: PSC Contacts, Pg 18.)

RESOURCES FOR ADJUNCTS

RIGHTS

PSC Website: psc-cuny.org

PSC-CUNY Contract: psc-cuny.org/cuny-contract

CUNY Bylaws: policy.cuny.edu/bylaws

Join the PSC: psc-cuny.org/join-psc

BENEFITS

General Part-Timer Rights & Benefits Information:

psc-cuny.org/benefits/part-timer-rights-benefits

Part-timer Health Benefits:

psc-cuny.org/benefits/part-timer-health-benefits

Adjunct Health Insurance Eligibility

psc-cuny.org/contract/appendix-j-adjunct-health-insurance-eligibility

CUNY Health & Benefits Office:

cuny.edu/about/administration/offices/hr/benefits

cuny.edu/sites/onboard/homepage/your-benefits/campus/central-office

New York City Health & Benefits Summary:

nyc.gov/site/olr/health/summaryofplans/summaryofplanshome.page

PSC-CUNY Welfare Fund (Dental, Vision, Prescriptions and Supplemental Benefits):

psccunywf.org

psccunywf.org/adjuncts

PSC CONTACT INFORMATION



212-354-1252



[@PSC_CUNY](https://twitter.com/PSC_CUNY)



www.psc-cuny.org



[PSC.CUNY](https://www.facebook.com/PSC.CUNY)



psc@pscmail.org



[@psc_cuny](https://www.instagram.com/psc_cuny)



[@PSCCUNYCommunication](https://www.youtube.com/@PSCCUNYCommunication)



[@psc_cuny](https://www.tiktok.com/@psc_cuny)

Adjunct Advocate and Adjunct Grievance Counselors
psc-cuny.org/about-us/house-grievance-counselors

PSC Chapter Chairs:
psc-cuny.org/about-us/who-we-are/chapters

PSC Committee for Adjuncts and Part-Timers:
psc-cuny.org/about-us/committee-adjuncts-and-part-timers

PSC-CUNY Welfare Fund (Dental, Vision, Prescriptions):
psc-cuny.org/welfare-fund | 212-354-5230



Professional Staff Congress

James Davis, President

Jennifer Gaboury, First Vice President

Felicia Wharton, Treasurer

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