



# 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. Active teaching adjuncts are eligible for membership, and, in instances of non-reappointment, may pay dues to remain active members while off payroll for a limited duration. Membership authorization cards can be submitted online at: [psc-cuny.org/join-PSC](https://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, p. 25.)

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, p. 26.)

## 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 up to 9 contact hours per week at one college, regardless of the number of courses, and one additional section of one 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 greater than the number of credits to the student. During the summer months, CUNY policy limits 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 that exceed the contractual workload. The chairs can then inform the college(s).

If the college needs an adjunct to teach additional hours above the 9/6 limit during the spring or fall semester in an emergency or urgent situation, 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.

## Jumbo Course Workload Credit

Adjuncts teaching a jumbo course, as defined and determined by a department or college, shall be provided the same workload credit in the same manner and under the same conditions that apply to full-time faculty teaching the same course in the department.

## Winter Session Workload

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.

At Guttman, LaGuardia and Kingsborough Community Colleges, teaching adjuncts can 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 college.

## **COMPENSATION STRUCTURE THROUGH SPRING 2027**

The pay structure for teaching adjuncts changes on June 1, 2027 from an hourly structure to a per-course structure based on the number of contact hours. Until then, teaching adjuncts remain hourly employees. Most teaching adjuncts in each title receive flat per-contact hour rates and those rates will increase on September 1, 2025, January 26, 2026, and September 1, 2026. (For hourly rates and examples of per-course pay, see: Teaching Adjuncts Pay Schedule, p. 23.)

As explained below, teaching adjuncts will be paid for office hours or professional hours through the spring 2027 semester. Office hours and other course-related professional activities and required trainings will be incorporated into the increased per-course compensation starting June 1, 2027.

Adjuncts in certain professional schools within CUNY and adjuncts who were "red circled" in the 2017-2023 PSC-CUNY contract receive higher per-contact hour rates. For an explanation of red circling, red circled hourly rates, and examples of per-course pay, see: Teaching Adjuncts Pay Schedule, p. 23.

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. If they do not receive a response, or the response is unsatisfactory, they should immediately contact their campus grievance counselor. It is a good idea for an adjunct to periodically check their pay rate for accuracy.

## Paid Office Hours

Adjuncts assigned to teach a 3, 4, or 5 contact-hour course are contractually entitled to, and responsible for holding, 1 weekly 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.) Office hours are compensated at the same rate as teaching contact hours, until the June 1, 2027 conversion of the compensation structure, when office hours will be incorporated into the new per-course rate of pay.

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 teach at adjunct pay rates on overload or in an intersession are responsible for holding these paid office hours. The hours are to be spent engaged in or available for student contact. Until June 1, 2027, for those teaching 3-contact hour course, the college may direct them to use up to 3 office hours for required trainings (e.g., Workplace Violence Prevention, Sexual Harassment Prevention, You Have a Right to Know, etc.), professional development, attendance at college orientation sessions, or certain meetings with the union. Those teaching 6 or more contact hours, the college may direct to up to 6 office hours for required trainings (e.g., Workplace Violence Prevention, Sexual Harassment Prevention, You Have a Right to Know, etc.), professional development, attendance at college orientation sessions, or certain meetings with the union.

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

## 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 up to 2 professional hours per semester to be used for required trainings; professional development; attendance at college orientation sessions; certain meetings with the union, as agreed to with the PSC; or as otherwise directed by the colleges.

# COMPENSATION STRUCTURE STARTING JUNE 2027

Beginning on June 1, 2027, teaching adjunct pay will change from an hourly to a per-course/contact hour basis. Per-course salaries will depend on the number of contact hours and the adjunct's title.

Under the new structure, Adjunct Lecturers will receive \$2,367 per contact hour (per course); therefore pay for a 3 contact hour course will be \$7,100, and pay for a 4 contact hour course will be \$9,467. Red-circled adjuncts will continue to receive higher hourly rates until the hourly rates when increased according to the raises of the contract are surpassed by the new single rates. (For other titles and red-circled adjuncts, see: Teaching Adjuncts Pay Schedule, p. 23.)

Office hours, course-related activities and required trainings will be incorporated into the increased per-course compensation

Examples of course-related professional activities include submitting one's textbook information, learning the basics of the college's learning management system, and completing the state-mandated workplace violence prevention online workshop. Service to the department or college is *not* a teaching-related professional activity or required of adjuncts. Here are examples of service that are *not* part of a teaching adjunct's contractual obligation:

- Committee Participation: Serving on hiring, curriculum, or governance committees.
- Program Review and Accreditation: Assisting with self-studies, accreditation documents, or program assessments.
- Advising and Mentorship: Providing academic or career advice to students outside assigned courses.
- Departmental Leadership: Acting as a program director or coordinating academic initiatives.
- Institutional Events: Organizing or attending conferences, workshops, or outreach activities.
- Community Engagement: Representing the department or college at external events.

- Workload requirements to qualify for health insurance, tuition reimbursement and other workload-based provisions and benefits will remain the same despite the change to the compensation structure in 2027.

## 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. First contact HR, then an Adjunct Grievance Counselor if you experience difficulty regarding pay. (See: PSC Contacts, p. 26.)

ADJUNCT PAY DATES: [psc-cuny.org/news-events/adjunct-pay-dates](https://psc-cuny.org/news-events/adjunct-pay-dates)

## 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 online classes with a synchronous component, 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. Requests for another observation and/or a different observer may also be made.

An adjunct must receive a written report of the observation and the post-observation conference for their signature before it is placed in their personnel file. The signature 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 to not 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 4 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 4 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. Many personnel files are electronic.

# PROMOTIONS AND TITLE CHANGES

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

The Adjunct Lecturer title 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 to 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 31** for the upcoming fall semester. Contact an Adjunct Grievance Counselor if you do not receive a letter by the appropriate date. (See: PSC Contacts, p. 26.)

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 are entitled to compensation if the course is canceled. Notify the union within the 30-day grievance filing time if there are changes to course assignments.

### One-Year Appointments

An adjunct who has served in the same department of the college for not fewer than 6 consecutive semesters (exclusive of summer and winter sessions) during the 3-year period immediately preceding the appointment must be notified on or about May 31st of appointment for both the following fall and spring semester. Such notification of appointment is subject to sufficiency of registration and changes in curriculum in each semester, and all other conditions of employment.

### Multi-Year Appointments

The current PSC contract includes a pilot provision allowing for two-year

appointments that may, after the first year, be extended for an additional year at departments' discretion.<sup>1</sup> All adjuncts who qualified under the terms of the previous contract, including in the year of its lapse, are grandfathered into consideration by their departments for the new multi-year appointment.

To qualify for the first time, an adjunct must have taught at least 6 contact teaching hours per semester within the same department and certain credit-bearing academic programs of the college for the 12 most recent consecutive semesters (excluding summer sessions). An adjunct who taught 12 out of 14 semesters of 6 contact hours assigned per semester in the same department of the college and/or academic program may still qualify provided they were initially assigned to teach at least 6 contact hours in the semesters and the adjunct lost no more than 1 course owing to insufficient enrollment or reassignment of a course to another faculty member; and/or up to 2 semesters owing to medical reasons in the semester(s) at issue.

For up to one semester, adjuncts serving on a multi-year appointment can apply for courses in other departments or CUNY colleges if their home department cannot provide the teaching contact hours they need to stay eligible.

CUNY will provide a one-time COBRA payment for up to one semester if an adjunct in a multi-year appointment who has been receiving health insurance through their CUNY employment is not assigned sufficient contact hours to stay eligible for health insurance.

### **Declining a Multi-Year Appointment**

Departmental consideration of an eligible adjunct is mandatory under the contract. An eligible adjunct may voluntarily waive consideration for or decline an offer of a two-year appointment one time by providing written notice to their department chair, the college's Office of Human Resources, and the PSC Department of Contract Enforcement prior to May 31st. An adjunct who declines the two-year appointment will be eligible for consideration for up to two

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<sup>1</sup> The PSC has filed a grievance challenging management's attempt to implement the new multi-year appointment pilot in a way that conflicts with our bargaining agreement. Still, the agreement is in effect. For more information see: <https://psc-cuny.org/news-events/tell-cuny-to-honor-the-multi-year-appointment-agreement/>

successive one-year appointments. If given two successive one-year appointments and assigned 6 contact hours each semester of each appointment, the adjunct will then be eligible for consideration for a 2-year appointment. They must accept the two-year appointment the second time they are eligible to maintain their appointment.

## Substitute Lecturer or Substitute Professorial Appointments

Adjuncts can accept a semester-long or one-year 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 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 or multi-year appointments when returning from a substitute appointment.

Health care coverage that accompanies the substitute employment will not automatically carry over to provide adjunct healthcare coverage at the end of the substitute assignment; substitutes who resume adjunct employment and require healthcare coverage must re-enroll as an adjunct.

## HEALTH INSURANCE

Eligible adjuncts are offered the same health insurance options for individual coverage as those 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. Adjuncts must submit completed applications /forms to the College Benefits Officer no later than 30 days from the first day of classes. Benefits will take effect the first day of classes. Adjuncts who miss this 30 day deadline have another opportunity to apply for health insurance coverage during the Open Enrollment/Annual Transfer Period.

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 eligible for 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 is 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). Newly enrolled adjuncts who receive health insurance for the spring semester will receive coverage for the period from the first day of the spring semester through July 31. See: Resources, p. 25: 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 will 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, p. 26.)

## 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](http://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, and hearing benefits, and others. First-time enrollees must contact their college Human Resources Department to enroll and complete the Welfare Fund Supplemental Benefits application. Enrollment questions and enrollment forms should be directed to your College Benefits Officer.

PSC-CUNY WELFARE FUND: 212-354-5230 | [psccunywf.org](http://psccunywf.org)

## UNEMPLOYMENT INSURANCE

All adjuncts who are not working or whose total earnings from all employment amount to less than \$504 per week are encouraged to 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 for supporting the application.

Adjuncts may be eligible for UI benefits during the winter and summer break, but different rules may apply for the intersessions 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 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](http://www.nysdcp.com) or call 1-800-422-8463.

If an adjunct begins work at multiple CUNY campuses, they must inform each campus HR office of their pension plan enrollment and request that deductions be made. They should check their pay statements regularly to make sure appropriate deductions are being made. If they encounter problems, contact an Adjunct Grievance Counselor. (See: PSC Contacts, p. 26.)

For more information on pension benefits, call the Retirement Counselor at the PSC-CUNY Welfare Fund. (See: PSC Contacts, p. 26.)

## ADJUNCT PENSION BENEFITS:

[psc-cuny.org/benefits/part-timer-pension-benefits](http://psc-cuny.org/benefits/part-timer-pension-benefits)

[TRS Questions] [pscunywf.org/adjuncts/thinking-of-retiring/4962-2](http://pscunywf.org/adjuncts/thinking-of-retiring/4962-2)

[Retirement Questions] [pscunywf.org/adjuncts/thinking-of-retiring](http://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, for up to 1/15 of the total clock hours in the semester. Requests 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.

Adjuncts on multi-year appointments will earn 12 contact hours per year of personal illness/emergency leave, which may be accrued and carried over up to a maximum of 24 contact hours.

New York State’s COVID-19 quarantine leave legislation expired on July 31, 2025. After that date, employees sick with COVID-19 must use their regular 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 college HR offices. It provides

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, p. 25.)

### **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 3 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 3 days a week, the PFL wage replacement benefit will be based on 3 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 2025, the SAWW is \$1,757.19. The maximum weekly benefit is 67% of this amount, or \$1,177.32.

### **Department Notification**

Adjuncts must be employed to receive PFL; therefore, an adjunct should not decline an appointment when seeking PFL. Adjuncts should first notify their college HR about their intent to take PFL and then inform their department. If the request is foreseeable, they should 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](https://psc-cuny.org/benefits/paidfamilyleave)

[NYS WEBSITE] [paidfamilyleave.ny.gov](https://paidfamilyleave.ny.gov)

## Paid Parental Leave

The 2023-2027 PSC-CUNY contract includes an agreement that representatives from the university and the union will meet to determine how the Paid Parental Leave program that currently provides up to 12 weeks to new parents who are full-time CUNY employees can be extended to include part-time CUNY employees. Those discussions were not complete at the time these guidelines were printed; when they are, updates will appear on the PSC's Part-Timer Rights and Benefits webpage.

## 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:

[cuny.edu/about/administration/offices/hr/benefits/tuition-waiver](http://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 having taught 6 or more classroom contact hours in the semester and 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](http://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 offer 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 generally provide teaching adjuncts with voicemail, and, where feasible, 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, p. 26.)

## College-based Perks

Many campuses provide privileges to 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 work at 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, p. 26.)

# TEACHING ADJUNCTS PAY SCHEDULE

Hourly Rate						
Instructor, Lecturer, Adjunct Lecturer, Adjunct Lecturer (Doctoral Student)						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/27*
\$91.67	\$94.42	\$97.25	\$100.41	\$112.50	\$116.44	-
\$98.40	\$101.35	\$104.39	\$107.79	\$112.50	\$116.44	-
Assistant Professor, Adjunct Assistant Professor						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/27*
\$100.00	\$103.00	\$106.09	\$109.54	\$120.83	\$125.06	-
\$106.41	\$109.60	\$112.89	\$116.56	\$120.83	\$125.06	-
Associate Professor, Adjunct Associate Professor						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/27*
\$108.33	\$111.58	\$114.93	\$118.66	\$129.17	\$133.69	-
\$118.45	\$122.00	\$125.66	\$129.75	\$129.75	\$134.29	-
Professor, Adjunct Professor						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/27*
\$112.50	\$115.88	\$119.35	\$123.23	\$137.50	\$142.31	-
\$115.96	\$119.44	\$123.02	\$127.02	\$137.50	\$142.31	-
\$119.80	\$123.39	\$127.10	\$131.23	\$137.50	\$142.31	-
\$130.49	\$134.40	\$138.44	\$142.94	\$142.94	\$147.94	-
3 Contact Hour/Course Compensation						
Instructor, Lecturer, Adjunct Lecturer, Adjunct Lecturer (Doctoral Student)						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/2027
\$5,500	\$5,665	\$5,835	\$6,025	\$6,750	\$6,986	\$7,100
\$5,904	\$6,081	\$6,264	\$6,467	\$6,750	\$6,986	\$7,100
Assistant Professor, Adjunct Assistant Professor						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/2027
\$6,000	\$6,180	\$6,365	\$6,572	\$7,250	\$7,504	\$7,600
\$6,385	\$6,576	\$6,773	\$6,994	\$7,250	\$7,504	\$7,600
Associate Professor, Adjunct Associate Professor						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/2027
\$6,500	\$6,695	\$6,896	\$7,120	\$7,750	\$8,021	\$8,100
\$7,107	\$7,320	\$7,540	\$7,785	\$7,785	\$8,057	\$8,100
Professor, Adjunct Professor						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/2027
\$6,750	\$6,953	\$7,161	\$7,394	\$8,250	\$8,539	\$8,600
\$6,958	\$7,166	\$7,381	\$7,621	\$8,250	\$8,539	\$8,600
\$7,188	\$7,404	\$7,626	\$7,874	\$8,250	\$8,539	\$8,600
\$7,829	\$8,064	\$8,306	\$8,576	\$8,576	\$8,876	\$8,876

**Background on Red Circled Rates:** When the hourly rates increased for all adjuncts in the 2017-2023 Contract, adjuncts at the top of the salary schedules received the across the board raises instead of the new flat rates to avoid a salary reduction. In union contract language, this practice is called red circling.

In the 2023-2027 contract, red circling continues for these adjuncts until the hourly rates when increased according to the raises of the contract yield pay that is less than the new flat rates. The hourly red-circled rate then comes to match the new, higher flat rates for most adjuncts as of the January 26, 2026 pay increase while still being a significant raise. After that point, only those in the Adjunct Professor title who started on the top salary step remain red circled.

The fields outlined in red in the schedules of hourly pay (left) and the below tables of rates for a 3 contact hour course and a 4 contact hour course represent the pay rates for red circled adjuncts.

\*Contact hours is the number of hours an adjunct teaches, though it may include a conference hour, as in the case of some writing classes, and may be multiplied for large-sized classes. Teaching contact hours may be different from the number of credits to students.

The pay structure for teaching adjuncts changes on June 1, 2027 from an hourly structure to a per-course structure based on the number of contact hours. Under the new structure, after June 1, 2027, Adjunct Lecturers will receive \$2,367 per contact hour (per course), thus pay for a 3 contact hour course will be \$7,100, and pay for a 4 contact hour course will be \$8,875. Adjunct Assistant Professors will receive \$2,533 per contact hour (per course), Adjunct Associate Professors will receive \$2,700 per contact hour (per course), and Adjunct Professors who are not on the remaining red-circled top step will receive \$2,867 per contact hour (per course.) See the tables above for the per-3-contact-hour and per-4-contact-hour course rates for these three titles.

<b>4 Contact Hour/Course Compensation</b>						
<b>Instructor, Lecturer, Adjunct Lecturer, Adjunct Lecturer (Doctoral Student)</b>						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/2027
\$6,875	\$7,082	\$7,294	\$7,531	\$8,438	\$8,733	\$9,467
\$7,380	\$7,601	\$7,829	\$8,084	\$8,438	\$8,733	\$9,467
<b>Assistant Professor, Adjunct Assistant Professor</b>						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/2027
\$7,500	\$7,725	\$7,957	\$8,215	\$9,063	\$9,380	\$10,133
\$7,981	\$8,220	\$8,467	\$8,742	\$9,063	\$9,380	\$10,133
<b>Associate Professor, Adjunct Associate Professor</b>						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/2027
\$8,125	\$8,368	\$8,620	\$8,900	\$9,688	\$10,027	\$10,800
\$8,884	\$9,150	\$9,425	\$9,731	\$9,731	\$10,072	\$10,800
<b>Professor, Adjunct Professor</b>						
11/1/2022	3/1/2023	4/1/2024	9/1/2025	1/26/2026	9/1/2026	6/1/2027
\$8,438	\$8,691	\$8,951	\$9,242	\$10,313	\$10,673	\$11,467
\$8,697	\$8,958	\$9,227	\$9,527	\$10,313	\$10,673	\$11,467
\$8,985	\$9,255	\$9,532	\$9,842	\$10,313	\$10,673	\$11,467
\$9,787	\$10,080	\$10,383	\$10,720	\$10,720	\$11,095	\$11,835

# RESOURCES FOR ADJUNCTS

## RIGHTS

PSC Website: [psc-cuny.org](https://psc-cuny.org)

PSC-CUNY Contract: [psc-cuny.org/cuny-contract](https://psc-cuny.org/cuny-contract)

CUNY Bylaws: [policy.cuny.edu/bylaws](https://policy.cuny.edu/bylaws)

Join the PSC: [psc-cuny.org/join-psc](https://psc-cuny.org/join-psc)

## BENEFITS

General Part-Timer Rights & Benefits Information:  
[psc-cuny.org/benefits/part-timer-rights-benefits](https://psc-cuny.org/benefits/part-timer-rights-benefits)

Part-timer Health Benefits:  
[psc-cuny.org/benefits/part-timer-health-benefits](https://psc-cuny.org/benefits/part-timer-health-benefits)

Adjunct Health Insurance Eligibility  
[psc-cuny.org/contract/appendix-j-adjunct-health-insurance-eligibility](https://psc-cuny.org/contract/appendix-j-adjunct-health-insurance-eligibility)

CUNY Health & Benefits Office:  
[cuny.edu/about/administration/offices/hr/benefits](https://cuny.edu/about/administration/offices/hr/benefits)

<https://www.cuny.edu/about/administration/offices/hr/benefits/adjunct-staff-teaching-non-teaching-benefits-resources/>

New York City Health & Benefits Summary:  
[nyc.gov/site/olr/health/summaryofplans/summaryofplanshome.page](https://nyc.gov/site/olr/health/summaryofplans/summaryofplanshome.page)

PSC-CUNY Welfare Fund (Dental, Vision, Prescriptions and Supplemental Benefits): [psccunywf.org](https://psccunywf.org) [psccunywf.org/adjuncts](https://psccunywf.org/adjuncts)

# PSC CONTACT INFORMATION

**Phone #:** 212-354-1252

**Email:** [psc@pscmail.org](mailto:psc@pscmail.org)

**X/Twitter:** [@PSC\\_CUNY](https://twitter.com/PSC_CUNY)

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

**Website:** [www.psc-cuny.org](http://www.psc-cuny.org)

**Instagram:** [@psc\\_cuny](https://www.instagram.com/psc_cuny)

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

**Threads:** [@psc\\_cuny](https://www.threads.net/@psc_cuny)

Vice President Part-Time Personnel & Part-Time Personnel Officers

<https://psc-cuny.org/about-us/leadership/#executive-council>

Adjunct Advocate and Adjunct Grievance Counselors

[psc-cuny.org/about-us/house-grievance-counselors](https://psc-cuny.org/about-us/house-grievance-counselors)

PSC Chapter Chairs:

[psc-cuny.org/about-us/who-we-are/chapters](https://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](https://psc-cuny.org/about-us/committee-adjuncts-and-part-timers)

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

[psccunywf.org](https://psccunywf.org) | 212-354-5230





## **Professional Staff Congress**

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