

To: Full-time Faculty  
Department Chairs  
Academic Deans

From: James T. Eaton  
Associate Dean for Faculty and Administration

Subject: Summer 2026 Multiple Position Reporting

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We are pleased to announce that Summer 2026 Multiple Position Reporting is now available!

Summer Multiple Position Reporting is required **ONLY** for faculty with CUNY appointments or CUNY-related activities (e.g., RF summer salaries). **If you do not have additional CUNY-related summer compensation, you should NOT submit a summer report.** Unlike the academic year reports, there is no option for reporting “I have no additional activities.”

The Summer 2026 reporting period runs from  
**June 1 through August 25, 2026.**

**All reported activities must be within this date range.**

The following are the Brooklyn College dates for the  
standard 5-week summer teaching sessions:

Summer 1 6/1 – 7/7/2026

Summer 2 7/13 – 8/18/2026

Classes with special schedules and teaching at other campuses may have different dates for the summer session. Make sure to use the correct start- and end-dates that correspond with your appointment dates.

Please review the [Multiple Position Policy Documents \(pdf\)](#) so you can understand the limitations on activities beyond your full-time position, especially Section 2(d), for more details about the summer reporting requirements and limitations.

Any activities outside of this period should be reported on a Spring or Fall report, as necessary. If you need to add additional activities or adjust your report, you may submit a revision at any time.

The WebCentral platform was discontinued and replaced by BC Knowledge.

You may access the Multiple Position Reporting System at any time via the  
BC Knowledge Employee Portal

[employees.brooklyn.edu/portal](https://employees.brooklyn.edu/portal)

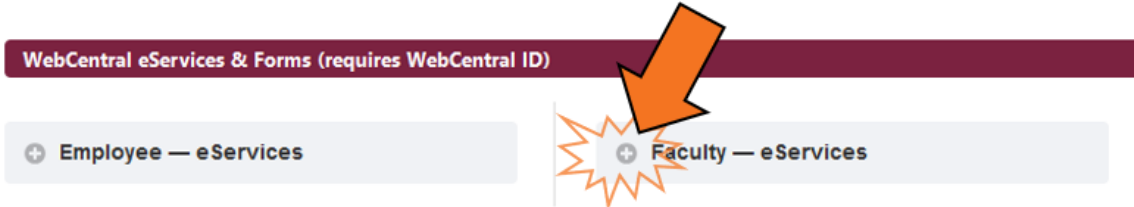
Look for **Multiple position reporting** under the “Faculty eServices” drop-down menu. **See screenshots below.**

Click on the **NEW button** to start your Multiple Position Report.  
(You might need to scroll down on your screen.)

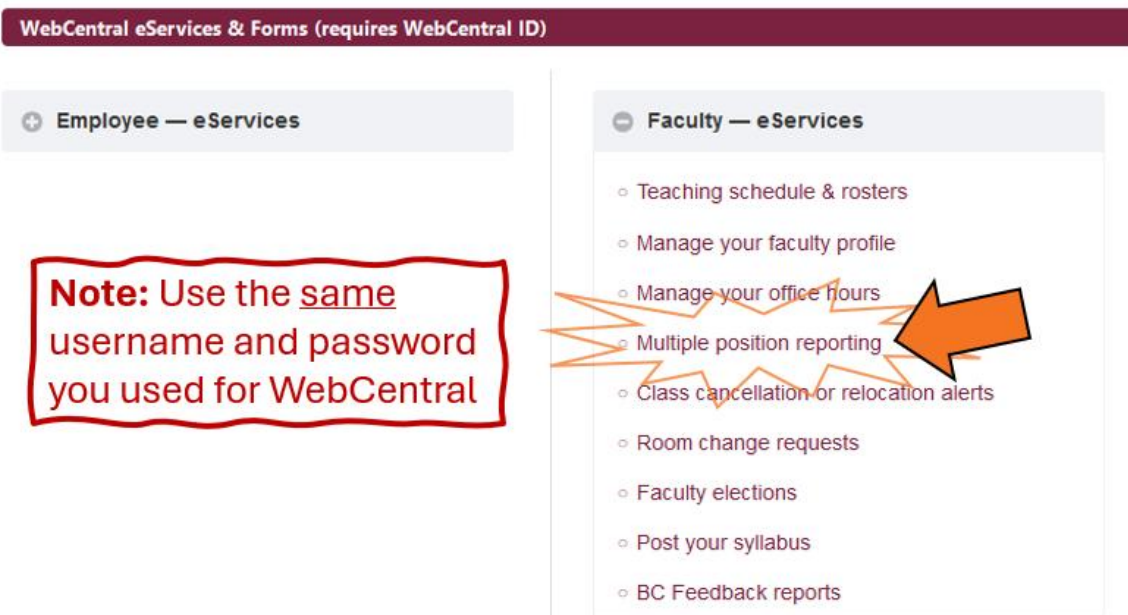


## Accessing Multiple Position Reporting via BC Knowledge

1. Go to [employees.brooklyn.edu/portal](https://employees.brooklyn.edu/portal)
2. Expand the “Faculty – eService” menu by clicking on the + sign



3. Click **Multiple position reporting** on the menu



### **The 3/9ths Rule**

As you may recall, unlike the academic year reporting, which is based on the activity's hours, the summer policy limitations are based on CUNY-related compensation. The requirements related to the Summer Multiple Position Policy and reporting that were imposed by CUNY Central (and Albany) still stand. In short, the general limitation of "no more than 3/9ths annual salary" for summer compensation has been replaced by the more restrictive limit of "no more than 1/9th annual salary per month" for June, July and August. The online reporting system uses the same calendar day counting method we have used for several years to divide up summer activities by month. The counting is based on the start- and end-dates of the appointments.

Total CUNY-related compensation (teaching, dept. administration, summer grant salary, etc.) must not exceed 1/9th of the faculty member's annual salary in any of these three months. There is one basic exception to this limitation -- If a faculty member is engaged *exclusively* in teaching during the summer, it is permissible for the compensation to exceed the 1/9th per month limitation provided that the total compensation does not exceed 3/9ths over the entire summer. If the faculty member's summer activities include anything other than teaching, the 1/9th limit cannot be exceeded.

For faculty who may be nearing these limits, we've created a "calculator" to help ensure compliance with this policy.

You will find a helpful **Summer 2026 Multiple Position Calculation Tool** (Excel) on the [Multiple Position Policy and Forms](#) page of our website.