

Full-time Faculty Workload and 3-Year Cycles

As established by the [PSC-CUNY Collective Bargaining Agreement](#) (Article 15 and Appendix A), full-time faculty have annual workload obligations that vary by title group. The following is a summary of the annual workload applicable to full-time faculty here at Brooklyn College:

Professorial Titles (Professors,* Associate Professors, Assistant Professors), Distinguished Lecturers, and Clinical Professors	18 hours
Lecturer Titles (Senior Lecturers, Senior Doctoral Lecturers, Lecturers, Doctoral Lecturers) and Instructors	24 hours
Substitute Professorial Titles	21 hours
Substitute Lecturer Titles	27 hours

In order to avoid the loss of teaching hours due to difficulties in scheduling, a faculty member's workload may be managed over a 3-year period (*i.e.*, 3-Year Cycles).

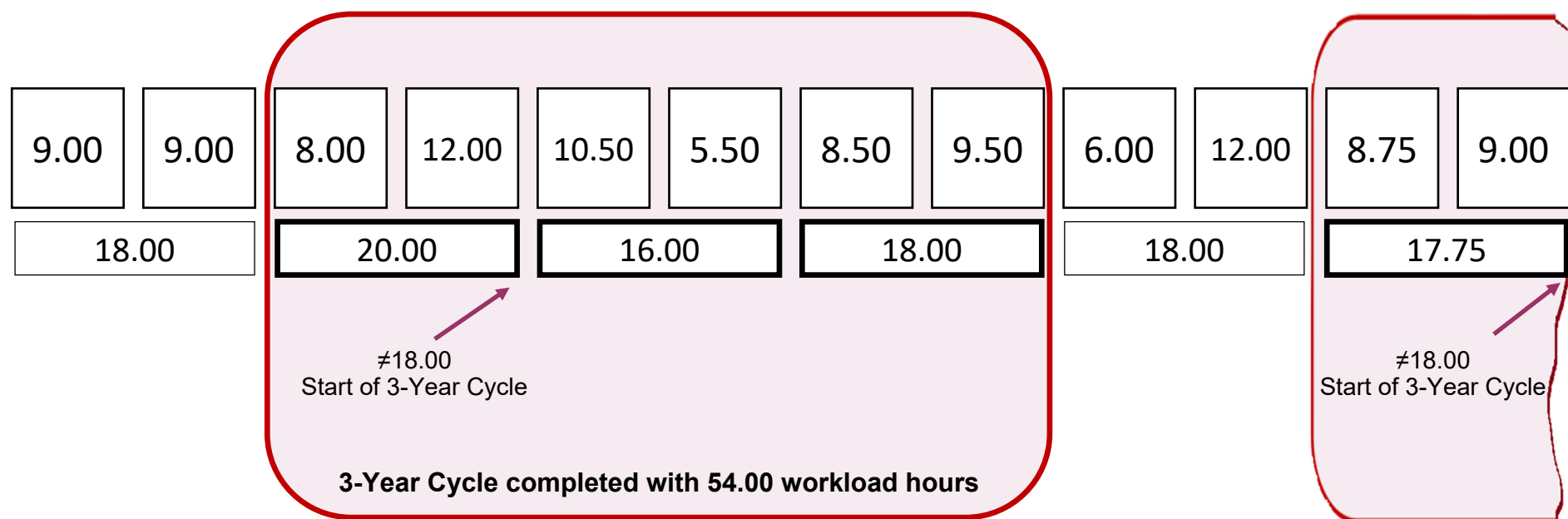
Since substitute faculty are appointed on a semester-by-semester basis, 3-Year Cycles do not apply to them. Instead, it is extremely important for substitute faculty to be assigned a reasonable workload each semester and ensure the total workload is aligned with the contractual obligation each academic year.

The remainder of this packet is a set of explanatory diagrams describing how 3-Year Cycles work and uses workload figures based on the 18-hour professorial title workload obligation. For faculty in the lecturer, doctoral lecturer, senior lecturer and senior doctoral lecturer titles, bear in mind the 24-hour workload when reading these diagrams.

The Provost's Office for Faculty and Administration distributes summaries of each faculty member's 3-Year Cycle at the end of each academic year. It is a *shared responsibility* of the college, the department chair, and the faculty member to keep track of and monitor the accumulation of workload hours vis-à-vis the contractual obligations. There is no "carrying over" or "banking" of workload hours.

* Including Distinguished Professors.

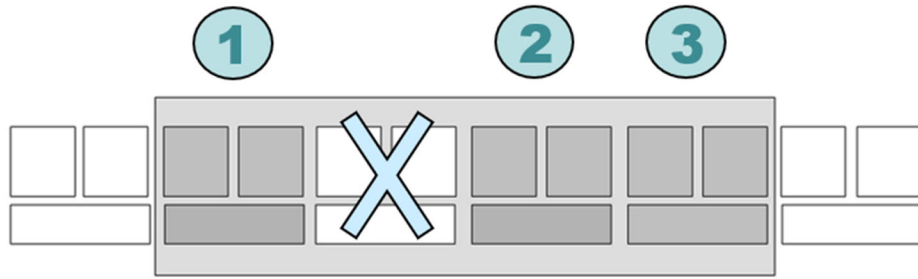
Typical 3-Year Cycle Scenario



The diagrams in the packet are based on the 18-hour annual workload obligation of the tenure-track professorial titles. For CCE-track Lecturers and Senior Lecturers, bear in mind the 24-hour annual workload obligation.

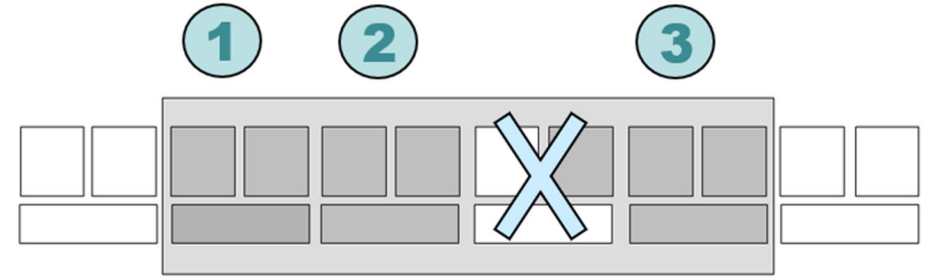
The following page illustrates how leaves of absence, in various configurations, affect 3-Year Cycle calculations.

Full-Academic Year Leave



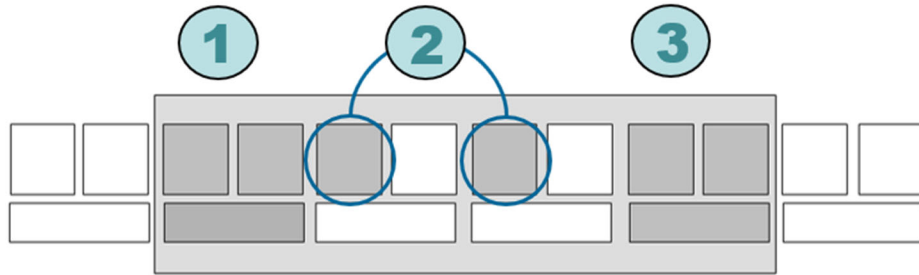
Academic year excluded from 3-Year Cycle Calculations

Single, Full-Semester Leave



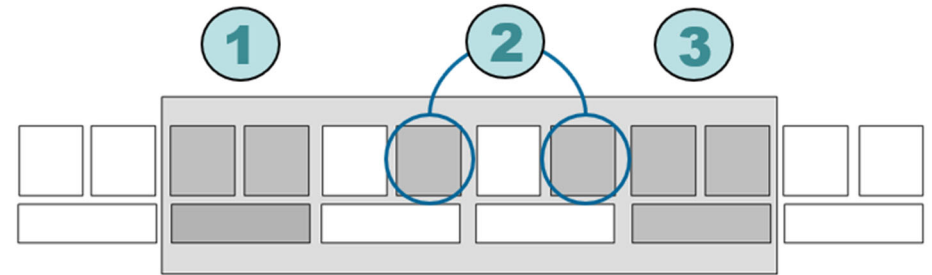
Academic year excluded from 3-Year Cycle Calculations; A "reasonable" workload is expected for the non-leave semester

"Split" Leave – Option A



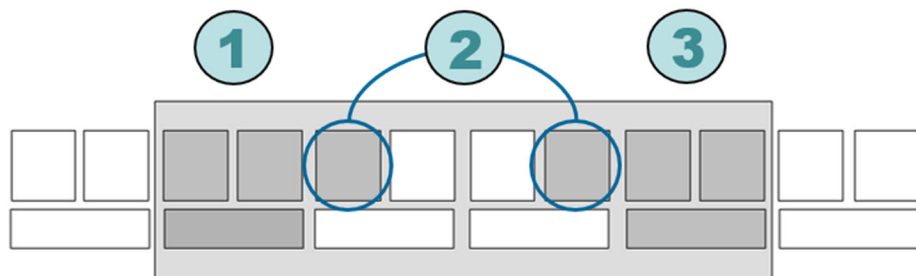
The leave semesters are excluded from 3-Year Cycle calculations; the complementary semesters connect together

"Split" Leave – Option B



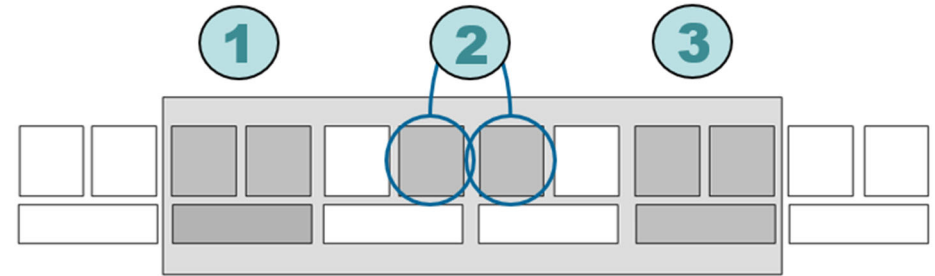
The leave semesters are excluded from 3-Year Cycle calculations; the complementary semesters connect together

"Split" Leave – Option C



The leave semesters are excluded from 3-Year Cycle calculations; the complementary semesters connect together

"Split" Leave – Option D



The leave semesters are excluded from 3-Year Cycle calculations; the complementary semesters connect together



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Doctoral Dissertation and Master's Thesis Supervision During Academic Leaves of Absence

Faculty members are not permitted to accrue workload hours during a leave of absence.* However, there is an exception to this principle. In recognition of the special nature and extended time frame of doctoral dissertation supervision and master's thesis supervision, a faculty member may accrue hours for these two types of teaching activity.

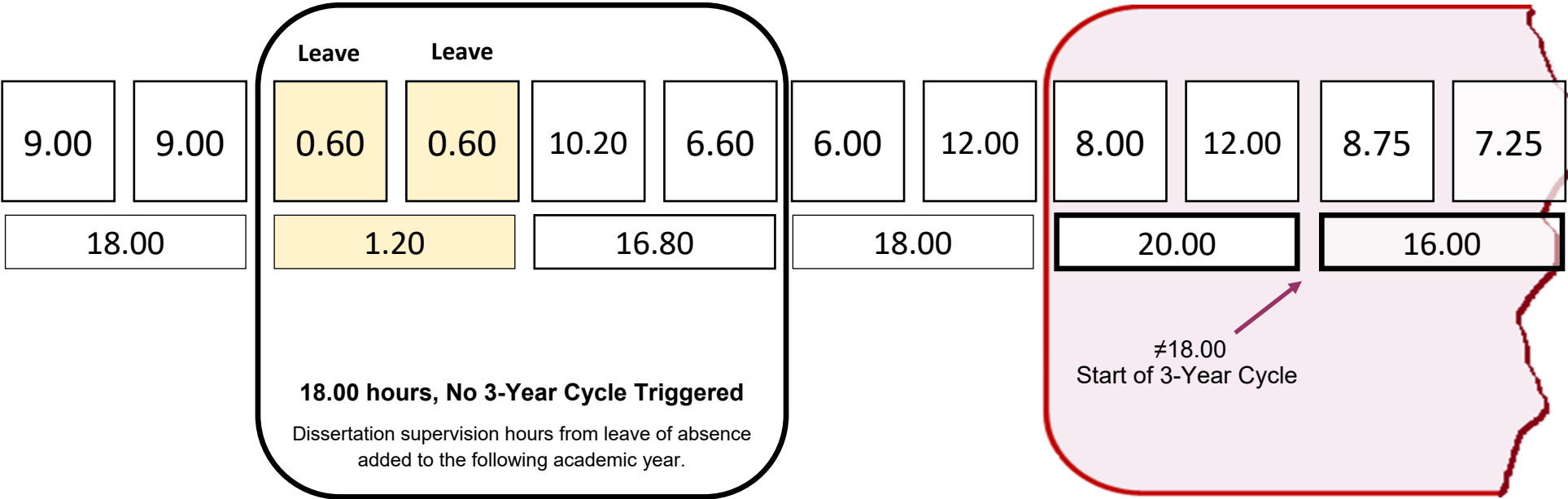
No other workload will be accrued during leaves of absence – including independent study/research, fieldwork and internship supervision, and clinical or practicum supervision/teaching. Faculty are to focus on the purpose for which their leave of absence was approved.

The following pages illustrate how dissertation and master's thesis supervision during leaves of absence are integrated into 3-Year Cycle calculations. Generally speaking, the hours are added to the *current* academic year or the *next* academic year, as appropriate. Hours are never applied retrospectively (i.e., to make up for an underage in a previous year).

** This refers to academic leaves such as Fellowship Leave, Scholar Incentive Awards, etc. Please contact Human Resources in the case of short- and long-term disability leave and other types of medical leave.*

In order to prevent faculty “losing” workload hours accumulated from Doctoral Dissertation and Master’s Thesis supervision taking place during a fellowship leave or other leaves of absence, these hours are added to the current academic year (if appropriate) or the next term following the leave of absence.

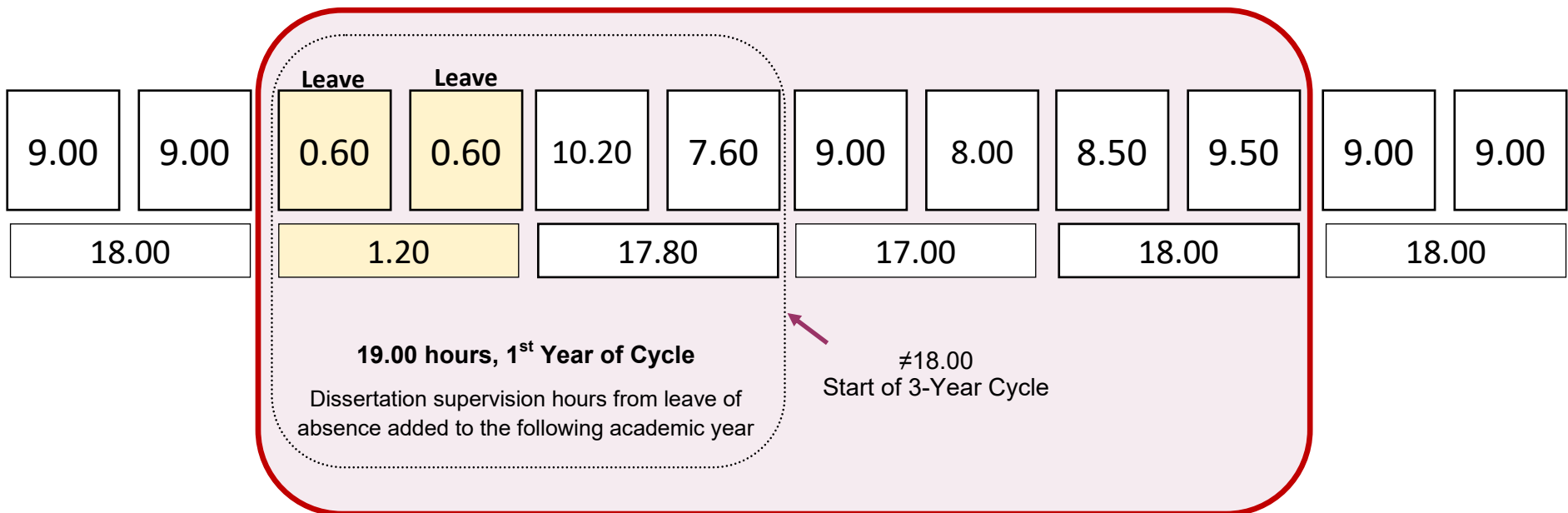
Full-Year Leave of Absence – Scenario 1



This scenario shows how the accumulated hours during a full-year leave of absence are added to the subsequent academic year. The result, in this example, is a total of 18.00 hours of workload (i.e., 1.20 hours + 16.80 hours). That fulfills this particular faculty member’s contractual obligation; consequently no 3-Year Cycle is triggered.

In order to prevent faculty “losing” workload hours accumulated from Doctoral Dissertation and Master’s Thesis supervision taking place during a fellowship leave or other leaves of absence, these hours are added to the current academic year (if appropriate) or the next term following the leave of absence.

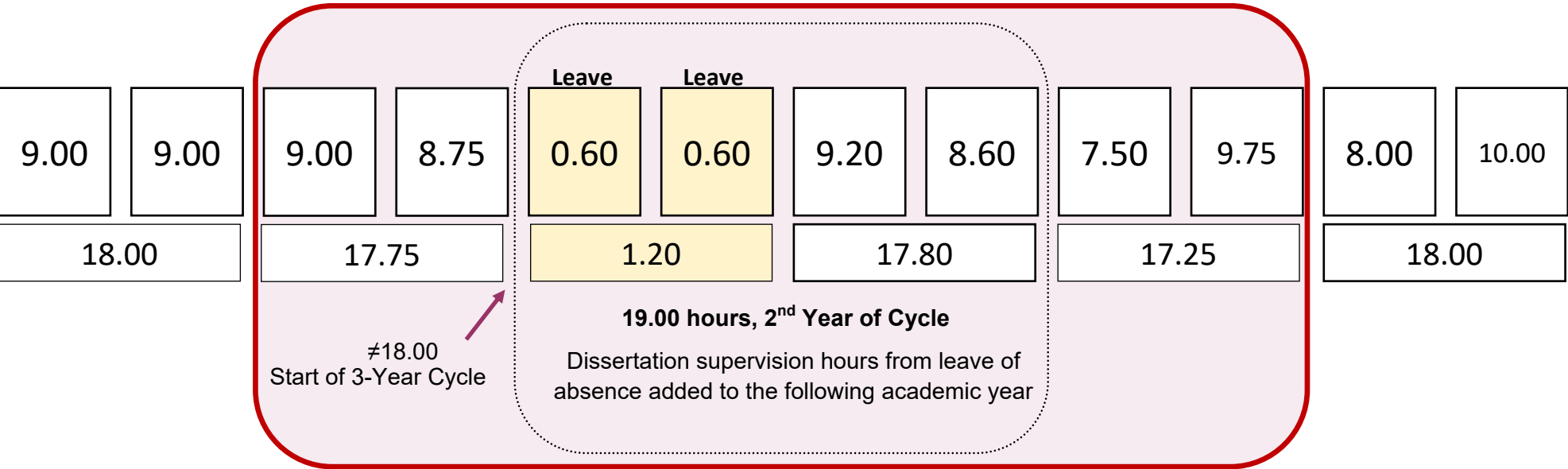
Full-Year Leave of Absence – Scenario 2



This scenario shows how the accumulated hours during a full-year leave of absence are added to the subsequent academic year. The result, in this example, is a total of 19.00 hours of workload (i.e., 1.20 hours + 17.80 hours). This results in an overage and exceeds this particular faculty member’s contractual obligation; consequently a new 3-Year Cycle is triggered. As you can see in the diagram, the sum of these 4 semesters comprise the “1st Year” of the cycle.

In order to prevent faculty “losing” workload hours accumulated from Doctoral Dissertation and Master’s Thesis supervision taking place during a fellowship leave or other leaves of absence, these hours are added to the current academic year (if appropriate) or the next term following the leave of absence.

Full-Year Leave of Absence – Scenario 3

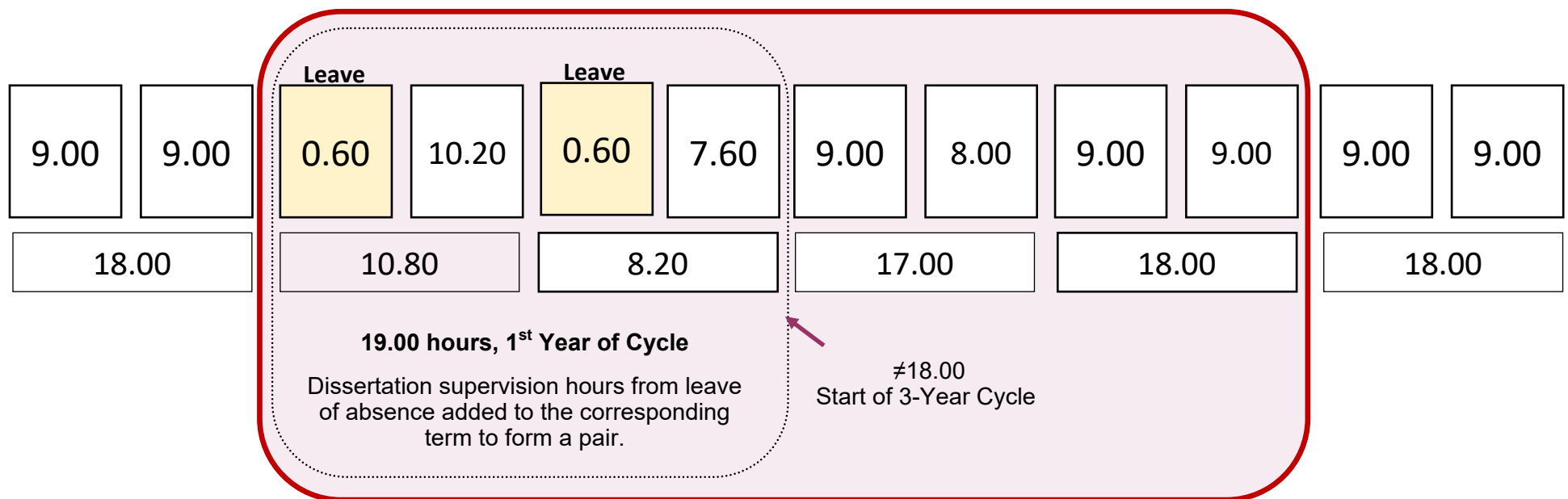


This situation is similar to the prior scenarios, but in this case the faculty member is already in the midst of a 3-Year Cycle. The accumulated hours during the full-year leave of absence are added to the subsequent academic year. The result, in this example, is a total of 19.00 hours of workload (i.e., 1.20 hours + 17.80 hours). As you can see in the diagram, the sum of these 4 semesters make up the “2nd Year” of the cycle.

If a full-year leave of absence occurs immediately after the 2nd Cycle Year, any accumulated dissertation and thesis hours will be added to the 3rd Cycle Year. The 3-Year Cycle will terminate normally with no option for “banking” or “carrying over” of excess workload hours.

In order to prevent faculty “losing” workload hours accumulated from Doctoral Dissertation and Master’s Thesis supervision taking place during a fellowship leave or other leaves of absence, these hours are added to the current academic year (if appropriate) or the next term following the leave of absence.

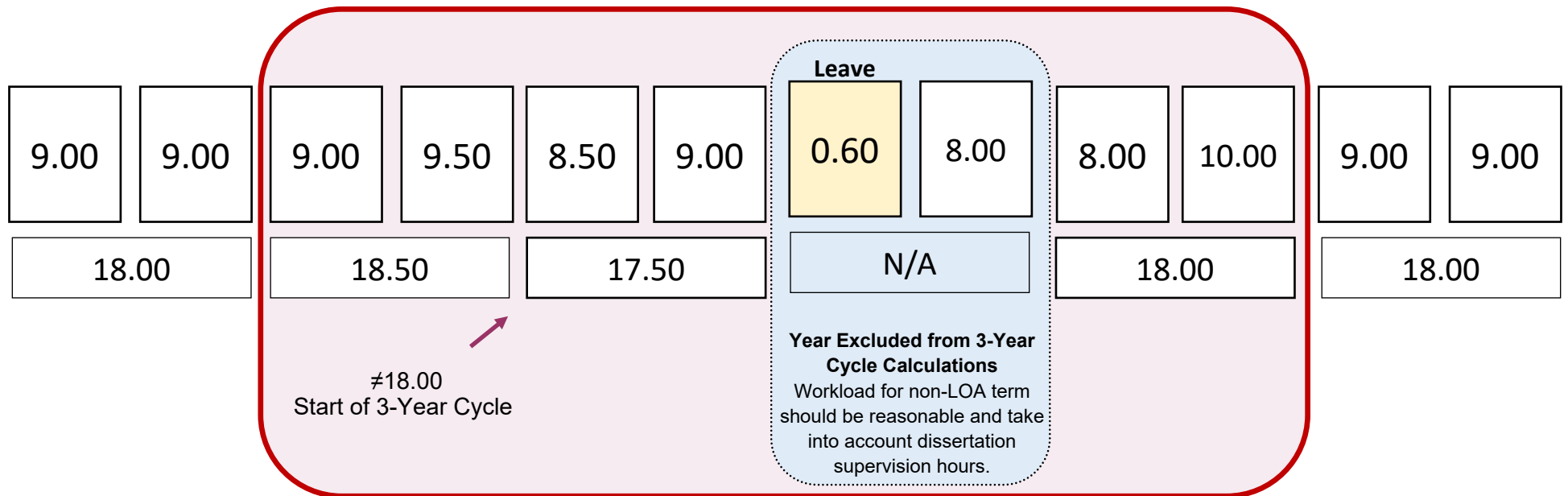
“Split” Year Leave of Absence



This scenario illustrates how a “split” year leave of absence (in this example, two fall semesters) affects accumulated dissertation and thesis workload hours. These hours from the fall semester are added to the spring semester (i.e., 0.60+ 10.20 and 0.60 + 7.60). This results in an overage and exceeds this particular faculty member’s contractual obligation; consequently a new 3-Year Cycle is triggered. As you can see in the diagram, the sum of these 4 semesters make up the “1st Year” of the cycle.

This general principle applies to any leave of absence split across two academic year — fall/fall, spring/spring, spring/fall or the very uncommon fall/spring. The dissertation or master’s thesis supervision hours are added to the corresponding term to form a pair.

Single-Semester Leave of Absence



In any instance of a single-semester leave of absence, that academic year is excluded from 3-Year Cycle calculations.

Since the contract does not specify a workload obligation for a single semester, a faculty member's workload is expected to be reasonable in relation to the annual workload obligation. The workload for the non-Leave of Absence term of the "excluded" year should take into account accumulated hours for dissertation and master's thesis supervision.