

July 22, 2026

To: Full-time Faculty

From: James T. Eaton, Ed.D.
Associate Dean for Faculty and Administration
Brooklyn College of The City University of New York

Subject: Fall 2026 Multiple Position Report – **ONLINE**

The University requires all full-time faculty to submit a Multiple Position Report each semester—including **faculty on leaves of absence with pay**. Even if you have no additional activities, you must complete this report. The Fall 2026 Multiple Position Reporting is online.

You should submit your Fall 2026 Multiple Position Report online as soon as possible, but no later than **August 26, 2026**. All necessary approvals must be secured *before* assuming a multiple position assignment. Keep in mind, overload appointments will not be processed by Human Resources until they have all required paperwork including an approved Multiple Position Report.

The Fall 2026 reporting period runs from
August 26 through January 27, 2027.

All reported activities must be within this date range.

*Winter Intersession teaching is reported on your [Fall 2026 report](#).
You can revise your Fall 2026 report to add any intersession activities.*

The Fall 2026 reporting period is 155 calendar days or
approximately 22 calendar weeks.

Typical dates for Fall semester teaching are August 28–December 21.
Typical dates for Winter Intersession teaching are January 4–25.
Some classes (e.g., 8-week session) may have different dates.

Please review the [Multiple Position Policy Documents \(pdf\)](#) so you can understand the limitations on activities beyond your full-time position.

Any activities outside of this period should be reported on a Spring or Summer report, as necessary. Remember, overload appointments for the Winter Intersession are reported on your Fall 2026 report. If you need to add additional activities or make adjustments to your report, you may submit a revision at any time. When you submit a report later in the term, it's always a good idea to give your chair the "heads up" so they know there is a revised report pending their review.

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

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WebCentral eServices & Forms (requires WebCentral ID)

Employee — eServices

Faculty — eServices

WebCentral eServices & Forms (requires WebCentral ID)

+ Employee — eServices

Note: Use the same username and password you used for WebCentral

- Faculty — eServices

- Teaching schedule & rosters
- Manage your faculty profile
- Manage your office hours
- Multiple position reporting
- Class cancellation or relocation alerts
- Room change requests