

To: Full-time Faculty

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Subject: Fall 2025 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 2025 Multiple Position Reporting is online.

You should submit your Fall 2025 Multiple Position Report online as soon as possible, but no later than August 25, 2025. 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 2025 reporting period runs from
August 26, 2025 through January 25, 2026.

All reported activities must be within this date range.

*Winter intersession teaching is reported on your Fall 2025 report.
You can revise your Fall 2025 report to add any intersession activities.*

The Fall 2025 reporting period is 153 calendar days or
approximately 22 calendar weeks.

Typical dates for Fall semester teaching are August 26–December 22.
Typical dates for Winter Intersession teaching are January 2–23.

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 2025 report. If you need to add additional activities or make adjustments to 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

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.)

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

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1. Go to employees.brooklyn.edu/portal
2. Expand the “Faculty – eService” menu by clicking on the + sign

