

To: Full-time Faculty

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

Subject: Spring 2024 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 Spring 2024 Multiple Position Reporting is online.

You should submit your Spring 2024 Multiple Position Report online as soon as possible, but no later than **January 24, 2024**. 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 Spring 2024 reporting period runs from
January 25 through May 30, 2024.

All reported activities must be within this date range.

*Winter intersession teaching is reported on your Fall 2023 report.
You can revise your Fall 2023 report to add any intersession activities.*

The Spring 2024 reporting period is 127 calendar days or
approximately 18 calendar weeks.

Typical dates for Spring semester teaching are January 25–May 22.

Any activities outside of this period should be reported on a fall or summer report, as necessary. Remember, overload appointments for the Winter Intersession are reported on your Fall 2023 report. If you need to add additional activities or make other adjustments to your report, you may submit a revision at any time.

You may access the Multiple Position Reporting System at any time
via the WebCentral Portal at <https://portal.brooklyn.edu/>.

Look for **Multiple Position Reporting** under the “My Info” tab.

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.

If you have any questions, please contact the Provost's Office for Faculty and Administration at pofa@brooklyn.cuny.edu.

Note: If you are a member of the TIAA pension plan and have an additional adjunct/hourly instructional appointment within CUNY, you must also submit the [TIAA-CREF Multiple Positions Form](#) to Human Resources in order to receive pension credit.