

To: Full-time Faculty

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Subject: Spring 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 Spring 2025 Multiple Position Reporting is online.

You should submit your Spring 2025 Multiple Position Report online as soon as possible, but no later than **January 22, 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 Spring 2025 reporting period runs from
January 24, 2025 through May 29, 2025.

All reported activities must be within this date range.

*Winter intersession teaching is reported on your Fall 2024 report.
You can revise your Fall 2024 report to add any intersession activities.*

The Spring 2025 reporting period is 126 calendar days or
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 2024 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 is being 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.**

You will be asked for the same username and password you used when you accessed the system via WebCentral.

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.

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Accessing Multiple Position Reporting via BC Knowledge

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



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

