

April 19, 2023

To: Full-Time Faculty
Department Chairs
Academic Deans

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

Subject: Summer 2023 Multiple Position Report – **ONLINE**

We are pleased to announce that Summer 2023 Multiple Position Reporting is now available online! Summer Multiple Position Report is required **only** for faculty with CUNY appointments or CUNY-related activities (e.g., RF-funded summer salaries). If you do not have additional CUNY-related summer compensation, you should not submit a summer report. There is no option for reporting no additional activities like the academic year reports.

The Summer 2023 reporting period runs from
May 31 through August 24, 2023.

All reported activities must be within this date range.

The following are the standard Brooklyn College dates for summer teaching:

Summer 1 5/31 – 7/11/2023

Summer 2 7/13 – 8/17/2022

Classes with special schedules and teaching at other campuses may have different dates for the summer session. Make sure to use the correct start- and end-dates that correspond with your appointment dates.

Please note: If your activities include May 31, a small portion of your activity will not be reflected in the totals for June, July and August. This does **not** affect your actual appointment. For example, if you are teaching a 45-hr course during Summer 1, the report will distribute your hours evenly across the May 31 through July 11 period but will only *display* 31.4 hrs in June and 12.6 hrs in July. *Don't worry, this is correct.* You will still be paid for the full 45 hrs.

Any activities falling outside of this period (i.e., the summer annual leave period) must be reported on a spring or fall report, as necessary. If additional activities or other adjustments need to be made to a report, a revision may be submitted at any time. Please review the [CUNY Multiple Position Policy](#), especially Section 2(d), for more details about the summer reporting requirements and limitations.

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

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

Click on the **NEW button** to start your Summer 2023 Multiple Position Report. (You might need to scroll down on your screen.)

The 3/9ths Rule

As you may recall, unlike the academic year reporting, which is based on the activity's hours, the summer policy limitations are based on CUNY-related compensation. The requirements related to the Summer Multiple Position Policy and reporting that were imposed by CUNY Central (and Albany) still stand. In short, the general limitation of "no more than 3/9ths annual salary" for summer compensation has been replaced by the more restrictive limit of "no more than 1/9th annual salary per month" for June, July and August. The online reporting system uses the same calendar day counting method we have used for several years to divide up summer activities by month. The counting is based on the start- and end-dates of the appointments.

Total CUNY-related compensation (teaching, dept. administration, summer grant salary, etc.) must not exceed 1/9th of the faculty member's annual salary in any of these three months. There is one basic exception to this limitation -- If a faculty member is engaged *exclusively* in teaching during the summer, it is permissible for the compensation to exceed the 1/9th per month limitation provided that the total compensation does not exceed 3/9ths over the entire summer. If the faculty member's summer activities include anything other than teaching, the 1/9th limit cannot be exceeded.

For faculty who may be nearing these limits, we've created a "calculator" to help ensure compliance with this policy.

You will find a helpful **Summer 2023 Multiple Position Calculation Tool** (Excel) on the [Multiple Position Policy and Forms](#) page of our website.