


By E-Mail

March 23, 2010

TO: Labor Designees
Directors of Human Resources

FROM: Raymond F. O'Brien 

SUBJECT: Teaching Instructional Staff Start Dates – 2010-2011 Academic Year

I would like to take this opportunity to review the policies regarding appointment periods and dates of leaves of absence without pay, Fellowship Leaves and Scholar Incentive Awards for members of the teaching instructional staff. The rules stated below reflect the 2010-2011 academic calendar.

A full-time faculty member's *initial appointment* shall be effective on the day after the end of the annual leave period prescribed for teaching members of the faculty by Article 14.1 of the PSC/CUNY collective bargaining agreement. Therefore, these faculty members will begin to receive their annual salaries effective Wednesday, August 25, 2010. This change applies whether or not they are in fact teaching sessions of fall 2010 courses before September 1, 2010. Since they will be receiving their annual salaries, they will be available for professional assignments as of Wednesday, August 25, 2010, and will not receive hourly compensation for teaching classroom sessions of fall 2010 courses that occur before September 1, 2010. This provision also applies to substitute faculty hired at the beginning of the fall 2010 semester. Similarly, full-time faculty reappointments will be effective on Wednesday, August 25, 2010. All regular recommendations for tenure or a certificate of continuous employment shall continue to be effective September 1.

A full-time faculty member whose appointment commences at the beginning of the spring 2011 semester shall have the one-month of annual leave earned by working in the spring semester prorated at 50% over the months of July and August. They will therefore remain on payroll during those months at 50% pay and maintain health insurance coverage during those months. This provision does not apply to substitute faculty.

Leaves of absence without pay for the academic year shall commence on Wednesday, August 25, 2010, and have a terminal date of Wednesday, August 24, 2011. (NB: The teaching faculty annual leave period ends on Wednesday, August 24, 2011, and teaching faculty are available for professional assignments beginning Thursday, August 25, 2011.)

Leaves of absence without pay for the fall 2010 semester shall commence on Wednesday, August 25, 2010, and have a terminal date of Thursday, January 27, 2011. (NB: Friday, January

28, 2011, is the first day of classes in the spring 2011 semester.) Leaves of absence without pay for the spring 2011 semester shall commence on Friday January 28, 2011, and have a terminal date of June 30, 2011. Full-time faculty members who take a leave of absence without pay for either the fall 2010 or the spring 2011 semester shall remain on payroll through July and August, but be paid for those months at 50% of their normal bi-weekly rate. They will maintain their health insurance benefits during the summer months.

Fellowship Leaves or Scholar Incentive Awards for the full year or the fall 2010 semester shall commence on Wednesday, August 25, 2010. Fellowship Leaves or Scholar Incentive Awards for the full year continue through Wednesday, August 24, 2011. Fellowship Leaves or Scholar Incentive Awards that are only for the fall 2010 semester continue through Thursday, January 27, 2011. Fellowship Leaves or Scholar Incentive Awards that are only for the spring 2011 semester shall commence on Friday, January 28, 2011, and continue through July 31, 2011.

An employee on a Fellowship Leave or a Scholar Incentive Award that is only for the fall 2010 semester will receive full vacation pay for the month of July 2011. The period from August 1, 2011, through August 24, 2011, will be paid at the same percentage rate of his/her regular pay that the employee received for the fall 2010 semester.

An employee on a Fellowship Leave or a Scholar Incentive Award that is only for the spring 2011 semester will receive full vacation pay for the period August 1, 2011, through August 24, 2011. The month of July 2011 will be paid at the same percentage rate of his/her regular pay that the employee received for the spring 2011 semester.

A full-time faculty member who resigns after the fall 2010 semester and a full-time substitute faculty member who worked the entire fall semester, but who will not be employed by the City University in the spring 2011 semester in a full-time capacity, will be on annual leave for one month after the end of the fall 2010 semester.

Members of the teaching instructional staff who are on Travia Leave during the summer shall have a terminal date of August 31.

Members of the teaching instructional staff who are not reappointed or who resign after working the entire academic year shall have a terminal date of August 31.

Thank you for your cooperation. If you have any questions, please call me at (212) 794-5386.

c: Vice Chancellor Gloriana B. Waters
Vice Chancellor Pamela Silverblatt
Chief Academic Officers
Chief Administrative Officers
Payroll Officers
Ms. Sherry Azoulay
Ms. Ina Harney
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