

Adjunct Teaching Faculty Paid Office Hours and Professional Hours

The 2017-2023 PSC-CUNY Agreement establishes provisions for additional pay for office hours and professional hours during the fall and spring semesters. The full text of the contract provisions are included on the last two pages of this document. The following is a summary of these provisions and some additional guidance about how this works at Brooklyn College.

Paid Office Hours Basics

During the spring and fall semesters, faculty with adjunct teaching appointments will be paid for holding office hours for their courses according to the schedule below. These hours are paid at the full hourly teaching rate.

15 paid office hours per semester	30 paid office hours per semester	45 paid office hours per semester
3 or more but fewer than 6 workload hours	6 or more but fewer than 9 workload hours	9 or more workload hours
45 to 89.5 appointment hours	90 to 134.5 appointment hours	135 or more appointment hours

Teaching adjuncts appointed for at least 1 but fewer than 3 workload hours (15 to 44.5 appointment hours) will be paid 2 professional hours per semester for required trainings and/or orientation sessions.

Who receives these hours?

In short, everyone with an hourly teaching appointment. This includes adjunct faculty with teaching appointments and full-time employees (faculty, CLTs, HEOs, etc.) with an overload hourly teaching appointment.

Formally Scheduled Office Hours

Please coordinate the following with your department chair (or designee). Office hours must be formally established, held at regularly scheduled times, clearly communicated to your students on the course syllabus and elsewhere as appropriate, and occur at a set location.

In-person/Brick-and-Mortar Courses. Office hours must be held on campus and in person.

Fully Online Courses. Office hours may be conducted online, as directed by the chair, corresponding to the delivery mode of the course.

Partially Online Courses. Office hours should be held on campus unless your chair agrees to partially online hours that correspond to the amount of time you are teaching online and face-to-face. For example, a hybrid course that meets 50% of the time in person must have office hours on campus 50% of the time.

“Office hours by appointment” are not an acceptable substitute for regularly scheduled office hours. If you need to cancel office hours due to an emergency, you must inform your students about when your make-up hours will be held.

Using Hours for Mandatory Training, Orientations, etc.

The contract provides for a small portion of the office hours to be used for required trainings, professional development, orientations, or otherwise as directed by the college.

6 or more teaching workload hours. Up to 6 of the paid office hours each semester may be used for required training, professional development and other activities.

3 or more but fewer than 6 teaching workload hours. Up to 3 of the paid office hours each semester may be used for required training, professional development and other activities.

At least 1 but fewer than 3 teaching workload hours. The 2 paid professional hours will be used each semester for required training, professional development and other activities

There are two mandatory training modules that must be completed by *all* CUNY employees at the time of their initial hiring and on an annual basis thereafter. Two of the hours specified above are designated specifically for the following:

- Employee Sexual Misconduct and Response Course (E-SPARC)
- Workplace Violence Prevention Training (WVP)

Part-time employees, including adjuncts, must complete these trainings no later than the end of the semester in which the training is made available. Please be on the look out for announcements and instructions from Human Resources Services about this training.

Brooklyn College is committed to ensuring as much time as possible is available to you for student engagement. We will limit the numbers of paid office hours directed toward these other types of activities.

Excerpted from the

MEMORANDUM OF AGREEMENT
FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT BETWEEN
THE CITY UNIVERSITY OF NEW YORK AND
THE PROFESSIONAL STAFF CONGRESS/CUNY

as approved by the Board of Trustees on December 16, 2019

III. Additional Teaching Adjunct Pay:

1. Effective the start of the Spring 2020 semester, employees in teaching adjunct titles—except teaching adjuncts in Medical series titles, Law School series titles, Resident series titles, Graduate School of Journalism series titles and Executive Programs in the Zicklin School of Business at Baruch College series titles—who are assigned to teach at least three (3) classroom contact hours per semester (at least 45 appointment hours) within the same college will be responsible for and paid for office hours in the amounts designated below. Adjuncts shall be paid for these hours at their full hourly rate. These hours are to be spent on campus—unless the course is conducted entirely or partially through distance learning, in which case the office hours may be conducted online to a corresponding extent—and are to be formalized as directed by the department chair. The hours are to be spent engaged in or available for student contact, except that the colleges may direct that up to three (3) office hours per semester—or up to six (6) per semester for those who are responsible for and paid for more than 15 office hours—be used for required trainings (*e.g.*, Workplace Violence Prevention, Sexual Harassment Prevention, You Have a Right to Know, etc.); for professional development; for attendance at college orientation sessions; for meetings with the union pursuant to Section 208.4(b) of the NYS Civil Service Law, which may be conducted individually or in a group, as agreed to with the PSC; or as otherwise directed by the colleges.

2. Allocation of paid office hours per college:
A total of fewer than 3 classroom contact hours: 0 paid office hours
 - 3 or more but fewer than 6 classroom contact hours: 15 paid office hours/semester
 - 6 or more but fewer than 9 classroom contact hours: 30 paid office hours/semester
 - 9 or more classroom contact hours: 45 paid office hours/semester

3. Consistent with Article 15.2 (a), paid office hours will be capped at 45 per semester at any one college. If an adjunct teaches at two colleges, paid office hours will be capped at 45 at the first college and 30 at the second college.
4. Allocation of paid professional hours per college for teaching adjuncts assigned to teach one or more but fewer than 3 classroom contact hours in a single college: two (2) paid professional hours/semester to be used for required trainings (*e.g.*, Workplace Violence Prevention, Sexual Harassment Prevention, You Have a Right to Know, etc.); for professional development; for attendance at college orientation sessions; for meetings with the union pursuant to Section 208.4 (b) of the NYS Civil Service Law, which may be conducted individually or in a group, as agreed to with the PSC; or as otherwise directed by the colleges.
5. Full-time employees who teach a course that represents an overload assignment and for which they are paid at the applicable hourly professorial rate, which corresponds to the teaching adjunct rates as set forth in paragraph II above and in paragraph IV below, will be responsible for and paid at the applicable professorial rate for the office hours specified above (paragraph III. 1. through 4. above), in addition to any office hours for which they are normally responsible as part of their full-time assignment.
6. Effective at the start of the Spring 2020 semester, the current language of Article 15.2 (b) will be replaced with the following sentence: “It is understood that paid office hours and paid professional hours for adjuncts shall not be counted toward the maximum adjunct teaching hours in section 15.2 of this Agreement.”