



NEW YORK CITY  
COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK  
300 JAY STREET  
BROOKLYN, NY 11201-1909

**DATE:** September 2, 2022

**TO:** All Full-Time Faculty

**FROM:** Pamela Brown, PhD, PE  
Provost and Vice President for Academic Affairs

Sandra C. Gordon, Esq.  
Executive Director and Labor Designee

**RE:** Multiple Position Reporting for Fall 2022

In accordance with New York State law and CUNY policy, as public employees, faculty is mandated to disclose certain information related to the performance of their duties and responsibilities as full-time members of the faculty. Therefore, the attached form must be completed and forwarded to your department chair **by Tuesday, September 6, 2022**. After Department Appointments Committee review, the academic dean will forward to the attention of OFSR, no later than September 28, 2022.

The University is cognizant of the freedom of association and related protections afforded by the First Amendment. Consequently, while this form requires full disclosure of all activities beyond your regular full-time assignment, as well as any compensated commitments, you need not report incidental uncompensated activities related to your membership in academic, political, religious, social, cultural, or charitable organizations, provided such activities do not constitute a significant commitment of your time.

**Please note that your form should be updated during the semester if your commitments change. Moreover, any intention of taking on activities covered by the regulations must first be approved by the college and should be reported to your department chair. While OFSR will serve as repository for the forms, thorough review should be conducted and policy compliance affirmed by the department chair and administrative signatories.**

For your reference, also attached is CUNY's Multiple Position Policy. Should you have any questions regarding the policy or need further clarifications, please contact Adrienne Traylor at [atraylor@citytech.cuny.edu](mailto:atraylor@citytech.cuny.edu). Thank you.

Attachments