

July 9, 2024

To: Full-time Faculty

From: James T. Eaton, Ed.D.
Associate Dean for Faculty and Administration
Brooklyn College of The City University of New York



Subject: Fall 2024 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 Fall 2024 Multiple Position Reporting is online.

You should submit your Fall 2024 Multiple Position Report online as soon as possible, but **no later than August 27, 2024**. 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 Fall 2024 reporting period runs from
August 28, 2024 through January 24, 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 Fall 2024 reporting period is 150 calendar days or
approximately 21 calendar weeks.

Typical dates for Fall semester teaching are August 28–December 21.
Typical dates for Winter Intersession teaching are January 2–23.

Any activities outside of this period should be reported on a summer or spring 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.

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

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

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.

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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.