

We are excited to announce an improvement to the Long-Term Substitute Form: it has now been automated through an application called ProcessMaker.

This will eliminate the manual process of completing the form, emailing it to the necessary parties for review and approval. All these processes are now automated.

What is the Long-Term Substitute Form used for?

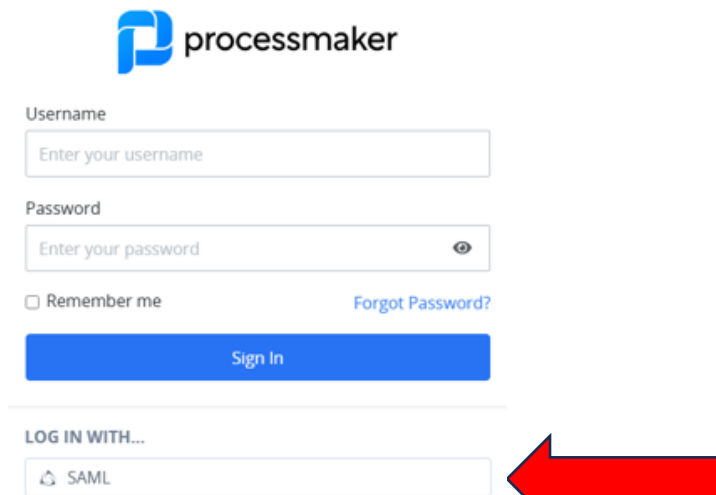
- Long-Term Substitute Service Form is used by academic departments as soon as you become aware of a situation that will keep a professor, whether full time or adjunct, from teaching classes for two weeks or more. The form is needed to authorize the coverage plan for temporary instructional staff (full-time faculty, adjunct faculty, or non-teaching staff) to fill vacancies caused by leaves of absence, emergencies, or, in some cases, while a search for a permanent employee is ongoing.

What is ProcessMaker?

- The application is a tool for mapping and executing tasks between people and systems, increasing efficiency. Users can use and create forms, documents, and workflows without extensive programming knowledge.

How to get access to ProcessMaker and log in?

- If you already have a ProcessMaker account, please contact the dean's assistant for your school to request access to the Long-Term Substitute Service Form.
- If you do not already have a ProcessMaker account, it is a three-step process:
 1. Send a request to AWMO@citytech.cuny.edu. We will work with CIS to ensure that you receive access.
 2. Upon receiving confirmation, sign into the application for the first time
 - Go to the [ProcessMaker login page](#)
 - Select "LOG IN WITH....SMAL."
 - Log in with your CUNYfirst credentials. You then will be directed to the authenticator.



3. After your initial login, please contact the dean's assistant for your school to request access to the Long-Term Substitute Service Form.

What does the Long-Term Substitute Form look like in Process Maker?

The ProcessMaker form was kept very close to the original design.



Authorization to Employ Long-Term Substitute Service for use with Full-Time or Adjunct Faculty

CONTRACT RESTRICTIONS

ADJUNCTS: Adjunct faculty may teach a maximum of nine (9) classroom contact hours during a semester. In addition, each adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of the City University of New York. This contractual restriction is all-inclusive. Observance of the above mandate must be considered when adding a substitute service assignment to an adjunct's program.

FULL-TIME: F/T faculty teach to two (2) hours of substitute service each semester as a professional courtesy before receiving extra compensation for substitute service. Full-time faculty members who wish to engage in additional employment during the academic year must receive prior approval from their Department's Appointments Committee. In no event may the amount of time spent on such employment exceed an average of one day (7 hours) per week. Any F/T Faculty assigned New Faculty/Professional Development hours will not be approved for any sub-service coverage.

ABSENT INSTRUCTOR INFORMATION

Search for instructor

* CUNY ID

* Instructor Last Name

* Instructor First Name

* Department/Program

* Title/Rank

Department/Program

* Dates of Absence (Start Date)

* Date of Absence (End Date)

* Reason for Absence

Click ADD to add a Substitute Service Entry

ADD

Course Section Assignment Type Substitute Instructor Substitute CUNY ID Sub Title Start Date End Date Total Hours Actions

Notes

SUBMIT SUBSTITUTE SERVICE

Why would the Long-Term Substitute form be sent back to the department for further review?

- If the instructor(s) filling in for the leave is not in compliance with the workload policy, the form would be sent back with an explanation in the "Notes" section. The department would need to take further action and resubmit the form with updates for approvals.
- **Workload policies for CUNY Adjuncts and Full-Time Faculty Staff**
 - **Adjuncts:**
 - **Teaching Hour Limit:** The maximum load is 9 hours at one unit, and if a second unit is involved, a maximum of one additional course, not to exceed 6 hours.
 - **Non-Teaching Adjuncts:** Limits are set at 225 hours per semester at one college, or up to 150 hours at a second college.
 - **Summer Session:** Teaching is capped at 105 hours, or 120 hours if teaching 4-credit courses. Non-teaching adjuncts are limited to 175 hours in the summer.
 - **Overload Waivers:** If an adjunct exceeds these limits, the college must file a waiver request to the University and the union, which is reviewed on a case-by-case basis.
 - **Office Hours:** Office hours are included in the contract and are restricted to meeting with students or professional development.
 - **Full-time:**
 - CUNY faculty filling in for adjuncts on leave are generally limited to an overload of **eight (8) classroom contact hours** total for the fall/spring semesters, with an

additional **six (6) hours** allowed for winter which is included in the fall semester for specific online programs.

How to use:

1. Type in instructor's name that is on leave in the search for **instructor** field. The name will then be automatically populated in the Last_Name and First_Name fields. Please type in the CUNY ID. This will not be automatically populated. If the name does not appear in the search field, please type it in. *Keep in mind that the name you type in must be the name recorded in CUNYfirst and not a nickname.*
2. Select the correct **department/program** and **title/rank** for the instructor who is on leave.
3. Select the "**start_date** and **end_date**" of absences from the drop-down calendar.
4. Select the "**reason of absence**" from the drop-down menu.
5. Under the "**substitute service**" section, please add the course information as well as the instructor(s) that will be filling in for this period of time.
6. Then click the "Submit Substitute Service" button.

Who to contact for assistance?

- **Login Issues:** Billy Wang @ 718 260 5626 at BWang@CityTech.Cuny.Edu
- **How to use form:** AWMO (Adjunct Workload Management Office) at AWMO@Citytech.cuny.edu or call at 718 260 5565