


June 6, 2009

To: The Labor Designees
The Workload Coordinators
Directors of Human Resources

From: Jerry Rothman 

Subject: 2008-2009 Workload Data Collection

Although the University is in the process of transitioning to CUNY first, workload data collection for the 2008-2009 academic year will occur in CUPS. The CUPS workload screens will continue to be available for this purpose. Please follow the same processes that you have in the past for this data collection.

Workload data for the 2008 – 2009 academic year will be **frozen as of July 2, 2009** and the workload data will be moved from CUPS screen 17 (Workload-Current) to CUPS screen 18 (Workload-History) as of that date. Please review your data and make any necessary corrections prior to that date.

For those colleges who have not yet completed entering their 2008-2009 workload data, I remind you that **through June 25, 2009** you are able to input your workload data through a VM file in accordance with CUPS Memorandum #90-2 (Workload Data Collection, issued 01/12/90), or you may input your data through CUPS screen 17 (Workload - Current). Also available is the option to use teaching load data — the sum of teaching hours on CUPS screen 16 (Staff and Teaching Load Summary) — to load classroom teaching hours onto CUPS screen 17 for full-time teaching instructional staff. Colleges wishing to use the described options, or those with questions regarding VM submission of workload data, should contact Alla Borukhova via email at Alla.Borukhova@mail.cuny.edu. VM submissions should be made to Alla's VM ID: ALBBH, accompanied by an e-mail message requesting that the file be loaded. Please note that **no workload data should be submitted via e-mail.**

As in the past, colleges are expected to report the actual workload of full-time teaching

instructional staff, including equivalencies,¹ even if that workload does not conform to the provisions of Article 15 (Workload) of the CUNY-PSC Agreement and the Pertinent Sections of the Workload Settlement Agreement, appended thereto. Following the closing of the 2008-2009 workload data collection, the colleges are asked to submit to my office any revisions to your equivalency formulas applicable to the 2008-2009 academic year, and to submit a list of those full-time teaching instructional staff members whose workload is being adjusted over a three-year period to conform to the workload provisions of the CUNY-PSC agreement.²

The following relevant documents appear on the CUNY website under Labor Relations:

- Instructions for Collection of Workload Data for Members of the Instructional Staff
- CUPS Memorandum #90-2 (Workload Data Collection, issued January 12, 1990)
- CUPS Workload Output File Layout
- List of CUPS Memoranda Relating to Workload Data Collection

If you have any questions with the application of the information contained in CUPS Memoranda or the Workload Profile List, please contact **Alla Borukhova** at (212) 541-0354.

I stress the importance of the timely and accurate reporting of workload data and I appreciate the close attention that the colleges have given to this process for the 2008-2009 academic year. **Alla Borukhova** (for technical assistance with CUPS) and **Jerry Rothman** at (212) 794-5626 (for interpretation and/or application of the Workload Instructions, the workload provisions of the CUNY-PSC Agreement and/or related University policies and procedures) are available to answer your questions.

Thank you for your cooperation.

¹ Equivalencies are teaching contact hours credited for oversized course sections, field-supervision of students, supervision of independent study, thesis advisement, and the like.

² The Workload Settlement Agreement appended to the CUNY-PSC Agreement provides, in pertinent part, as follows:

In order to avoid the loss of teaching hours due to difficulties in scheduling, the annual undergraduate teaching contact hour workload shall be managed over a three-year period. . . . [C]lassroom contact hours not scheduled in one year because the courses assigned . . . do not permit an exact correspondence with the stated workload, may be scheduled in a subsequent year within the three-year period.

c: Vice Chancellor Pamela S. Silverblatt
Vice Chancellor Ernesto Malavé
Vice Chacellor Gloriana Waters
Vice Presidents and/or Deans of Administration
The Computer Center Directors
Mr. James Anastasio
Mr. Ron Knight
Ms. Alla Borukhova
Mr. Stuart Schaffer