


May 30, 2008

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

From: Jerry Rothman 

Subject: 2007-2008 Workload Data Collection

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Workload data for the 2007-2008 academic year will be **frozen as of July 2, 2008** 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 2007-2008 workload data, I remind you that **through June 25, 2008** 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](mailto: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,<sup>1</sup> 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 2007-2008 workload data collection, the colleges are asked to submit to my office any revisions to your equivalency formulas applicable to the 2007-2008 academic year, and to submit a list of those full-time teaching instructional staff members whose

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

workload is being adjusted over a three-year period to conform to the workload provisions of the CUNY-PSC agreement.<sup>2</sup>

The following relevant documents appear on the CUNY website:

- Instructions for Collection of Workload Data for Members of the Instructional Staff (revised to conform to the terms of the 2002-2007 PSC/CUNY collective bargaining agreement)
- 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
- CUPS Workload File Layout

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 2007-2008 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.

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  
Ms. Alla Borukhova  
Mr. Stuart Schaffer  
Mr. Ron Knight

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<sup>2</sup> 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.