

## Summer Multiple Position Reporting Instructions

To: Full-Time Faculty  
Department Chairs  
Academic Deans

From: James T. Eaton  
Associate Dean for Faculty and Administration

Subject: Summer 2025 Multiple Position Report – **ONLINE**



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We are pleased to announce that Summer 2025 Multiple Position Reporting is now available online!

Summer Multiple Position Report is required **only** for faculty with CUNY appointments or CUNY-related activities (e.g., RF-funded summer salaries). **If you do not have additional CUNY-related summer compensation, you should not submit a summer report.** There is no option for reporting no additional activities like the academic year reports.

The Summer 2025 reporting period runs from  
**May 27 through August 25, 2025.**

**All reported activities must be within this date range.**

The following are the standard Brooklyn College dates for summer teaching:

Summer 1 5/27 – 7/8/2025

Summer 2 7/14 – 8/19/2025

Classes with special schedules and teaching at other campuses may have different dates for the summer session. Make sure to use the correct start- and end-dates that correspond with your appointment dates.

**Please note:** If your activities include May 27 through May 31, a small portion of your activity will not be reflected in the totals for June, July and August. This does **not** affect your actual appointment.

For example, if you are teaching a 45-hr course during Summer 1, the report will distribute your hours evenly across the May 27–July 8 period but will only *display* 31.4 hrs for June and 8.4 hrs for July in the summary (39.8 hrs total). **Don't worry, this is correct!** You will still be paid for the full 45 hrs.

Any activities falling outside of this period (i.e., the summer annual leave period) must be reported on a spring or fall report, as necessary. If additional activities or other adjustments need to be made to a

report, a revision may be submitted at any time. Please review the [CUNY Multiple Position Policy](#), especially Section 2(d), for more details about the summer reporting requirements and limitations.

The WebCentral platform was discontinued and replaced by BC Knowledge. You may access the Multiple Position Reporting System at any time via the BC Knowledge Employee Portal

[employees.brooklyn.edu/portal](https://employees.brooklyn.edu/portal)

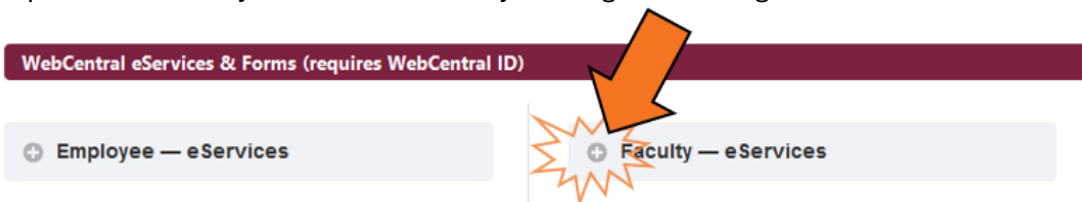
Look for **Multiple position reporting** under the “Faculty eServices” drop-down menu. [See screenshots below.](#)

Click on the **NEW button** to start your Multiple Position Report.  
(You might need to scroll down on your screen.)

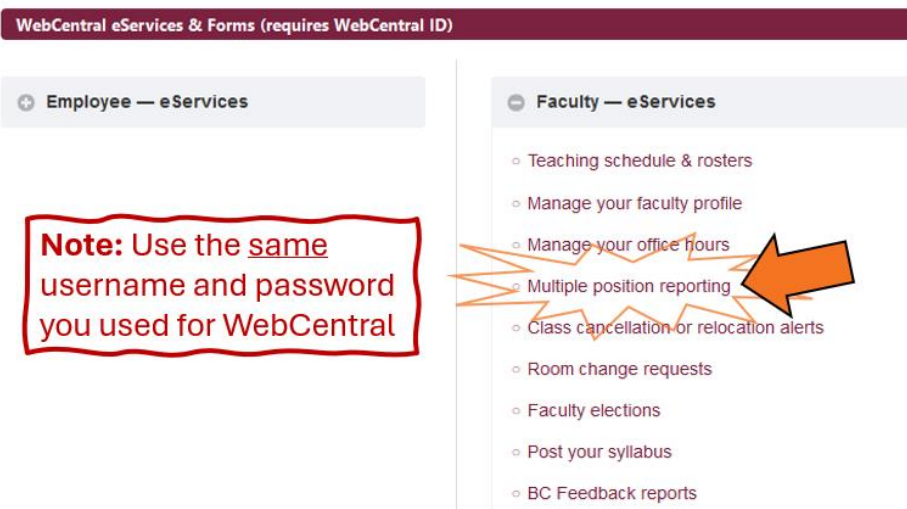
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## Accessing Multiple Position Reporting via BC Knowledge

1. Go to [employees.brooklyn.edu/portal](https://employees.brooklyn.edu/portal)
2. Expand the “Faculty – eService” menu by clicking on the + sign



3. Click **Multiple position reporting** on the menu



## **The 3/9ths Rule**

As you may recall, unlike the academic year reporting, which is based on the activity's hours, the summer policy limitations are based on CUNY-related compensation. The requirements related to the Summer Multiple Position Policy and reporting that were imposed by CUNY Central (and Albany) still stand. In short, the general limitation of "no more than 3/9ths annual salary" for summer compensation has been replaced by the more restrictive limit of "no more than 1/9th annual salary per month" for June, July and August. The online reporting system uses the same calendar day counting method we have used for several years to divide up summer activities by month. The counting is based on the start- and end-dates of the appointments.

Total CUNY-related compensation (teaching, dept. administration, summer grant salary, etc.) must not exceed 1/9th of the faculty member's annual salary in any of these three months. There is one basic exception to this limitation -- If a faculty member is engaged *exclusively* in teaching during the summer, it is permissible for the compensation to exceed the 1/9th per month limitation provided that the total compensation does not exceed 3/9ths over the entire summer. If the faculty member's summer activities include anything other than teaching, the 1/9th limit cannot be exceeded.

For faculty who may be nearing these limits, we've created a "calculator" to help ensure compliance with this policy.

You will find a helpful **Summer 2025 Multiple Position Calculation Tool** (Excel) on the [Multiple Position Policy and Forms](#) page of our website.