

June 28, 1976

TO: PART-TIME FACULTY MEMBERS OF THE PSC
FROM: COMMITTEE FOR PART-TIME PERSONNEL
SUSAN PRAGER, CHAIRPERSON

Any adjunct who is interested in joining the committee on Part-time Personnel is invited to do so. Please contact me at the union office. The committee serves in an advisory capacity to the union leadership and helps them plan union activities relating to adjuncts.

According to the deferral agreement which is part of the contract recently signed by the union, no adjunct or graduate fellow's pay should be deferred. Should a mistake have been made, contact your college payroll office and, if you need further help, contact me. The BHE has renewed its retrenchment guidelines. They are as follows:

Adjunct Staff

- a. Employees with initial appointments who have not yet started to work.
- b. Employees scheduled to teach class sections which have been withdrawn, for which full-time employees have been rescheduled, for which there is insufficient registration or for which the determination has been made that the course is not necessary for the fulfillment of any undergraduate degree program.
- c. Employees who additionally have full-time employment outside the University in the inverse order of length of service.
- d. Employees who additionally have full-time employment within the University in the inverse order of length of service.
- e. Other employees who are not CUNY doctoral candidates in the inverse order of length of service.
- f. Employees who are CUNY doctoral candidates in good standing and receiving no other financial support in inverse order of length of service.

The foregoing notwithstanding, adjunct employees teaching courses deemed by the department to be educationally essential so as to merit continuance may be retained over full-time personnel or other adjuncts with greater length of service.

Violations of these guidelines are grievable. If you have been improperly retrenched for next fall notify both the grievance counselor at your school and me.

A grievant has 30 days excluding Saturdays, Sundays and legal holidays and the two week closing. Similarly, if you are improperly retrenched any time in the coming year notify both your grievance counselor and me.

You should also be aware that retrenched adjuncts are eligible for preferential rehiring for a three year period, and that adjuncts who are retrenched are eligible to use the services of the University's Instructional Staff Referral Service. Send your resume to that office at 535 East 80th Street, New York, New York 10021. The union will also try to place retrenched personnel - resumes should be sent to the union office, att: Mr. Daniel Kaminker.

Adjuncts who are not teaching this summer are eligible for unemployment even if they have the promise of a job for next fall. Do not hesitate to contact me, through the union office, if you have questions regarding your status as an adjunct.