

Multiple Position Form

Date:

Ms. Sacheen McWatt
 Personnel Manager
 Research Foundation CUNY
 230 West 41st Street
 New York, N.Y. 10036

Dear Ms. McWatt:

This letter indicates the approval of appointment for _____ to
(Employee's Name)
 the Research Foundation assignment of _____ on the following
(RF Job Title/Position)
 grant project number _____. This assignment will not be performed during the hours for
 which, s/he is compensated by Queensborough Community College and is separate and apart from

his/her current duties as a (check one):

- *Full-Time CUNY non-faculty (HEO, CLT, Research Associate, Research Assistant)
- *Full-Time CUNY Faculty
- **Adjunct CUNY Faculty
- CUNY Office Assistant/Administrator or College Assistant
- Other Classified Title: _____

Employee's work location/campus: QCC Other _____
(College Name)

Employee's current CUNY work schedule (i.e. 9-5)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

LIST THE 5 MOST ESSENTIAL TASKS/DUTIES/FUNCTIONS OF THIS JOB:

1. _____
2. _____
3. _____
4. _____
5. _____

Principal Investigator/Project Director: _____
(signature) Date

Employee's Current Supervisor/Chairperson: _____
(signature) Date

Thank you,

 Liza Larios, Dean for Human Resources and Labor Relations Date

**As a general rule, full-time faculty and non-faculty members are expected to carry a broad array of university-related activities without any extra compensation during the academic year.*

***An Adjunct may be employed by the RF provided the Adjunct is not being paid by the RF (via payroll) to teach a credit-bearing course.*