

September 27, 2013

Professor James Richardson
LaGuardia Community College
31-10 Thomson Ave., E218J
Long Island City, NY 11101

Dear Professor Richardson:

I am pleased to confirm your appointment as Academic Director of the Online B.A. in Communication and Media with the CUNY School of Professional Studies (CUNY SPS) for the 2013-2014 academic year. Released from duties at LaGuardia Community College by mutual agreement, you are assigned thirteen (13) hours at CUNY SPS for administration and service. Compensation for the reassignment of your time has been arranged with your home campus, LaGuardia Community College. If you teach with the Online B.A. in Communication and Media program, you will be paid directly at your adjunct rate.

If you have any questions concerning your appointment, please contact Associate Dean George Otte at 212-817-7145 or george.otte@mail.cuny.edu.

I am delighted that you will be joining us in your role of Academic Director of the Online B.A. in Communication and Media. I have every confidence that you will continue to make significant contributions to the CUNY School of Professional Studies and our students.

Sincerely,



John Mogulescu

cc: Alexandra Logue, Executive Vice Chancellor and University Provost
Paul Arcario, Senior Vice President for Academic Affairs, LaGuardia Community College
Shahir Erfan, Vice President for Administration and Finance, LaGuardia Community College
George Otte, Associate Dean for Academic Affairs, CUNY SPS
Brian A. Peterson, Associate Dean for Finance and Administration, CUNY SPS
Gina Galligan, Acting Finance Budget Director, CUNY SPS
K. Maynard, Director of Faculty and Staff Resources, CUNY SPS