

Auto - Generate Reappointment Letters for Adjuncts - SSB9

The instructions below detail the steps required to generate a letter for an adjunct or part time lecturer reappointment. This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see																																																		
<p>STEP 1: Create a PTIAPP ePAF for a PT Instructor/Adjunct position.</p> <p>Please refer to Reappt - Sem Based PT Instructional for additional details.</p> <p>Note: The supervisor entered in the Supervisor TC ID/UNI field will be copied on the email with the final letter.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>ID *</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> <p style="text-align: right;">a.</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; color: red; font-weight: bold; margin: 5px 0;">Once TCID is entered above, name will populate here</div> <p>Query Date *</p> <div style="border: 1px solid #ccc; padding: 2px;">03/08/2023 b.</div> <p>Approval Category *</p> <div style="border: 1px solid #ccc; padding: 2px;">Reappt - Sem Based, PT Instructional, PTIAPP ▼</div> <p style="text-align: right;">c.</p> <div style="background-color: #0070c0; color: white; text-align: center; padding: 5px; margin: 5px 0;">Go</div> <p style="text-align: right;">d.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><small>Begin Appointment, BEGAPP</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Secondary</td> <td>MS007</td> <td>00</td> <td>Part Time Instructor</td> <td>111612, Comm, Media & Learning Tech Design</td> <td>02/01/2011</td> <td>05/15/2016</td> <td>05/15/2016</td> <td>Terminated</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Primary</td> <td>MS004</td> <td>00</td> <td>PT Inst. Other - Academic</td> <td>111651, CP for Tech & S0002 change</td> <td>06/16/2016</td> <td>06/30/2016</td> <td>06/30/2016</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>MS003</td> <td>00</td> <td>Part Time Instructor</td> <td>111612, Comm, Media & Learning Tech Design</td> <td>02/01/2017</td> <td>04/30/2022</td> <td>04/30/2022</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Secondary</td> <td>MS002</td> <td>00</td> <td>Part Time Instructor</td> <td>111612, Comm, Media & Learning Tech Design</td> <td>04/16/2022</td> <td>04/30/2022</td> <td>04/30/2022</td> <td>Terminated</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> <input type="button" value="Active jobs"/> <input type="button" value="Add Appointment Type"/> <input type="button" value="Go"/> </p> </div> <p>Supervisor TC ID/UNI *</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: center; margin-top: 10px;">This person will be copied on the letter email</p> </div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	Secondary	MS007	00	Part Time Instructor	111612, Comm, Media & Learning Tech Design	02/01/2011	05/15/2016	05/15/2016	Terminated	<input checked="" type="checkbox"/>	Primary	MS004	00	PT Inst. Other - Academic	111651, CP for Tech & S0002 change	06/16/2016	06/30/2016	06/30/2016	Terminated	<input type="checkbox"/>	Primary	MS003	00	Part Time Instructor	111612, Comm, Media & Learning Tech Design	02/01/2017	04/30/2022	04/30/2022	Terminated	<input type="checkbox"/>	Secondary	MS002	00	Part Time Instructor	111612, Comm, Media & Learning Tech Design	04/16/2022	04/30/2022	04/30/2022	Terminated
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<p>STEP 2: Enter the Program and Course details in the comments</p> <p>PROGRAM=xxxxx; COURSE=yyyyy;</p> <p>Everything between the '=' and the ';' will show on the letter.</p> <p>Note: You can put other text in the comments too. Only the material between the '=' and the ';' will be shown on the letter. The rest will be ignored.</p> <p>If you make an error then you can enter a new comment to update either the program, the course, or both.</p>	<p>Comment</p> <div style="border: 1px solid black; padding: 5px;"> <pre>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=ORLD 4025: Facilitating Adult Learning;</pre> </div>
<p>OPTIONAL Step 2a: Activate alternate enrollment text for the department of Organization & Leadership</p> <p>Entering ORLSPECIAL; into the comments field</p>	<p>Comment</p> <div style="border: 1px solid black; padding: 5px;"> <pre>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=ORLD 4025: Facilitating Adult Learning; ORLSPECIAL;</pre> </div>
<p>OPTIONAL Step 2b: Update the Job Title</p> <p>Enter TITLE=xxxxxxx; in the comments field. This will show on both the draft and final letters, and the title will be updated by HRIS in Banner</p>	<p>Comment</p> <div style="border: 1px solid black; padding: 5px;"> <pre>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=ORLD 4025: Facilitating Adult Learning; TITLE=Adjunct Assistant Professor;</pre> </div>

Step 3: Save the ePAF

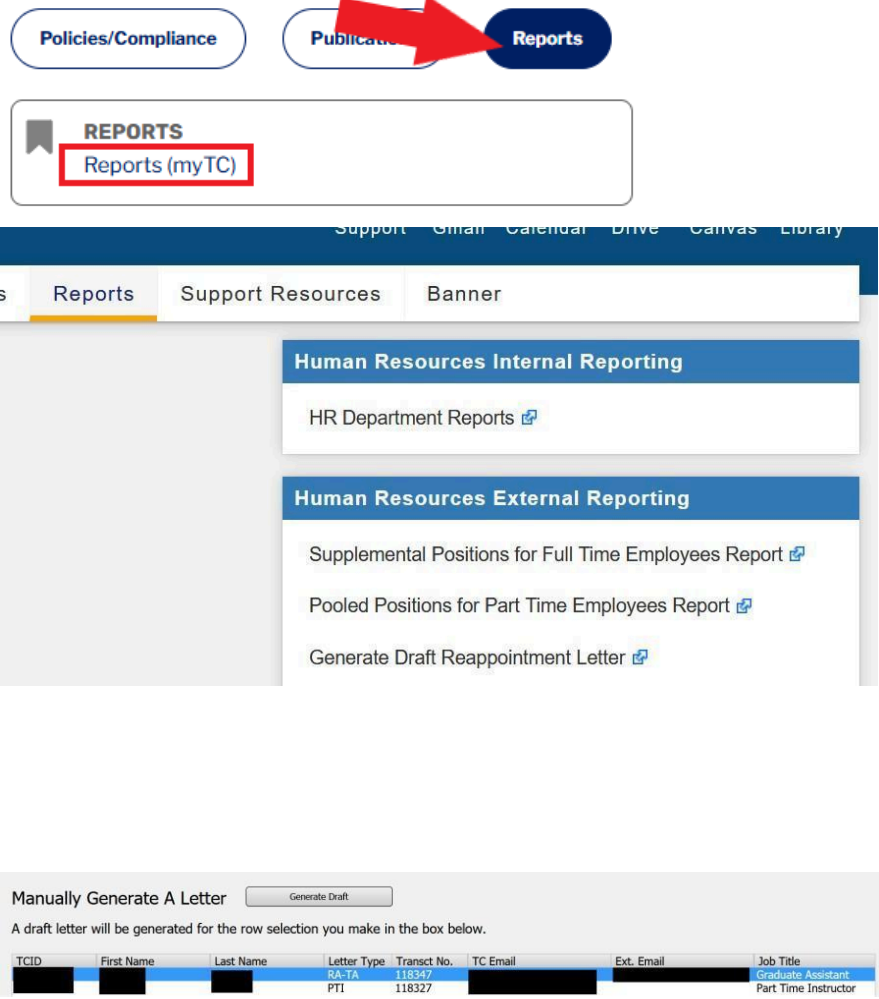
Do not submit it until you are happy with the Draft letter (see below)

Step 4: Review the Draft letter (RELOAD the Draft Generator webpage to reflect ePAF edits)

Navigate to the Employee Portal > All Resources > Reports (myTC) > Human Resources External Reporting > Generate Draft Reappointment Letter. A listing of all ePAFs that you have created that are in Waiting and Pending status will show.

Select the transaction you want to review for the Draft Letter. Note the TC email and the Preferred External email of the Appointee, if it exists. The Final Letter will be sent to these addresses.

Click the **Generate Draft** button, which will create a letter in a new tab.



The screenshot shows the navigation path: Policies/Compliance, Publications, and Reports. A red arrow points to the Reports button. Below, the 'REPORTS' section is highlighted with a red box, containing 'Reports (myTC)'. The main content area shows 'Human Resources Internal Reporting' with 'HR Department Reports' and 'Human Resources External Reporting' with 'Supplemental Positions for Full Time Employees Report', 'Pooled Positions for Part Time Employees Report', and 'Generate Draft Reappointment Letter'. At the bottom, there is a 'Manually Generate A Letter' section with a 'Generate Draft' button and a table of ePAFs.

TCID	First Name	Last Name	Letter Type	Transact No.	TC Email	Ext. Email	Job Title
[REDACTED]	[REDACTED]	[REDACTED]	RAPIA	118347	[REDACTED]	[REDACTED]	Graduate Assistant
[REDACTED]	[REDACTED]	[REDACTED]	PTI	118327	[REDACTED]	[REDACTED]	Part Time Instructor

Review the Draft, making sure the wording and details are correct. If you need to make corrections on the program, course or job title, go back to the ePAF and enter the updates in the Comments.

You must RELOAD the webpage using the Refresh button in your browser for the ePAF updates to be reflected in your draft

04/21/2021

Dear [REDACTED]

DRAFT

We are pleased that you will be teaching in the Executive Program for Nurses in the Department of Organization & Leadership. This message will serve as your letter of appointment, which will commence on **05/01/2021** and end on **06/15/2021**, for **Summer 2021**. Please review the academic calendar for specific course dates.

Salary & Benefits Information

Title: Adjunct Associate Professor of Nursing Education
Course: ORL 5000 Nursing Science
Compensation: \$1,000.00
Paycycle: Semi-Monthly

If you have worked at Teachers College in the last few months, you should not have to fill out new HR paperwork. If you are not sure about your status or if you are a non-US citizen, please contact the Office of Human Resources. (hr@tc.columbia.edu or 212.678.3175) to ensure everything is in order.

If you are to receive a supplement, an email with details will follow.

Enrollment policies

Your appointment is contingent on your course(s) enrolling a minimum of 21 points. If attendance at the first session suggests that the course is under-enrolled, please discuss with your Program Director as soon as possible.

An Instructional Guide to acquaint you with various College policies can be found in the TC portal, under the Employee Resources tab. You are expected to abide by all of the College's policies. The area labeled Instructional Staff includes the Guide and the College's official syllabus statements.

Course Information

Dates, times and locations of classes may change so please remember to check the TC Course Schedule and contact your Program Secretary with any questions or concerns. Given the ongoing pandemic, Teachers College continues to offer courses primarily online. As such, you will be required to conduct your course(s) remotely. If you have any questions about the necessary IT requirements to conduct your course, please contact TC IT via the 'Support' link in MyTC portal.

You can now send your course information online to the Columbia University Bookstore and others in the area. Information related to course reserves can be found at the Gottesman Libraries homepage. We also encourage all instructional staff to utilize resources such as Canvas, the TC online learning management system, and the library reserve system to reduce the use of paper.

Adjuncts must hold office hours of one hour per week for every class they teach; office hours must be included in the syllabus, along with the Teachers College policies which can be found in the Course Syllabus Policy in the Policy Library. In addition, courses offered for variable points must indicate the requirements for each point status. Finally, we require a copy of your course syllabus for our files and ask that you provide one to your Program Secretary before your first class. Your Program Secretary will be on hand to assist you with these or any other issues and queries you may have about College resources and policies.

If there is an issue with accepting this appointment, please contact me no later than one week after the date of this letter. If we do not hear from you, this letter and its contents will be deemed acceptable to you.

Sincerely,

[REDACTED]

Step 5: Submit the ePAF

Once the review of the Draft Letter is complete, you may submit the ePAF for approval and processing.

Once the ePAF is applied by HRIS, the final letter will be sent to the employee, the ePAF originator, and the supervisor listed in the ePAF.

The Re-appointed's TCID is required to view the final reappointment letter. The recipient's TCID will be required to open the final reappointment letter