

## Auto - Generate Reappointment Letters for Community Teachers

The instructions below detail the steps required to generate a letter for a community teacher reappointment. This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see										
<p><b>STEP 1: Create a reappointment for a Community Teacher.</b></p> <p>Please refer to <a href="#">Reappt - Community Teachers, CMMUTY</a> or <a href="#">Reappt - Sem Based, Conversion Comm. Teachers ADDJ11</a>. for additional details.</p> <p><b>Note:</b> The supervisor entered in the Supervisor TC ID/UNI field will be copied on the email with the final letter.</p>	<div data-bbox="634 474 1365 869"> <p>ID *</p> <input type="text"/> <b>a.</b></div> <div data-bbox="634 569 1328 617"> <p><b>Once TCID is entered above, name will populate here</b></p> </div> <div data-bbox="634 646 1328 722"> <p>Query Date *</p> <input type="text" value="02/23/2023"/> <b>b.</b></div> <div data-bbox="634 737 1365 812"> <p>Approval Category *</p> <input type="text" value="Reappt - Sem Based, Community Teacher, CMMUTY"/> <b>c.</b></div> <div data-bbox="634 827 1365 869"> <p><b>Go</b> <b>d.</b></p> </div> <div data-bbox="634 947 1490 1129"> <p><b>Begin Appointment, BEGAP5</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>New Job</td> <td>M00000</td> <td>00</td> <td>Community Teachers</td> </tr> </tbody> </table> </div> <div data-bbox="634 1188 1474 1283"> <p>Supervisor TC ID/UNI *</p> <input type="text"/> </div> <div data-bbox="821 1318 1305 1346"> <p>*This person will be copied on the letter email</p> </div>	Select	Type	Position	Suffix	Title	<input checked="" type="checkbox"/>	New Job	M00000	00	Community Teachers
Select	Type	Position	Suffix	Title							
<input checked="" type="checkbox"/>	New Job	M00000	00	Community Teachers							

**STEP 2: Enter the Program and Course details in the comments**

**PROGRAM=xxxxx;**  
**COURSE=yyyyy;**

Everything between the equals (=) and the semicolon ( ; ) will show on the letter.

**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.

If you make an error then you can enter a new comment to update either the program, the course, or both.

Comment

PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership;  
COURSE=ORLD 4025: Facilitating Adult Learning;

**OPTIONAL Step 2b: Update the Job Title**

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

Comment

PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership;  
COURSE=ORLD 4025: Facilitating Adult Learning;  
TITLE=Adjunct Assistant Professor;

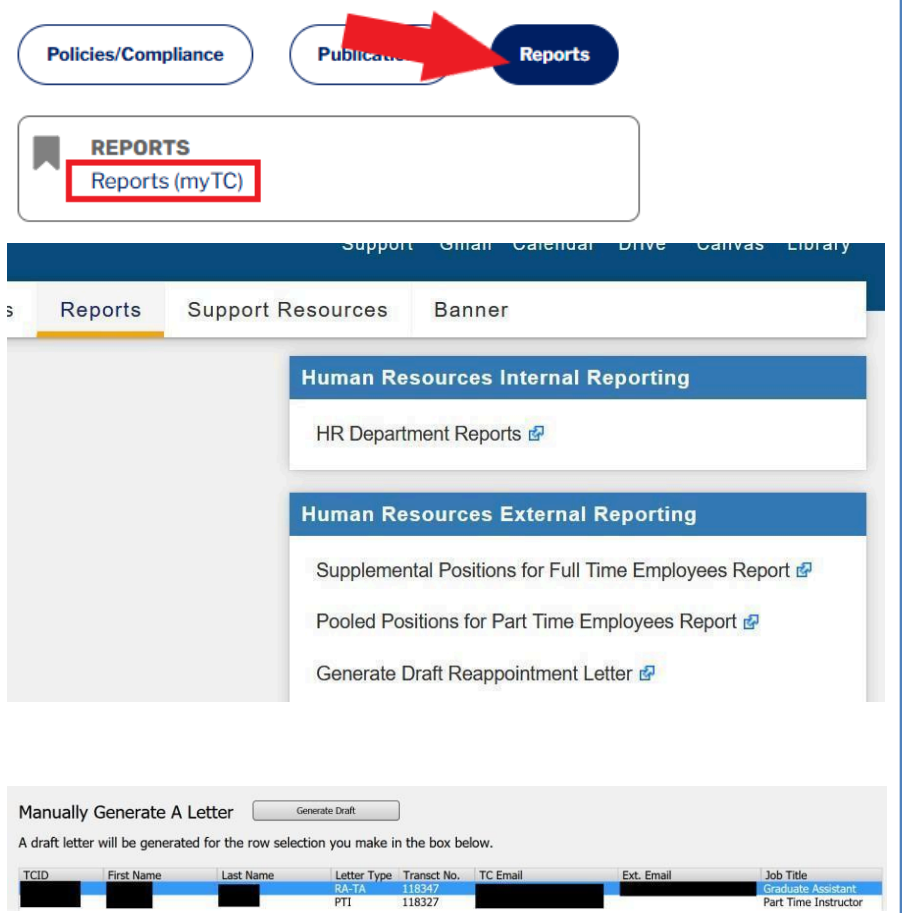
**Step 3: Save the ePAF**

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.




The screenshot shows the 'Reports (myTC)' section of the Employee Portal. A red arrow points to the 'Reports' button in the top navigation bar. Below the navigation, the 'REPORTS' section is highlighted with a red box, and 'Reports (myTC)' is selected. The main content area is titled 'Human Resources Internal Reporting' and 'Human Resources External Reporting'. Under 'Human Resources External Reporting', there are three links: '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 draft letters.

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

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

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**


DRAFT

11/08/2024

Dear Jill,

We are pleased to reappoint you to teach in the BLUEBERRY PROGRAM. Your reappointment will commence on 01/16/2025 and end on 04/26/2025, for Spring 2025. See the academic calendar for course dates.

**Salary & Benefits Information**

Title: FRUIT MASTER  
 Course: straw berry course  
 Compensation: \$5,000.00  
 Pay-cycle: This salary is contingent upon at least 30 hours of class time.  
 Semi-Monthly

**Tuition Exemption**

If you are a graduate student at TC you will be eligible for up to 3 points of tuition exemption. These points can be taken only in the same term as this appointment. The Tuition Exemption forms are available on the Teachers College Human Resources (TCHR) website ( <https://www.tc.columbia.edu/human-resources/forms/> ) and need the signature of your Director of Academic Administration (DAA) or supervisor in order to be processed. Due to IRS regulations, the first \$5,250 of points you receive during a calendar year is not taxable, but the value of points in excess of \$5,250 is taxable. You may review the Tuition Exemption for Employees policy ( <https://www.tc.columbia.edu/policylibrary/policies/tuition-exemption-for-employees-10952254/> ).

**NOTE: The deadline for submitting the Tuition Exemption Form is the close of business which is two weeks after the "drop and add" period in each semester as stated in the Academic Calendar.**

**Course Information**

Dates, times and locations of in-person classes may change, so please check the TC Course Schedule and contact your Program Secretary with any questions or concerns. The College plans for primarily in-person classes for the Spring 2025 term. If you have any questions about the necessary IT requirements to conduct your course, please contact TCIT via the IT Support link ( <https://tc.service-now.com/home> ) in the Employee Portal.

You can send your course information online to the Columbia University Bookstore and to other bookstores 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. Online course evaluations are mandatory for all lectures, seminars, topics courses, laboratories, distance learning courses, and colloquiums with five or more students. The Office of Institutional Research manages the electronic course evaluation software, administers course evaluations to students, and sends results to the instructor of record and to the respective Department Chair.

As a Community Teacher, you are required to hold one (1) office hour per week for every class you 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 or Program Director will be on hand to assist you with these or any other issues and queries you may have about College resources and policies.

Your employment is subject to and governed by all applicable College policies, procedures, trainings, as well as federal, state and local laws, taxes, rules and regulations. The following terms and conditions of the appointment and hiring have been agreed upon by you and Teachers College.

While it is anticipated that your employment will continue until the end of the term, your employment with the College is "at-will" and you or the College may terminate employment with or without cause at any time.

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,  
 Saeedulah Jan  
 HRIS Manager  
 Jan@tc.columbia.edu

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