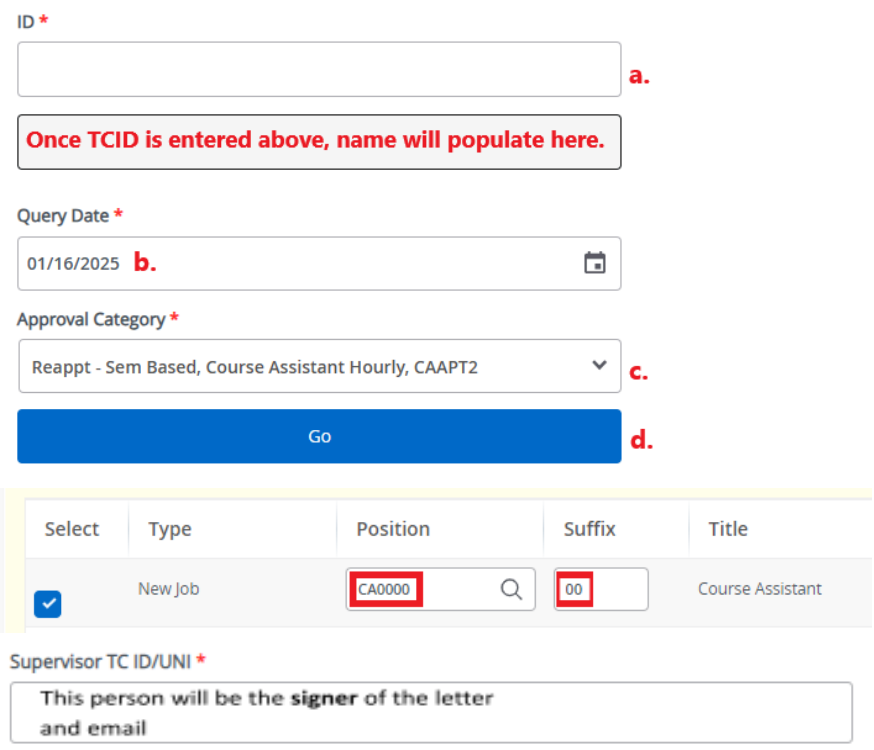Teachers College
COLUMBIA UNIVERSITY

Auto - Generate Reappointment Letters for Course Assistants

The instructions below detail the steps required to generate a letter for a semester-based reappointment of a Course Assistant (employee class 84). This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
STEP 1: Create a reappointment for a Course Assistant Please refer to the Reappt - Sem Based Hourly Course Assistant CAAPT2 or Reappt – Sem Based, Conversion to Hourly Course Assistant, ADDJ14 guide for additional details. **Note:** The supervisor entered in the Supervisor TC ID/UNI field will be the signer of the Reappointment Letter and email, and will be copied on the email.	ID * [ ] **a.** **Once TCID is entered above, name will populate here.** Query Date * 01/16/2025 **b.** Approval Category * Reappt - Sem Based, Course Assistant Hourly, CAAPT2 ▾ **c.** [Go] **d.** | Select	Type	Position	Suffix	Title
☑	New Job	CA0000 🔍	00	Course Assistant	 Supervisor TC ID/UNI * This person will be the **signer** of the letter and email
STEP 2: Enter the Hours, Course, and appointment Details in the comments section. **HOURS=xxxxx;** **COURSE=yyyyy;** **DETAILS=zzzzzz;** Information between = and ; will show on the letter. **Note:** You can put other text in the comments. Only the information between = and ; will be included on the letter. The rest will be ignored. If you make an error, you can enter a new comment to update	Comment HOURS=15; COURSE=ABCD1234 Introduction to Teaching and Learning; DETAILS=Course Assistant under Professor XYZ; ;

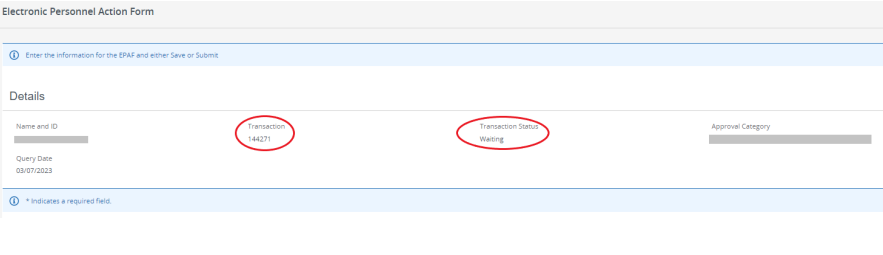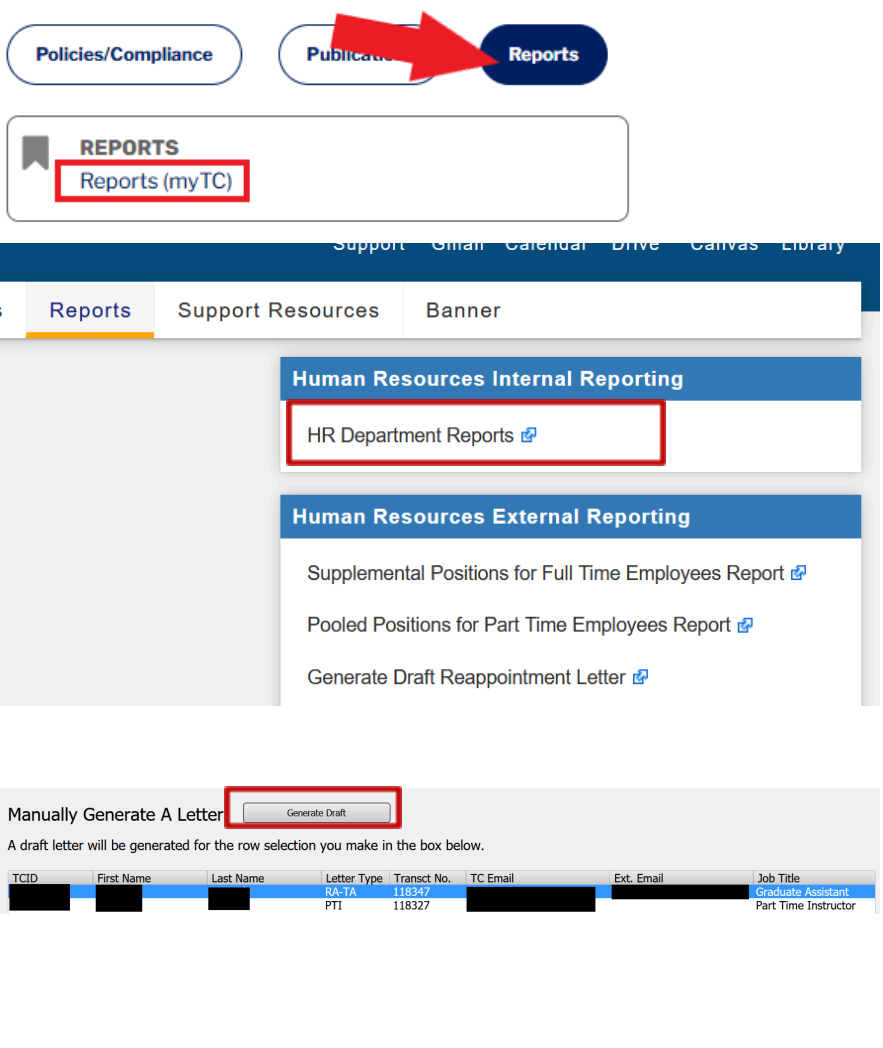|	
either the hours, points or details.	
OPTIONAL Step 2a: Update the Job Title Enter **TITLE=xxxxxxx;** in the comments field. This will show on both the draft and final letters, and the title will be updated by HRIS in Banner	**Comment** HOURS=15; COURSE=ABCD1234 Introduction to Teaching and Learning; DETAILS=Course Assistant under Professor XYZ; TITLE=Course Assistant;
Step 3: Save the ePAF **DO NOT SUBMIT** the ePAF until you have reviewed the Draft Reappointment Letter. See Step 4 below.	Electronic Personnel Action Form ⓘ Enter the information for the ePAF and either Save or Submit Details Name and ID ▢ Transaction _144271_ Transaction Status _Waiting_ Approval Category ▢ Query Date 03/07/2023 ⓘ * Indicates a required field.
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. Review the Draft, making sure the wording and details are correct. If you need to make corrections on the program, course or job title,	**Policies/Compliance** **Publicati...** → **Reports** **REPORTS** Reports (myTC) Support Gmail Calendar Drive Canvas Library ...s **Reports** Support Resources Banner **Human Resources Internal Reporting** HR Department Reports 🔗 **Human Resources External Reporting** Supplemental Positions for Full Time Employees Report 🔗 Pooled Positions for Part Time Employees Report 🔗 Generate Draft Reappointment Letter 🔗 Manually Generate A Letter [Generate Draft] A draft letter will be generated for the row selection you make in the box below. | TCID	First Name	Last Name	Letter Type	Transct No.	TC Email	Ext. Email	Job Title
---	---	---	---	---	---	---	---
			RA-TA	118347			Graduate Assistant
			PTI	118327			Part Time Instructor	

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

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To: REAPPOINTEE NAME
From: SUPRVSR NAME, SUPRVSR TITLE
Re: Appointment as JOB TITLE
Course: COURSE
Semester/Details: SEMESTER, DETAILS
Date: LETTER DATE

College and Human Resources Policies

Teachers College student appointments are governed by policies that both define the appointments and establish certain requirements for them. Please review Student Positions-Administrative Guidelines in the TC Policy Library, www.tc.edu/policylibrary, and if you do not meet these eligibility requirements, please notify me immediately.

TC matriculated students who are registered for at least one course during the period of the appointment may be hired as a Course Assistant (CA). CAs do not receive academic credit for working in that role for a course. No student may be a course assistant for a course in which they are enrolled as a student. Full-time employees are not eligible for a CA appointment.

CAs work a maximum of 4.5 hours per week for each 3-credit course during Spring and Fall semesters, and a total of 10 hours per week in Summer. TC students who hold a CA position may **not** concurrently hold a Teacher Assistant (TA) or Research Assistant (RA) position, but may combine with CA, Administrative Fellow (AF), Federal Work Study (FWS) or Interim Student (IS), if the total is less than 27 hours per week. Student Assistant roles (CA/AF/FWS/IS) are all compensated hourly and require timesheets for approval.

International students may have limitations on the number of hours permissible per week, depending on their visas. If you are an international student who is not a permanent resident, you must clear your employment with the Office of International Students and Scholars (OISS).

Course Assistants (CAs) who are federal work study eligible will be converted to the Federal Work Study student classification. If you are federal work study eligible you must complete the Federal Work Study Terms and Conditions on the myTC Portal, prior to the designated start date. TC students may only hold up to **two (2) concurrent FWS student positions**.

Your employment is subject to and governed by all applicable College policies, procedures, trainings as well as federal, state and local laws, rules and regulations. This letter's terms and conditions of the appointment and hiring have been agreed upon by you and Teachers College. 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 require classroom or digital resources to assist with your role, please reach out to the Digital Futures Institute (DFI) at https://www.tc.columbia.edu/digitalfuturesinstitute/

Terms of Offer

Payment for the Semester: SALARY
Dates of Appointment: BEGIN DATE to END DATE
Number of Hours Per Week: HOURS
Pay Cycle: PAY CYCLE

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

Sincerely,   *DRAFT*
SUPERVISOR FIRST NAME SUPERVISOR LAST NAME
SUPERVISOR TITLE
SUPERVISOR EMAIL

525 WEST 120TH STREET, NEW YORK, NY 10027 • (212) 678-3000

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.