Teachers College
COLUMBIA UNIVERSITY

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
STEP 1: Create a PTIAPP ePAF for a PT Instructor/Adjunct position. Please refer to [Reappt - Sem Based PT Instructional](#) for additional details. **Note:** The supervisor entered in the Supervisor TC ID/UNI field will be copied on the email with the final letter.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/08/2023 **b.** Approval Category * Reappt - Sem Based, PT Instructional, PTIAPP **c.** Go **d.** Supervisor TC ID/UNI * This person will be copied on the letter email

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

PROGRAM=xxxxx;
COURSE=yyyyy;

Everything between the '=' and the ';' 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;

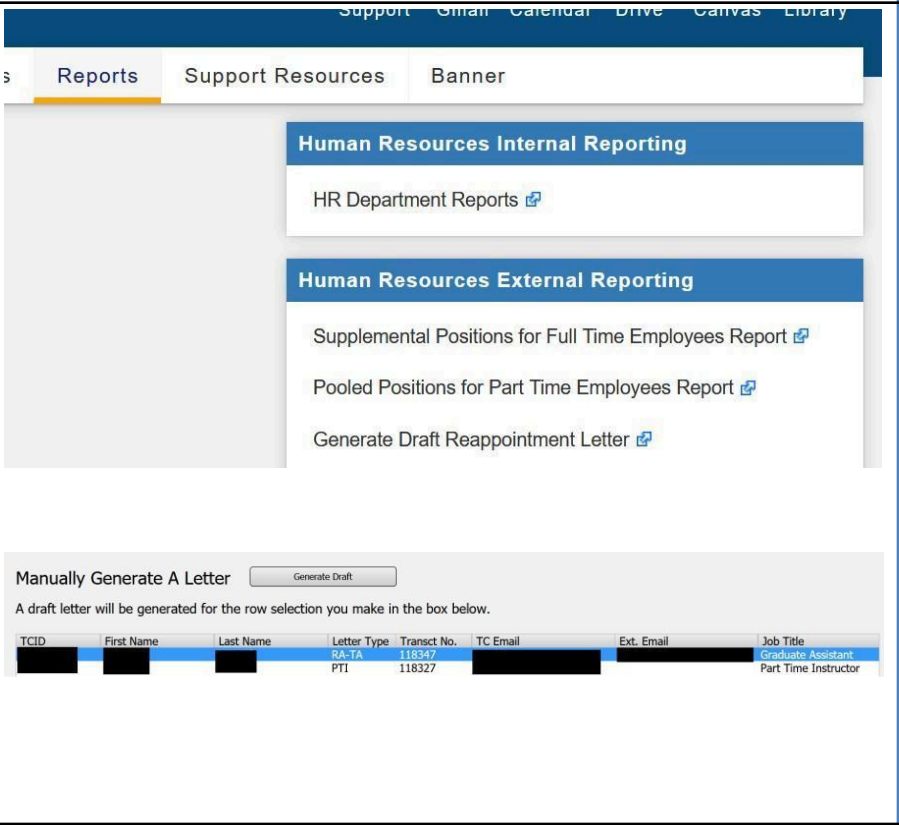|	
OPTIONAL Step 2a: Activate alternate enrollment text for the department of Organization & Leadership Entering ORLSPECIAL; into the comments field	Comment PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=ORLD 4025: Facilitating Adult Learning; ORLSPECIAL;
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 MyTC > Reports > 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.	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 |

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**	
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	