Auto - Generate Reappointment Letters for PT Instructors - SSB9

The instructions below detail the steps required to generate a letter for a semester-based reappointment of a Part Time Instructor (employee class 31). This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
STEP 1: Reappoint a Part Time Instructor using the *Reappt – Sem. Based, PT Instructional ePAF* approval category. Please refer to [Reappt - Sem Based PT Instructional](#) 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 * [03/08/2023 **b.** 📅] Approval Category * [Reappt - Sem Based, PT Instructional, PTIAPP ⌄] **c.** [Go] **d.** Begin Appointment, BEGAP3 | Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
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☑	Secondary	MSPINT	00	Part Time Instructor	111612, Comm, Media & Learning Tech Design	02/01/2011	05/15/2016	05/15/2016	Terminated
☐	Primary	MSPTIN	00	PT Inst, Other - Academic	111851, Ctr for Tech & School Change	06/15/2016	06/30/2016	06/30/2016	Terminated
☐	Primary	N00033	00	Part Time Instructor	111612, Comm, Media & Learning Tech Design	02/01/2017	04/30/2022	04/30/2022	Terminated
☐	Secondary	N00033	03	...structor	111612, Comm, Media & Learning Tech Design	04/16/2022	04/30/2022	04/30/2022	Terminated	 [Active Jobs] [Next Approval Type] [Go] Supervisor TC ID/UNI * [ ] This person will be the **signer** of the letter and email

STEP 2: Enter the Program and Course in the comments section. **PROGRAM=xxxxx;** **COURSE=yyyyy;** 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 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;

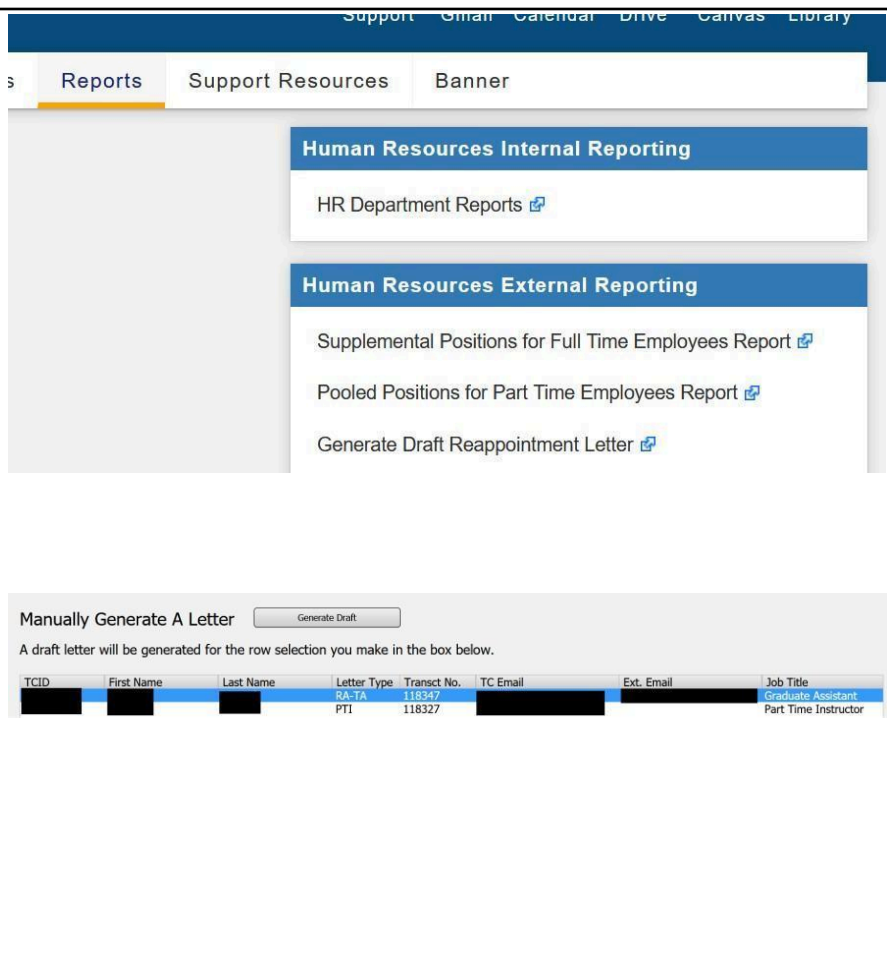|	
OPTIONAL Step 2a: **Activate alternate enrollment text for the department of Organization & Leadership** Enter **ORLSPECIAL;** in the comments field	**Comment** PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=ORLD 4025: Facilitating Adult Learning; 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=Part Time Instructor;
Step 3: Save the ePAF **DO NOT SUBMIT** the ePAF until you have reviewed the Draft Reappointment Letter. See Step 4 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.
 	
Click the **Generate Draft** button, which will create a letter in a new tab.
	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

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

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TEACHERS COLLEGE COLUMBIA UNIVERSITY

A Graduate School of Education, Health & Psychology

05/21/2021

Dear ▮▮▮▮▮▮

We are pleased that you will be teaching in the Applied Linguistics Program in the department of Arts and Humanities. This message is your letter of appointment, which will commence on **09/15/2021** and end on **12/31/2021**, for **Autumn 2021**. See the academic calendar for course dates.

Salary & Benefits Information

Title:	Instructor
Course:	▮▮▮▮▮▮
Compensation:	$4,500.00
Pay-cycle:	Semi-Monthly

DRAFT

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.

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. Tuition Exemption forms are available at the Human Resources website and need the signature of your Director of Academic Administration (DAA) in order to be processed. If you are claiming an exemption then please email the form to me as a PDF attachment.

Enrollment Policies

Your appointment is contingent on your course(s) enrolling a minimum of 18 points. If attendance at the first session suggests that the course is under-enrolled, please instruct your students to be prepared to change courses if necessary. Prorated salaries are sometimes possible as an alternative to canceling the course; this should be discussed with your Program Director and Director of Academic Administration as soon as possible. The Instructional Staff 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 in-person classes may change, so please 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 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 TCIT via the 'Support' link in MyTC 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.

Instructors must hold one office 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 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.

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,
Jace Davies
HRIS Programmer

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.