

Auto - Generate (Re)appointment Letters for Adjuncts - SSB9

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

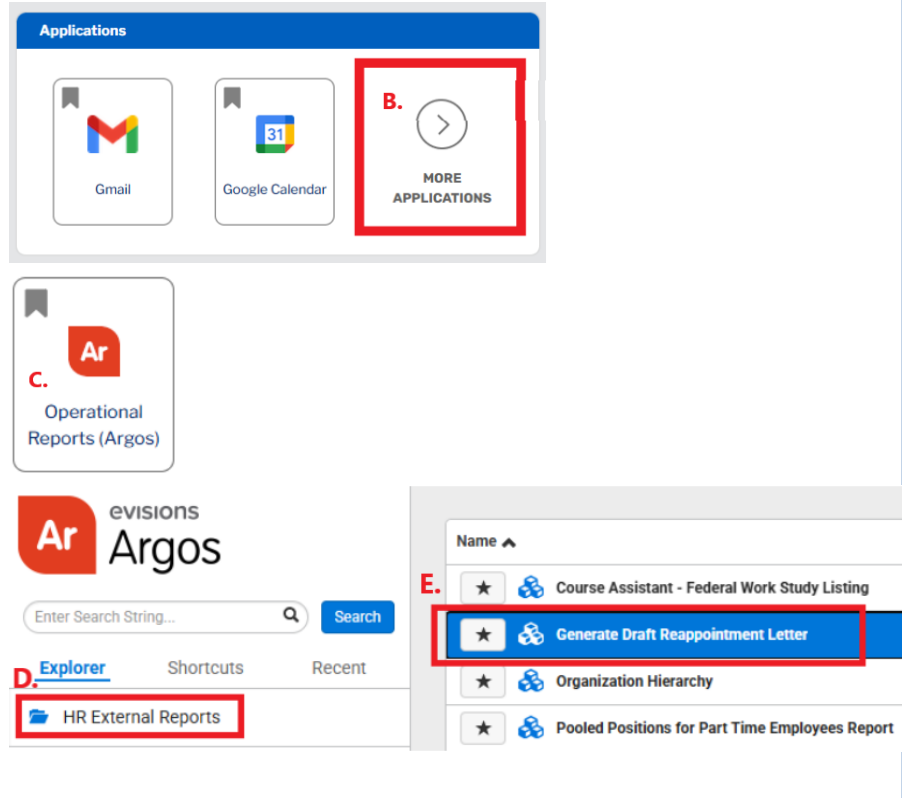
What you need to do	What you will see																																																		
STEP 1: Create a reappointment for a PT Instructor. For additional details, see: <ul style="list-style-type: none"> Reappt – Sem. Based, PT Instructional Or for additional PT Instructor appointments: <ul style="list-style-type: none"> Additional Job or Compensation - Salaried, ADDJB1 Note: The supervisor entered in the Supervisor TC ID/UNI field will be copied on the email with the final letter.	<div> <div>ID *</div> <div></div> <div>a.</div> </div> <div> <div>Once TCID is entered above, name will populate here</div> </div> <div> <div>Query Date *</div> <div>03/08/2023 b.</div> </div> <div> <div>Approval Category *</div> <div>Reappt - Sem Based, PT Instructional, PTIAPP c.</div> </div> <div> <div>Go d.</div> </div> <div> <div>Begin Appointment, BEGAPS</div> <table border="1"> <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 checked="" type="checkbox"/></td> <td>Secondary</td> <td>100007</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 type="checkbox"/></td> <td>Primary</td> <td>100008</td> <td>00</td> <td>PT Inst. Other - Academic</td> <td>111651, CP for Tech & School 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>100009</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>100010</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> <div>Active jobs Next Appointment Type Go</div> </div> <div> <div>Supervisor TC ID/UNI *</div> <div></div> </div> <div> <div>This person will be copied on the letter email</div> </div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input checked="" type="checkbox"/>	Secondary	100007	00	Part Time Instructor	111612, Comm, Media & Learning Tech Design	02/01/2011	05/15/2016	05/15/2016	Terminated	<input type="checkbox"/>	Primary	100008	00	PT Inst. Other - Academic	111651, CP for Tech & School Change	06/16/2016	06/30/2016	06/30/2016	Terminated	<input type="checkbox"/>	Primary	100009	00	Part Time Instructor	111612, Comm, Media & Learning Tech Design	02/01/2017	04/30/2022	04/30/2022	Terminated	<input type="checkbox"/>	Secondary	100010	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; TITLE=xxxxxxx;</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 data-bbox="565 363 1401 525"> <p>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=ORLD 4025: Facilitating Adult Learning; TITLE=Adjunct Assistant Professor;</p> </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 data-bbox="552 1081 1395 1232"> <p>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=ORLD 4025: Facilitating Adult Learning; ORLSPECIAL;</p> </div>
<p>Step 3: Save the ePAF</p> <p>Do not submit it until you are happy with the Draft letter (see below)</p>	

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

- Navigate to the Employee Portal
- Click **More Applications**
- Navigate to **Operational Reports (Argos)**
- Click **HR External Reports**
- Click **Generate Draft Reappointment Letter**.

A listing of all ePAFs that you have created that are in Waiting and Pending status will show.

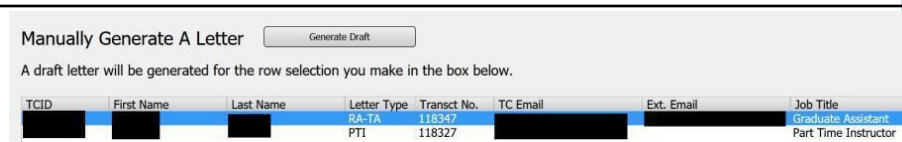


The screenshot shows the Employee Portal interface. In the 'Applications' section, 'MORE APPLICATIONS' is highlighted with a red box (B). Below, 'Operational Reports (Argos)' is highlighted with a red box (C). In the 'Argos' section, 'HR External Reports' is highlighted with a red box (D). On the right, the 'Generate Draft Reappointment Letter' option is highlighted with a red box (E).

Step 4.1: Review the Draft letter

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 'Manually Generate A Letter' page. A 'Generate Draft' button is at the top right. Below it, a table lists transactions. The first row is highlighted in blue.

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

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

02/20/2025

Dear [REDACTED],

We are pleased that you will be teaching in the Friday Jr. Program. This message will serve as your letter of appointment, which will commence on **05/17/2025** and end on **06/28/2025**, for **Summer 2025**. Please review the academic calendar for specific course dates.

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. The following terms and conditions of the appointment and hiring have been agreed upon by you and Teachers College.

Salary & Benefits Information

Title:	Adjunct Professor to Celebrate Fridays
Course:	Friday Jr. Course
Compensation:	\$1,234.00
	The compensation includes a one-time additional pay of \$1000 per class.
Pay-cycle:	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 instruct your students to be prepared to change courses if necessary. Pro-rated salaries are sometimes possible as an alternative to dropping the course; this should be discussed with your Program Director and Director of Academic Administration as soon as possible.

An Instructional Guide to acquaint you with various College policies can be found in the TC Policy library which can be accessed under the All Resources section of the Employee Portal. 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. The College plans for primarily in-person classes for the Summer 2025 term. If you have any questions about the necessary IT requirements to conduct your course, please contact TC IT via the IT Support tile in the Employee 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]
[REDACTED] Manager
[REDACTED]@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