Auto - Generate (Re)appointment Letters for Community Teachers

The instructions below detail the steps required to generate a letter for a community teacher (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 Community Teacher. For additional details, see: ● Reappt - Community Teachers, CMMUTY Or for additional Community Teacher appointments: ● 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.	**ID *** **a.** Once TCID is entered above, name will populate here **Query Date *** 02/23/2023 **b.** **Approval Category *** Reappt - Sem Based, Community Teacher, CMMUTY **c.** Go **d.** **ID *** **a.** Once TCID is entered above, name will populate here **Query Date *** 03/03/2023 **b.** **Approval Category *** Additional Job or Compensation - Salaried, ADDJB1 **c.** Go **d.** **Begin Appointment, BEGAP5** <table><tr><th>Select</th><th>Type</th><th>Position</th><th>Suffix</th><th>Title</th></tr><tr><td>☑</td><td>New Job</td><td>M00000</td><td>00</td><td>Community Teachers</td></tr></table> **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;

TITLE=xxxxxxx;

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;
TITLE=Adjunct Assistant Professor;
```
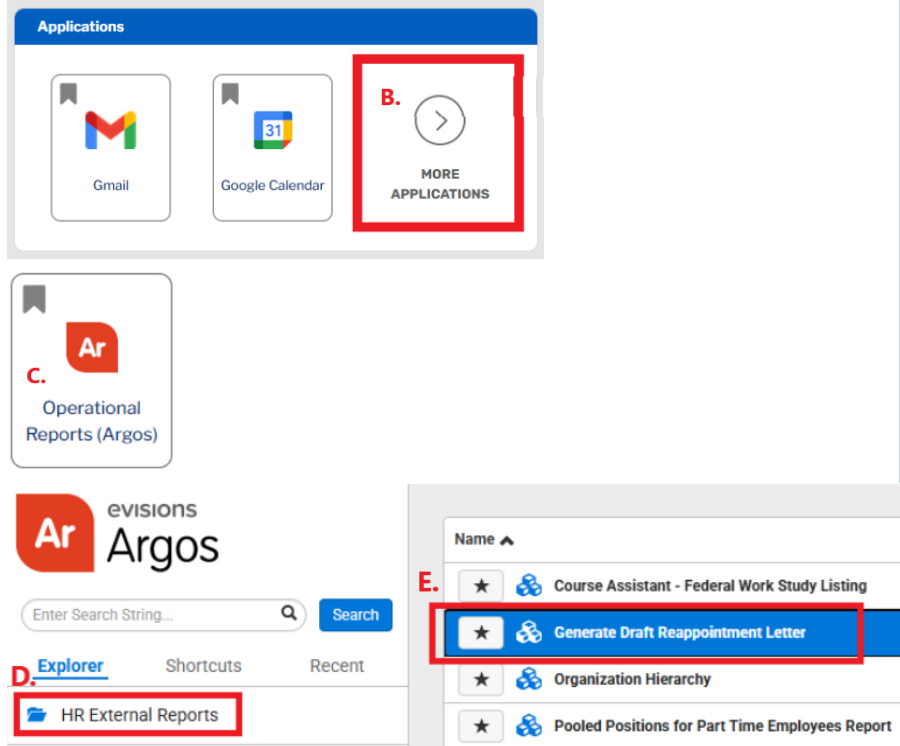
Step 3: Save the ePAF

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)

A. Navigate to the Employee Portal
B. Click **More Applications**
C. Navigate to **Operational Reports (Argos)**
D. Click **HR External Reports**
E. Click **Generate Draft Reappointment Letter.**

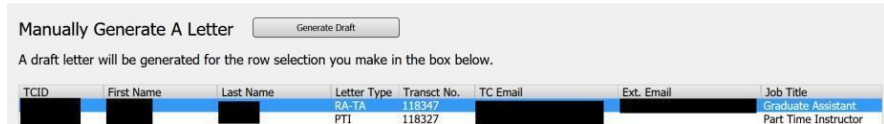A listing of all ePAFs that you have created that are in Waiting and Pending status will show.

Applications

Gmail   Google Calendar   **B.** MORE APPLICATIONS

C. Operational Reports (Argos)

evisions Argos

Enter Search String...   Search

D. Explorer   Shortcuts   Recent

HR External Reports

Name ⌃
★ Course Assistant - Federal Work Study Listing
E. ★ **Generate Draft Reappointment Letter**
★ Organization Hierarchy
★ Pooled Positions for Part Time Employees Report

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.

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	

Within the draft letter image:

DRAFT

02/20/2025

Dear [REDACTED],

We are pleased to appoint you to teach in the Hall and Oates Program. This letter serves as your official appointment which will commence on **05/19/2025** and end on **06/29/2025**, for **Summer 2025**. See the academic calendar for course dates.

Salary & Benefits Information

Title: Community Teacher of Yacht Rock
Course: Hall and Oates Course
Compensation: $4,321.00
This salary is contingent upon at least 30 hours of class time.
Pay-cycle: 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

The 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 Summer 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,

[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	