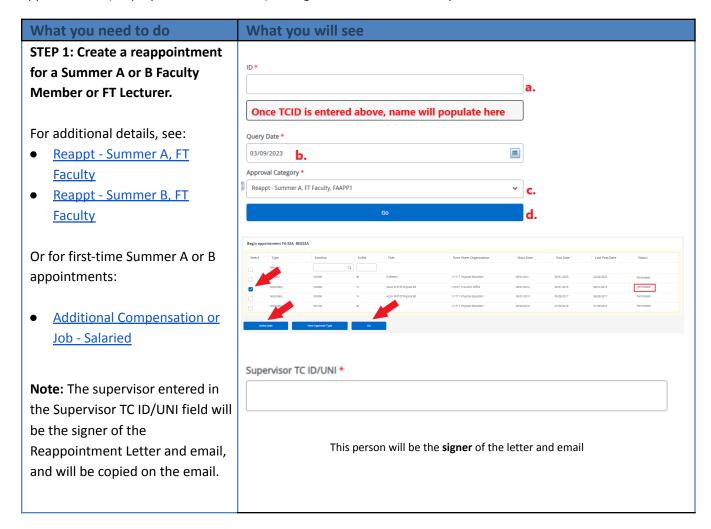# Auto - Generate (Re)appointment Letters for Faculty Summer A/B

The instructions below detail the steps required to generate a letter for Summer A or B Faculty and FT Lecturer appointments (employee classes 20 & 25). 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 Summer A or B Faculty Member or FT Lecturer. For additional details, see: • Reappt - Summer A, FT Faculty • Reappt - Summer B, FT Faculty Or for first-time Summer A or B appointments: • Additional Compensation or Job - Salaried **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 * 03/09/2023 **b.** Approval Category * Reappt - Summer A, FT Faculty, FAAPP1 ▾ **c.** [Go] **d.** Begin appointment FA-SSA, BEGSSA (table: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, Status) [Active Jobs] [Next Approval Type] [Go] Supervisor TC ID/UNI * _____ This person will be the **signer** of the letter and email

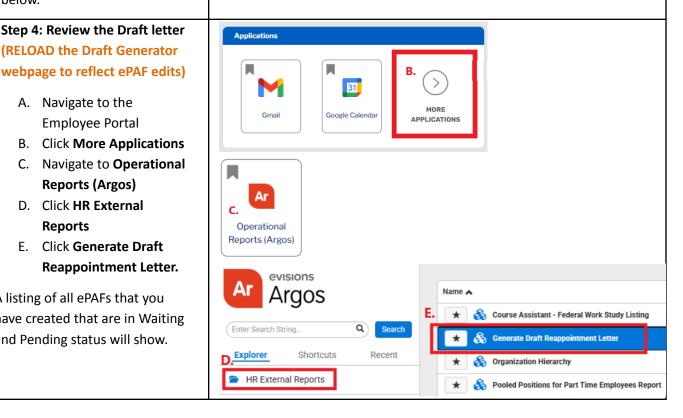|	
STEP 2: Enter the Subject, Course, Section and Job Title in the comments section. **COURSE=yyyyy;** **SECTION=zzzzzz;** **SUBJECT=xxxxxx;** **TITLE=xxxxxxx;** Information between = and ; will show on the letter. **Note:** You can put other text in the comments. Only the information between = and ; will be included on the letter. The rest will be ignored. If you make an error, you can enter a new comment to update any of the subject, course, section, or title.	Comments COURSE=Course 1.24; SECTION=Section 2; SUBJECT=Math; TITLE=Professor B; Remaining Characters : 3929
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)** 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.** Ar 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: RA-TA / Transct No. 118347 / TC Email / Ext. Email / Job Title: 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**	**Teachers College** COLUMBIA UNIVERSITY **DRAFT** 02/21/2025 Department of Health Studies Dear ▉, I am pleased to report that you have been assigned to teach the following course in Summer Session B: Subject: Math Course: Course 1.24 Section: Section 2 The salary of $7,777.00 for the period stated. Please note that for Faculty and Lecturers summer courses require a minimum of 24 points. your summer course commences with less than 24 points you will have the option to cancel the course or continue on a pro-rated basis. After the add/drop period, if enrollment is less than 24 points the Provost's office will automatically pro-rate your summer salary. Summer Session B salary is paid on **07/07/2025** and **08/15/2025**. Best regards, Sincerely, Associate Provost ▉@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.	