

## Auto - Generate (Re)appointment Letters for PT Instructors - SSB9

The instructions below detail the steps required to generate a letter for a semester-based (re)appointment for 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																																																		
<p><b>STEP 1: Create a reappointment for a PT Instructor.</b></p> <p>For additional details, see:</p> <ul style="list-style-type: none"> <li><a href="#">Reappt – Sem. Based, PT Instructional</a></li> </ul> <p>Or for additional PT Instructor appointments:</p> <ul style="list-style-type: none"> <li><a href="#">Additional Job or Compensation - Salaried, ADDJB1</a></li> </ul> <p><b>Note:</b> 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.</p>	<div> <p>ID *</p> <input type="text"/> <p><b>a.</b></p> <p>Once TCID is entered above, name will populate here</p> </div> <div> <p>Query Date *</p> <input type="text" value="03/03/2023"/> <p><b>b.</b></p> </div> <div> <p>Approval Category *</p> <input type="text" value="Additional Job or Compensation - Salaried, ADDJB1"/> <p><b>c.</b></p> </div> <div> <p>Go</p> <p><b>d.</b></p> </div> <div> <p>ID *</p> <input type="text"/> <p><b>a.</b></p> <p>Once TCID is entered above, name will populate here</p> </div> <div> <p>Query Date *</p> <input type="text" value="03/08/2023"/> <p><b>b.</b></p> </div> <div> <p>Approval Category *</p> <input type="text" value="Reappt - Sem Based, PT Instructional, PTIAPP"/> <p><b>c.</b></p> </div> <div> <p>Go</p> <p><b>d.</b></p> </div> <div> <p>Begin Appointment, BEGAP3</p> <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>MSDP07</td> <td>00</td> <td>Part Time Instructor</td> <td>111812, Comm, Media &amp; Learning Tech Design</td> <td>02/01/2011</td> <td>09/19/2018</td> <td>09/19/2018</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>MSDP08</td> <td>00</td> <td>PT HES, Other - Academic</td> <td>111851, Ctr for Tech &amp; School Change</td> <td>09/19/2018</td> <td>09/30/2018</td> <td>09/30/2018</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>MSDP09</td> <td>00</td> <td>Part Time Instructor</td> <td>111812, Comm, Media &amp; 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>MSDP10</td> <td>00</td> <td>Part Time Instructor</td> <td>111812, Comm, Media &amp; Learning Tech Design</td> <td>04/19/2022</td> <td>04/30/2022</td> <td>04/30/2022</td> <td>Terminated</td> </tr> </tbody> </table> <p>Active jobs   Select Appointment Type   Go</p> </div> <div> <p>Supervisor TC ID/UNI *</p> <input type="text"/> <p>This person will be the <b>signer</b> of the letter and email</p> </div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input checked="" type="checkbox"/>	Secondary	MSDP07	00	Part Time Instructor	111812, Comm, Media & Learning Tech Design	02/01/2011	09/19/2018	09/19/2018	Terminated	<input type="checkbox"/>	Primary	MSDP08	00	PT HES, Other - Academic	111851, Ctr for Tech & School Change	09/19/2018	09/30/2018	09/30/2018	Terminated	<input type="checkbox"/>	Primary	MSDP09	00	Part Time Instructor	111812, Comm, Media & Learning Tech Design	02/01/2017	04/30/2022	04/30/2022	Terminated	<input type="checkbox"/>	Secondary	MSDP10	00	Part Time Instructor	111812, Comm, Media & Learning Tech Design	04/19/2022	04/30/2022	04/30/2022	Terminated
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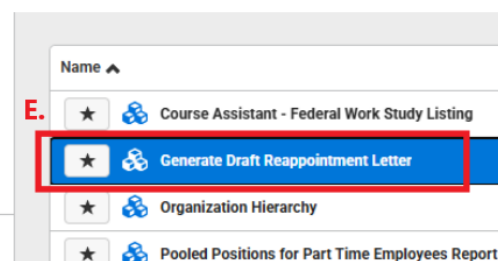
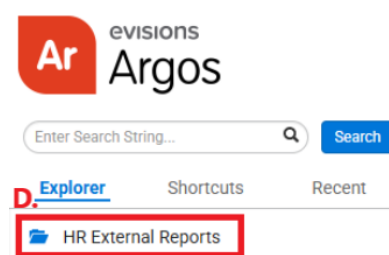
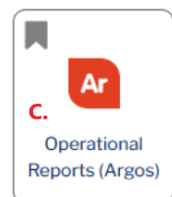
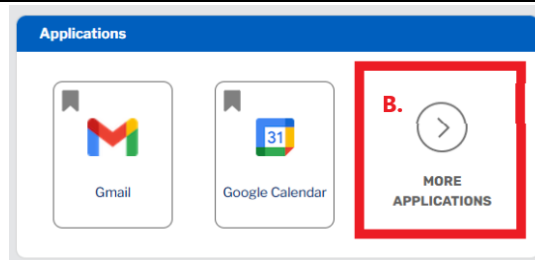
<p><b>STEP 2: Enter the Program and Course in the comments section.</b></p> <p><b>PROGRAM=xxxxx;</b>  <b>COURSE=yyyyy;</b>  <b>TITLE=xxxxxxx;</b></p> <p>Information between = and ; will show on the letter.</p> <p><b>Note:</b> You can put other text in the comments. Only the information between = and ; will be included on the letter. The rest will be ignored.</p> <p>If you make an error, you can enter a new comment to update either the program, the course, or both.</p>	<p>Comment</p> <div data-bbox="560 352 1414 514"> <p>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership;          COURSE=ORLD 4025: Facilitating Adult Learning;          TITLE=Part Time Instructor;</p> </div>
<p><b>OPTIONAL Step 2a: Activate alternate enrollment text for the department of Organization &amp; Leadership</b></p> <p>Enter <b>ORLSPECIAL;</b> in the comments field</p>	<p>Comment</p> <div data-bbox="560 1045 1414 1207"> <p>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership;          COURSE=ORLD 4025: Facilitating Adult Learning;          ORLSPECIAL;</p> </div>
<p><b>Step 3: Save the ePAF</b></p> <p><b>DO NOT SUBMIT</b> the ePAF until you have reviewed the Draft Reappointment Letter. See Step 4 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.



#### 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 Assist
			PTI	118327			Part Time Instru

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**

03/03/2025

Dear [REDACTED],

We are pleased that you will be teaching in the PT Instructor Test Program. This message is your letter of appointment, which will commence on **05/16/2025** and end on **06/30/2025**, for **Summer 2025**. See the academic calendar for 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: PT for SNL  
Course: PT Instructor Test Course  
Compensation: \$10,000.00  
The compensation includes a one-time additional pay of \$500 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.

#### 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. Note, exemption points are taxable after \$5,250, per IRS regulations. More information is available on the HR website.

#### 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. 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. The *Instructional Staff Guide*, which outlines various College policies, is available in the TC Employee Portal. You will gain access to the portal after completing the onboarding process. To locate the guide: Go to the **Employee Portal**. Navigate to the **Knowledge Article** section. In the search bar, enter **"Instructional Staff Guide."** You are expected to comply with all College policies.

#### 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. 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 TCT via the IT Support tile 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.

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,

[REDACTED]  
Manager

**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.