

# HELPFUL HINTS & RECOMMENDATIONS

## THINGS TO KEEP IN MIND WHEN COMPLETING THE *NOMINATION FORMS / PAFS*

### TOP PORTION

**ACTION CODES:** List the appropriate Action Code (refer to the enclosed instruction in the Updated Quick Reference Guide).

**Note:** When listing Actions on the top of the PAF, ensure that a change in Visa (DTA VSA) is listed before any other action such as reappointments, or rehires (REH REH, etc.)

**PREFIX:** Include the appropriate Prefix (Mr. / Ms. / Professor, etc.)

**SOCIAL SECURITY:** Ensure that the SS # on the PAF matches the SS # on all tax forms.

**ADDRESSES:** The Mailing and Home address must be complete including City/State/Zip Code and Country if relevant. If Home address is the same as the Mailing address, leave Mailing section blank.

**Note:** Ensure all addresses on tax forms match addresses on nomination forms / PAFs.



### PERSONAL INFORMATION

**BIRTH DATE:** Review your entry so that the year reflects the birth year and *not* the current year (e.g., 2012)

**ETHNICITY / RACE:** This field cannot be left blank on the *initial* hiring paperwork. Please Note that the “Not Disclosed” option can be selected as one of the options from the drop-down menu.

**MARITAL STATUS:** If Married, the date must be provided (mo/day/yr).



### WORK ELIGIBILITY

**VISA:** If not a U.S. citizen, the Visa type and expiration date must be indicated. If Permanent Resident, Visa Type is PR and no expiration date is required, however an “A” number is required.

**Note:** The Appointment / Comp Rate and date should not exceed the Visa expiration date.



### EDUCATION

**DEGREES:** All completed degrees must be listed. Degree abbreviations must be written after the degree (e.g., PhD, M.A., B.S., etc.). See examples on Nomination Forms.



### TENURE INFORMATION

**TENURE STATUS:** Faculty must have type of tenure identified.

For Officers of Research and Student Officers. Write “None” in the Tenure Information section.



### COMPLETE UNIVERSITY TITLE

**COMPLETE UNIVERSITY TITLE:** This section is required for Faculty and Officers of Research. Completion of this section is *not* required for Student Officers.



### POSITION / SALARY INFORMATION

**POSITION ENTRY DATE:** The Position Entry Date and the Appointment/ Comp Rate Effective Date must be the same. Additionally the dates must be the same date as the effective date on the top of the form.

**COMP RATE:** If the appointment is less than a year, the Comp Rate cannot equal the Annual Rate.

**APPT / COMP RT End Date – APPT / COMP RT Effective Date:** The Appointment/ Comp Rate End Date cannot be the same as the Appointment/ Comp Rate Effective Date.

**SALARY TYPE:** Only tenured faculty are NAANNL.

**Note:** All other faculty, Officers of Research and Student Officers are Contract and require Appointment/ Comp Rate End Date.

Student Officers are always Part-Time.





# COLUMBIA UNIVERSITY

## IN THE CITY OF NEW YORK

### FAST – How to Obtain a Position Number – Job Aid

To access PAC training information, go to <http://managers.hr.columbia.edu/tig>

#### Purpose:

The purpose of this job aid is to provide you with steps on how to obtain a position number for either a newly created position or an existing position in the University.

#### How do I obtain a position number for a new position?

STEP	ACTION	RESULT
<b>Work with your HR Client Manager or Provost Office/Faculty Affairs</b>	<p>If this is a new position, the position numbers are created by the HR Client Managers and provided to you by the Client Manager, generally during the JAC posting process.</p> <p>For Administrative Hire, work with your HR Client Manager to obtain the position number created for this job.</p> <p>For Academic Hires, contact the Provost Office or Faculty Affairs to obtain the position number.</p>	You have the position number for the new position.

#### How do I obtain a position number for an existing position via MSS?

STEP	ACTION	RESULT
<b>Access Manager Reporter in MSS</b>	If you have access to Manager Reporter in MSS, access this feature.	The Manager Reporter feature displays.
<b>Run a Position Management Report</b>	Select the prompts and run the report. If you do not have access to the reporter feature in MSS, you can obtain this report from the approver in your department who has access and can provide the report to you.	The existing positions for your department displays.



The position number indicates the job you are filling. As part of the hiring process, the employee that you are completing this transaction for was hired for that position. It is efficient to obtain the position number prior to entering data into the template.



**COLUMBIA UNIVERSITY**  
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**CU Business Titles for Faculty: Rules and Examples**

- Faculty have both unmodified and modified titles.

**CU Business Titles for Faculty: Unmodified Titles - Rules and Examples**

<b>Obtain the Position Description for the Faculty Member</b>	<p><b>Titles:</b></p> <p><u>Unmodified Professorial Titles:</u></p> <ul style="list-style-type: none"><li>• Assistant Professor of</li><li>• Associate Professor of</li><li>• Professor of</li></ul>
	<p><u>Visiting Professorial Titles:</u></p> <ul style="list-style-type: none"><li>• Visiting Assistant Professor of</li><li>• Visiting Associate Professor of</li><li>• Visiting Professor of</li></ul>
	<p><u>Adjunct Professorial Titles:</u></p> <ul style="list-style-type: none"><li>• Adjunct Assistant Professor of</li><li>• Adjunct Associate Professor of</li><li>• Adjunct Professor of</li></ul>
	<p><u>Named Unmodified Professorial Titles:</u></p> <ul style="list-style-type: none"><li>• Named Assistant Professor of</li><li>• Named Associate Professor of</li><li>• Named Professor of</li></ul> <p>Note: for named professorships, ensure that you use the full name of the professorship and not the word 'named.' Be sure to enter the full name in the CU Business Title field. Example below and see the last page of this job aid for a visual:</p> <ul style="list-style-type: none"><li>• <u>John Smith</u> Professor of Music</li></ul>
	<p><u>Unmodified Non-Professorial Titles:</u></p> <ul style="list-style-type: none"><li>• Instructor in</li><li>• Lecturer in</li><li>• Senior Lecturer in</li><li>• Associate in</li><li>• Assistant in (<b>CUMC Only</b>)</li></ul>
<b>Obtain the Position Department(s)</b>	<p><b>Examples include:</b></p> <ul style="list-style-type: none"><li>• Departments, such as Chemistry, Economics or Psychiatry</li><li>• Schools, such as Law or Business<ul style="list-style-type: none"><li>◦ <b>For faculty, only the department or school name is used.</b></li></ul></li></ul>
<b>Combine the Position Description and Department(s)/School(s) for the complete Business Title</b>	<p><b>Examples include:</b></p> <ul style="list-style-type: none"><li>• Assistant Professor of History</li><li>• Visiting Associate Professor of Journalism</li><li>• Adjunct Professor of Law</li><li>• Instructor in History</li><li>• Lecturer in Business</li><li>• Associate Professor of Genetics and Development</li><li>• Associate in Health Policy and Management</li></ul>





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**CU Business Titles for Faculty: Modified Titles - Rules and Examples, cont.**

**Obtain the Position Department(s)**

Examples include:

- Departments, such as Chemistry, Economics, Pharmacology, Psychiatry or Biostatistics
- Schools, such as Law, Business, Nursing or College of Dental Medicine
  - For modified titles, use the word ***Faculty*** when entering a school name in the title (Morningside and CUMC)
- Divisions, such as Finance or Film
- Disciplines, such as Mathematics or Chemistry

**Combine the Position Description and Department(s)/School(s) for the complete Business Title (adhere to any exceptions)**

Examples include:

- Associate Professor of Professional Practice in the Faculty of Journalism
- Professor of Professional Practice in Film in the Faculty of the Arts
- Associate in the Discipline of Chemistry in the Department of Chemistry
- Assistant Professor of Clinical Dental Medicine
- Associate Clinical Professor of Nursing
- Professor of Surgery at the New York-Presbyterian Hospital at the Columbia University Medical Center
- Instructor in Clinical Neurological Surgery
- Affiliate Physician in Obstetrics and Gynecology

**Named Professor example**

Work Location: Job Fields			
*Position Number:	10000186		<input type="checkbox"/> Override Position Data
Position Description:	Named Professor	Location Code:	01
Full/Part Time:	Full-Time	Department:	3480000
Job Code:	010100		

Default position description based upon the position number.

Complete University Title	
CU Business Title:	John Smith Professor of Music

The complete CU Business Title.



**COLUMBIA UNIVERSITY**  
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**CU Business Titles for Officers of Research: Rules and Examples**

Obtain the Position Description for the Academic Officer

**Titles:**

- Postdoctoral Research Fellow in the
- Postdoctoral Research Scientist in the
- Postdoctoral Research Scholar in the
- Associate Research Scientist in the
- Associate Research Scholar in the
- Research Scientist in the
- Research Scholar in the
- Senior Research Scientist in the
- Senior Research Scholar in the
- Staff Associate in the
- Senior Staff Associate in the
- Postdoctoral Residency Fellow in the **(CUMC Only)**
- Postdoctoral Clinical Fellow in the (may be used alone or with the Assistant in Clinical title) **(CUMC Only)**
  - If used with the Assistant in Clinical title, the format should be Postdoctoral Clinical Fellow in the (department); Assistant in Clinical (department)

Obtain the Position Department(s)

**Examples include:**

- Departments, such as Chemistry, Lamont-Doherty Earth Observatory, Dermatology or Epidemiology
- Schools, such as Law, Business, Nursing or College of Dental Medicine
  - **Use the word Faculty when entering a school name in the title (Morningside and CUMC)**
- Institutes, such as the Earth Institute or the Institute for Cancer Genetics
- Centers, such as the Center for Environmental Research and Conservation or the Herbert Irving Comprehensive Cancer Center

Combine the Position Description and Department(s)/School(s) for the complete Business Title

**Examples include:**

- Postdoctoral Research Fellow in the Department of Chemistry
- Associate Research Scholar in the Faculty of Law
- Postdoctoral Research Fellow in the Lamont-Doherty Earth Observatory
- Research Scholar in the Institute for Social and Economic Research and Policy
- Research Scientist in the Center for Environmental Research and Conservation
- Postdoctoral Research Scientist in the Department of Biochemistry and Molecular Biophysics
- Associate Research Scientist in the Department of Pathology and Cell Biology
- Adjunct Research Scientist in the Center for Radiological Research
- Postdoctoral Residency Fellow in the Department of Anesthesiology
- Postdoctoral Clinical Fellow in the Department of Surgery
- Postdoctoral Clinical Fellow in the Department of Neurology; Assistant in Clinical Neurology





COLUMBIA UNIVERSITY  
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**CU Business Titles for Faculty: Modified Titles - Rules and Examples**

Obtain the Position Description for the Faculty member

Titles:

Professional Practice: MORNINGSIDE ONLY

- Assistant Professor of Professional Practice in the Faculty of
- Associate Professor of Professional Practice in the Faculty of
- Professor of Professional Practice in the Faculty of

Note: for named professorships, ensure that you use the full name of the professorship and not the word 'named.' Be sure to enter the full name in the field. Example below:

- Robert Jones Professor of Professional Practice in the Faculty of

Exceptions:

- School of the Arts: Add the division to the title, such as the Film Division in the Faculty of the Arts. Example of a complete title format is, Professor of Professional Practice in Film in the Faculty of the Arts

In Discipline: MORNINGSIDE ONLY

- Lecturer in the Discipline of (Department) in the
- Senior Lecturer in the Discipline of (Department) in the
- Associate in the Discipline of (Department) in the

Note: for Named Lecturerships, ensure that you use the full name of the lecturership and not the word 'named.' Be sure to enter the full name in the field. Example below:

- Richard Gilbert Lecturer in the Discipline of (Department) in the Department/Faculty of

Exceptions:

- Business: Add the division to the title, such as the Management Division in the Faculty of Business. Example of a complete title format is, Senior Lecturer in the Discipline of Business in the Management Division in the Faculty of Business
- Engineering: Add the title assigned by the department, such as Electrical Circuits and Systems. Example of a complete title format is, Senior Lecturer in Electrical Circuits and Systems in the Department of Electrical Engineering
- Language Departments: Add the language that is taught, such as Arabic. Example of a complete title format is, Lecturer in Arabic in the Department of Middle East and Asian Languages and Cultures

Clinical Titles in Law

- Clinical Professor of Law