



## **Guidelines for Preparing Academic PAFs and Nomination Forms**

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I.

**INSTRUCTIONS**

August 12, 2009

TO: Departmental Administrators

FROM: Pearl Spiro  
Assistant Provost for Academic Appointments

SUBJECT: Updated Quick Reference Guide for Completing  
Nomination Forms

Action Reason Codes:

New appointment	HIR NEW
New appointment to second or third position	HIR MJB
Reappointment for which you cannot print a PAF (the person has not held an appointment for several years or has been terminated)	REH CNW
Reappointment to a second or third position for which you cannot print a PAF (the person has not held this appointment for several years or has been terminated)	REH MJB
Appointment of <u>new</u> Special Lecturer (the person's first position is considered "retiree," so PeopleSoft considers "Special Lecturer" appointment as a second position)	HIR MJB

Prefix:

If the person's title includes the word "professor"	Prof
If the person's title does not include the word "professor," but the person has a doctorate	Dr.
If the person's title does not include the word "professor," and the person does not have a doctorate	Mr./Ms. (do NOT use Miss/Mrs. for academic personnel)

Office Address:

Do not include city, state, and zip code if using campus address

Form will be returned if Mail Code and/or Check Sequence Number are missing.

Mailing Address/Home Address:

If mailing address and home address are the same, do not include mailing address. Just enter home address. Do not put "SAME" in mailing address.

If they are different, include both addresses.

Marital Status:

If not single, you must include marital status date (month/day/year).

Education:

List all the degrees that the person has earned. Please be sure to indicate the month and year of the degree if it will affect the person's appointment. For example, if a person being appointed as a postdoc received the degree in April 2009, please indicate the month so that the appointment can be processed. On the other hand, if a person being appointed Associate Professor earned the Ph.D. in 2003, you do not need to identify the month. PeopleSoft will default to June.

Identify the university from which the person received the degree, not the particular school: e.g., Columbia University, not Columbia University School of Law.

Identify the particular branch of larger systems from which the degree was earned. For example, if someone received a degree from Hunter College or from Stony Brook, the institution should be listed as CUNY, Hunter College or SUNY, Stony Brook.

Do not use abbreviations for institutions. For example, do not use MIT: write out Massachusetts Institute of Technology; do not use UCLA: write out University of California, Los Angeles.

Identify foreign institutions with the country in which they are located, even if it should be self-evident: e.g., Oxford University (UK), University of Tokyo (Japan), McGill University (Canada).

If the person's highest degree is only a high school diploma, you do not need to identify the high school. Simply indicate "High School Diploma" and the year it was earned.

IMPORTANT: In addition to the levels of education that PeopleSoft requires, you must indicate the actual degrees that a person has earned. Once you have printed the nomination form, please write in all the actual degrees next to the level of education printed on the form (e.g., Bachelors - B.A.), not next to the institution. This is very important for academic personnel. (See the attached sample of nomination form.)

Tenure Information:

Tenure information is required for all academic personnel (both full-time and part-time).

Faculty with appointments with tenure are "Tenured." Please enter the date in the box.

All full-time faculty who do not have tenure and who have unmodified titles (Instructor, Lecturer, Associate, Assistant Professor, Associate Professor, Professor) including those with "Visiting" titles are "Nontenured But On Track." No date should be entered.

All full-time faculty who have "clinical," "professional practice" or "in discipline" in their titles are "Other Nontenured." No date should be entered.

All part-time faculty are "Other Nontenured." No date should be entered.

Officers of research and student officers do not have tenure status. Please write "None" in the box. Do not use "Other Nontenured" for these groups.

Complete University Title:

Must be completed for all faculty and officers of research (NOT for student officers)

Position/Salary Information:

Use position number from the list provided by Human Resources. Please contact me if you need a title that is not on the list.

Be sure to complete "Position Entry Date," "Appt/Comp Rate Eff.Date," and Appt/Comp Rate End Date." All these dates should be the same as the "Eff Date" at the top of the nomination form. Please take special care with dates (e.g., 9/1/09-5/31/09 is not good).

"Appt Type" will be system generated so you do not need to complete this field.

You must provide both "Comp Rate" and "Annual Rate." (The TIG Calculator should **not** be used to calculate the "Comp Rate" for appointments of less than one month.)

Salary Type is "Contract" unless the person has tenure or is an officer of the libraries in which cases you should use "Naannl."

Full-Time/Part-Time status must be identified. All student officers are part-time.

August 12, 2009

TO: Departmental Administrators

FROM: Pearl Spiro,  
Assistant Provost for Academic Appointments

SUBJECT: **Updated Quick Reference Guide for Processing PAFs FOR FULL- TIME  
Academic Personnel Who Cannot Be Done by E-Comp**

I. REAPPOINTMENTS/SALARY INCREASES REQUIRING A PAF (assumes that you cannot reappoint the person by E-Comp but must use a PAF.)

1. Nontenured Faculty/Officers of Research/ Student Officers: Reappoint with/without a change in title and with/without a change in salary

DTA CNW only

(NO other codes are required to indicate a change in title or salary. Do not use DTA TTL and/or PAY ADJ)

2. Tenured Faculty:

Salary Increase: PAY ADJ

Change in Title: DTA TTL

II. COMMON TERMINATIONS:

Appointment ended	TER AEN
Resignation: Accepted position outside the University	TER APO
Resignation: Other personal	TER ROP
Resignation: Relocation	TER RLO
Normal Retirement	RET NOR
Retirement before 65	RET EAR

III. CHANGE IN STATUS FROM FULL-TIME TO PART-TIME.



1. Actions at Top of PAF:

TER and appropriate Action Code:

REH CNW

2. Record new appointment in usual way, making sure to change POSITION ENTRY DATE and TITLE EFFECTIVE DATE if the title is changing.

3. Terminate full-time appointment using TER and appropriate reason code with date of termination in Termination Box.

IV. COMMON LEAVES

Exemption from Teaching Duties (with salary)	PLA EXM
Exemption from Teaching Duties (without salary)	LOA EXM
Research Leave (with salary)	PLA RSR
Research Leave (without salary)	LOA RSR
Sabbatical Leave (with salary)	PLA SAB
Sabbatical Leave (without salary)	LOA SAB
Parental Workload Relief (FMLA/with salary)	PLA FPR
Parental Workload Relief (with salary)	PLA PWR
Parental Workload Relief (FMLA/without salary)	LOA FPR
Parental Workload Relief (without salary)	LOA PWR
Personal (FMLA/with salary)	PLA FPL
Personal (with salary)	PLA PER
Personal (FMLA/without salary)	LOA FPL
Personal (without salary)	LOA PER
Non-occupational disability (FMLA/with salary)	PLA FNO
Non-occupational disability (with salary)	PLA NOC
Non-occupational disability (FMLA/without salary)	LOA FNO
Non-occupational disability (without salary)	LOA NOC
Parental care (FMLA/with salary)	PLA FIC
Parental care (with salary)	PLA INF
Parental care (FMLA/without salary)	LOA FIC

Parental care (without salary)	LOA INF
Long-term disability (with salary)	PLA LTD
Long-term disability (without salary)	LOA LTD
Lapse of funding	LOA FND
Public Service	LOA PUB

V. RETURN FROM LEAVE RFL LOA

PAFs must be submitted to return people from leave as of January 1 and of July 1.

For people on leave with full salary or on leave without salary the PAF simply needs to indicate RFL LOA.

For people who are on leave with partial salary, in addition to indicating "RFL LOA," you must also

For tenured faculty:

1. Change COMP RATE and ANNUAL RATE
2. Update (if necessary) FULL BASE SALARY
3. Change APPT/COMP RATE EFF DATE
4. In Leave Box indicate RFL LOA and actual return date

Example: Person is currently on sabbatical leave for entire year at \$30,000, assuring that the person would earn \$60,000 annually if he/she was not on leave.

The PAF currently shows

COMP RATE - 30,000  
ANNUAL RATE - 30,000  
FULL BASE SALARY - 60,000

APPT/COMP RATE EFF DATE: 7/1/09

LEAVE ACTION: PLA  
ACTION REASON CODE: SAB

LEAVE BEGIN DATE: 7/1/09  
LEAVE END DATE: 6/30/10  
EXPECTED RETURN: 7/1/10

PARTIAL PAY: Yes

- 1.) Submit the PAF showing 7/1/10 RFL LOA and 7/1/10 PAY ADJ as Action Codes/Action Reasons
- 2.) Change the COMP RATE and the ANNUAL RATE to the full base salary the person is to receive starting 7/1/10 (e.g. increase to \$70,000)
- 3.) Change APPT/COMP RATE EFF DATE to 7/1/10
- 4.) In Leave Box indicate RFL LOA and actual return date 7/1/10

For nontenured faculty/officers of research:

1. Change COMP RATE and ANNUAL RATE
2. Change APPT/COMP RATE EFF DATE
3. Change APPT/COMP RATE END DATE
4. Update FULL BASE SALARY
5. In Leave Box indicate RFL LOA and actual return date

Example: Person is currently on a leave for one semester at \$15,000 (1/1/10 - 6/30/10), assuming that the person would earn \$60,000 annually if he/she was not on leave.

The PAF currently shows

COMP RATE 15,000  
ANNUAL RATE - 30,000  
FULL BASE SALARY: 60,000

APPT/COMP RATE EFF DATE: 1/1/10  
APPT/COMP RATE END DATE: 6/30/10

LEAVE ACTION: PLA  
ACTION REASON CODE: RSR

LEAVE BEGIN DATE: 1/1/10  
LEAVE END DATE: 6/30/10  
EXPECTED RETURN DATE: 7/1/10

PARTIAL PAY: Yes

- 1.) Submit the PAF showing 7/1/10 RFL LOA and 7/1/10 DTA CNW as Action Codes/Action Reasons.
- 2.) Change the COMP RATE and the ANNUAL RATE to the full base salary the person is to receive starting 7/1/10 (e.g. increase to \$70,000)
- 3.) Change APPT/COMP RATE EFF DATE to 7/1/10
- 4.) Change APPT/COMP RATE END DATE to 6/30/11
- 5.) In Leave Box indicate RFL LOA and actual return date 7/1/10

VI. PROCESSING LEAVES

1. *Leave with Full Salary:* Indicate leave action and action reason code both at the top of the PAF and in the "Leave of Absence" box and check "No" for partial pay. In comments box indicate "LEAVE SALARY = xx."

EXAMPLE: one semester sabbatical leave assuming annual salary = \$60,000

COMP RATE - 60,000  
ANNUAL RATE - 60,000  
FULL BASE SALARY: 60,000

LEAVE ACTION - PLA  
ACTION REASON CODE - SAB

LEAVE BEGIN DATE: 7/1/10  
LEAVE END DATE: 12/31/10

PARTIAL PAY: No

[In Comments Box - "Leave salary = \$30,000." This information is for Provostial records.]

2. *Leave without Salary:* Indicate leave action and action reason code both at the top of the PAF and in the "Leave of Absence" box and check "No" for partial pay. In comments box indicate "LEAVE SALARY = 0."

EXAMPLE: Leave without salary for entire year, assuming annual salary = \$60,000

COMP RATE - 60,000  
ANNUAL RATE - 60,000  
FULL BASE SALARY - 60,000

LEAVE ACTION - LOA  
ACTION REASON CODE - RSR

LEAVE BEGIN DATE: 7/1/09  
LEAVE END DATE: 6/30/10

PARTIAL PAY: No

[In Comments Box - "Leave salary = 0." This information is for Provostial records.]

3. *Leave with Partial Salary:* COMP RATE and ANNUAL RATE need to reflect partial salary, FULL BASE SALARY needs to reflect full salary if person was not on leave, and APPT/COMP RATE END DATE need to be confirmed in addition to leave information itself being provided.

EXAMPLE 1: Sabbatical leave for entire year (\$30,000), assuming that the person would earn \$60,000 annually if he/she was not on leave.

COMP RATE - 30,000  
ANNUAL RATE - 30,000  
FULL BASE SALARY: 60,000

APPT/COMP RATE EFF DATE: 7/1/09

LEAVE ACTION: PLA  
ACTION REASON CODE: SAB

LEAVE BEGIN DATE: 7/1/09  
LEAVEENDDATE: 6/30/10

PARTIAL PAY: Yes

[In Comments Box - "Leave Salary = \$30,000." This information is for Provostial records.]

EXAMPLE 2: Nontenured faculty member/officer of research is on a Research Leave at partial salary (\$15,000) for one semester, assuming that the person would receive \$60,000 annually if he/she were not on leave.

COMP RATE - 15,000  
ANNUAL RATE - 30,000  
FULL BASE SALARY - 60,000

APPT/COMP RATE EFF DATE: 7/1/09  
APPT/COMP RATE END DATE: 12/31/09

LEAVE ACTION: PLA  
ACTION REASON CODE: RSR

LEAVE BEGIN DATE: 7/1/09  
LEAVE END DATE: 12/31/09

PARTIAL PAY: Yes

[In Comments Box - "Leave Salary = \$15,000." This information is for Provostial records.]

#### VII. COMMON PERSONAL CHANGES:

Update Social Security number: DTA SSN

Update Visa information: DTA VSA

If the visa information is changing, DTA VSA should be the first ACTION/REASON put on the PAF to ensure proper processing.

Update Education information: DTA EDU

Change in Tenure Status:

No Effective Date, Action Code or Reason Code required at top of PAF. Just complete "Tenure Information" Box.

Tenure requires Tenure Effective Date

Officers of research, officers of the libraries, and student officers do not have tenure status. Tenure code should be "None."

#### VIII. ORDER OF ACTION CODES AT TOP OF PAF:

1. Personal changes (DTA VSA, etc.)
2. Reappointment/Title/Salary (DTA/CNW, DTA TTL (only for tenured faculty and officers of the libraries); PAY ADJ (only for tenured faculty)
3. Leaves

#### 4. Terminations

### IX. GENERAL REVIEW BEFORE SUBMISSION:

Please check the PAFs you are submitting to make sure that they contain all the necessary information.

1. CITIZENSHIP: Please make sure that Citizenship is properly recorded.
  - a) If the person has a visa, "U.S. Citizen" field should show as "N." There should be a visa type and visa expiration date.
  - b) If the person is a Permanent Resident, "U.S. Citizen" field should show as "N." Please be sure that the "A" number is recorded.
2. EDUCATION: Please be sure that educational information is indicated on the PAF. PAFs missing this information will be returned.
  - a) If "Education" box is blank, please provide highest degree, institution, and date.
  - b) Please check "Institution" to confirm that it is a legitimate college or university. You do not need to change "Harvard Undergraduate" to Harvard University. The Education tables in PeopleSoft are being updated, and corrected information will populate these fields shortly. You do need to fix such entries in the "Institution" field as "Tuxedo Park Middle School," "Allentown Hospital," etc.
3. COMPLETE UNIVERSITY TITLE: Please make sure that the title is current and free of typos. *(Please refer to the Title Job Aids in the appendix)*

Please remember to consult the TIG for a more detailed explanation and for less frequently used codes.

August 12, 2009

**TO:** Departmental Administrators

**FROM:** Pearl Spiro  
Assistant Provost for Academic Appointments

**SUBJECT:** Quick Reference Guide for Processing PAFs for Part-Time Academic Personnel  
Who Cannot Be Done by Roster

**I. ORDER OF ACTION CODES AT THE TOP OF PAF:**

1. Personal changes (DTA VSA, etc.)

If the visa is being extended or is changing, DTA VSA should be the first ACTION/ REASON listed on the PAF to ensure proper processing.

2. Other changes in personal information (e.g., Social Security number, marriage date).  
All campus address changes should be done via the Web, not by PAF.
3. Terminate casual position and rehire into academic appointment (TER AEN, REH REH)

4. Reappointment/Title/Salary

DTA/CNW (if no break in service)

REH CNW (if person is already terminated)

**II. ACTION CODES FOR COMMON PERSONAL CHANGES:**

Update Social Security number: DTA SSN

Update Visa information: DTA VSA

Update Education information: DTA EDU

Change in Tenure Status: No Effective Date, Action Code or Reason Code needed

**III. ACTION CODES FOR REAPPOINTMENTS WITH/WITHOUT A CHANGE IN TITLE  
AND WITH/WITHOUT A CHANGE IN SALARY (assumes that you cannot reappoint  
the person by roster but must use a PAF. See my instructions for roster processing.)**

1. Nontenured Faculty, Officers of Research, and Student Officers



**DTA CNW:** should be used only if there is no break in service, and if the nontenured faculty member, officer of research, or student officer has not yet been terminated.

No other codes are required to indicate a change in title or salary. Do not use DTA TTL, PAY ADJ, or PRO/PRO.

**REH CNW:** should be used if there is a break in service or if the person has already been terminated.

No other codes are required to indicate a reappointment with/without a change in title or salary. Do not use DTA TTL, PAY ADJ, and/or PRO/PRO.

2. Tenured Faculty (with multiple appointments):

Change in Salary: PAY ADJ  
Change in Title: DTA TTL

IV. ACTION CODES TO TERMINATE CASUAL EMPLOYMENT AND APPOINT TO ACADEMIC POSITION

1. TER AEN
2. REH REH

V. COMPLETION OF POSITION/SALARY INFORMATION

1. Changes of Title and Position and/or Administrative Department

a. Update Position Number

b. If the person is remaining in your department, update POSITION ENTRY DATE and TITLE EFFECTIVE DATE.

c. If the person is changing departments but the title is remaining the same, update ADMINISTRATIVE DEPARTMENT CODE, ADMINISTRATIVE DEPARTMENT NAME, POSITION NUMBER, and POSITION ENTRY DATE. TITLE EFFECTIVE DATE does not change.

2. Update APPT/COMP RATE EFF DATE and APPT/COMP RATE END DATE

3. Update COMP RATE and ANNUAL RATE using TIG calculator, as needed. (Do not use the TIG calculator if the duration of the appointment is less than one month.)

4. Confirm full-time/part-time status

5. Change Salary Type from NAHRLY to CNTRCT if the person is switching from casual to an officer appointment.

6. Update Tenure Status

All part-time faculty: OTHER NONTENURED

All officers of research and student officers: NONE

## VI. GENERAL REVIEW BEFORE SUBMISSION

Please check the PAFs you are submitting to make sure that they contain all the necessary information.

### 1. CITIZENSHIP:

Please make sure that Citizenship is properly recorded. The individual must have completed a new 1-9 if you are changing the visa information.

- a) If the person has a visa, "U.S. Citizen" field should show as "N." There should be a visa type and visa expiration date.
- b) If the person is a Permanent Resident, "U.S. Citizen" field should show as "N." Please be sure that the "A" number is recorded.

### 2. EDUCATION:

Please be sure that educational information is indicated on the PAF. PAFs missing this information will be returned.

- a) If "Education" box is blank, please provide highest degree, institution, and date. If the degree is from a foreign institution; be sure to indicate the country.
- b) Please check "Institution" to confirm that it is a legitimate college or university. You do not need to change "Harvard Undergraduate" to Harvard University or to indicate the foreign institution from which the person received the degree. The Education tables in PeopleSoft are being updated, and corrected information will populate these fields shortly. You do need to fix such entries in the "Institution" field as "Tuxedo Park Middle School," "Allentown Hospital," etc.

### 3. COMPLETE UNIVERSITY TITLE: Please check to make sure it is current and free of typos.

Please remember to consult the TIG for a more detailed explanation and for less frequently used codes.

## SAMPLE

PLEASE BE SURE TO READ BEFORE COMPLETING APPOINTMENT  
PAPERWORK. USE CURRENT DATES WHEN COMPLETING PAPERWORK.

August 5, 2011

TO: Departmental Administrators and Academic Departmental Administrators

FROM: Pearl Spiro  
Associate Provost for Academic Appointments

SUBJECT: Personnel Forms for Fall Appointments

With the implementation of semi-monthly paychecks and the new Labor Accounting system, the ability of departments to submit the forms for part-time and student officers of instruction and research to meet the HRPC deadlines will determine whether these people will start receiving checks on September 15 or September 30. The HRPC cannot process individual pages of department rosters, but needs all of the pages for a particular department before entering the information into PeopleSoft. Those units which submit their rosters and forms through a dean or executive vice president should complete them even earlier to ensure that they are processed in time. Since the submission of the electronic transactions and paperwork will determine when people receive their first check, departments and schools should notify their faculty and student officers when they can expect their first paycheck.

To ensure that I have sufficient time to approve appointments and meet the HRPC Mail Closing Dates for the September 15 and September 30 payrolls, please note the following dates:

### **Deadlines for September 15 Payroll**

Departments wanting to meet the deadline for the September 15 payroll must submit all of their rosters, nomination forms, PAFs, and FAST transactions to me by **Tuesday, September 6**. Joe Werst in the Arts and Sciences has requested that those departments wanting to meet the September 15 payroll should submit all forms and especially rosters to them by **Wednesday, August 31**.

### **Deadlines for September 30 Payroll**

Departments wanting to meet the deadline for the September 30 payroll must submit all of their rosters, nomination forms, PAFs, and FAST transactions to me by **Tuesday, September 20**. All appointments processed after that date for people who appeared on the rosters must be submitted on PAFs. Joe Werst has requested that they receive all forms and especially rosters for the September 30 payroll by **Tuesday, September 13**.

### **Recertification by Roster**

The format of the rosters is the same as last year. As in the past, to expedite processing the rosters for the period 9/1/11 - 12/31/11 have been printed on green paper, and those for the period 9/1/11 - 5/31/11 are on yellow paper.

The procedures to recertify your part-time officers of instruction and your student officers for the 2011 - 2012 academic year or for Fall 2011 are also similar to those used last year.

Attached are two rosters, one for officers of instruction and one for student officers, who held an appointment during the 2010 - 2011 academic year or during Summer 2011 in your department or school. Such people who are currently working on the casual payroll or who held an appointment in Summer Session 2011 should also appear on your roster. Please contact me if your rosters are missing people before preparing PAFs.

The same rules will apply to these rosters as did to the ones you received last year:

- The rosters should be used to reappoint for the period indicated in the heading of the roster. Depending on the appointment cycle in your school or department, you are receiving rosters for the 9/1/11 -5/31/12 period and/or the 9/1/11 -12/31/11 period. You can use the roster only to reappoint for the period noted in its heading. PAFs must be submitted if the new appointment covers any other period of time.
- Please indicate the new title on the line marked "New Title," and enter the position number for the new title. You do not need to restate the title or the position number if it remains the same.
- The definitions for the codes used on the roster are also the same as in the past. All the names on the roster must have a code placed next to them:

R - reappoint for the period indicated in the heading on the roster. You must provide both "New Comp Rate" and "New Annual Rate."

P - process by PAF submitted with the roster.

E - terminate with Term Action Reason TER AEN on 9/01/11. Use of this code will terminate the current appointment. Do not use "E" if the termination type is not AEN, or if the "Appt/Comp Rate End Date" is prior to August 31, 2011. If you can use "E" on the roster, you do not need to submit a PAF.

T - to keep terminated: use this code if the person should remain terminated and not be reappointed for the Fall term or for the 2011 - 2012 academic year. Do not use "T" to terminate an active appointment by roster.

U - unknown: if an individual who does not hold an appointment in your school or department has been erroneously included on your roster. Please contact me immediately if such a person appears on your roster.

Do not write the names of any officers who are not already on the rosters. Individuals who have been omitted from the rosters or mistakenly included on the wrong roster must be recertified by PAF even if you only want to reappoint them.

You no longer need to provide 1-9 information on the roster. You can ignore the line on the roster requesting this information. Please see the section "Citizenship Information and 1-9 Forms" on page 6 below for further important information.

You may process the pages of the rosters individually or together. In either case, you should sign each completed page and forward it to me. Even if you do not wish to use the rosters, you must return all your

roster pages to me **no later than September 6** for the September 15 payroll and by **September 20** for the September 30 payroll. The HRPC needs them for proper control.

If, as a result of a subsequent review, the entry for any officer whom you want to recertify by the roster needs to be changed, the notation in the action column will be changed to "E" or "T" and you will be asked to prepare a PAF. Such a PAF should be labeled "SUPERCEDES ROSTER ENTRY."

You should not submit the PAFs of officers whom you are recertifying by roster. Once you have submitted your rosters, do not print a PAF to initiate any change in PeopleSoft until the rosters are updated. You must use the PAF generated from the roster for any additional modification. Otherwise the person will not be paid properly.

#### Recertification by PAF

You should enter "P" under the ACTION column on the roster and submit a PAF if you need to make any changes other than to reappoint at the same title or appoint to a new title, terminate with a Term Type TER AEN, or keep terminated.

Do not make the changes on the roster itself. A PAF will be required for any of those officers if you intend:

1. to reappoint through a date other than that shown on the roster;
2. to reappoint at zero salary;
3. to terminate an appointment with a termination code other than TER AEN;
4. to reappoint people whose visas have been extended;
5. to reappoint an officer of administration to an academic position (the PAF for the previous academic position should be obtained from the person's administrative department) ;
6. to reappoint people whose names do not appear on the roster (either because their last appointment predated July 1, 2010 or because of some programming omission); or
7. to change any of the personal information (other than addresses and phone numbers which must be submitted via the Web).

Nobody working in the United States should be reappointed with a "dummy" number, either by roster or by PAF. Please check that everyone being reappointed has a real Social Security number in PeopleSoft. Once the Social Security card has been issued, the PAF needs to be updated with the actual Social Security number. A copy of the person's Social Security card and new tax forms with the Social Security number must accompany the PAF. Paperwork for anyone working in the United States who is reappointed with a "dummy" Social Security number will be returned to you.

You will also need to submit PAFs foreign citizens on the rosters with visa expiration dates before December 31, 2011 or May 31, 2011 (depending on the roster heading). Those officers who have received visa extensions need to complete new 1-9 Forms, and you should update the PAF with the new visa expiration date and new type of visa (if applicable) and attach copies of the relevant paperwork. If the

Department of Homeland Security has not extended an officer's visa, the appt/comp rate end date cannot be later than the visa expiration date. In those cases where the officer has applied for the extension but Homeland Security has not acted, you should contact me, or Joe Werst in the Arts and Sciences, for instructions.

While you will not be able to use the rosters to recertify some of your officers, it will nonetheless be in your interest to submit their PAFs at the same time as the rosters. If you do, you must sign the PAFs as well as the rosters.

#### FAST Transactions

If you use FAST for new appointments, please follow the instructions provided by Human Resources. Please note the following to ensure that PeopleSoft contains accurate data:

- always put a period after the middle initial of the name;
- be careful when choosing educational institutions since many have similar names;
- for student officers only who received degrees from foreign universities or from US schools not on the list provided by PeopleSoft, please indicate the institutions from which they received their degrees in the "Comments" area; and
- include Complete University titles for all faculty and officers of research; leave that field blank for student officers.

#### Current Casual Employees Who Need to Be Reappointed as Academic Officers

People who were officers of instruction or research or who were student officers during the 2010 - 2011 academic year who are currently working on the casual payroll should appear on your roster. You do not need to submit a PAF terminating their casual position if you reappoint them by roster. Use of the "R" code on the roster will terminate their casual position and reappoint them as officers effective September 1, 2011.

You will need to submit a PAF for people who are currently working on the casual payroll 1) who were officers of instruction or student officers during the 2010 - 2011 academic year but whom you cannot appoint by roster for the reasons mentioned above in the section entitled "Recertification by PAF," or 2) who did not hold appointments as officers of instruction or research or student officers during the 2010 - 2011 academic year. The PAF showing their casual status should be modified as follows to reflect the change from casual to semi-monthly payroll:

- |                          |  |
|--------------------------|--|
| a. Action Codes at Top:  | 1) 9/1/11 TER AEN<br>2) 9/1/11 REH REH (please note this code) |
| b. Position Entry Date:  | 9/1/11   |
| c. Title Effective Date: | 9/1/11   |
| d. Title:                | Change from Short-Term Casual to proper academic title         |
| e. Salary Type:          | Change from Hourly to Contract                                 |

f. Termination:

Action TER Action Reason AEN Eff Date: 9/1/11

You should complete the fields relating to the academic appointment: comp rate, appt/comp rate effective date, appt/comp rate end date, annual rate, and full base salary. Please also be sure that the personal information such as citizenship, education, and tenure status is complete and accurate. For faculty and officers of research, please include the Complete University Title. (Student officers do not need the Complete University Title completed on their forms.) The PAF will be returned to you if any of this information is missing.

All additional work done by these people once their appointments as officers are effective September 1, 2011 must be submitted as additional compensation. They must not be paid on the casual payroll.

#### Citizenship Information and 1-9 Forms

The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees complete the 1-9 Form by the first day of work. The University is liable to substantial fines from the Department of Homeland Security if it is not in compliance with the law.

The procedures for completing 1-9 Forms distributed by Human Resources should be followed. All faculty, officers of research, and student officers, whether or not they are U.S. citizens, should go to 210 Kent or to the 4<sup>th</sup> Floor Studebaker to complete their 1-9 Forms.

New I-9s will also be required for foreign citizens who are being reappointed if their visas will expire before the end of the proposed period of appointment. If Homeland Security has not extended an officer's visa, the appt/comp rate end date cannot be later than the visa expiration date. New 1-9 Forms are required for U.S. citizens and permanent residents with breaks in service of more than one year when the 1-9 Form was signed more than three years ago. In other words, as long as a person returns to work within three years of signing an 1-9, they do not need to complete a new form. The same applies to non-citizens who are not permanent residents if the original authorization to work has not expired during the break in service.

With the introduction of electronically prepared 1-9 Forms, you no longer need to provide the date that the 1-9 Form was signed if the existing 1-9 Form on file is still valid. You will need to attach the documents for foreigners that were listed in the instructions from Human Resources if a new 1-9 was completed. The office of the appropriate dean or executive vice president will check that individuals needing a new 1-9 have indeed completed one.

#### Ethnic and Racial Classification of Employees

Please refer to the e-mail that Human Resources distributed on April 6, 2010 for information about the U.S. Department of Education rules regarding the ethnic and racial classification of faculty, students, and staff. Attached to the e-mail is the paper self-identification form that all new employees should complete and from which you should obtain the information required for the nomination form. A copy of the self-identification form must be attached to the nomination form or PAF (for casuals' becoming officers).

#### New York State Labor Law Section 195(1)

To comply with the New York State Labor Law Section 195(1) all new faculty and officers of research (NOT student officers) who receive salary from the University, regardless of whether they are full-time or

part-time, and anyone switching from non-salaried to salaried positions must complete the "Notice and Acknowledgement of Wage Rate and Designated Payday Hourly Rate Plus Overtime" form before they can begin working. The original form must be attached to the nomination form, PAF, or FAST transaction for the appointment to be approved and sent to the HRPC. A copy of the form should be maintained in the department. Only those people who are newly hired or who did not hold faculty or officer of research appointments during the 2009 - 2010 academic year should receive and return the form.

#### Assignment of Inventions to Columbia University

Part-time officers of instruction do not need to complete the "Agreement to Assign to the University Inventions or Discoveries Conceived or Reduced to Practice in the Performance of Sponsored Projects." However, all full-time officers of instruction, full-time and part-time salaried officers of research, and student officers of research (Departmental Research Assistant, Graduate Research Assistant, Research Fellow, and GRA/Research Fellow) must complete the "Agreement to Assign to the University Inventions or Discoveries Conceived or Reduced to Practice in the Performance of Sponsored Projects." Such officers being appointed for the first time, those switching from part-time to full-time or from non-salaried to salaried appointments, or those who have not already signed an Agreement must complete the Agreement. Student officers switching from teaching appointments to research appointments must also sign the Agreement. No appointment should be processed until the department or school has received a completed Assignment Agreement. The original Assignment Agreement should be maintained in the departmental office. A copy of newly signed forms only should be attached to each nomination form or to the roster/PAF. Officers who have already completed an Assignment Agreement do not have to sign another one, nor do copies of Agreements already submitted need to be attached to the appropriate paperwork. The only exception relates to student officers switching from teaching appointments to research appointments. If they have completed the form previously, please indicate "IA" (no date required) on the PAF or next to their name on the roster.

Please refer to the memo dated April 14, 2010 from Provost Claude Steele for further information. The Invention Agreement itself is located at <http://spa.columbia.edu/forms/internalforms>. (For the time being you may continue to use forms addressed to Claude Steele.)

#### Curricula Vitae

In order for my office to maintain complete information about the educational background of academic personnel, please attach a copy of the *curriculum vitae* of all new officers of instruction and research to the nomination form and of those being promoted to the PAF. *Curricula vitae* are not needed for student officers.

It is crucial that you review the data in PeopleSoft to ensure that it is accurate and that people will receive correct checks in September. If you find any discrepancies with the information you submitted or if a record has not been updated within a reasonable interval, please contact the Help Desk. If you need further assistance, please feel free to contact Joe Werst in the Arts and Sciences (x46110), or me (x43813). Do not resubmit the PAFs with corrections until you have spoken to one of us.

If you have any questions about our procedures, do not hesitate to ask for a clarification from my office. If you are in the Arts and Sciences, you may call Joe Werst instead.

Thank you for your cooperation.



## II.

### SAMPLE NOMINATION FORMS

# NEW STUDENT APPOINTMENT WITH VISA



## COLUMBIA UNIVERSITY NOMINATION FORM

EFF. DATE ACTION REASON  
1. 9/1/2012 HIR NEW  
2.  
3.  
POSITION 1 OF TOTAL 1 POSITION(S)

DATE SUBMITTED 8/31/2012

NAME Prefix Ms - Ms Last, First Middle  Curie, Marie	Suffix	OFF. PHONE 212-123-4567	SOCIAL SECURITY NO. 123-45-6789
		RES. PHONE 718-123-4567	ADMIN. DEPT. NAME Chemistry
		FAX 212-123-4567	ADMIN. DEPT. CODE 3690000
		WORK LOCATION 1 - Morningside	

OFFICE ADDRESS *** Building Name	MAILING ADDRESS (Current)
MAIL CD. ****	CHK SEQ CD 36901
CITY STATE	CITY STATE
COUNTRY ZIP	COUNTRY ZIP
HOME ADDRESS (Permanent) *** Main Street	
CITY New City	STATE NY COUNTRY ZIP 122345

PERSONAL	WORK ELIGIBILITY U.S. CITIZEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female BIRTH DATE 5/10/1970	VISA TYPE F1
ETHNICITY/RACE 1 - White	EXPIRATION DATE 5/19/2013
MARITAL STATUS Single MIL. RPT. STATUS	PERM RES REG # A:
MARITAL STATUS DATE	

EDUCATION		
HIGHEST DEGREE G - Bachelor's Level Degree	INSTITUTION Columbia University	YEAR 2000
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR

TENURE INFORMATION	COMPLETE UNIVERSITY TITLE
<input type="checkbox"/> TENURE BEGIN DATE	
<input type="checkbox"/> TENURE OF TITLE BEGIN DATE	
<input type="checkbox"/> NON TENURED - ON TRACK	
<input type="checkbox"/> OTHER NON TENURED	

POSITION / SALARY INFORMATION		POSITION NUMBER Add Position #
POS. DEPT. CODE 3690000	COMP. RATES 3,369	ANNUAL RATES 4,720
POS. DEPT. NAME Chemistry	SALARY TYPE <input checked="" type="checkbox"/> CNTRCT Period Salary (with Appt/ Base Salary End Date)	
TITLE Teaching Assistant	<input type="checkbox"/> NAANL Annual Salary (without Appt/ Base Salary End Date)	
POSITION ENTRY DATE 9/1/2012	APPT./COMP. RATE EFF. DATE 9/1/2012	
APPT. TYPE Secretarial	APPT./COMP. RATE END DATE 5/19/2013	
	FT/PT Part Time	HOURS / WEEK
	BARG. UNIT	% EFFORT

LEAVE OF ABSENCE	
LEAVE ACTION	LEAVE REASON
LEAVE BEGIN DATE	LEAVE END DATE
PARTIAL PAY <input type="checkbox"/> YES <input type="checkbox"/> NO	

COMMENTS:
-----------

AUTHORIZATIONS / APPROVALS			
NAME	DATE	NAME	DATE
CHAIR / DIRECTOR		PROVOST	
NAME	DATE	NAME	DATE
VP / DEAN		HRPC	

# NEW STUDENT APPOINTMENT



## COLUMBIA UNIVERSITY NOMINATION FORM

EFF. DATE 1. 9/1/2012 ACTION HIR REASON NEW  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
POSITION 1 OF TOTAL 1 POSITION(S)

DATE SUBMITTED 8/31/2012

NAME Prefix Ms — Ms Suffix Last, First Middle  Daley, Marie	OFF. PHONE 212-123-4567 RES. PHONE 718-123-4567 FAX 212-123-4567 WORK LOCATION 1 — Morningside	SOCIAL SECURITY NO. 123-45-6789 ADMIN. DEPT. NAME Chemistry ADMIN. DEPT. CODE 3690000
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OFFICE ADDRESS ### Building Name	MAILING ADDRESS (Current)
MAIL CD. ####	CHK SEQ CD 36901
CITY STATE	CITY STATE
COUNTRY ZIP	COUNTRY ZIP
HOME ADDRESS (Permanent) ### Main Street	
CITY New City	STATE NY COUNTRY ZIP 122345

PERSONAL	WORK ELIGIBILITY U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female BIRTH DATE 5/10/1969	VISA TYPE
ETHNICITY/RACE 1 — White	EXPIRATION DATE
MARITAL STATUS Single MIL. RPT. STATUS	PERM RES REG # A:
MARITAL STATUS DATE	

EDUCATION		
HIGHEST DEGREE G — Bachelor's Level Degree	INSTITUTION Columbia University	YEAR 2000
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR

TENURE INFORMATION	COMPLETE UNIVERSITY TITLE
<input type="checkbox"/> TENURE BEGIN DATE	
<input type="checkbox"/> TENURE OF TITLE BEGIN DATE	
<input type="checkbox"/> NON TENURED - ON TRACK	
<input type="checkbox"/> OTHER NON TENURED	NONE

POSITION / SALARY INFORMATION		POSITION NUMBER Add Position #
POS. DEPT. CODE 3690000	COMP. RATES 3,540	ANNUAL RATES 4,720
POS. DEPT. NAME Chemistry	SALARY TYPE <input checked="" type="checkbox"/> CNTRCT Period Salary (with Appt./ Base Salary End Date)	
TITLE Teaching Assistant	<input type="checkbox"/> NAANL Annual Salary (without Appt./ Base Salary End Date)	
POSITION ENTRY DATE 9/1/2012	APPT./ COMP. RATE EFF. DATE 9/1/2012	
APPT. TYPE Secretarial	APPT./ COMP. RATE END DATE 5/31/2013	
	FT/PT Part Time	HOURS / WEEK
	BARG. UNIT	% EFFORT

LEAVE OF ABSENCE		
LEAVE ACTION	LEAVE REASON	
LEAVE BEGIN DATE	LEAVE END DATE	PARTIAL PAY <input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS:
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AUTHORIZATIONS / APPROVALS			
NAME	DATE	NAME	DATE
CHAIR / DIRECTOR		PROVOST	
NAME	DATE	NAME	DATE
VP / DEAN		HRPC	

PLEASE TYPE or USE COLORED INK



# NEW PART-TIME APPOINTMENT



## COLUMBIA UNIVERSITY NOMINATION FORM

EFF. DATE ACTION REASON  
1. 09/1/2012 HIR NEW  
2.  
3.

POSITION OF TOTAL POSITION(S)

DATE SUBMITTED 08/31/2012

NAME Prefix Prof — Professor Last, First Middle	Suffix	OFF. PHONE 212-123-4567	SOCIAL SECURITY NO. 123-45-6789
Stewart, Martha		RES. PHONE 646-123-4567	ADMIN. DEPT. NAME Economics
		FAX 212-123-4567	ADMIN. DEPT. CODE 3060000
		WORK LOCATION 1 — Morningside	

OFFICE ADDRESS ### Building Name	MAILING ADDRESS (Current)
MAIL CD. #####	CHK SEQ CD 30601
CITY	STATE
COUNTRY	ZIP

HOME ADDRESS (Permanent) ### Main Street, #1B	CITY New City	STATE NY	COUNTRY	ZIP 12345
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PERSONAL	WORK ELIGIBILITY	U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	VISA TYPE	
BIRTH DATE 04/20/1958	EXPIRATION DATE	
ETHNICITY / RACE* 1 — White	PERM RES REG # A:	
MARITAL STATUS* Single		
MARITAL STATUS DATE		

EDUCATION	INSTITUTION	YEAR
HIGHEST DEGREE 1 — Master's Level Degree	New York University	1980
DEGREE G — Bachelor's Level Degree	New York University	1977
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR

TENURE INFORMATION	COMPLETE UNIVERSITY TITLE
<input type="checkbox"/> TENURE	Adjunct Professor of Economics
<input type="checkbox"/> TENURE OF TITLE	
<input type="checkbox"/> NON TENURED - ON TRACK	
<input checked="" type="checkbox"/> OTHER NON TENURED	

POSITION / SALARY INFORMATION	POSITION NUMBER	Add Position #
POS. DEPT. CODE 3060000	COMP. RATES \$20,000	ANNUAL RATES \$26,666.67
POS. DEPT. NAME Economics	SALARY TYPE <input checked="" type="checkbox"/> CNTRCT	Period Salary ( with Appt/ Base Salary End Date )
TITLE Adjunct Professor	<input type="checkbox"/> NAANNL	Annual Salary ( without Appt/ Base Salary End Date )
POSITION ENTRY DATE 09/1/2012	APPT. / COMP. RATE EFF. DATE	09/1/2012
APPT. TYPE*	APPT. / COMP. RATE END DATE	5/31/2013
	FT / PT Part Time	HOURS / WEEK
		% EFFORT
BARG. UNIT		

LEAVE OF ABSENCE	LEAVE ACTION	LEAVE REASON	PARTIAL PAY <input type="checkbox"/> YES <input type="checkbox"/> NO
	LEAVE BEGIN DATE	LEAVE END DATE	

COMMENTS:

AUTHORIZATIONS / APPROVALS	DATE	NAME	DATE
NAME		PROVOST	
CHAIR / DIRECTOR		NAME	DATE
NAME		HRPC	
VP / DEAN			

PLEASE TYPE or USE COLORED INK  
( DO NOT USE BLACK INK OR PENCIL )

# NEW NON-TENURED APPOINTMENT-NAMED ASSISTANT



COLUMBIA UNIVERSITY  
NOMINATION FORM

EFF. DATE	ACTION	REASON
1. 7/1/2012	HIR	NEW
2.		
3.		

POSITION	OF TOTAL	POSITION(S)
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**Professor**  
DATE SUBMITTED 6/30/2012

NAME Prefix Prof — Professor Last, First Middle  Archimedes, Archie	Suffix	OFF. PHONE 212-123-4567	SOCIAL SECURITY NO. 123-45-6789
		RES. PHONE 917-123-4567	ADMIN. DEPT. NAME Mathematics
		FAX 212-123-4567	ADMIN. DEPT. CODE 3780000
		WORK LOCATION 1 — Morningside	

OFFICE ADDRESS ### Building Name	MAILING ADDRESS (Current)
MAIL CD. #####	CHK SEQ CD 37801
CITY STATE	CITY STATE
COUNTRY ZIP	COUNTRY ZIP
HOME ADDRESS (Permanent) ### Main Street, #1B	
CITY New City	STATE NY COUNTRY ZIP 12345

PERSONAL	WORK ELIGIBILITY	U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female BIRTH DATE 4/12/1956	VISA TYPE	
ETHNICITY/RACE 1 — White	EXPIRATION DATE	
MARITAL STATUS Single MIL. RPT. STATUS	PERM RES REG # A:	
MARITAL STATUS DATE		

EDUCATION		
HIGHEST DEGREE J — Doctorate (Academic)	INSTITUTION Columbia University	YEAR 1982
DEGREE I — Master's Level Degree	INSTITUTION Harvard University	YEAR 1979
DEGREE G — Bachelor's Level Degree	INSTITUTION Southern Illinois University	YEAR 1976
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR

TENURE INFORMATION	COMPLETE UNIVERSITY TITLE
<input type="checkbox"/> TENURE BEGIN DATE	Enter appropriate title as per Title Guide (e. g., Joseph Fels Ritt Assistant Professor of Mathematics)
<input type="checkbox"/> TENURE OF TITLE BEGIN DATE	
<input checked="" type="checkbox"/> NON TENURED - ON TRACK	
<input type="checkbox"/> OTHER NON TENURED	

POSITION / SALARY INFORMATION	POSITION NUMBER Add Position #
POS. DEPT. CODE 3780000	COMP. RATES \$60,000 ANNUAL RATES \$60,000
POS. DEPT. NAME Mathematics	SALARY TYPE <input checked="" type="checkbox"/> CNTRCT Period Salary (with Appt./ Base Salary End Date)
TITLE Named Assistant Professor	<input type="checkbox"/> NAANL Annual Salary (without Appt./ Base Salary End Date)
POSITION ENTRY DATE 7/1/2012	APPT./ COMP. RATE EFF. DATE 7/1/2012
APPT. TYPE Presidential	APPT./ COMP. RATE END DATE 6/30/2013
	FT/PT Full Time HOURS / WEEK
BARG. UNIT	% EFFORT

LEAVE OF ABSENCE	
LEAVE ACTION	LEAVE REASON
LEAVE BEGIN DATE	LEAVE END DATE PARTIAL PAY <input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS:
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AUTHORIZATIONS / APPROVALS			
NAME	DATE	NAME	DATE
CHAIR / DIRECTOR		PROVOST	
NAME	DATE	NAME	DATE
VP / DEAN		HRPC	

PLEASE TYPE or USE COLORED INK



# FULL-TIME NON-TENURED APPOINTMENT



## COLUMBIA UNIVERSITY NOMINATION FORM

	EFF. DATE	ACTION	REASON
1.	01/01/2012	HIR	NEW
2.			
3.			

DATE SUBMITTED 12/31/2011

NAME	Prefix Prof -- Professor	Suffix	OFF. PHONE 212-123-4567	SOCIAL SECURITY NO. 123-45-6789
	Last, First Middle		RES. PHONE 718-123-4567	ADMIN. DEPT. NAME English
			FAX 212-123-4567	ADMIN. DEPT. CODE 3270000
	Hawthorne, Nathaniel		WORK LOCATION 1 - Morningside	

OFFICE ADDRESS ### Building Name	MAILING ADDRESS (Current)
MAIL CD. #####	CHK SEQ CD 32701
CITY	STATE
COUNTRY	ZIP
HOME ADDRESS (Permanent) ### Main Street, #12B	
CITY New City	STATE NY COUNTRY ZIP 12345

PERSONAL	WORK ELIGIBILITY	U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female BIRTH DATE 5/3/1950	VISA TYPE	
ETHNICITY/RACE 1 - White	EXPIRATION DATE	
MARITAL STATUS Single MIL. RPT. STATUS	PERM RES REG # A:	
MARITAL STATUS DATE		

EDUCATION		
HIGHEST DEGREE 3 - Doctorate (Academic)	INSTITUTION Columbia University	YEAR 1994
DEGREE I - Master's Level Degree	INSTITUTION SUNY - Albany	YEAR 1990
DEGREE G - Bachelor's Level Degree	INSTITUTION Trinity College	YEAR 1988
DEGREE	INSTITUTION	YEAR
DEGREE	INSTITUTION	YEAR

TENURE INFORMATION	COMPLETE UNIVERSITY TITLE
<input type="checkbox"/> TENURE BEGIN DATE	Visiting Professor of English and Comparative Literature
<input type="checkbox"/> TENURE OF TITLE BEGIN DATE	
<input checked="" type="checkbox"/> NON TENURED - ON TRACK	
<input type="checkbox"/> OTHER NON TENURED	

POSITION / SALARY INFORMATION	POSITION NUMBER Add Position #
POS. DEPT. CODE 3270000	COMP. RATES \$32,500 ANNUAL RATES \$65,000
POS. DEPT. NAME English	SALARY TYPE <input checked="" type="checkbox"/> CNTRCT Period Salary (with Appt / Base Salary End Date)
TITLE Visiting Professor	<input type="checkbox"/> NAANNL Annual Salary (without Appt / Base Salary End Date)
POSITION ENTRY DATE 1/1/2012	APPT. / COMP. RATE EFF. DATE 1/1/2012
APPT. TYPE	APPT. / COMP. RATE END DATE 6/30/2012
	FT / PT Full Time HOURS / WEEK
BARG. UNIT	% EFFORT

LEAVE OF ABSENCE			
LEAVE ACTION	LEAVE REASON		
LEAVE BEGIN DATE	LEAVE END DATE	PARTIAL PAY	<input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS:
-----------

AUTHORIZATIONS / APPROVALS			
NAME	DATE	NAME	DATE
CHAIR / DIRECTOR		PROVOST	
NAME	DATE	NAME	DATE
VP / DEAN		HRPC	

# NEW APPOINTMENT TO TENURE - NAMED PROFESSORSHIP



## COLUMBIA UNIVERSITY NOMINATION FORM

EFF. DATE 1. 7/1/2012 ACTION HIR REASON NEW  
2.  
3.  
POSITION OF TOTAL POSITION(S)

DATE SUBMITTED 6/30/2011

NAME Prefix Prof — Professor Suffix OFF. PHONE 212-123-4567 SOCIAL SECURITY NO. 123-45-6789  
Last, First Middle RES. PHONE 646-123-4567 ADMIN. DEPT. NAME History  
FAX 212-123-4567 ADMIN. DEPT. CODE 3120000  
Franklin, Benjamin WORK LOCATION 1 — Morningside

OFFICE ADDRESS  
### Building Name

MAILING ADDRESS (Current)

MAIL CD. ### CHK SEQ CD 31201

CITY STATE CITY STATE  
COUNTRY ZIP COUNTRY ZIP

HOME ADDRESS (Permanent)  
### Main Street

CITY New City STATE NY COUNTRY ZIP 12345

PERSONAL WORK ELIGIBILITY U.S. CITIZEN ☒ YES ☐ NO  
SEX ☒ Male ☐ Female BIRTH DATE 04/21/1964 VISA TYPE  
ETHNICITY / RACE\* 1 — White EXPIRATION DATE  
MARITAL STATUS\* Single MIL. RPT. STATUS\* PERM RES REG # A:  
MARITAL STATUS DATE

EDUCATION  
HIGHEST DEGREE J — Doctorate (Academic) Ph.D. INSTITUTION Harvard University YEAR 1999  
DEGREE I — Master's Level Degree MA INSTITUTION University of Paris (France) YEAR 1998  
DEGREE G — Bachelor's Level Degree BA INSTITUTION University of Pennsylvania YEAR 1991  
DEGREE INSTITUTION YEAR  
DEGREE INSTITUTION YEAR

### TENURE INFORMATION

☒ TENURE BEGIN DATE 7/1/2012  
☐ TENURE OF TITLE BEGIN DATE  
☐ NON TENURED - ON TRACK  
☐ OTHER NON TENURED

### COMPLETE UNIVERSITY TITLE

Enter appropriate title as per title guide (e.g., Ethan Allen Professor of American History)

### POSITION / SALARY INFORMATION

POSITION NUMBER Add Position #

POS. DEPT. CODE 3120000

COMP. RATES \$100,000 ANNUAL RATES \$100,000

POS. DEPT. NAME History

SALARY TYPE ☐ CNTRCT Period Salary (with Appt./ Base Salary End Date)  
☒ NAANL Annual Salary (without Appt./ Base Salary End Date)

TITLE Named Professor

APPT. / COMP. RATE EFF. DATE 7/1/2012

POSITION ENTRY DATE 07/01/2012

APPT. / COMP. RATE END DATE

APPT. TYPE\*

FT / PT Full Time HOURS / WEEK

BARG. UNIT

% EFFORT

### LEAVE OF ABSENCE

LEAVE ACTION LEAVE REASON  
LEAVE BEGIN DATE LEAVE END DATE PARTIAL PAY ☐ YES ☐ NO

### COMMENTS:

### AUTHORIZATIONS / APPROVALS

NAME	DATE	NAME	DATE
CHAIR / DIRECTOR		PROVOST	
NAME	DATE	NAME	DATE
VP / DEAN		HRPC	

PLEASE TYPE or USE COLORED INK



# NEW APPOINTMENT TO TENURE



## COLUMBIA UNIVERSITY NOMINATION FORM

EFF. DATE 7/1/2012 ACTION HIR REASON NEW  
1. 7/1/2012  
2.  
3.  
POSITION OF TOTAL POSITION(S)

DATE SUBMITTED 8/30/2011

NAME Prefix Prof -- Professor Suffix  
Last, First Middle  
Washington, George  
OFF. PHONE 212-123-4567 SOCIAL SECURITY NO. 123-45-6789  
RES. PHONE 646-123-4567 ADMIN. DEPT. NAME History  
FAX 212-123-4567 ADMIN. DEPT. CODE 3120000  
WORK LOCATION 1 - Morningside

OFFICE ADDRESS  
### Building Name

MAILING ADDRESS (Current)

MAIL CD. ##### CHK SEQ CD 31201  
CITY STATE CITY STATE  
COUNTRY ZIP COUNTRY ZIP

HOME ADDRESS (Permanent)  
123 Main Street

CITY New City STATE NY COUNTRY ZIP 12345

PERSONAL  
SEX ☒ Male ☐ Female BIRTH DATE 04/20/1963  
ETHNICITY / RACE 2 - Black  
MARITAL STATUS Single MIL. RPT. STATUS  
MARITAL STATUS DATE  
WORK ELIGIBILITY U.S. CITIZEN ☒ YES ☐ NO  
VISA TYPE  
EXPIRATION DATE  
PERM RES REG # A:

EDUCATION  
HIGHEST DEGREE J - Doctorate (Academic) PH.D INSTITUTION Harvard University YEAR 2000  
DEGREE I - Master's Level Degree MS INSTITUTION University of Paris (France) YEAR 1996  
DEGREE G - Bachelor's Level Degree BS INSTITUTION SUNY, Stony Brook YEAR 1992  
DEGREE INSTITUTION YEAR  
DEGREE INSTITUTION YEAR

TENURE INFORMATION  
☒ TENURE BEGIN DATE 7/1/2012  
☐ TENURE OF TITLE BEGIN DATE  
☐ NON TENURED - ON TRACK  
☐ OTHER NON TENURED  
COMPLETE UNIVERSITY TITLE  
Professor of History *INDICATE COMPLETE TITLE!!*  
*(PLEASE SEE JOB ANNOUNCEMENT)*

POSITION / SALARY INFORMATION  
POSITION NUMBER Add Position Number  
POS. DEPT. CODE 3120000 COMP. RATES \$100,000 ANNUAL RATES \$100,000  
POS. DEPT. NAME History  
TITLE Professor  
POSITION ENTRY DATE 7/1/2012  
APPT. TYPE  
BARG. UNIT  
SALARY TYPE ☐ CNTRCT Period Salary (with Appt./Base Salary End Date)  
☒ NAANNL Annual Salary (without Appt./Base Salary End Date)  
APPT. / COMP. RATE EFF. DATE 7/1/2012  
APPT. / COMP. RATE END DATE  
FT/PT Full Time HOURS / WEEK  
% EFFORT

LEAVE OF ABSENCE  
LEAVE ACTION LEAVE REASON  
LEAVE BEGIN DATE LEAVE END DATE PARTIAL PAY ☐ YES ☐ NO

COMMENTS:

AUTHORIZATIONS / APPROVALS  
NAME DATE NAME DATE  
CHAIR / DIRECTOR  
NAME DATE NAME DATE  
VP / DEAN

PLEASE TYPE or USE COLORED INK  
DO NOT USE BLACK INK OR PENCIL



**III.**


**SAMPLE PAF FORMS**

# TENURE FACULTY GROUP ON LEAVE

<b>COLUMBIA UNIVERSITY</b> <b>PERSONNEL ACTION FORM</b>		DATE SUBMITTED: 3/2/2012 SOCIAL SECURITY NO.: 123-45-6789 WORK LOC.: 01	
EMPLOYEE ID: 12345678 NAME: Prefix Prof Suffix Last First Middle: Letterman, David		PRINTED: 3/2/2012 ADMIN. DEPT. CODE: 9990000 ADMIN. DEPT. NAME: Communications	
OFFICE ADDRESS: 641 Fayerweather Hall CITY: 3541 STATE: NY ZIP: 10029		MAILING ADDRESS (Current): CITY: NY STATE: NY ZIP: 10029	
PERSONAL INFO: SEX: Male BIRTH DATE: 2/1/1964 MARRIAGE STATUS: Married MARRIAGE DATE: 7/1/1998		EDUCATION: HIGHEST DEGREE: Doctor of Philosophy INSTITUTION: COLUMBIA UNIVERSITY DATE: 6/30/1997	
POSITION / SALARY INFORMATION: POSITION NUMBER: 1000070 POS. DEPT. CODE: 9990000 POS. DEPT. NAME: Communications TITLE: Hired Professor COMP. RATE: 144,096.00 ANNUAL RATE: 144,096.00 PAY PERIOD: 6/004.00 FLSA: No FLSA Required SHIFT: Not Applicable		TENURE INFORMATION: TENURE STATUS: Tenured TENURE BEGIN DATE: 7/1/2006 NO OF ACTIVE POSITIONS: 0	
TERMINATION / RETIREMENT / LAYOFF: ACTION: ACTION REASON VACATION PAY AMT.: MONTHS SEVERANCE PAY AMT.: MONTHS AUTHORITY / APPROVALS:		LEAVE OF ABSENCE: LEAVE ACTION: PLA LEAVE BEGIN DATE: 07/01/2011 LEAVE END DATE: 06/30/2012 EXPECTED RETURN DATE: 07/01/2012 PARTIAL PAY: YES NO % EFFORT: 1.00	
PHONE AND CONTACTS: OFF. PHONE: RES. PHONE: FAX: PRIMARY E-MAIL:		OVERALL STATUS: CUMUL. STATUS: Active STATUS EFF. DATE: 8/29/1990 ORIGINAL HIRE DATE: 7/1/2002 SERVICE DATE: 7/1/2002 PAY PERIOD: FLSA CU OVERALL FTE STATUS: Full-Time TOTAL BASE SALARY: 159,096.00	

DATE: 3/2/2012  
 TIME: 1:44 PM  
 COMMENTS: 144,096.00

# PARENTAL WORKLOAD Relief

 <b>COLUMBIA UNIVERSITY</b> <b>PERSONNEL ACTION FORM</b>		<b>EFF. DATE</b> 1/10/11 <b>ACTION</b> PLA <b>REASON</b> PWR		<b>POSTED</b> 3/9/2012 <b>ADMIN. DEPT. CODE</b> 91070000 <b>SOCIAL SECURITY NO.</b> 103 - 46 - 6787		<b>DATE SUBMITTED</b> <b>ADMIN. DEPT. NAME</b> Q45 <b>WORK LOC.</b> 01	
<b>EMPLOYEE ID</b> 10314728 <b>NAME</b> Prof. Sofia <b>Last, First Middle</b> Pires, Sofia		<b>STATUS/ZIP</b> <b>CITY</b> New York <b>STATE</b> NY <b>COUNTRY</b> USA		<b>OVERALL STATUS</b> <b>CU EMP. STATUS</b> Leave With Pay <b>STATUS EFF. DATE</b> 7/1/2011 <b>ORIGINAL HIRE DATE</b> 7/1/2008 <b>SERVICE DATE</b> 7/1/2008		<b>PAY INFO.</b> No FLSA Required <b>CU OVERALL FWT STATUS</b> Full-Time <b>TOTAL BASE SALARY \$</b> 114,750.00	
<b>OFFICE ADDRESS</b> 901 Univ. Plz <b>CITY</b> New York <b>STATE</b> NY <b>COUNTRY</b> USA		<b>HOME ADDRESS (Permanent)</b> 11 W 4th St Apt 8 <b>CITY</b> New York <b>STATE</b> NY <b>COUNTRY</b> USA		<b>MAILING ADDRESS</b> <b>CITY</b> New York <b>STATE</b> NY <b>COUNTRY</b> USA		<b>ZIP</b> 10019	
<b>PERSONAL</b> <b>SEX</b> Male <b>BIRTH DATE</b> 3/20/1979 <b>MARRIAGE STATUS</b> Married <b>MARRIAGE DATE</b> 5/28/2005 <b>REL. STATUS</b> Not indicated		<b>WORK ELIGIBILITY</b> <b>U.S. CITIZEN</b> N <b>VISA TYPE</b> PR <b>EXPIRATION DATE</b> <b>PERM REG. #</b> AN 143101457		<b>EDUCATION</b> <b>HIGHEST DEGREE</b> Doctor of Philosophy <b>INSTITUTION</b> 6874 <b>UNIV. MINNESOTA MINNEAPOLIS</b>		<b>TENURE INFORMATION</b> <b>TENURE STATUS</b> 3 Non-Tenured Full-Time <b>TENURE BEGIN DATE</b> DATE 5/30/2008	
<b>COMPLEATE UNIVERSITY TITLE</b> <b>POSITION / SALARY INFORMATION</b> <b>POSITION NUMBER</b> 10001891 <b>POS. DEPT. CODE</b> 91070000 <b>POS. DEPT. NAME</b> 0037 <b>TITLE</b> Assistant Professor		<b>POSITION TYPE</b> Leave With Pay <b>POSITION ENTRY DATE</b> 7/1/2008 <b>APPT. TYPE</b> Presidential <b>TITLE EFF. DT</b> 7/1/2008		<b>HEAD REC</b> 0 <b>GRADE</b> FAC <b>SALARY PLAN</b> NMPT <b>APPT. / COMP. RATE EFF. DATE</b> 6/30/2012 <b>ANNUAL RATE</b> 114,750.00 <b>HOURLY RATE</b> 63.05 <b>ANNUAL SHIFT AMOUNT</b> 0.00		<b>HO OF ACTIVE POSITIONS</b> <b>FULL BASE SALARY</b> 114,750.00 <b>PROBATIONARY END DATE</b> <b>% EFFORT</b> 1.00	
<b>TERMINATION / RETIREMENT / AVOFF</b> <b>ACTION</b> <b>TERMIN. VAC. PAY DATE</b> <b>SEVERANCE PAY AMT.</b> <b>AUTHORIZATIONS / APPROVALS</b>		<b>EFFECTIVE DATE</b> <b>LEAVE ACTION</b> PLA <b>ACTION REASON CODE</b> 1012 <b>LEAVE OF ABSENCE</b>		<b>LEAVE BEGIN DATE</b> 7/1/2011 <b>LEAVE END DATE</b> 9/21/2011 <b>EXPECT. RET</b> 7/1/2012 <b>PARTIAL PAY</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		<b>COMMENT:</b> 3 Leave Action = PLA Action Code = PWR Leave salary = \$157,375.00	
<b>NAME</b> <b>TITLE</b> <b>NAME</b> <b>TITLE</b>		<b>NAME</b> <b>TITLE</b> <b>NAME</b> <b>TITLE</b>		<b>NAME</b> <b>TITLE</b> <b>NAME</b> <b>TITLE</b>		<b>NAME</b> <b>TITLE</b> <b>NAME</b> <b>TITLE</b>	



COLUMBIA UNIVERSITY  
PERSONNEL ACTION FORM

## AUTHORIZATIONS / APPROVALS

CONVULSIONS

# CASUAL TO ACADEMIC APPOINTMENT

## COLUMBIA UNIVERSITY PERSONNEL ACTION FORM

EMPLOYEE ID: 1434572  
NAME: [Redacted] Title: [Redacted]

Last First Middle  
Stewart, Matthew

OFFICE ADDRESS: 1000 Cross-Street  
City: New York State: NY ZIP: 10027

PERSONAL  
SEX: Female BIRTH DATE: 07/19/89  
MARITAL STATUS: Single  
MARITAL STATUS DATE:

CITY: New York COUNTRY: USA  
STATE: NY ZIP: 10027  
CITY: New York COUNTRY: USA  
STATE: NY ZIP: 10027

WORK ELIGIBILITY  
U.S. CITIZEN: Y  
VISA TYPE:  
EXPIRATION DATE:  
PERM RES REG #:

EDUCATION  
HIGHEST DEGREE: High School Graduate  
INSTITUTION: Columbia University  
DATE: 6/30/2007

TECHNICAL INFORMATION  
TECHNICAL STATUS:  
TECHNICAL DESCRIPTION:

TECHNICAL INFORMATION  
TECHNICAL STATUS:  
TECHNICAL DESCRIPTION:

TECHNICAL INFORMATION  
TECHNICAL STATUS:  
TECHNICAL DESCRIPTION:

COMPLETE UNIVERSITY TITLE: Adjunct Associate Research Scientist in the Department of Food Services

POSITION / SALARY INFORMATION  
POSITION NUMBER: 3678000-11007155  
POSITION CODE: 678000-990000  
POSITION NAME: Inst Sci & Res Arch & Play Food Services

TITLE: Short-Term Casual Adj. Assoc. Res. Scientist  
COMP. RATE: 20,800.00 APPT. ACTING RATE: 20,800.00

SALARY TYPE: Hourly  
PAY FREQ. RATE: Hourly  
PLSA: No PLSA Required  
SHIFT: Not Applicable

PROBATIONARY END DATE: 6/30/2012  
FULL BASE SALARY: 7,800.00  
HOURLY RATE: 15.00  
DARG. DRT: 0.29

PROBATIONARY END DATE: 6/30/2012  
FULL BASE SALARY: 7,800.00  
HOURLY RATE: 15.00  
DARG. DRT: 0.29

PROBATIONARY END DATE: 6/30/2012  
FULL BASE SALARY: 7,800.00  
HOURLY RATE: 15.00  
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PROBATIONARY END DATE: 6/30/2012  
FULL BASE SALARY: 7,800.00  
HOURLY RATE: 15.00  
DARG. DRT: 0.29

PROBATIONARY END DATE: 6/30/2012  
FULL BASE SALARY: 7,800.00  
HOURLY RATE: 15.00  
DARG. DRT: 0.29

DATE SUBMITTED: 2/23/2012  
ADMIN. DEPT. CODE: 678000-990000  
ADMIN. DEPT. NAME: Inst Sci & Res Arch & Play Food Services

OVERALL STATUS  
CUMULATIVE STATUS: Active  
STATUS EFF. DATE: 9/15/2011  
ORIGINAL HIRE DATE: 9/24/2010  
SERVICE DATE: 9/24/2010

MAILING ADDRESS (Current)  
CITY: New York STATE: NY ZIP: 10027  
COUNTRY: USA

MAILING ADDRESS (Current)  
CITY: New York STATE: NY ZIP: 10027  
COUNTRY: USA

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PHONE AND CONTACTS  
OFFICE PHONE: [Redacted]  
RES. PHONE: [Redacted]  
FAX: [Redacted]  
PRIMARY E-MAIL: [Redacted]

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RES. PHONE: [Redacted]  
FAX: [Redacted]  
PRIMARY E-MAIL: [Redacted]





COLUMBIA UNIVERSITY  
PERSONNEL ACTION FORM

 <b>COLUMBIA UNIVERSITY</b> <b>PERSONNEL ACTION FORM</b>		DATE SUBMITTED 3/20/12	
EMPLOYEE ID: 123456789 NAME: Prof. [Name] Last, First Middle: [Name] OFFICE ADDRESS: 804 Schenckham		PRINTED: 3/20/12 ADMIN. DEPT. CODE: 000000 SOCIAL SECURITY NO.: 123-45-6789 WORK LOC.: 01	
PHONE AND CONTACTS OFF. PHONE: [Number] RES. PHONE: [Number] FAX: [Number]		OVERALL STATUS CURR. STATUS: Active STATUS EFF. DATE: 1/1/2012 ORIGINAL HIRE DATE: 1/1/1990 SERVICE DATE: 7/1/1997 PAY FREQ: Semi-annually PLSA: Professional CU OVERALL EMP. STATUS: Part-Time TOTAL BASE SALARY \$: 0.00	
PRIMARY EMAIL: [Email] HOME ADDRESS (Permanent): [Address] CITY: New York STATE: NY ZIP: 10023 COUNTRY: USA		MAILING ADDRESS (Current): [Address] CITY: [City] STATE: [State] ZIP: [ZIP]	
WORK ELIGIBILITY U.S. CITIZEN: Y VISA TYPE: [Type] EXPIRATION DATE: [Date] PERMITS REG. # A: [Number]		EDUCATION HIGHEST DEGREE: Doctor of Philosophy INSTITUTION: 2093 DATE: 6/30/1999 COLUMBIA UNIVERSITY	
COMPLETE UNIVERSITY TITLE: Adjunct Professor of [Subject]		POSITION INFORMATION POSITION NUMBER: 1000520 POS. DEPT CODE: 000000 POS. DEPT NAME: [Name] TITLE: Adjunct Professor CORR. RATE: 20,000.00 ANNUAL RATE: 240,000.00 SALARY TYPE: Contract Pay PAY FREQ: 12/30/12 PLSA: Professional SHIFT: Not Applicable ID CODE: 010100	
TERMINATION / RETIREMENT / LAYOFF ACTION: [Type] REASON: [Reason] VACATION PAY AMT.: [Amount] SEVERANCE PAY AMT.: [Amount]		LEAVE OF ABSENCE LEAVE BEGIN DATE: [Date] LEAVE END DATE: [Date] EXPECT RET: [Type] PARTIAL PAY: [Type] ACTUAL RET: [Type]	
AUTHORIZATIONS / APPROVALS NAME: [Name] TITLE: [Title] NAME: [Name] TITLE: [Title]		COMMENT: [Text]	

IV.  
APPENDIX



## 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
Work with your HR Client Manager or Provost Office/Faculty Affairs	<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?		
Access Manager Reporter in MSS	If you have access to Manager Reporter in MSS, access this feature.	The Manager Reporter feature displays.
Run a Position Management Report	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**  
IN THE CITY OF NEW YORK

**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**

Obtain the Position Description for the Faculty Member	<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 (CUMC Only)</li></ul>
Obtain the Position Department(s)	<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>◦ For faculty, only the department or school name is used.</li></ul></li></ul>
Combine the Position Description and Department(s)/School(s) for the complete Business Title	<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>





**COLUMBIA UNIVERSITY**  
IN THE CITY OF NEW YORK

CU Business Titles for Faculty Modified Titles Rules and Examples, cont.	
Obtain the Position Department(s)	Examples include: <ul style="list-style-type: none"><li>• Departments, such as Chemistry, Economics, Pharmacology, Psychiatry or Biostatistics</li><li>• Schools, such as Law, Business, Nursing or College of Dental Medicine<ul style="list-style-type: none"><li>◦ For modified titles, use the word <b>Faculty</b> when entering a school name in the title (Morningside and CUMC)</li></ul></li><li>• Divisions, such as Finance or Film</li><li>• Disciplines, such as Mathematics or Chemistry</li></ul>
Combine the Position Description and Department(s)/School(s) for the complete Business Title (adhere to any exceptions)	Examples include: <ul style="list-style-type: none"><li>• Associate Professor of Professional Practice in the Faculty of Journalism</li><li>• Professor of Professional Practice in Film in the Faculty of the Arts</li><li>• Associate in the Discipline of Chemistry in the Department of Chemistry</li><li>• Assistant Professor of Clinical Dental Medicine</li><li>• Associate Clinical Professor of Nursing</li><li>• Professor of Surgery at the New York-Presbyterian Hospital at the Columbia University Medical Center</li><li>• Instructor in Clinical Neurological Surgery</li><li>• Affiliate Physician in Obstetrics and Gynecology</li></ul>

**Named Professor example**

Work Location - Job Fields	
*Position Number:	10000180
Position Description:	Named Professor
Full/Part Time:	Full-Time
Job Code:	010100
Location Code:	01
Department:	3480000
<input checked="" type="checkbox"/> Override Position Data	

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**  
IN THE CITY OF NEW YORK

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

<p><b>Obtain the Position Description for the Academic Officer</b></p>	<p><b>Titles:</b></p> <ul style="list-style-type: none"> <li>• Postdoctoral Research Fellow in the</li> <li>• Postdoctoral Research Scientist in the</li> <li>• Postdoctoral Research Scholar in the</li> <li>• Associate Research Scientist in the</li> <li>• Associate Research Scholar in the</li> <li>• Research Scientist in the</li> <li>• Research Scholar in the</li> <li>• Senior Research Scientist in the</li> <li>• Senior Research Scholar in the</li> <li>• Staff Associate in the</li> <li>• Senior Staff Associate in the</li> <li>• Postdoctoral Residency Fellow in the (CUMC Only)</li> <li>• Postdoctoral Clinical Fellow in the (may be used alone or with the Assistant in Clinical title) (CUMC Only) <ul style="list-style-type: none"> <li>◦ If used with the Assistant in Clinical title, the format should be Postdoctoral Clinical Fellow in the (department); Assistant in Clinical (department)</li> </ul> </li> </ul>
<p><b>Obtain the Position Department(s)</b></p>	<p><b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• Departments, such as Chemistry, Lamont-Doherty Earth Observatory, Dermatology or Epidemiology</li> <li>• Schools, such as Law, Business, Nursing or College of Dental Medicine <ul style="list-style-type: none"> <li>◦ Use the word <u>Faculty</u> when entering a school name in the title (Morningside and CUMC)</li> </ul> </li> <li>• Institutes, such as the Earth Institute or the Institute for Cancer Genetics</li> <li>• Centers, such as the Center for Environmental Research and Conservation or the Herbert Irving Comprehensive Cancer Center</li> </ul>
<p><b>Combine the Position Description and Department(s)/School(s) for the complete Business Title</b></p>	<p><b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• Postdoctoral Research Fellow in the Department of Chemistry</li> <li>• Associate Research Scholar in the Faculty of Law</li> <li>• Postdoctoral Research Fellow in the Lamont-Doherty Earth Observatory</li> <li>• Research Scholar in the Institute for Social and Economic Research and Policy</li> <li>• Research Scientist in the Center for Environmental Research and Conservation</li> <li>• Postdoctoral Research Scientist in the Department of Biochemistry and Molecular Biophysics</li> <li>• Associate Research Scientist in the Department of Pathology and Cell Biology</li> <li>• Adjunct Research Scientist in the Center for Radiological Research</li> <li>• Postdoctoral Residency Fellow in the Department of Anesthesiology</li> <li>• Postdoctoral Clinical Fellow in the Department of Surgery</li> <li>• Postdoctoral Clinical Fellow in the Department of Neurology; Assistant in Clinical Neurology</li> </ul>



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