

The University Seminars Membership Policy

Updated: 3/22/12

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Each University Seminar is a voluntary group of Columbia faculty and off-campus specialists from academic and non-academic institutions gathered together over the years in continuing, interdisciplinary, round-table meetings for the discussion of the issues with which the seminar is concerned.

MEMBERSHIP CATEGORIES [▲TOP](#)

Membership in a University Seminar is by election only. The formal membership categories are:

- **Members:** Faculty and staff of Columbia University with an interest in the issue with which the seminar is concerned.
- **Associates:** Specialists who are not faculty or staff members of Columbia University. Upon election by the seminar, acceptance of membership by the associate and the approval of the director, the persons so nominated will receive a one-year appointment. Upon the request of the seminar at time of expiration, this initial appointment is renewable for a three-year term.
- Records of these two membership categories are maintained in the central office.

Each seminar may also designate the following informal categories of membership:

- **Guest Members:** Specialists, mostly visiting lecturers or visiting research associates or fellows elected by the seminar for the period of one year. This category may also include persons under consideration for membership in categories A and B above.
- **Student Members:** Graduate students invited by their professors to participate in the seminar meetings on a regular basis with the consent of the seminar.

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- **Corresponding Members:** Former members, associates or guest members who no longer reside near enough to attend meetings and who have been elected to corresponding membership by the seminar upon their own request.
- Records of these last three membership categories are maintained by the individual seminar. **These records cannot be replaced by the central office.**

COLUMBIA MEMBERS NOMINATIONS [▲TOP](#)

Columbia members may be added to the seminar's roster at any time. The central office must be notified of the addition. An entry form for new Columbia Members must accompany the letter of nomination. Blank entry forms are available on The University Seminars website.

Members retain their appointments to the seminar until a) they resign from Columbia, b) they resign their membership, or c) the seminar requests that they be dropped for non-participation.

Seminar chairs are asked to review their roster of members on an annual basis during the spring term.

ASSOCIATE MEMBERS NOMINATIONS [▲TOP](#)

The following statement regarding appointment of seminar associates, and the privileges available to associates, was issued by the Office of the Provost:

Members of University Seminars who are from outside the University are appointed as *seminar associates*. These appointments are made by the Director of the University Seminars on behalf of the President for a term of three years, which is renewable, on the nomination of the seminar in which they are participating.

Seminar Associates normally have the doctorate or its professional equivalent, or have a demonstrated record of academic excellence in the area covered by their seminars. Students may not hold this appointment. Regular attendance is a prerequisite for maintaining membership in a University Seminar. The appointments of seminar associates who do not attend sufficient meetings each year are renewed only in special circumstances.

In October 1992, the above statement was amended by vote of the General Committee of the University Seminars to allow for an initial appointment of one year, renewable for a term of three years. This change was made to allow for a probationary period, and to accommodate scholars visiting other institutions in the New York area.

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Associate membership is awarded only after completion of the following nomination process:

- Nominee completes one-page Curriculum Vitae form provided by seminar. CV forms are available on The University Seminars website: <http://universityseminars.columbia.edu>
- The seminar's chair forwards the CV form to the central office along with a letter of nomination. This may be done on an individual basis, or CVs may be held and submitted in a group.
- The director approves the appointment after review of the nomination and CV. In rare cases, the director may reject the nomination or request additional information before approving the appointment.
- A formal notice of appointment is sent to both the seminar chair and the new associate.

New associates are appointed for one-year terms. The initial appointment of one-year is renewable for a term of three years on the nomination of the seminar.

REAPPOINTMENT OF ASSOCIATES [▲top](#)

In early summer each chair receives a roster/worksheet of associate members whose terms will expire over the summer. This worksheet must be completed, signed and returned to the central office before July 31, or the associates will lose their appointments. Reinstatement of associates who have lost their appointments will be made only after review by the director.

Associates should only be reappointed if they have participated actively in the seminar by attending meetings and contributing to discussions. Under special circumstances, e.g., sabbatical leaves, maternity leaves, teaching conflicts, etc., associates may request a leave of absence from their seminar without jeopardizing their status.

MEMBERSHIP PRIVILEGES [▲top](#)

Library Reading Privileges & Access To ColumbiaNet Kiosk Stations

Free reading privileges in University Libraries are available to all seminar associates. The Columbia University Identification Card (CUID) must be presented at the library door to gain access. ColumbiaNet kiosk stations are also available throughout the libraries. For

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information on how to obtain a CUID, associates should telephone the central office (212-854-2389) between the hours of 10:00 am and 6:00 pm, Monday through Friday.

Library Borrowing Privileges

Seminar associates are allowed four-week borrowing privileges upon payment of a monthly fee of \$30.

To obtain borrowing privileges, associates should follow the procedure below:

1. Go to the Library Information Office (LIO) at 201 Butler Library with a valid CUID. You may pay the requisite fees at the LIO by check, Visa or MasterCard.
2. The LIO staff will activate your CUID for borrowing privileges.

The activated CUID card must be presented to Circulation staff when books are to be charged out. All items charged out will have a due date not to extend beyond the date through which the privilege has been purchased.

Dodge Gym Membership

Seminar associates are eligible to use Dodge Fitness center for a monthly fee with a valid CUID. For information on how to use these facilities, associates should contact the Dodge Membership office at (212) 854-2546 or (212) 854-2547.

Faculty House Membership

Upon presentation of a CUID and payment of a membership fee, associates are eligible to receive an open account at the Faculty House. Members receive a discount on meals taken at Faculty House and are also notified of special events held at Faculty House throughout the year. To become a member, associates should stop by the main office located on the first floor of Faculty House or call (212) 854-7197.