Policy on Public Representation

GUIDELINES FOR SEMINAR CHAIRS, MEMBERS, AND ASSOCIATE MEMBERS

The University Seminars were formed and endowed to provide their chairs, members and associate members with venues for the enjoyment of private, confidential discussions of matters of serious interest and importance to those invited to attend. The University Seminars Office has operated for more than half a century under this rubric.

The office has only rarely found it necessary to set boundary conditions on seminars. But, because not observing certain boundaries would render a seminar inoperative under our charter and endowment, the Office and the Advisory Committee of the University Seminars have mapped out the following guidelines:

- **Honoraria**
  Our charter forbids honoraria; though we are always glad when departments, institutes, and other institutions pay the speaker for a separate, non-University Seminars’ talk while (s)he is in town.

- **Public Advocacy & Partisan Activity**
  The University Seminars are dedicated to the free expression of ideas. We encourage chairs, members, and associate members in their individual capacities to participate fully in the political process during campaigns by candidates for public office. However, all such political action must neither overtly nor implicitly involve Columbia University or the University Seminars. Columbia University is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. As such, it is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. For more information, please see the Columbia University Policy on Partisan Activity.

- **Seminar Affiliation**
  Seminar chairs, members, and associate members may represent their affiliations freely in communications with other seminar members. In scholarly articles and books where a seminar discussion is relevant to the argument, such identification is also acceptable. However, Seminar affiliation may not be used to legitimize a position, e.g. “As ex-chair of the University Seminar on Antarctica, I declare global warming cool.”

- **Attribution of Faculty Status by Membership**
  The University Seminars take pride in their place in their members’ intellectual lives and are grateful for the acknowledgements that often appear in scholarly books and articles. At the same time, membership does not signify faculty status at Columbia University: from the University perspective, chair, member, and associate member titles are courtesy designations. For more information, please see the section on Visiting Scholars/Scientists and Seminar Associates in the Columbia University Faculty Handbook.

CENTRAL WEBSITE

The University Seminars maintains a website at: http://universityseminars.columbia.edu. In addition to general information, the central website includes a page for each seminar. This page includes a seminar description, contact information for the current chairs and rapporteurs, and a space to add a meeting schedule.

**Website Responsibilities**

Each seminar has certain responsibilities with regard to the central website:

- Rapporteurs will serve as website moderators. They will be given data entry access to add meeting information to their seminar’s page, and will keep this schedule up-to-date.
Updates to seminar description and contact information will be made by the Web Administrator only. Requests for changes should be emailed to Summer Hart, sh3040@columbia.edu.

Meeting schedules on the central website are public. Schedules can be made private at the request of the seminar’s chair(s).

**Web Publishing at Columbia**

Should a seminar wish to publish material in addition to their page on the central website, Columbia University’s Information Technology department (CUIT) offers various options for members of the Columbia community. Information can be found at [http://cuit.columbia.edu/web-publishing](http://cuit.columbia.edu/web-publishing).

Please note the following conditions:

- The University Seminars neither endorses nor judges the material on a seminar's website.
- The Seminars’ office will not cover the cost of hosting or maintaining external websites.
- The Seminars’ office is not responsible for the administration of external websites. The chair or seminar rapporteur must maintain these sites with the help of CUIT. Exiting rapporteur(s) and/or chair(s) must pass along ownership, any site permissions, and maintenance instructions to the next rapporteur(s) and/or chair(s).
- A link to an external webpage must be made available to the Seminars’ office in a timely fashion, so that it may be added to the seminar’s page on the central website.
- Seminars may not place any material presented at a seminar on a blog or other Internet site independent of the seminar, with the intention of continuing the conversation beyond the physical meeting.

**MINUTES ON THE WEB**

The University Seminars office must receive a set of minutes for our archive. The copyright for these minutes belongs to the Trustees of Columbia University in the City of New York.

Distribution of minutes to the seminar’s membership via printed copy, email or an external website is at the discretion of the chair(s); however, it is the responsibility of the chair(s) to obtain informed consent from all participants at the beginning of each meeting.

It is our recommendation that seminars consider the following if they plan on publishing minutes online:

- Minutes should only be posted to websites that are under the seminar’s direct control.
- Chairs should redact politically sensitive remarks.
- Minutes should be reviewed for potential intellectual property and copyright infringements. For information on copyright principles and concepts, please contact the Copyright Advisory Office.
- Since the Internet is a public forum, and the University Seminars encourages open discussion of ideas, chairs should protect their participants from possible harassment. Attendance lists should remain confidential.
• Description of discussions that take place within seminar meetings should not make reference to individuals’ names, unless participants specifically agree.

Questions or concerns regarding these recommendations should be addressed to the Director of the University Seminars, Robert Pollack, pollack@columbia.edu.

Copyright of Minutes
After five years, minutes from seminar meetings will be open to Columbia University Library users through the Rare Books and Manuscript Library Reading Room.

To publish scholarly works incorporating the minutes of seminar meetings, scholars must request permission from the University Seminars Office, which manages their copyright in the name of the Trustees of Columbia University in the City of New York.

Authors retain full publication and other rights to their papers.

MINUTES FOR ARCHIVING

After each meeting, minutes must be submitted to the University Seminars office for archiving purposes. These minutes must be complete, and follow the proper structure, file formats, and the library naming convention as outlined in the Minutes Guidelines and Procedures.

The rapporteur must also submit a paper Attendance Sheet. This sheet serves as an acknowledgement of our Privacy Policy, and must be signed by the speaker, chair, rapporteur, and all participants, and must list their respective affiliations.

Unless otherwise stated on this sheet, minutes and appended documents for seminar meetings will be open to Columbia Library users after five years.

Archiving or website questions should be directed to the Archive & Web Administrator, Summer Hart, sh3040@columbia.edu.