Rapporteurs Guidelines & Responsibilities

The seminar chair appoints a rapporteur who, under the direction of the chair, performs all the duties required by the central office and the seminar. Rapporteurs are graduate students; on occasion undergraduates may serve as rapporteurs provided their appointment has first been approved by The University Seminars’ Director. Only rapporteurs who are full-time students at Columbia, Barnard, or Teachers College can receive a stipend.

Each seminar has its own internal structure. In some seminars, the responsibilities normally associated with the rapporteur’s position may be shared with the chair or another member of the seminar. The University Seminars office, however, considers the rapporteur to be the seminar liaison, and expects the rapporteur to perform or to ensure the performance of the following services:

- Responsible for maintaining the seminar’s schedule on The University Seminars’ website (http://universityseminars.columbia.edu/) and keeping the Web and Archive administrator abreast of any changes to the seminar’s description or contact information.
- Maintain an up-to-date mailing and/or email list of seminar members, associates, guests and corresponding members. This email list needs to be updated annually. An updated list must be uploaded to CourseWorks.
- In consultation with the seminar chair, the rapporteur will send meeting invitations, announcements, and/or notifications to seminar attendees – this is mainly done by email. We recommend sending meeting dates for the year at the start of the fall term to your seminar email list.
- Announcements of seminar meetings should be sent at least three weeks in advance to univ.seminars@columbia.edu and a copy must be saved as a Word file and uploaded to the seminar’s folder on our CourseWorks page (https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS).
- Collect checks from attendees and chairs for dinner. Dinner is $25. Speaker(s) and Rapporteur(s) dinners are complimentary. Checks should be made payable to “Columbia University,” with the seminar number, the word “dinner”, and the dinner date written in the memo field.
- Confirm meeting rooms, audio-visual equipment and dinner headcount by the WEDNESDAY, a week before your seminar’s meeting date.
- Request a Columbia University parking space if necessary. Parking is complimentary for guest speakers. All other participants must pay $15. Checks should be made payable to Columbia University. All parking requests should be emailed to univ.seminars@columbia.edu at least 5 days in advance.
- You may need to assist guest speakers with travel arrangements. Please refer to the Travel & Business Expense page located under Forms and Policies on our website.
- Make sure the seminar meeting’s Attendance Sheet is properly completed. Amendment to default publicity policy is decided by each seminar. Attendance sheets must be signed by the speaker, the chair, the rapporteur, and all those attending a session. Make sure all participants enter their affiliation and email addresses. The rapporteur should bring the completed Attendance Sheet with original signatures to The University Seminars office no later than a week after the meeting.
- Each seminar decides when and how to make its minutes available. Some put theirs on their own website, within days, unless a speaker needs confidentiality to increase candor, or a delay to facilitate publication. Others make comments anonymous or restrict circulation. Unless otherwise instructed, our office will make minutes available
to users of the Columbia Library five years after a meeting. Please refer to the Minutes or Rapporteurs page on our website.

- Record minutes of the meetings. Please refer to the Minutes or Rapporteurs page on our website.

- Rapporteurs should upload seminar minutes to The University Seminars CourseWorks page following each meeting. Please refer to the Rapporteurs page on our website.

**COMPENSATION**

New Rapporteur Orientation sessions take place a couple of times a year, usually at the beginning of the fall and spring semesters. If you are unable to attend a scheduled orientation, you will need to contact The University Seminars office at univ.seminars@columbia.edu to schedule an appointment.

On average rapporteurs report eight-to-ten hours of work per seminar meeting. First-year rapporteurs receive $20 per hour. Second-year and third-year rapporteurs receive $25 per hour (applies to rapporteurs with a January 2014 start date). Fourth-year rapporteurs receive $27 per hour. Work for a seminar meeting is considered complete once the minutes and announcement for the meeting have been uploaded to CourseWorks, and the University Seminars office receives an original timesheet SIGNED by the rapporteur.

Occasionally, work for a seminar meeting requires extra hours. If a rapporteur reports more than 10 hours of work per seminar meeting, a chair of the seminar must sign the timesheet and provide a written justification for the excessive hours. A space is provided on the timesheet underneath the chair’s signature. You can upload a blank timesheet from the Rapporteurs page on our website.

Rapporteurs also receive a free dinner at each session and often a bonus at the end of the academic year. To qualify for this bonus, all of the following conditions must be met:

- Meeting Announcements must be received before the meeting is held and uploaded to CourseWorks.

- Minutes must be received in a timely fashion. Minutes from the last meeting of the fall term must be received before the Winter Holidays; minutes from the last meeting of the spring term must be received by the closing date for the last payroll of the fiscal year (usually around June 15). Last payroll for Teaching fellows and research assistants is May 15.

- Minutes and Announcements must contain all of the elements required by The University Seminars. Particular attention should be paid to recording the affiliation of attendees.

- The rapporteur must respond promptly to all requests for information from The University Seminars office.

To view paychecks or make changes to your payroll information, go to https://my.columbia.edu/, select Faculty and Staff tab, and then Self-Service.