

MEMO TO CHAIRS, UNIVERSITY SEMINARS, MAY 2016

To: Chairs, The University Seminars, AY2016-2017

Topic: End of Year Tasks

Note: This email must be acknowledged as received and read. Please email acknowledgement to Alice Newton, an2113@columbia.edu.

Dear Chairs,

As the spring semester closes, the annual cycle of The University Seminars begins again. To help us get the 2016-2017 Seminars underway, please be in touch with the office in the next couple of weeks. We need your help to ensure that all of our Seminars are properly scheduled, and all records are up to date.

The General Meeting of all Seminar Chairs is set for Thursday, October 27, 2016, from 4-6PM. Please save the date and plan on attending.

Below you will find an itemized list of the main reasons we ask you to be back in touch with us. If any of this seems problematic in any way, please let us know. Write to Bob at Pollack@columbia.edu or to all of us at univ.seminars@columbia.edu. But in any event, please attend to these matters soon.

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BASIC RULES

1. Every seminar includes members from more than one academic department as well as non-Columbia members who link Columbia with the intellectual resources of surrounding communities.
2. Seminars admit their own members, non-Columbia associate members, and guests by individual invitation.
3. Participation is voluntary and unpaid – our charter *forbids honoraria* from any source.
4. Our attendance form must be signed by all present, including the speakers, chairs and rapporteurs.

ATTENDANCE RECORD & PUBLICATION POLICY ACKNOWLEDGEMENT (ATTENDANCE SHEET)

The University Seminars are by invitation and, if the members wish, confidential. We are instructed by Columbia University to get the signatures of all attendees at a seminar meeting to confirm their agreement with the seminar's publication policy.

Our Seminar Attendance Record & Publication Policy Acknowledgment states:

Authors retain full publication and other rights to all papers and comments. Copyright to seminar minutes belong to The Trustees of Columbia University. Minutes and appended documents for this Seminar meeting will be open to Columbia Library users after five years (unless otherwise indicated).

All seminars must fulfill this legal obligation and have all attendees sign this form; the completed original form is brought to the University Seminars office. Rapporteurs usually take care of this but it is the chair's responsibility to ensure it happens.

ELECT OFFICERS

A Room Reservation sheet is being sent now by our Program Coordinator, Pamela Guardia; the form asks for the names of chairs and rapporteurs.

It may be a formality, or it may be a way to acknowledge a change in the direction of your Seminar, but in any case your Seminar needs to elect officers each year, and we need you or your rapporteur to inform the office of their names by email to univ.seminars@columbia.edu. Some Seminars elect a new Chair every year. One has elected the same Chair for over forty years. Several have co-Chairs and a few have three. In some, only Members and Associate Members vote; in most, Guests vote if they are present. A few permit proxies or email votes. In the spirit of the Seminars, each Seminar decides on its own system. Please be sure the method of voting and election is noted in the minutes.

Alice and Bob are delighted to meet all new Chairs and, of course, all those current Chairs who know us mainly by memos like this one. Please send an email to set up a lunch whenever you wish to discuss your seminar.

UPDATE MEMBERSHIP LISTS

All seminars must establish a roster of regular members and associates. There are forms for new members and associate members to fill out on our website. These forms collect the information we need in our Access Database. <http://universityseminars.columbia.edu/resources/membership-information/>. **This core roster need not be large, but it has to exist.**

Columbia University has stopped collecting Social Security numbers and now requires the **Date of Birth** for all Associates who wish to have a Columbia University ID card. We will soon send you what we have as your current membership. Please send back a corrected list of **active members**. You need to indicate whose term to extend and who to discontinue. Please discontinue anyone who has not attended a meeting in the last year unless they've contacted you with the wish to continue. Members are added by nomination by the chair with approval of the members. Forms must be filled out and sent in with the nomination. Members and Associate Members must have a Ph.D. or equivalent relevant expertise. Graduate students and others may attend as guests if and when the seminar members agree to have them attend. We do not track guests though we ask rapporteurs to upload a copy of your entire email list to CourseWorks to keep as a backup for your seminar.

Please note: if an Associate Member wishes to have a Columbia University ID, allowing reading privileges in the CU libraries, we need his or her **Date of Birth** to add to or update the CU ID system.

APPOINT NEW RAPORTEURS

The Room reservation form asks for the name of the rapporteur.

If your seminar needs a new rapporteur for the next academic year, it would be best to identify a Columbia University graduate student before the end of the current term. This way he or she will have an opportunity to meet with the outgoing rapporteur, and the Seminar will have continuity in its proceedings. Send the names of new rapporteurs, along with contact information, to univ.seminars@columbia.edu. We will contact them to set up orientation sessions in early September. We can help find rapporteur candidates if you wish.

Please Note: Rapporteurs are Columbia University 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 half-time or full-time students at Columbia, Barnard, or Teachers College can receive a stipend.

SCHEDULE 2016-2017 MEETINGS

We want your seminar and schedule information no matter where you plan to meet.

The End of Year Room Request form is being sent to all chairs. We use the information on this form to update the chair and rapporteur information in our database, website and Directory, and to reserve space in the Faculty House. We will contact you if any of the dates cannot for any reason be accommodated. **Each seminar must submit a form-regardless of whether space is being requested in Faculty House.**

Please remember that all Faculty House dinners are now paid for by check - made payable to "Columbia University." For the first time in over 5 years, we need to increase the cost of dinner. The new cost of dinner is \$30, paid by check to Columbia University.

Important changes from The Faculty House:

New Cancellation Policy: Seminars that are not cancelled with 30 days' notice are subject to a room charge fee. Seminars cancelled within 2 weeks of the meeting date, will be charged the full event amount including room, meals, and wait staff. **Changes to your schedule must be sent to our office as soon as possible in order to avoid incurring any fees.**

WEBSITE

Our website has a wealth of information; we encourage you to make use of it:

<http://universityseminars.columbia.edu/>

Please refer to the website for The University Seminars calendar as well as upcoming events.

BUDGETS

The University Seminars cover *basic* expenses for seminar meetings: rooms, AV, rapporteur salaries, dinners for the speaker and rapporteur, and some wine.

Our travel fund policy is located here: <http://universityseminars.columbia.edu/resources/travel-policy/>. Please read all links and use the Travel Fund Request Form and send it by the deadlines noted here. No

seminar has access to Seminar travel funds unless requested ahead of time and approved by the director.

Travel Fund Requests for fall, 2016, are due by **September 6, 2016**.

Travel Fund Requests for spring, 2017, are due by **January 17, 2017**.

Travel and conference funds are limited. Travel funds are not guaranteed; do not book speakers before securing funding. To share costs, we strongly encourage seminars to begin and replenish gift funds. Conference funding requests should be submitted months ahead of the proposed date.

<http://universityseminars.columbia.edu/resources/travel-policy/>
<http://universityseminars.columbia.edu/resources/gifts-and-contributions/>

All seminars are required to use our travel agent for air and rail travel.

GIFT FUND ACCOUNTS

Each seminar may accept, from individuals or institutions, tax-deductible donations to be used by their seminar. No gift can obligate the seminar to offer the giver any special access or opportunity to speak. Due to our limited travel fund budget, we encourage seminars to establish and replenish gift accounts. Having a gift account does not mean we will not help to fund your travel and other needs. Gift accounts allow a seminar to be flexible and to make use of opportunities that may arise during the year. Chairs will be notified if funds are drawn from a gift account to cover an overdraft of approved travel funds.

To check your gift fund balance, contact Gessy Alvarez at ga2030@columbia.edu. Visit our Gifts and Contributions page for more information: <http://universityseminars.columbia.edu/resources/gifts-and-contributions/>

Gifts allocated to your seminar are only and fully used for your seminar.

We welcome gifts to The University Seminars General Fund for ancillary functions, conferences, publications, etc. Many thanks to everyone who, in response to our fundraising efforts, contributed to the Seminars.

Donations can be made online through the [Columbia University Gifts System](#), or by clicking the DONATE button on the home page of our website, or by check. For more information please visit our Donation Page: <http://universityseminars.columbia.edu/support-the-seminars/>

CONFERENCE PLANNING

If you are thinking of planning a conference for which you may need funds, please contact Professor Pollack and Alice Newton sooner rather than later. The Conference Committee will review your request and get back to you quickly.

DIRECTORY

In early August we will send you pages for 2015-2016 Directory to review. Please get back to us promptly with changes or confirmations.

ACKNOWLEDGEMENT

This email must be acknowledged as received and read. Please email acknowledgement to Alice Newton, an2113@columbia.edu. Please be sure you understand all sections; if not, ask us!

Summer hours – The office is closed on Fridays from June 3 to August 26.

Remember! Our charter *forbids honoraria* from any source.

All the best for a reflective and happy summer break; see you in the fall.

Many thanks from Bob, Alice, Gessy, Pamela, and Summer.

Alice and Bob are delighted to meet all new Chairs and, of course, all those current Chairs who know us mainly by memos like this one.