The Privacy Policy of The University Seminars

- Minutes are taken at all seminar meetings. These minutes are kept private by the Seminars’ office for five years. After that time, the minutes are included in The University Seminars Digital Archive and made available to scholars through the Columbia University Rare Book and Manuscript Library.

- Copyright of minutes belong to the Trustees of Columbia University.

- Speakers maintain full publication and other rights to the papers/presentations that they author.
The Privacy Policy of individual University Seminars

• Each seminar must discuss and decide among its membership the privacy policy that suits the needs of the seminar prior to deposit with the library after five years.

• It is the responsibility of the seminar chair to communicate this policy to everyone in attendance at every meeting.

• Our office encourages members to observe the policy set by their seminar; our office cannot guarantee confidentiality.

• After five years, access to materials will be subject to the policies of the library.
NEW Forms For Meetings

- Speaker Acknowledgement of Privacy Policy
- Seminar Meeting Attendance and Privacy Policy

Forms can be printed from our website. Printed copies are available in the vestibule of our office.
What is the purpose of this form?

- To inform the speaker of the privacy policy of the seminar, to clarify copyright concerns and establish whether or not to include a paper/presentation in the archive.

Who decides whether the minutes are “closed” or “open”?

- The members of the seminar decide on the general policy of their seminar.

Who needs to sign this form?

- The speaker and attending chair must sign this form for every meeting.

Where can this form be found?

- On our website and in the vestibule of our office.
Seminar Meeting Attendance and Privacy Policy

What is the purpose of this form?

- To communicate whether or not minutes are considered “closed” or “open.”
- To collect the names and affiliations of everyone in attendance.

Who needs to sign this form?

- Signatures are not required, but everyone must fill in their name and affiliation and the “closed” or “open” box must be checked before circulating.

What does it mean for minutes to be “closed” or “open”?

- “Closed” minutes will be kept private for five years and then released to the library.
- With an “open” policy, a seminar decides when and how to circulate minutes.

Where can this form be found?

- On our website and in the vestibule of our office.
Where can this form be found?

- The Chair page on our website

When do I have to fill in this form?

- We ask that all chairs read and acknowledge the principles and policies outlined in this form once at the beginning of their term as chair.
- Please do this ASAP!
Important Reminders
RE: Rapporteur Payments

• Timesheets are required at the end of each monthly pay period. Be mindful of delaying the submission of final minutes to your rapporteur as this can delay a rapporteur’s payment.

• A typical rapporteur works about 10 hours per seminar meeting. Any hours over the 10 hours require your signature on the timesheet.

• Columbia University students may not work more than 20 hours per week at paid pursuits. Keep in mind, many graduate students hold other appointments in the university. Always ask potential students if they’ve received departmental approval to do casual work in addition to their appointments. For instance, GSAS requires at minimum a 15-hour commitment per week. Some SIPA and School of Social Work positions require all 20 hours.

• The University Seminars will pay up to 20 hours of rapporteur pay for a conference from our general rapporteur budget. Additional hours will be discounted from the funds allocated to the specific conference.

• Please read our Rapporteur Hiring Guide for details regarding our hiring process and compensation policies for rapporteurs. You can download a copy from our website at: http://universityseminars.columbia.edu/people/chairs/.

• Contact Gessy Alvarez (Associate Director, Budget and Operations) with any questions or issues regarding the process of hiring a rapporteur and payroll.