



## 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 at least half-time students at Columbia, Barnard, or Teacher's College can receive payment as casual student employees.

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:

- Rapporteurs will review their seminar's page on The University Seminars' website: (<http://universityseminars.columbia.edu/>) and keep the web manager abreast of any changes to the seminar's description, contact information, or schedule.
- Rapporteurs will 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, and uploaded to The University Seminars' CourseWorks page.
- In consultation with their seminar chair, rapporteurs 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 their seminar email list.
- At each dinner at Faculty House, Rapporteurs collect checks from attendees and chairs to cover for their meals. Dinner is \$30. *Speaker(s) and Rapporteur(s) dinners are complimentary.* Two complimentary bottles of wine are provided to each seminar dinner group. Additional bottles of wine can be purchased for \$20 each. Checks should be made payable to "Columbia University," with the seminar number, the word "dinner", and the dinner date written in the memo field. Dinner checks should not be combined with either parking payments or gift/donation checks. Donations are deposited into a separate Gift Systems account.
- Rapporteurs will confirm meeting rooms, audio-visual equipment and dinner headcount by the WEDNESDAY, a week before the seminar's meeting date with The University Seminars office.
- Rapporteurs request a Columbia University parking space as needed with The University Seminars office. Parking is complimentary for guest speaker(s). 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](mailto:univ.seminars@columbia.edu) at least 5 days in advance.



- Rapporteurs may need to assist guest speakers with travel arrangements or hotel accommodations. Please refer to the [Travel & Business Expense](#) page located under Forms and Policies on our website.
- Rapporteurs hand out and make sure the *Seminar Meeting Attendance and Privacy Policy* (Attendance sheet) is properly completed. Make sure the speaker and attending chair sign the *Speaker Acknowledgement of Privacy Policy* (Speaker form). Both forms can be found on our website as well as in the vestibule of our office.
- After every meeting, rapporteurs will 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. Unless otherwise instructed, our office will make minutes available the Columbia Library five years after a meeting. Please refer to the Minutes or Rapporteurs page on our website. Rapporteurs will check either the "open" or "closed" box on the Attendance sheet before circulating to the membership. This makes known the seminar's intentions for the minutes for each meeting.
- MOST IMPORTANTLY, rapporteurs record minutes of the meetings. Please refer to the Rapporteurs page on our website for minutes guidelines and templates.
- Following each meeting, rapporteurs will upload seminar minutes to The University Seminars' CourseWorks page. Please refer to the Rapporteurs page on our website for instructions.

#### PLEASE NOTE

- Minutes must be received in a timely fashion. To ensure payment for service, rapporteurs must submit minutes from the last meeting of the fall term 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. The University Seminars' will need to rehire rapporteurs under these categories as student casual employees post May 15 in order to process payment. This will delay payment by a few weeks.

#### 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](mailto: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. Fourth-year rapporteurs receive \$27 per hour. Work for a seminar meeting is considered complete once the

announcement, minutes, and timesheet for the meeting have been uploaded to CourseWorks, and the completed Speaker and Attendance forms have been delivered to The University Seminars' office.

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 provide The University Seminars' office with a written justification for the excessive hours via email.

Rapporteurs also receive a free dinner at each session.

**To View Your Pay Stubs on the Web:**

You can view your pay stubs via the <https://my.columbia.edu/> portal. Simply log in with your UNI and password, and click on "View Your Paycheck" under Faculty and Staff, Self-Service. If you scroll to the bottom of a particular check you will see if the check is live or direct deposit.

**To Set Up Direct Deposit:**

For your convenience, we recommend that you sign up for the free direct deposit service. Your paycheck will then be automatically deposited to your back account.

View Setup Instructions for Direct Deposit here: <http://hr.columbia.edu/links-especially/new-hires/payroll-information/direct-deposit>

**For More on Tax and Withholding Information:**

<http://finance.columbia.edu/content/tax-withholding-information>

**For W-2 Information:**

<http://finance.columbia.edu/content/w-2-info>