

GUIDELINES

# The University Seminars

COLUMBIA UNIVERSITY

FOR CHAIRS, MEMBERS, & RAPPORTEURS

2019-2020

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The University Seminars is a consortium of more than ninety independent seminars. It is an evolving academic enterprise. Individual seminars consist of professors and other experts, from Columbia and elsewhere, who gather on an ongoing basis to consider issues of practical and theoretical importance that cross the boundaries of academic departments. In this way, The University Seminars links Columbia University with the intellectual resources of the surrounding communities. This outreach offers the fruits of interaction and mutual intellectual enrichment to all participants.

*Seminars are closed to the general public. Seminars invite members from CU and other institutions including, but not limited to, colleges and universities. Members attend regularly through the academic year. To be invited to attend a seminar, please write to the seminar chair expressing your interest and qualifications in the seminar's area of study.*

When communicating with The University Seminars office, please include the seminar's full name and number, as well as a short explanatory note (e.g., "Meeting Notification"), in the subject line of the email. The University Seminars website contains a complete listing of active seminars.

For archival information, see also: [List of All Seminars, Past & Present](#).

We are here to help! Please call the office with any questions: 212.854.2389.

## The University Seminars Office

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To request remote access to The University Seminars Digital Archive, contact: [Summer Hart](#).

The University Seminars Archive is a valuable compilation of intellectual history spanning nearly 75 years. In academic year 1944-1945, five seminars began to meet on an ongoing basis; three of those original seminars remain active. Since these WWII-era beginnings, scholars have founded over two hundred seminars, and the questions, concerns, and challenges of the intervening decades can be traced through the development of new seminars. Today over 90 seminars meet, and The University Seminars continues to provide venues for open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion.

In 2003, then Director Robert L. Belknap began the project of scanning the first fifty years of the pre-digital meeting minutes of the seminars. Under his supervision, over a half million pages were digitized. The original documents were organized, boxed, and entrusted to Columbia University's Rare Book and Manuscript Library. In 2011, [Summer Hart](#) was hired to work with Robert Belknap and **Robert Pollack** to unify the various components of the archive.

On December 1st, 2015, **The University Seminars Digital Archive** was launched, opening up full-text searchable files to scholars on dedicated laptops in the RBML reading room on the 6th Floor of Butler Library. Researchers can browse, keyword search, and view the records of seminars. Boxes containing original materials, housed offsite, may also be requested.

#### **Library Access:**

For scholars using Butler Library, librarians can offer assistance. The University Seminars [finding aid](#) can be used to locate and request a laptop or specific boxes from the collection.

The date range of the archive is 1944-2012, with 40,625 items from 194 seminars. Additional files are incorporated on a yearly basis, keeping in-line with the Seminars' five-year privacy policy.

**Remote Access:** At the start of each fall semester, [Summer Hart](#) updates a list of permissions for remote access to **The University Seminars Digital Archive**. See: [Digital Archive Quick Guide](#).

**The University Seminar's material is sorted into the following series:**

- Series I: Minutes and Notes
- Series II: Related Papers
- Series III: Books Based on University Seminars
- Series IV: Digital Archive

# PUBLIC REPRESENTATION

The University Seminars provides venues for chairs, university affiliates, associates, and guests for private discussions among peers on matters of serious interest and importance to those in attendance.

The following statements are pulled from the "Visiting Scholars/Scientists and Seminar Associates" of the [Columbia University Faculty Handbook](#) which states:

"The University is host to many visitors who do not hold academic appointments but use its facilities and participate in its activities. To accommodate the needs of these individuals and recognize their contributions to its intellectual life, the University has created two courtesy designations, visiting scholar/scientist and seminar associate...

Regardless of whether they receive a courtesy designation, visitors may not be paid for providing services to the University and may not engage in work that would normally be performed by officers or staff. Those who are engaged in research at Columbia are expected to comply with the University's policies designed to ensure that their work is conducted safely and in a professional manner."

The office has only rarely found it necessary to set boundary conditions on seminars. But, because in these cases persistent failure to observe one or more of these boundaries would render a seminar inoperative under our charter and endowment, the office and the Advisory Committee of The University Seminars have mapped out guidelines on public representation.

- **Honoraria:** The University Seminars do not pay honoraria. A seminar may not collaborate nor have its name associated with a conference or meeting where speakers are paid. Chairs may request funds to cover a speaker's airfare and accommodation.
- **Public Advocacy & Partisan Activity:** The University Seminars is dedicated to the free expression of ideas, and encourages chairs, university affiliates, and associates 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, university affiliates, and associates may represent their affiliations freely in communication with other seminar members. Such identification is also acceptable in scholarly articles and books where a seminar's discussion is relevant to the argument. However, seminar affiliation may not be used to publicly legitimize a position (e.g., "As ex-chair of The University Seminar on Antarctica, Prof. X claims...").
- **Attribution of Affiliate Status by Membership:** The University Seminars takes pride in its place in members' intellectual lives and is grateful for the acknowledgements that often appear in scholarly books and articles. However, membership does not signify faculty status at Columbia University, but rather falls under the category of "courtesy designation."

The University Seminars office maintains a departmental website containing historical information, a listing of all current seminars, a virtual library of books supported by The Seminars, and all administrative guidelines, procedures, and forms. Each seminar has an individual page with a statement of purpose, contact information for the current chairs and rapporteurs, and a schedule of meetings. The University Seminars office does not post minutes or speakers' papers to this site.

Should a seminar wish to publish additional material 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: [CUIT Web Publishing](#).

## Website Publishing

- The University Seminars neither endorses nor judges material on a seminar's website.
- The University Seminars does not provide funds for external websites.
- The University 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 rapporteurs and chairs must pass along ownership, any site permissions, and maintenance instructions to the next rapporteur and chair.
- A link to an external webpage must be made available to The University 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 social media, a blog, or other site independent of the seminar with the intention of continuing the conversation beyond the physical meeting.
- Distribution of minutes to a seminar's membership—whether via printed copy, email, or an external website—is at the discretion of the seminar; however, it is also the responsibility of the chair to obtain informed consent from all participants at the beginning of each meeting.

The University Seminars is intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion; therefore, seminars choosing to publish minutes online must: only post to websites under their seminar's direct control; consider redacting politically sensitive remarks; and review minutes for potential intellectual property and copyright infringements. Chairs can consult [The Copyright Advisory Office](#) for information on copyright principles.

**FACULTY HOUSE CANCELLATION POLICY:** The cost of seminar rooms that are not cancelled within 30 days will still be withdrawn from The University Seminars' office budget by Faculty House. Meetings cancelled within two weeks of the meeting date will be charged the full event fee, including room, meals, and wait staff. Bearing this in mind, our office requests schedule changes be made as soon as possible to avoid incurring these charges.

## Meeting Space and Audio-Visual Equipment

Meeting and dinner space in Faculty House is reserved with the submission of the [New Academic Year Planning Form](#). See: **Scheduling Meetings, p. 24**. The schedule on this form is used to populate all seminar schedules on our website and in the *Annual Directory of Seminars, Speakers & Topics*. If a seminar date cannot be accommodated in Faculty House for any reason, the chair and rapporteur will be notified. Additional dates or changes to the schedule must be sent to [Pamela Guardia](#); however, it is not always possible to accommodate last minute requests.

All Faculty House space reservations for seminars and conferences must be sent to [Pamela Guardia](#). Do not contact Faculty House directly. Billing must go through The University Seminars. Meeting space must be reserved two weeks in advance. Seminar meetings held at Faculty House are granted funds based on the number of meetings scheduled and the cost of the rooms reserved. The University Seminars does not guarantee funds for meetings held outside of Faculty House; seminars should contact [Robert Pollack](#) and [Alice Newton](#) if these expenses are anticipated.

The University Seminars office **will not provide laptops for any meeting**; seminars must secure their own laptop for any presentation relying on PowerPoint or other visual media. The University Seminars can provide projection, speakers, microphones, pointers, and varied AV cables and adapters, but funds for additional audio-visual rentals require approval from [Robert Pollack](#) and [Alice Newton](#). Once funding is approved, rapporteurs must make arrangements with [John Jayo](#) at least three days prior to the meeting. Seminars assume full responsibility for rented equipment and repair and replacement costs of equipment damaged through misuse are charged to the seminar. Rapporteurs must sign out all equipment prior to the meeting and they are required to return the equipment at the end of the seminar meeting unless explicitly instructed otherwise.

## Meals

Seminars receive a meal allowance which covers the rapporteur, guest speaker, and two bottles of wine per seminar meeting scheduled for the academic year. If additional speakers are anticipated, the seminar must request funding from [Robert Pollack](#) and [Alice Newton](#).

Faculty House dinner reservations must be made at the beginning of the semester, and rapporteurs must submit the expected number of dining guests (including the rapporteur and speaker) and any dietary restrictions one week prior to each meeting.

Seminars are not required to dine at Faculty House, but requests for outside accommodations must be submitted in advance, and reimbursements for meals and wine are limited to Faculty House's pricing allowance: \$100 total for the speaker's meal, the rapporteur's meal, and two bottles of wine. Seminars with their own gift accounts may choose to cover additional meal expenses, provided the expense per person does not exceed \$35 for lunch or \$45 for dinner. Receipts are required for reimbursement of meals taken at restaurants, regardless of funding source. See: **Payments & Reimbursements, p. 20**.

Whether dining at Faculty House or an outside venue, payments must be made no later than the night of the dinner. The rapporteur is responsible for collecting dinner checks from attendees.

A dinner envelope for collecting checks is provided by The Seminars office the night of the seminar's dinner. The rapporteur must fill out the envelope's label, recording the number of paying attendees, complimentary dinners, additional bottles of wine, and total dollar amount received. The rapporteur must sign the envelope and deliver it to The Seminars office. See: [Sample Dinner Envelope](#).

## Checks

Payments for seminar dinners, additional wine purchased at a seminar dinner, parking for a seminar member/guest are only payable via checks. Checks must be made payable to "Columbia University." The seminar number and purpose of the check must be written in the memo line. Checks made for dinner, additional wine, and/or parking are deposited into our University departmental account.

The office will accept gift checks (or donations to a seminar or to The University Seminars General Gift Fund) at seminar meetings but gift checks **may not be combined with other payments**. Although gift checks are also made payable to "Columbia University," they are deposited in a separate bank account maintained by Columbia University's Alumni and Development office. Columbia University will not accept foreign checks or money orders for payment of any type.

## Extra Wine

Extra wine may be purchased for \$20 per bottle.

## Email Lists

Seminars maintain their own email lists. In addition to university affiliates and associates, email lists can include guests, including students. The University Seminars office does not maintain email lists or list-servs; rapporteurs are therefore encouraged to save a copy in their seminar's folder on Dropbox.

## Bar Schedule

The University Seminars reserves the Ivy Lounge for seminars on busy nights. The full schedule is posted on The University Seminars website.

## Parking

Parking is available on campus in the SIPA and Engineering Terrace parking garages. For attendees, the cost is \$20, via check made payable to "Columbia University" with the word "parking" and the seminar number on the memo line; rapporteurs must collect payment the evening of the meeting. The University Seminars provides parking free of cost to seminar speakers.

To request parking, email [John Jayo](#), three days in advance, the following:

- Seminar name and number
- Name of speaker
- Parking date
- Estimated arrival and departure times
- Car make, model, color, and license plate state and number

*None of CU's resources, including electronic databases, may be used for for-profit activities.*

## Columbia University Affiliate and Associate Membership

Columbia University affiliate membership is reserved for faculty and other experts of Columbia University. Associate membership may be offered to faculty and experts from other academic and non-academic institutions; external scholars may also contact the seminar's chair and ask to apply for associate membership.

Columbia affiliate and associate members may be nominated to the seminar's roster at any time by the seminar chair. Seminar chairs submit a letter of nomination to [Alice Newton](#) for review. If the nomination(s) is (are) accepted, the nominee(s) will be sent a [UNISEM Membership Form](#) via Google to complete. Members retain their appointments to the seminar until they resign from Columbia, resign their membership, or are asked to withdraw due to lack of participation. Seminar chairs are asked to review their roster of members on an annual basis during the spring term. On rare occasions, the director may reject an applicant for lack of qualifications.

## Informal Attendance

Seminars are by invitation. Guest attendance is at the discretion of the chair and seminar members. Guests can be faculty, experts, or students. Some attendees of seminars never bother officially joining the seminar. Regardless of how often they attend, all guests must sign the "[Attendance](#)" form. Individual seminars maintain records of these guests, i.e., on email lists.

*Everyone in attendance at a University Seminars meeting must sign the "[Attendance](#)" Form. Names and affiliations of all attendees are recorded in the minutes.*

## Associate membership is awarded when the following have occurred:

- The seminar's chair submits a letter of nomination to [Alice Newton](#).
- Nomination is reviewed and the nominee is asked to complete the [UNISEM Membership Form](#) via Google.
- The director approves the appointment, following review of the nomination and google form. In rare cases, the director may reject the nomination or request additional information before approving the appointment.
- A formal notice of appointment is sent to both the seminar chair and the new member or associate.

## To access membership privileges, associates must:

### Obtain an ID Card

Associate members who request Columbia ID cards in their [UNISEM Membership Form](#) via Google will be added to the ID system. Associates will receive an email confirmation when this is done with instructions to go to the [ID Center](#) at 204 Kent Hall to receive an ID card.

### Activate UNI

Associates may go to the [Manage my UNI](#) section on the CUIT Website and select "Activate My Uni." They will be prompted to accept terms and create a password. **NOTE: The password for each seminar associate must be recent. For security purposes, every two to four months the system will require a password change.**

## Associate membership privileges (with ID Card and UNI /password) include:

- **Library Access:** Free reading and borrowing privileges at the University's libraries, including physical and remote access. Note that some electronic books are available only to Columbia University students. Specific library databases can be found on [CLIO](#).
- **Gym Access:** Use of [Dodge Fitness Center](#) for a monthly fee. For information on how to use these facilities, contact the Dodge Membership office at (212) 854-2546 or (212) 854-2547.

Columbia UNI password issues are addressed by CUIT staff at 212-854-1919  
or by visiting room 202 Philosophy.

Columbia University Alumni may need to go to the [Alumni website](#).

*Honoraria are not permitted under any circumstances.*  
 Fall Deadline is: 9.6.19 | Spring Deadline: 1.21.20

## Travel Funding

The basic expenses of seminar meetings are funded by The University Seminars. While honoraria is strictly prohibited, chairs may request travel funding to pay for speaker travel and accommodation by submitting a [Travel Fund Request Form](#). The level of funding is determined by the seminar's proposed schedule and program needs. Funds may not be transferred from one budget line to another without the express permission of **Robert Pollack** and **Alice Newton**. Deficits may impact future funding, and seminars are encouraged to regularly check the status of their budget and gift account. The University Seminars maintains a record of seminar costs, updated monthly, and chairs may request a balance update from **Gesenia Alvarez**. The balance on any given date reflects only expenses reported as paid; reimbursements or delayed payments may result in fluctuating balance statements. Chairs can use discretionary funds from contributions to cover unexpected deficits.

The University Seminars avoids reimbursements, and they will be issued only in special circumstances with prior approval. Due to university and federal guidelines, many foreign nationals are not reimbursable under any circumstances. If a seminar anticipates the need for reimbursements of any kind, the chair should contact **Pamela Guardia** as soon as possible; forms for reimbursement requests are available online and in The University Seminars office. See: **Payments & Reimbursements, p. 20**.

Seminar chairs and rapporteurs should begin arrangements at least three weeks prior to any given meeting. Funding is not guaranteed, and requests must be submitted for any costs, including travel for guest speakers, meals, meeting space, audio-visual equipment, postage, and print services. Rapporteurs must also confirm travel logistics, request a meeting space, and email an announcement to seminar members. Once funding has been approved, seminars may make travel arrangements.

## Travel and Hotel for Guest Speakers

### Air or Train

All travel funds must be approved in advance. Air and rail accommodations are arranged by a travel agent. Rapporteurs submit the [Travel Accommodation Request Form](#) directly to **Pamela Guardia**, copying the traveling guest. Pamela will put the traveler in touch with the travel agent. The agent will provide flight options to the traveler and request a copy of their passport or valid ID before booking.

Do not promise speakers travel funding until requests have been approved. If approved, travel funds can cover coach-class air or rail tickets, car service to and from airports, local transportation, parking, tolls, and mileage.

Under the TSA Secure Flight Rules, the travel agent is required to collect the following passenger information: name (as it appears on government-issued ID), gender, and date of birth. For international travel, the travel agent will need the passenger's passport number, expiration date, and the country of issue. Changes to existing reservations may result in additional charges.

### Hotel

Rapporteurs make hotel reservations for seminar guests at either **The Hotel Newton** or **The Lucerne**. To make a reservation, call the hotel and tell them that you are making a reservation for The University

Seminars at Columbia University, using the department credit card on file. Forward the confirmation to Pamela Guardia and [John Jayo](#) for approval and direct payment.

**Hotel Newton:** 212.678.6500

**The Lucerne:** 212.875.1000 (*you must ask to speak to in-house reservations*)

The use of any other hotel requires the rapporteur to put their own credit card down to hold the reservation, though it will not be charged. Once the rapporteur sends the reservation to John, he will send payment immediately and the credit card information used to hold the room will be erased from the hotel system.

### **Cancellations**

If a hotel room is no longer needed, the rapporteur must call the hotel as soon as possible to cancel. Forward the cancelation confirmation from the hotel to [John Jayo](#).

*If a reservation is not cancelled, the seminar is still responsible for all charges.*

### **Car Service**

The University Seminars avoids reimbursements. If a speaker requires local ground transportation, a car service can be arranged by completing the [Car Service Request Form](#).

### **Bus, Subway, and Local Transportation**

Please contact [John Jayo](#) ahead of time if you suspect that your speaker may need a reimbursement for local travel expenses that are not arranged through our travel agent. **Some foreign nationals are not reimbursable in any circumstance.**

## Conference Guidelines and Procedures

Occasionally, a seminar's central concerns involve scholars too distant for regular participation, or a seminar wants to engage a broader audience. On such occasions, the seminar may wish to organize a conference or public or private symposium. Conferences and symposia on issues of paramount interest to the seminar members and the seminars community are an exciting part of The University Seminars.

In order for the Conference Committee to consider a proposal, conference guidelines must be acknowledged and a proposal must be submitted through our online system.

**Additionally, the following requirements must be met:**

- The conference must come from the work of a seminar.
- Members of the seminar must commit to being chief organizers of the conference and its planning; graduate students and post-docs should not be the primary organizers.
- Members must agree on the basic needs and goals of the conference.
- Conference arrangements must be made in a way that is transparent to The University Seminars office, and the office should be copied on all important communications.
- Conferences held in the Faculty House or that require travel or hotel accommodations, must submit a [Conference Planning Worksheet](#) to [Pamela Guardia](#).
- Organizers must email hi-resolution files of any posters or promotional material as well as a final program to: [Summer Hart](#).

*The University Seminars Charter forbids support to any conference that pays honoraria, even if it comes from an outside source.*

## Conference Proposals

*Conference proposals are accepted through The University Seminars Submittable site.*

To submit a conference proposal, chairs can go to The University Seminars website and choose "Submittable" from the main navigation bar. This links to The University Seminars submissions page. If new to Submittable, the site will ask them to create a login and password. Once logged on to The University Seminars page, they will select "Conference Proposal" from the list and follow the instructions, which will include downloading and completing the [Conference Budget Worksheet](#) and [Conference Funding Agreement Form](#).

After the proposal has been submitted an email confirmation will be sent. It may take a week or two for the Conference Committee to review the submission and, if necessary, they may ask for additional materials or clarifications. The status of the proposal can be checked by logging in to Submittable or by contacting The University Seminars office.

## Conference Planning

Once conference funding is secured, conference organizers must submit a [Conference Planning Worksheet](#) to [Pamela Guardia](#) and schedule a meeting to review budgets, travel and lodging policies, and to reserve a venue.

## Travel and Hotel Accommodations for Conference Attendees

Air, rail, and hotel accommodations are arranged by the travel agent. Requests are submitted by the rapporteur via the [Travel & Hotel Reservation Request Form](#). See: **Travel, p. 12** for more information. Conference organizers must complete a provide a full list of travelers to [Pamela Guardia](#) with the [Conference Planning Worksheet](#).

## Expenses & Part-Time Hires

Use the [Conference Budget Worksheet](#) to track expenses and funding from other sources. Seminars may ask The Seminars to cover expenses beyond the allocated funds until later reimbursement if other sponsors have confirmed that they will provide additional funds. Only confirmed sponsors should be listed in the application.

The University Seminars will pay a rapporteur up to 20 hours of pay for a conference from our rapporteur budget. Additional hours will be discounted from the funds allocated to the specific conference. Be mindful of the 20 hours per week limit on work hours for graduate students. Seminar chairs may hire casual graduate students other than the seminar rapporteur. If hiring someone who is not a current rapporteur, please have the candidate contact [Gesenia Alvarez](#) to proceed with the hiring process. Casual graduate students who are not current rapporteurs will receive \$20/hr. See: **Rapporteur Compensation, p. 35** for further information.

## Publicity & Acknowledgments

The conference will be featured in the *Annual Directory of Seminars, Speakers, & Topics*. Please cc: [The University Seminars office](#) on all email invitations. To be publicized on the website, email [Summer Hart](#) at least four weeks in advance of the event; the message should include the conference's date, title, program, and a high-resolution version of any graphics produced to advertise the event.

Conference funding is awarded to the **individual seminar**; the seminar is the co-sponsor, not The University Seminars. Therefore acknowledge sponsorship by the seminar's name, e.g., "The Columbia University Seminar on Eighteenth-Century European Culture." A conference grows out of the work of a particular seminar, and so the specific seminar should be acknowledged, rather than The University Seminars as a whole.

*Publication proposals are accepted through The University Seminars Submittable site.*

## The Leonard Hastings Schoff Publication Fund

Leonard Hastings Schoff (1884 – 1978) was a textile manufacturer, economist, educator, and “Life Associate” of the University Seminars. In 1970 he and his wife, Suzanne Levick Schoff, made a bequest to The University Seminars to assist in the publication of learned manuscripts or monographs.

*The Leonard Hastings Schoff and Suzanne Levick Schoff Memorial Fund* has been used to support hundreds of authors of scholarly work in the fields of economics, sociology, psychology, penology, and the behavioral sciences.

The Seminars office keeps an archive of supported manuscripts. When making agreements with the publisher, authors should arrange to send **two complimentary copies** directly to the office.

## Guidelines and Application Procedures

Schoff publication funds can be used for indexing, translating, technical editing, illustrating, or other publication costs. To qualify for a Schoff subsidy, the book or article must already be approved for publication by a peer-reviewed academic publisher and a portion of the work must have been discussed at a University Seminar.

The University Seminars Publication Committee considers the value of the book and budget numbers in comparison with other requests. Funding requests are prioritized by a given monograph’s relation to The University Seminars: books produced entirely as seminar projects will be prioritized over monographs that were partly presented and discussed at a seminar meeting; work by involved members and associates will supersede those by guest speakers. The Committee usually responds within a month of the funding request.

## Acknowledgments

**The author will acknowledge The University Seminars by using the following or similar format:**

- “The (editor/author) expresses appreciation to the Schoff Fund at The University Seminars at Columbia University for their help in publication. Material in this work was presented to the seminar on [x].”
- “The ideas presented have benefited from The University Seminars at Columbia University, specifically in the [x] seminar.”

## Accessing Funding

The Schoff Publication Award must be paid to a vendor or supplier directly. Columbia University policy prohibits reimbursements to the awardee. Vendors such as indexers, editors and translators must invoice The University Seminars office directly.

For information on how to submit invoices to The University Seminars, see **Payments & Reimbursements, p. 20**.

## Using Submittable

Submittable is a cloud-based submission management system. Submittable is a third party system and not associated with nor managed by Columbia University. The University Seminars Submittable page can be accessed through the main navigation bar of The University Seminars website.

**The University Seminars uses Submittable to manage the following proposals and requests:**

- New Seminar Proposals
- Conference Proposals
- Publication Fund Requests

### Setting up a Password

First time submitters will be asked to create an account by entering their email address and choosing a password. **Submittable is not connected to the Columbia UNI/password system.** Users can set any password they like. If a password is forgotten, reset it from the [Forgot Password](#) page.

### Submission Confirmation

Once a submission has been sent, submitters will receive an email confirmation from **Submittable Notifications**. Status of a submission can be cat any time by logging in to their [Submittable account](#).

# GIFT ACCOUNTS

The University Seminars Charter forbids honoraria and dues, but members, foundations, institutes, and other contributors can make gifts to the seminars. Gifts made to a specific seminar are earmarked for that seminar and may be used for discretionary expenses approved by Columbia University and that the general fund cannot subsidize. For example, a seminar may wish to celebrate special occasions, invite more speakers, occasionally invite a speaker from afar, or, with Columbia's approval, offer an extra night for a speaker. A seminar does not forfeit a fair share of travel or conference funding by having a gift account. These gift account expenses still need to abide by Columbia University's accounts payable policies, and seminars are not permitted to maintain independent bank accounts.

Gifts are deposited in a separate bank account maintained by Columbia University's Alumni and Development office and should not be combined with any other payments made to The University Seminars. No administrative costs are deducted from any gift.

## Solicitations

Seminars may solicit gifts for their seminar gift account, but may not charge dues or fees of any sort. These include fees for attendance, receipt of papers, or to remain on the mailing list. By law, solicitations for funding may not promise any service in return for the contribution. All gifts must be voluntary, and no seminar can offer any quid pro quo.

### Sample solicitation correspondence:

We ask for your financial support to help defray the seminar's operational expenses. Although The University Seminars at Columbia University funds basic expenses, we rely on your generosity to enhance the seminar's program. We suggest a tax-deductible gift of \$\_\_\_\_\_, but any amount you can afford is appreciated. Please make your check payable to "Columbia University" and specify "Seminar # and Name" and "gift" on the memo line. Please include your address on the check and mail it to \_\_\_\_\_ or bring it to the next seminar meeting.

*Use of any other language in a solicitation may obligate  
The University Seminars to refuse gift checks.*

A gift to the University Seminars entitles donors to the most generous federal income tax charitable deduction—up to 60 percent of adjusted gross income. *If all deductible gifts within a given year exceed the 60 percent limit, the excess amount may be carried over as a deduction for up to five years.* Contact [Gesenia Alvarez](#) for information regarding wire transfers, gifts of securities, matching gifts, or to receive a Gift Account Report.

## Ways to Give

### Check

Written to "Columbia University." Include the seminar name and number on the memo line and mail to:

THE UNIVERSITY SEMINARS OFFICE  
2nd Floor, Faculty House  
64 Morningside Drive, MC 2302  
New York, NY 10027

### Credit Card

**To make a credit card donation to a seminar gift fund, or to The University Seminars General Fund:**

- Go to: [Giving to Columbia](#), Columbia University's secure online giving form.
- Type in "University Seminars Gift" in the search bar. Add the amount and answer yes or no if the gift is in honor or memory of someone. Press the "Add Gift" button. Review and choose whether or not to make the gift recurring.
- Add contact details: In the Special Instructions section, include the seminar number and name, or write general fund, to ensure proper allocation of funding.

## Tax Receipts

Columbia's Gifts System mails tax receipts for all gifts of \$10 and above. However, if you give online, Gift Systems will only mail tax receipts at your request—but you will receive an e-mail confirmation with your gift.

## Institutional Gifts

Institutional gifts must be accompanied by a letter of confirmation from the donating organization. The letter must include a contact person and mailing address, as well as specify the contribution amount and what the contribution will be used for.

### Example:

This is to confirm that [Institution's Name] provided funding in the form of an unrestricted gift to support the "Columbia University Seminar on [Seminar name and number]." [Institution's Name] will not receive any goods and services in exchange for this gift.

The University Seminars will only process reimbursements that are approved in advance. All payees must be approved for reimbursement by Pamela Guardia. All travel reimbursements require travel funding approval See: Travel Funding, p. 12.

## Vendors for Payments for a Good or Service

All individuals and/or companies are subject to an approval process in order to become a vendor of the university.

First-time suppliers or vendors will receive an email directly from Columbia University Finance with a link to a secure webpage containing a questionnaire, which can be accessed via a temporary login. The email will also contain instructions on how to submit a **W9** (US citizens and permanent residents) or a **W8BEN** (foreign entities or individuals) tax form directly to Columbia University Finance. Vendors will receive updates from Columbia Finance if there is additional information needed or if additional documents should be uploaded.

Once a supplier or vendor relationship is established, an invoice can be submitted.

## Submitting Invoices

All invoices can be sent to **John Jayo** directly for processing and must include all of the following:

- **Remit To:**  
Name, address, phone number, and email address
- **Bill To:**  
The University Seminars  
64 Morningside Drive, 2nd Floor  
MC 2302, New York, NY 10027  
(212) 854-2389  
univ.seminars@columbia.edu
- **Invoice Number**
- **Date**
- **Amount**
- **Description of the good or service provided:** If the work was for a publication include the names of the publication, publisher, and author/editor.

## Vendors for Reimbursements

Seeking reimbursement requires first establishing a vendor relationship with the university. All subsequent requests require only the standard reimbursement paperwork.

A first-time payee will receive an email with a link directly from Columbia University Finance to a secure web page containing a questionnaire, accessed via a temporary login. The email will contain instructions on how to submit a **W9** (US citizens and permanent residents) or a **W8BEN** (foreign nationals) tax form. Vendors will receive updates from Columbia Finance if additional information is needed. Once a payee is a vendor with the university, any reimbursements can be processed.

Anyone seeking reimbursement must also complete either a **Travel & Business Expense Report** (TBER) for Columbia affiliates or a **Non-CU Expense form** (non-affiliates.)



## CHAIRS

## Boundary Conditions

- Every seminar includes members from more than one academic department as well as non-Columbia associate members who link Columbia with the intellectual resources of surrounding communities.
- Seminars admit their own university affiliates, associates members, and guests by individual invitation.
- Participation is voluntary and unpaid—our charter forbids honoraria from any source.
- Minutes are taken at every meeting.
- Seminar Meeting "[Attendance](#)" and "[Speaker](#)" forms must be completed, signed, and returned to the office.
- Seminars are intended to foster open and unfettered intellectual exchange.
- Seminars are private meetings; scholars and other experts are invited to join on an ongoing basis.
- No honorarium is paid to a speaker from any source.
- Guests and graduate students may be invited to attend meetings.

### New Chair Welcome Letter

## General Meeting

Each fall, chairs are invited to The General Meeting. This is the only organized opportunity for all chairs to be together and hear updates on Seminars policies and news. Some meetings involve voting on issues or nominations. All chairs are expected to attend or send another seminar member as proxy. Only chairs are invited; rapporteurs are not allowed to attend. In advance of the meeting, chairs are encouraged to email agenda items to [Alice Newton](#).

## Directory

In early August, chairs will receive an email from The University Seminars office asking them to review their seminar's page in the *Annual Directory of Seminars, Speakers, and Topics*. Since this publication records the previous year's activity, this request goes out to the previous year's chairs who are asked to respond with corrections, regardless of their current status within the seminar.

## Newsletter

The University Seminars publishes an online and email newsletter three times per year: Fall, Winter, and Spring editions. Chairs may submit news items on behalf of themselves and their seminar members by email to [Summer Hart](#). See: [Newsletter Submission Guidelines](#).

*It is the responsibility of the seminar chair to make the privacy policy known at every meeting.*

## Privacy and Policy Forms

Members of the seminar decide whether minutes of the meetings are “closed” or “open.”

If the minutes are “closed,” they are not to be posted online, emailed, or otherwise distributed for five years prior to their inclusion in The University Seminars Archive. Please note that even with a “closed” policy, complete confidentiality cannot be guaranteed.

If members choose an “open” policy, the seminar decides when and how to circulate minutes. The University Seminars office will not, however, post minutes on The University Seminars departmental website, even with an “open” policy. Even with an “open” policy, seminars may not continue the conversation on a blog, social media, or other public forum outside of the meeting. See: **Public Representation, p. 6.**

**Rapporteurs circulate and collect the following required forms at every meeting:**

- **Seminar Meeting Attendance and Privacy Policy Form:** The rapporteur or chair checks the box for either “closed” or “open.” This indicates the privacy policy of the seminar meeting and is done prior to circulating the form. All in attendance fill in their names, affiliations, and email addresses. Also referred to as “**Attendance**” form.
- **Speaker Acknowledgement of Seminar Privacy Policy:** The rapporteur or chair completes the top portion of this form, and the speaker and chair both sign; a separate form is required for each speaker. Also referred to as “**Speaker**” form.

**At the end of each academic year, chairs complete the following tasks:**

- Update Membership Lists
- Elect Chairs
- Budget for the next academic year
- Submit Travel Fund Requests
- Reappoint or Hire a Rapporteur
- Submit New Academic Year Planning Form
- Respond to Directory edit requests

## Updating Membership Lists

By the end of each academic year, the office will send chairs a list of their current membership. Chairs send back a corrected list of active members, indicating whose term to extend and who to discontinue. Anyone has not attended a meeting and has been out of touch with the seminar in the last year should be discontinued. Members are added by nomination by the chair with approval of the members. Forms must be filled out and sent in with the nomination. See: **Membership, p. 10.**

## Electing Chairs

Seminars hold annual chair elections and include this information on the **New Academic Year Planning Form**. 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. All members and associate members vote. A few seminars permit proxies or email votes, and some include votes from present guests. In the spirit of The Seminars, each seminar decides on its own system. The method of voting and results of the election must be noted in the minutes.

## Budgeting and Travel Requests

The University Seminars cover basic expenses for seminar meetings: rooms, AV, rapporteur hours, dinners for the speaker and rapporteur, and two bottles of wine. Funding requests for speaker travel and accommodation must be submitted via the **Travel & Hotel Reservation Request Form** in Google as soon as possible. Funds are limited and must be approved before booking speakers. Deadlines for submission are in early September for the fall semester and January for the spring, with specific dates announced on The University Seminars website. See also: **Travel, p. 12.**

## Scheduling Meetings

By May 1st of each academic year, every seminar must submit a **New Academic Year Planning Form**, reporting the incoming chair, rapporteur, and schedule for the upcoming year. The schedule on this form is used to populate all seminar schedules on our website and in the annual directory of speakers and topics. It is also used to reserve meeting and dinner space in Faculty House. If a seminar date cannot be accommodated by Faculty House for any reason, the chair and rapporteur will be notified. Please note that new rapporteurs must be eligible. Before submitting paperwork, review **Rapporteur Hiring, p. 26**

to ensure the eligibility of the rapporteur.

The New Academic Year Planning Form is sent to all chairs at the end of the spring term along with [The University Seminars Calendar](#). Consult this calendar for potential date conflicts, such as Faculty House closures, university holidays, the General Committee meeting, and The University Seminars Annual Dinner. Faculty House is closed over spring and winter break.

All Faculty House space reservations for seminars and conferences must be sent to [Pamela Guardia](#). Do not contact Faculty House directly. Billing must go through The University Seminars.

*The University Seminars office believes that in order for the Seminars to thrive, the chair and rapporteur must have a mutually respectful relationship. Any rapporteur whose experience in a seminar is difficult or unfulfilling, may, without any ordeal, switch to a different seminar. Likewise, any chair may request a new rapporteur if the match is not right. To request a change, contact Pamela Guardia via phone, email, or in person.*

Rapporteurs serve as liaisons between an individual seminar and The University Seminars office. If a seminar needs a new rapporteur for the next academic year, the office suggests the chair identify a Columbia University graduate student before the end of the current term, so the incoming rapporteur will have an opportunity to meet with the outgoing rapporteur, and the seminar will have continuity in its proceedings.

The office can advertise open positions, but chairs interview and hire rapporteurs themselves. Incoming rapporteurs must attend a group orientation, typically at the beginning of the semester. Those who are unable to attend the orientation may request an individual orientation appointment with **Pamela Guardia** and **Gesenia Alvarez**. Orientations give rapporteurs an in-depth training, but since each seminar is organized differently, it is crucial that the chair meet with the rapporteur prior to the first meeting to discuss the particular needs of the seminar and to make sure that the expectations of the seminar line up with what is required by the office.

Full-time Columbia University graduate students may not work more than 20 hours per week at any on-campus employment, and University and academic holidays must be observed. Though seminar work hours per week are generally well below the 20-hour limit, some students may be employed by other departments within the University; chairs should therefore confirm that a student candidate has received approval to do casual work in addition to their University appointments before offering the position of rapporteur.

**There are three possible payroll classifications for rapporteurs:**

- **Graduate Student Officer – exempt**  
A graduate student who holds a student officer appointment as a departmental research assistant, teaching fellow, preceptor, or other exempt work at the University.
- **Casual Student Employee – non-exempt**  
A full-time or half-time graduate student employee at Columbia University, Barnard College, or Teachers College who does not hold a University appointment as a Student Officer.
- **Short-Term Casual Employee**  
A short-term casual employee is a part-time graduate student or non-student employee who performs non-exempt work for a limited period of time. Casual employees are limited to 560-hours or 4 months of employment, whichever comes first. This excludes full-time and half-time Columbia University, Barnard College, and Teachers College graduate students.

## RAPPORTEURS

*The University Seminars office believes that in order for the Seminars to thrive, the chair and rapporteur must have a mutually respectful relationship. Any rapporteur whose experience in a seminar is difficult or unfulfilling, may, without any ordeal, switch to a different seminar. Likewise, any chair may request a new rapporteur if the match is not right. To request a change, contact Pamela Guardia via phone, email, or in person.*

## New Rapporteur Welcome Letter

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 that meetings are successfully held and documented, including:

- Arranging travel, and accommodations for speakers.
- Maintaining an email list of seminar members, associates, guests and corresponding members.
- Confirming information on The University Seminars website is correct.
- Announcing seminar meetings.
- Reserving meeting space.
- Reserving and returning AV equipment.
- Arranging parking.
- Collecting dinner and meeting RSVPs.
- Communicating any dietary considerations or speaker concerns to the office.
- Confirming meeting signage is correct, AV is set up and functioning, and speaker is settled.
- Collecting checks from attendees and chairs for meals, extra wine, parking, or donations.
- Circulating/collecting/bringing to the office meeting forms.
- Circulating handouts or background papers.
- Recording the minutes.
- Returning all completed, signed meeting forms to the office.
- Uploading all minutes and announcements to Dropbox.
- Submitting a timesheet.

## Prior to the Meeting:

- Communicate with chair: confirm travel funds, know responsibilities.
- Three weeks prior to the meeting, send an announcement email, upload the meeting's announcement to Dropbox, and check the seminar's website to be certain the announcement's included link is up-to-date.
- Communicate with speaker: arrange travel, if needed. See: **Travel, p. 12**. Confirm any audio visual needs and dietary considerations.
- Obtain bio and paper for circulation to members, as needed.

## Day of Meeting (arrive early):

- Check lobby for meeting and dinner room assignments.
- Check meeting space and dinner table for consistency.
- Sign out Audio-Visual equipment with [John Jayo](#). Test AV and assist speaker.
- Circulate handouts and distribute/collect the meeting forms. See: **Privacy and Policy Forms, p. 31**.
- Take minutes, following the steps outlined under: **Minutes, p. 32**.
- Collect dinner checks, fill out and sign the envelope, and return it to the office.

## Immediately Following the Meeting:

- Bring both completed meeting forms, any pre-approved reimbursement requests, and the dinner envelope to The University Seminars office.
- Return every item listed on the AV Sign-off Sheet to the office in the labeled tray, carefully packed in provided cases. Return everything listed on sign-off sheet.
- Return filled out and signed dinner envelope.

## Before the Next Meeting:

- Upload minutes to Dropbox.
- Submit the Google form timesheet (request link from: [Gesenia Alvarez](#)).
- Submit pre-approved reimbursements.

## Announcements

**Announcements serve multiple purposes** in addition to reaching out to membership. Each seminar has an individual page on The University Seminars departmental website, with a statement of purpose, contact information for the current chairs and rapporteurs, and a schedule of meetings. When the office receives an email announcement, **John Jayo** cross-checks and updates this information on the website.

When the PDF announcement is uploaded on Dropbox, our office can then use it for reimbursement documentation, and to form the framework for our *Annual Directory of Seminars, Speakers, & Topics*. PDF announcements are also a valuable component of our archive.

### Announcement Format:

**Email:** The subject line must include the full seminar name and number, name of speaker, and meeting date and time; the body of the email.

**PDF:** All announcements must be uploaded as PDF files to Dropbox, using the library naming convention. See also: [Announcement Template](#).

### Both versions must contain the following information:

- **Full Seminar Name and Number**
- **Meeting Date, Time, and Location**
- **Speaker's Name, Title, and Affiliation**
- **Title of the Presentation**
- **Abstract or Description of the Talk**
- **Meal Payment and Logistics:** Dinner at Faculty House is \$30 per person (checks only, addressed to "Columbia University" and listing the seminar name and number on the memo line).
- **Reply Request:** Specify the name and email address of the seminar's contact person (usually the rapporteur) for RSVPs due a week prior to the meeting.
- **Note Regarding Donations:** Inform members that donation checks can not be combined with dinner or parking costs. See: **Gift Accounts, p. 18** for more information.
- **Accessibility Statement:** *Columbia University encourages persons with disabilities to participate in its programs and activities. The University Seminars participants with disabilities who anticipate needing accommodations or who have questions about physical access may contact the Office of Disability Services at 212.854.2388 or [disability@columbia.edu](mailto:disability@columbia.edu). Disability accommodations, including sign-language interpreters, are available on request. Requests for accommodations must be made two weeks in advance. On campus, seminar participants with disabilities should alert a Public Safety Officer if they need assistance accessing campus.*

## Privacy and Policy Forms

Members of the seminar decide whether minutes of the meetings are “closed” or “open.”

If the minutes are “closed,” they are not to be posted online, emailed, or otherwise distributed for five years prior to their inclusion in The University Seminars Archive. Please note that even with a “closed” policy, complete confidentiality cannot be guaranteed.

If members choose an “open” policy, the seminar decides when and how to circulate minutes. The University Seminars office will not; however, post minutes on The University Seminars departmental website, even with an “open” policy. Even with an “open” policy, seminars may not continue the conversation on a blog or other public forum outside of the meeting.

**Rapporteurs circulate and collect the following required forms at every meeting:**

- **Seminar Meeting Attendance and Privacy Policy Form:** The rapporteur or chair checks the box for either “closed” or “open.” This indicates the privacy policy of the seminar meeting and is done prior to circulating the form. All in attendance fill in their names, affiliations, and email addresses. Also referred to as “**Attendance**” form.
- **Speaker Acknowledgement of Seminar Privacy Policy:** The rapporteur or chair completes the top portion of this form, and the speaker and chair both sign; a separate form is required for each speaker. Also referred to as “**Speaker**” form.

Blank copies of these forms are available in the **Forms and Guidelines** folder on Dropbox, The University Seminars website, and in the vestibule of The University Seminars office. Completed forms must be brought back to the office after every meeting.

## File Naming Convention

Rapporteurs name all files using The University Seminars | RBML naming convention. Please review the naming convention carefully before uploading files. **The only approved file format is PDF.**

**The file content must be noted in the file name, using the following codes:**

**The file naming format is: [Seminar #].AY[academic year].[meeting date].[file content].pdf**

- a = announcements
- e = email
- h = handouts
- m = minutes
- sn = speaker’s notes
- sp = speaker’s papers

**Example: Minutes for Seminar #123, meeting on January 4th, 2020, would be named:**

**123.AY20192020.0104.m.pdf**

## Minutes

Minutes of seminar meetings are maintained in archives at The University Seminars office and Butler Library. Writing up the minutes from seminar meetings is an important part of a rapporteur's job, and the part that has the most longevity—75 years and counting! Minutes taken by rapporteurs are an integral part of the intellectual history of The University Seminars and Columbia University.

Since, each seminar operates as an independent entity, expectations for minutes will vary from seminar to seminar. The office; however, has certain requirements. See: [Minutes Template](#).

The University Seminars office requires, at minimum, the following:

UPLOADED TO DROPBOX AS PDF | USING LIBRARY NAMING CONVENTION

- **Full Seminar Name and Number**
- **Meeting Date and Location**
- **Name and Affiliation of Speaker(s):** It is important to use the speaker's full name, title, and affiliation(s) in both the minutes and email announcements. The central office refers to this information when preparing copy for the annual *Directory of Seminars, Speakers, & Topics*.
- **Title of Meeting Presentation:** This is the title of the presentation as it is to appear in the *Directory*; if there is a discrepancy between the title given in the meeting announcement and the title listed in the minutes, the directory will use the latter.
- **Name(s) of Presiding Chair(s)**
- **Name of Rapporteur**
- **Name and Affiliation of Attendees**
- **Summary of Presentation:** This is a narrative description of the speaker's presentation, not an outline. If the speaker has provided a paper with an abstract, the abstract may be used as the summary, but it should be clearly identified as the speaker's work.
- **Summary of Discussion:** The major work of the seminar takes place in the discussion period, making this the most important part of the minutes. The discussion need not be recorded verbatim, but the summary should clearly convey the specific issues addressed.
- **Copyright Language:** Please add the following to your minutes document footer: "©[Current Year], The Trustees of Columbia University in the City of New York"

## Submitting Files on Dropbox

The University Seminars uses Dropbox as a one-year repository for minutes, announcements, and related materials from seminar meetings. Only rapporteurs have access to their seminar's folder on Dropbox. After the academic year closes, files are moved to The University Seminar's server. After five years, materials are made available to scholars through The University Seminars Digital Archive. It is the responsibility of the rapporteur to upload a PDF version of the meeting announcement and minutes for every seminar meeting. Additional materials, such as a background or speaker's paper or presentation are uploaded only if the speaker checks "yes" on the "[Speaker](#)" form.

On Dropbox, rapporteurs have access to a folder with their seminar's name and number. This folder will contain the following subfolders:

- **Meeting Documentation**  
This is where minutes, announcements, and other materials from a seminar meeting go. All files must be submitted in PDF format, and named according to the naming convention.
- **Email List**  
The office does not require an email list; however, we highly recommend rapporteurs upload an updated email list once a year as back up. The University Seminars does not maintain email lists for individual seminars otherwise.
- **Forms and Guidelines**  
This folder contains rapporteur resources.

**At the end of the academic year, rapporteurs must:**

- Upload any outstanding minutes
- Upload PDF versions of all announcements
- Turn in any outstanding "**Speaker**" or "**Attendance**" forms
- Communicate resignation or intention to stay on with seminar chair and office
- Submit any reimbursement paperwork
- Submit all timesheets
- Submit **New Academic Year Planning Form** (if necessary/on behalf of chair)
- Respond to *Directory* edit requests (if necessary/on behalf of chair)

## Payroll

All incoming rapporteurs must contact The University Seminars office for approval and instructions on submitting necessary paperwork. Graduate students holding other recent or current appointments at Columbia University typically do not need to fill out tax forms if there are no changes to address or marital status, but they must update any I-9 (Immigration) form that is more than three years old.

Newly employed Columbia University graduate students must complete several administrative forms, tax forms, and an I-9 (Immigration) form, either before or on their hire date. International students with F or J visas will need to apply for a Social Security number and present an I-20 form, passport, visa, and any Tax Treaty information.

Incoming rapporteurs must attend a group orientation typically at the beginning of the semester. Those who are unable to attend the orientation may request an individual orientation appointment with [Pamela Guardia](#) and [Gesenia Alvarez](#).

Full-time Columbia University students may not work more than 20 hours per week at any on-campus employment, and University and academic holidays must be observed. Though seminar work hours per week are generally well below the 20-hour limit, some students may be employed by other departments within the University; rapporteurs must therefore receive approval to do casual work in addition to their University appointments before accepting the position of rapporteur.

### There are three possible payroll classifications for rapporteurs

- **Casual Student Employee** – non-exempt  
A full-time or half-time student employee at Columbia University, Barnard College, or Teachers College who does not hold a University appointment as a Student Officer.
- **Graduate Student Officer** – exempt  
A graduate student who holds a student officer appointment as a departmental research assistant, teaching fellow, preceptor, or other exempt work at the University.
- **Short-Term Casual Employee**  
A short-term casual employee is a part-time student or nonstudent employee who performs non-exempt work for a limited period of time. Casual employees are limited to 560-hours or 4 months of employment, whichever comes first. (This excludes full-time and half-time Columbia University, Barnard College, and Teachers College students.)

### Work for a seminar meeting is complete when a rapporteur has done the following:

- Delivered the "[Speaker](#)" and "[Attendance](#)" forms to The University Seminars office.
- Uploaded minutes and announcements to Dropbox (request access from: [Summer Hart](#)).
- Completed the Google form timesheet (request link from: [Gesenia Alvarez](#)).

Timesheets should be submitted no later than a month post-meeting date, even if submitted minutes are still in draft form and will require later revision. Columbia University's Payroll Department requires timely reporting of hours worked. CU Payroll will drop student employees from the time entry system if there is a prolonged period of inactivity. If this happens, rapporteurs must undergo the rehiring process to be reinstated in the payroll system.

To ensure payment for services, rapporteurs must submit minutes from the last meeting of the fall term prior to MLK day; 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 in mid-June. Rapporteurs should also contact [Gesenia Alvarez](#) with any changes to their employment status or personal information.

Teaching Fellows, DRAs, Research Assistants and other student officers usually receive payment as "Added Compensation." Payment delays may occur because of appointment end dates, in which case a paper retro payment form will be submitted to the rapporteur's office of academic appointment.

Hourly rates increase with a rapporteur's years of service: first-year rapporteurs are paid \$20/hour, second and third-year rapporteurs \$25/hour, and fourth-year rapporteurs \$27/hour. Rapporteurs typically report an average of 6–10 hours of work per seminar meeting. If more than 10 hours of work per seminar meeting is reported, the seminar chair will be contacted to confirm the reason for the extra hours.

The University Seminars recommends that rapporteurs sign up for direct deposit. Enrollment instructions are available at: [hr.columbia.edu](http://hr.columbia.edu).

## Submitting Timesheets

To complete a seminar meeting timesheet, the rapporteur will receive a link to a Google form. Data from this questionnaire is used to record time worked. A link to the form will be emailed to the rapporteur post-orientation. The link can also be obtained through [Gesenia Alvarez](#) via an email request.

## Conference Payment

If a rapporteur assists with a seminar's conference, they must keep track of their hours worked, whether only on the day of the conference or for an extended period of time. The University Seminars pays rapporteurs up to 20 hours for work on a given conference; additional hours are discounted from the funds allocated to the conference. Those working on conference logistics over a period must report hours on a regular basis (at least once a month) by submitting monthly timesheets via the Google form.

## Viewing Pay Stubs and Tax Information

Rapporteurs can view their pay stubs via the [my.columbia.edu](http://my.columbia.edu) portal by logging in with their UNI and password and clicking "View Your Paycheck" under the "Faculty and Staff, Self-Service" tab.

Call the Payroll Department at (212) 854-2122 with any tax withholding questions. Information can also be assessed at: [Columbia University Finance Gateway](#).

- 403** The Problem of Peace  
**405** Studies in Religion  
**407** The Renaissance  
**411** Content and Methods of the Social Sciences  
**417** Eighteenth-Century European Culture  
**423** Organization and Management  
**427** Studies in Political and Social Thought  
**429** American Studies  
**431** Medieval Studies  
**435** Studies in Contemporary Africa  
**441** Classical Civilization  
**443** Modern East Asia: China  
**445** Modern East Asia: Japan  
**451** New Testament  
**459A** The City  
**465** Law and Politics  
**467** Knowledge, Technology, and Social Systems  
**471** Ecology and Culture  
**473** The Study of the Hebrew Bible  
**477** South Asia  
**479** The Ancient Near East  
**483** Studies in Modern Italy  
**491** Early American History and Culture  
**495A** Pollution and Water Resources: Scientific and Institutional Aspects  
**497** Slavic History and Culture  
**501** Israel and Jewish Studies  
**503** Economic History  
**507** Death  
**509** The Art of Africa, Oceania, and the Americas  
**511** Innovation in Education  
**515** Latin America  
**521** Population Biology  
**523** Political Economy and Contemporary Social Issues  
**525** The Middle East  
**529** Appetitive Behavior  
**531** Culture, Power, Boundaries  
**533** The History and Philosophy of Science  
**535** Irish Studies  
**539** Cinema and Interdisciplinary Interpretation  
**545** Women and Society  
**551** Ottoman and Turkish Studies  
**553** Drugs and Society  
**555** Twentieth Century Politics and Society  
**557** Brazil  
**559** Arabic Studies  
**561** Human Rights  
**567** Neo-Confucian Studies  
**581** Shakespeare  
**583** Southeast Asia in World Affairs  
**585** Ethics, Moral Education, and Society  
**603** Cognitive and Behavioral Neuroscience  
**613** Full Employment, Social Welfare, and Equity  
**615** Iranian Studies  
**629** Buddhist Studies  
**661** Religion in America  
**667** The History of Columbia University  
**681** Language and Cognition  
**689** Memory and Slavery  
**691** Early China  
**701** Modern British History  
**703** Modern Greek  
**707** Early Modern France  
**711** Literary Theory  
**717** Cultural Memory  
**719** Injury Prevention and Control  
**721** Comparative Philosophy  
**727** Theory and History of Media  
**729** History, Redress, and Reconciliation  
**733** Japanese Culture  
**735** Sites of Cinema  
**737** Narrative, Health, and Social Justice  
**739** Columbia School Linguistics  
**741** Global and Interdisciplinary Core Curricula  
**743** Complexity Science, Modeling, and Sustainability  
**745** Catholicism, Culture, and Modernity  
**749** Studies in Dance  
**751** Religion and Writing  
**757** Global Mental Health  
**759** Defense and Security  
**763** Beyond France  
**765** Logic, Probability, and Games  
**769** Human-Animal Studies  
**771** Indigenous Studies  
**773** The Integrative Study of Animal Behavior  
**775** The Future of Aging Research  
**777** Affect Studies  
**779** Disability, Culture, and Society  
**783** Sustainable Finance  
**785** Energy Ethics  
**787** Material Texts  
**789** Water in America  
**791** Science and Subjectivity  
**793** Columbia University Collaborative of Community Programs for Youth & Families  
**795** Thinking Europe Now  
**797** Korean Studies

See also: [Seminars](#).

**Updated: 8.28.19**