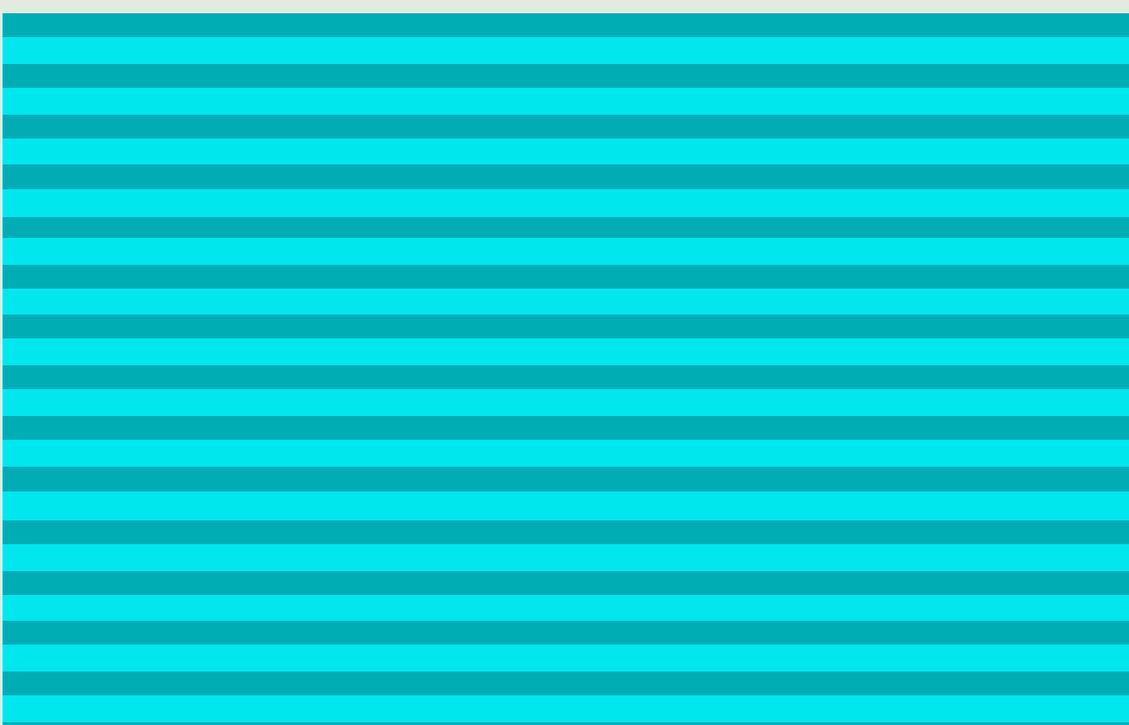


GUIDELINES

The University Seminars COLUMBIA UNIVERSITY

FOR CHAIRS, MEMBERS, & RAPPORTEURS



2022-2023

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The University Seminars at Columbia University is an ongoing community of partnerships each of which is constituted by scholars from multiple academic departments and disciplines, often including experts from outside academia, and is devoted to the study of an institution, practice, or issue of theoretical and/or practical importance. The University Seminars originated in, and maintains its vitality through, spontaneous intellectual initiatives and is therefore considered a movement. The mission of The University Seminars collectively is to enable the intellectual missions of its individual constituent seminars.

Seminars are not open 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.

The University Seminars Code of Conduct

The Executive Committee of the University Seminars is in the process of writing a code of conduct.

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 contact the office with any questions.

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

Launched in December, 2015, [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 on-going 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.

The date range of the archive is 1944-2016, with documentation from 194 seminars. Additional files are incorporated on a yearly basis, keeping in-line with The Seminars' five-year privacy policy. Files are full-text searchable and open 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. Remote access to digital materials may be requested by emailing [Summer Hart](#).

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 University Seminars' 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

Citing the Paper Archive:

Identification of specific item; Date (if known); University Seminars Records; Box and Folder; Rare Book and Manuscript Library, Columbia University Libraries.

Citing the Digital Archive:

Identification of specific item; Date (if known); University Seminars Records; <https://dlc.library.columbia.edu/restricted/universityseminars/ldpd:446388>; Rare Book and Manuscript Library, Columbia University Libraries.

Each digitized item has a unique ldpd number (e.g, ldpd:446388). Use the web address for each item in lieu of a Box and folder number. For questions, contact [Summer Hart](#).

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 limitations on seminars. But, because in these cases persistent failure to observe one or more of these stipulations would render a seminar inoperative under our charter and endowment, the office and the Executive 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 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 [Summer Hart](#) 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, 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.

Email Lists

Seminars maintain their own email lists. Email lists include university affiliates, associates, and guests, including students. At the start of the semester, rapporteurs upload one clean copy of the email list to Submittable with their meeting documentation.

Meetings Held In-Person

Chairs reserve meeting and dinner space in the Faculty House when they submit a [New Academic Year Planning Form](#) to [Pamela Guardia](#) as part of their end of year responsibilities. **See also, Chairs, End of Year, p. 24.** This form conveys all initial meeting information to [The University Seminars office](#). The schedule section of the form is used to reserve space in Faculty House, populate seminar schedules on the website, and to list seminar activity in the *Annual Directory of Seminars, Speakers & Topics*.

If a seminar date submitted 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.

Faculty House reservations for seminars and conferences must be sent to [Pamela Guardia](#). Billing goes through [The University Seminars office](#). Organizers should not contact Faculty House directly.

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 [Susan Boynton](#) if these expenses are anticipated.

[The University Seminars office](#) provides equipment to hold hybrid seminars over Zoom or over other virtual meeting applications. Additionally, the office can provide projection, speakers, microphones, pointers, and varied AV cables and adapters for a non-hybrid, in-person meeting. The office cannot provide laptops for presentations. Rapporteurs must make equipment arrangements with [Pamela Guardia](#) at least three days prior to the meeting.

Chairs who wish to discuss meeting and/or technology options may contact [Pamela Guardia](#) to schedule an in-person or Zoom consultation. Seminars assume full responsibility for borrowed equipment and repair and replacement costs of equipment damaged through misuse are charged to the seminar. Rapporteurs sign out equipment prior to the meeting and they are required to return the equipment at the end of the seminar meeting unless explicitly instructed otherwise.

Meetings Held Virtually

Chairs are required to submit a [New Academic Year Planning Form](#) to [Pamela Guardia](#) before each new academic year, even if the meetings will be held virtually. Columbia University supports meetings over Zoom. If a chair cannot secure a licensed Zoom account from their department, contact [Pamela Guardia](#) for information on how to obtain a licensed account.

Meals

The University Seminars pays for speaker, chair, and rapporteur meals. For chairs and speakers, this is a courtesy. For rapporteurs, this is considered part of their compensation. If a rapporteur is unable to attend the dinner, they may submit a reimbursement to [Giran Ceballos](#) for a meal up to \$35. The meal must be purchased on the same date as the meeting is held and cannot be grocery store items. It must be dine-in or take-out.

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 [Susan Boynton](#) for review. If the nomination(s) is (are) accepted, the nominee(s) will be sent a [Membership Nomination 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, Susan 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 do not wish to join the seminar officially as members. Regardless of how often they attend, all guests must acknowledge the privacy policy of the seminar. For virtual meetings, the rapporteur will read the policy and ask for acknowledgment by raise of hand. Individual seminars maintain records of these guests, i.e., email lists.

Associate membership is awarded when the following have occurred:

- The seminar's chair submits a letter of nomination to [Susan Boynton](#).
- Susan reviews the nomination and asks the nominee, and if approved, to complete the [Membership Nomination Form](#) via Google.
- Susan may reject the nomination or request additional information before approving the appointment.
- If the appointment is approved, 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 [Membership Nomination 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.**

UNI Password Issues

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

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

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](#).

For updates on library policies, go to the [Library Status Updates](#) page on Columbia's website.

- **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.

The Concur website will require the following information from all travelers: cell phone number and email address; an emergency contact (name, relationship, cell phone number.)

Travel Policies

All travel funds must be approved in advance.

Do not promise speakers travel or hotel accommodations until the funding request has been approved. Chairs may request travel funding to pay for speaker travel and accommodation by submitting a [Travel Fund Request Form](#) to [Susan Boynton](#).

After funding is approved, the chair or rapporteur must send the [Travel and Hotel Accommodation Request Form](#) to the traveling guest. The rapporteur can complete the form on behalf of the traveler for most travel, such as rail and hotel accommodations. However, since some personal information is required in order to arrange flights, it is recommended that the traveling guest submit their own [Travel and Hotel Accommodation Request Form](#) when air travel is needed.

Under the TSA Secure Flight Rules, we are required to collect the following passenger information: name (as it appears on government-issued ID), gender, date of birth and the name and phone number of an emergency contact. For international travel, we will need the passenger's passport number, expiration date, and the country of issue.

Once the [Travel and Hotel Accommodation Request Form](#) is submitted, [Giran Ceballos](#) will communicate with the travelling guest directly to make appropriate travel and hotel accommodations.

Approved travel funds can be used to cover coach-class air or rail tickets, hotel accommodations, car service to and from airports, local transportation, parking, tolls, and mileage. The University Seminars provides funds solely for the speaker's accommodations. We do not make payments for additional persons traveling with the speaker, extended stays in a hotel for vacation, or extraneous expenses such as room service. Seminars may use their own gift account funds to cover some additional costs allowable by the University, but budgets should be reviewed carefully before confirming these provisions. To check whether an additional expense is allowable by the university, contact [Pamela Guardia](#).

If a pre-arranged travel or hotel reservation is no longer needed, inform [Giran Ceballos](#) as soon as possible so that it can be cancelled in a timely manner. If a reservation is not cancelled, the seminar is still responsible for all charges.

Parking

The Seminars office can reserve same-day, short-term parking for any seminar attendee. Parking requests must be submitted by the attendee to the office with at least three business days' notice and are subject to garage availability. The current rate is \$25 per evening, per vehicle.

Parking is available at one of two campus garages.

International Affairs Building Garage
420 W. 118th St. between Amsterdam Ave. & Morningside Dr.

Engineering Terrace Garage
Amsterdam Ave. & W. 119th St.

To request a parking space, please submit the following:

- Seminar name or number
- Date of meeting
- Driver's name
- Date and time of arrival
- Time in which driver will return for the car
- Vehicle information: Make, model, color, license plate # and state
- Garage preference, if applicable

Electric vehicle charging is available at no extra cost.

If the preferred garage is full, the guest will be sent to the other garage. The reservation will hold a spot at one of the garages. The driver will not be turned away.

Guests submit a check for \$25, payable to "Columbia University," directly to the rapporteur.

Car Transportation

A traveling guest may request car service arranged with Luxury Transportation LLC for transport to and from the airport or to and from the University. To reserve the car service, send all of the following information to [Giran Ceballos](#) in an email or register via the [Car Service Registration Form](#). Even with a round-trip, a separate form must be filled out for each destination.

- Seminar name and number
- Date of seminar or conference
- Guest name
- Guest cell phone number
- Date of travel/car pick up
- Time of pick up
- Origin/pickup address: Airport name, flight number and origin city
- Destination address: Airport name, flight number and destination city

Once the car service is reserved, the traveling guest or rapporteur may contact Luxury Transportation LLC directly to make changes to the reservation using the phone number and reservation number provided on the confirmation email.

Due to the continuing uncertainty of the COVID-19 pandemic, The University Seminars office reserves the right to reschedule or switch in-person meetings and events to virtual.

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, seminars may request conference funding from The Seminars, with the understanding that funds are limited; organizers are required to seek co-sponsorship from other sources as well as from The Seminars, and that The Seminars do not offer honoraria to conference speakers.

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

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.
- Conference organizers must submit a [Conference Planning Worksheet](#) to [Pamela Guardia](#) for special events expected to be held in Faculty House.
- Conference organizers must email hi-resolution files to [Summer Hart](#) of any promotional material, event details, and a paragraph description of the event at least three weeks prior to the conference for advertising on the website; and after the conference, email Summer a complete program for the *Directory*.

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 Submittable 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. [Giran Ceballos](#) will reserve travel and lodging that is part of the Seminars' support for the conference; speakers should not make these arrangements and request reimbursement.

Travel and Hotel Accommodations for Conference Attendees

See: [Travel](#), p. 11.

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 additional service for a conference from our rapporteur budget. Any hours beyond those 20 additional hours will be paid 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 \$25/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.

Schoff & Warner Funds

Authors who have presented their work in a seminar meeting are eligible to apply for publication subventions from The University Seminars.

The Leonard Hastings Schoff and Suzanne Levick Schoff Memorial Fund is used for indexing, translating, technical editing, illustrating, or other publication costs of manuscripts or monographs produced under the auspices of The University Seminars in the fields of economics, sociology, psychology, penology, or the behavioral sciences which have already been approved for publication.

The Aaron Warner Fund supports the publication of materials that emerge from a University Seminar. These publications do not need to fall under a specific field. Our Executive Committee named this new book subsidy fund the Aaron Warner fund, in honor of the social scientist who was Director of The University Seminars for decades, and whose devotion to music on the one hand, and to the world of physics at Columbia, on the other, carried him far beyond the social 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

Publication funding is used for indexing, translating, technical editing, illustrating, or other publication costs. To qualify, 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 alternatives of self and print-on-demand publication may be recommended for consideration as an exceptional case by the Advisory Board. Submit via [The University Seminars Submittable page](#).

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.

Acknowledgment

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

- "The (editor/author) expresses appreciation to the [NAME OF 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 (editor)/(author) expresses appreciation to the [NAME OF FUND] at the University Seminars at Columbia University for their help in publication. The ideas presented have benefited from discussions in the University Seminar on [NAME OF SEMINAR.]"

Accessing Funding

Funding is paid to a vendor or supplier directly. Columbia University policy prohibits reimbursements to the awardee. Vendors must invoice [The University Seminars office](#) directly. For information on how to submit invoices to The University Seminars, see [Payments & Reimbursements](#), p. 19.

Using Submittable

Submittable is a third party, cloud-based submission management system. It is 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 submissions:

- New Seminar Proposals
- Conference Proposals
- Publication Funding Requests
- Seminar Meeting Documentation

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 checked at any time by logging in to their [Submittable account](#).

GIFT ACCOUNTS

The University Seminars Charter forbids the payment of 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

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

- **For credit card donations:** Go to: universityseminars.columbia.edu. Select the "Donate" button in the upper-right corner. This will direct you to The University Seminars [gift form](#). Fill in this form accordingly.
- **For gifts to a seminar,** (payment details, step 3 of the form), type the [seminar number] and [seminar name] in the "Special Instructions" box. **If you wish to make a gift to more than one seminar, to the general fund and a seminar, or other combination, simply note how you wish to divide the gift.** For example, write in the "Special Instructions" box: [50% to the University Seminars Fund and 50% to #403 - Peace Seminar.]
- **For donations via personal checks:** Checks must be made payable to "Columbia University" with "Donation [Seminar number or name]" written on the memo line. Mail personal check donation to the following address:

The University Seminars
Attention: Gesenia Alvarez
64 Morningside Drive, 2nd Floor, Mail Code: 2302
New York, NY 10027

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.

PAYMENTS & REIMBURSEMENTS

Reimbursements are difficult, and at times impossible to process. The Seminars prefer to make purchases and direct payments rather than reimbursements. All payees must be approved in advance for reimbursement by [The University Seminars office](#).

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 payees will send their invoice to [Giran Ceballos](#). They will also provide one of the following tax forms:

- **W9** (US citizens, permanent residents, companies, and institutions)
- **W8BEN** (foreign individuals)
- **W8BEN-e** (foreign companies and institutions)

The payee will receive an email directly from Columbia University Finance with a link to a secure web-page containing a brief questionnaire, which can be accessed via a temporary login. This questionnaire must be completed before the vendor profile can be approved. Payees will receive updates from Columbia Finance if there is additional information needed or if additional documents should be uploaded. Once a vendor relationship is established, invoices can be processed for payment.

Submitting Invoices

All invoices can be sent to [Giran Ceballos](#) 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.

Reimbursements

Rapporteurs:

- Submit an [Expense Form](#), along with all associated receipts, to [Giran Ceballos](#).
- Receipts must show an itemization of items purchased as well as proof of payment. In some cases, these will be two different receipts.

Columbia Faculty and Staff:

- Log in to [Concur](#) using your UNI.
- Assign [Giran Ceballos](#) as a preparer delegate. Go to finance.columbia.edu to access a [job aid](#).
- Submit an [Expense Form](#), along with all associated receipts, to [Giran Ceballos](#).
- Receipts must show an itemization of items purchased as well as proof of payment. In some cases, these will be two different receipts.
- As a preparer delegate, Giran will create an expense report and ask the faculty or staff employee to click "submit" for a report when ready.

Non-Columbia Affiliates:

Seeking reimbursement requires first establishing a vendor relationship with the university. All subsequent requests require only the standard reimbursement paperwork. First-time payees must reach out to [Giran Ceballos](#) and provide him with a [W9](#) (US citizens and permanent residents), a [W8BEN](#) (foreign individuals), or [W8BEN-e](#) (foreign companies and institutions) tax form. Giran will then initiate the creation of an official vendor profile and the payee will receive an email directly from Columbia University Finance with a link to a secure webpage containing a brief questionnaire, which can be accessed via a temporary login. This questionnaire must be completed before the vendor profile can be approved. The payee will receive updates from Columbia Finance if additional information is needed.

Any non-Columbia Affiliate seeking reimbursement must complete an [Expense Form](#), submit all associated receipts, to [Giran Ceballos](#). Receipts must show an itemization of items purchased as well as proof of payment. Once a payee is an official vendor with the university, their reimbursement paperwork can be submitted for payment approval from Columbia's Auditing department.



CHAIRS

Seminar Requirements

- It is the responsibility of a seminar chairs to organize the seminar meetings and maintain the membership of a seminar.
- Seminars admit their own Columbia University members and associate members by individual invitation. Non-members (which may include graduate students) may be invited to attend meetings as guests.
- Seminars may, but do not need to invite outside speakers to present at meetings.
- Chairs must submit the [New Academic Year Planning Form](#) to [Pamela Guardia](#).
- Chair elections are held every spring and it is the responsibility of the chair to communicate the outcome to the office and to document the election in the minutes.
- Chairs must communicate any administrative changes (rapporteurs, chairs, schedules) to the office.
- Chairs must respond to communications from the office.
- Participation is voluntary and unpaid—our charter forbids honoraria from any source.
- Seminars meet a minimum of four times per academic year.
- Minutes are required for every meeting.
- Chairs must ensure that the privacy policy is acknowledged

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 [Susan Boynton](#).

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](#).

Privacy Policy and Attendance

At the start of each meeting (virtual or in-person), rapporteurs read the seminar's agreed upon privacy policy including whether the seminar is "open" or "closed." All attendees must acknowledge the policy in a manner agreed upon by the seminar and this acknowledgment is also recorded in the minutes.

Seminars are 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. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private *prior* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations.

The rapporteur will state whether the meeting is "open" or "closed." If the meeting is held in-person, attendees will be asked to raise their hands in acknowledgement. If an attendee does not agree with the policy, this is noted in the minutes. If the meeting is held virtually, attendees will be asked to acknowledge by virtual hand raise. **Attendees may not raise hands prior to the policy being read.**

Rapporteurs will also collect the names and affiliations (N/A if unaffiliated) of everyone in attendance. This information will go in the minutes. For meetings held in-person, the rapporteur will circulate a [Seminar Meeting Sign-in sheet](#). For virtual meetings, attendees will be prompted by the rapporteur to type their names and affiliations in the chat. See [Basic Zoom Instructions for Seminar Meetings, Version A](#).

Speaker Acknowledgement

Prior to the meeting, the rapporteur will direct all speakers to the [Speaker Acknowledgment of Seminar Privacy Policy](#) Google form. The speaker will complete the form online. If the speaker cannot access the form, rapporteurs may contact [Summer Hart](#) for an alternative form.

The Belo Award

The Belo Award aims to increase participation from emerging and independent scholars and non-tenured professors from underrepresented groups in University Seminars events. The Award may be used for expenses associated with attendance, over and above the cost of travel and accommodation usually covered by The Seminars office.

Such expenses might include dependent care, the cost of food, and other incidentals.

Award requests are submitted by the **seminar chair** on behalf of the speaker, via [The University Seminars Submittable page](#).

For questions about this award, contact [Susan Boynton](#).

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 who has not attended a meeting and has been out of touch with the seminar in the last year should be discontinued. Seminar chairs may nominate new members, but they must be approved by the members. Forms must be filled out and sent in with the nomination. See: **Membership, p. 9.**

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

Travel Fund Requests are due by September 6, 2022 and by February 15, 2023.

Scheduling Meetings

At the end of each academic year, chairs submit a [New Academic Year Planning Form](#) to [Pamela Guardia](#) reporting the incoming chair, rapporteur, and schedule for the upcoming year. This form is required of all seminars whether or not they are planning to meet. If the seminar is planning to take a hiatus, chairs **must** communicate this information to [The University Seminars office](#) via this form. The schedule on this form is used to reserve space in Faculty House, populate all seminar schedules on our website and in *The Annual Directory of Seminars, Speakers and Topics*. Schedules will be posted on each individual seminar page with the speaker name (where applicable) and meeting title. Meeting information is kept up to date by [Summer Hart](#) from the initial form and subsequent meeting announcements. Please be sure to include univ.seminars@columbia.edu on seminar email lists. For schedule corrections, email [Pamela Guardia](#) and [Summer Hart](#).

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](#).

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 rapporteurs themselves. Once chairs have selected a rapporteur candidate, chairs must email University Seminars office the rapporteur's contact information to begin the on-boarding process as specified by Columbia University's Human Resources department. Rapporteur candidates are considered officially hired once they receive HR approval.

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](#). 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 general 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.
- **Student Admin Worker – 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 Non-Student 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 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 contact [Pamela Guardia](#) to request a different seminar.

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 them to perform the following tasks to ensure that meetings are successfully held and documented.

- Keep in communication with chair. Understand responsibilities and expectations.
- Maintain an email list of seminar members, associates, & guests.
- Confirm information on The University Seminars' website is correct, including schedule.
- Send announcements of seminar meetings and Zoom registration links.
- Circulate handouts or background papers for presenting guest.
- Meet privacy policy requirements.
- Direct speakers to the "Speaker Acknowledgment" form.
- Record the minutes and collect names and affiliations (include in minutes).
- Handle general administrative duties for the seminar.
- Submit all minutes via Submittable and timesheet via Google.

Virtual Meetings:

- Schedule meetings in Zoom with the appropriate parameters (recurring meetings, password entry requirement, waiting room, auto-record). Ensure chair/s have hosting rights to Zoom meetings.

In-Person Meetings:

- Reserve meeting and dinner space.
- Arrange travel, hotel and parking for guests with [Giran Ceballos](#), as necessary.
- Communicate dietary restrictions to [Pamela Guardia](#).
- Collect dinner checks and return in marked envelope to the office.
- Collect optional checks from attendees for wine, parking and donations.
- Reserve AV equipment. Return all borrowed equipment.

The University Seminars office is equipped to offer support for meetings held over Zoom. Seminars are welcome to use any other virtual meeting platform instead of Zoom, such as Skype, Google Meet, Google Hangouts or Microsoft Teams. For detailed instructions for holding Zoom meetings, see [Basic Zoom Instructions for Seminar Meetings, Version B](#).

At the start of the academic year:

- Communicate with chair/s. Know your responsibilities.
- Confirm seminar schedule with [The University Seminars office](#) and with chair/s.
- Check seminar webpage. Email corrections to [Pamela Guardia](#) and [Summer Hart](#).
- Obtain an email list from the previous rapporteur or seminar chair and make updates and corrections as necessary. Upload a clean copy to Submittable with your first submission.

Prior to the meeting:

- Communicate with chair. Know responsibilities. Confirm travel funds were requested.
- Communicate with speaker. Confirm date and time of meeting. Confirm travel was arranged. Obtain bio and paper for circulation to members, as appropriate.
- For meetings held in-person, confirm availability of meeting and dinner space.
- Check the seminar webpage for the correct meeting details: speaker name and topic, and event date and time.
- Send announcement three weeks prior to the meeting. Include the Zoom (or other video-conferencing) details in the announcement or send Zoom invitation separately upon RSVP.
- Schedule the Zoom meeting. You can schedule seminars as recurring meetings and use the same link every month. See [Basic Zoom Instructions for Seminar Meetings, Version B](#) for setting meeting preferences, such as muting participants upon joining, to allow joining before the host, and to automatically record the session. Make sure everyone is made aware if the session will be recorded. Recordings are for taking minutes only and may not be shared.
- For dinners held in the Faculty House, send catering count to [Giran Ceballos](#).

Immediately before a virtual meeting:

- Make sure your environment is comfortable, your computer is charged, your internet connection is stable, and you have everything you need to participate in the seminar.
- Log in to Zoom early to test audio and video. If you have trouble with connectivity, audio or video, leave Zoom, close your internet browser, and try again.

Immediately before an in-person meeting:

- Arrive early. Check for proper signage in the lobby and outside of the meeting room.
- Check in with the office, obtain a sign-in sheet, drink voucher, and dinner envelope.
- Sign-out reserved equipment and test set-up with [Giran Ceballos](#) and the presenting guest.
- For dinners at Faculty House, check dinner table is set with the correct number of chairs.
- Circulate handouts, sign-in sheet, forms or other physical material.
- Check-in with chair and presenter.

During the meeting:

- Read the privacy policy of the seminar. Record the policy and acknowledgement of the policy in the minutes. If the policy is contested or altered, record the change in the minutes.
- Attendee Sign-In: Every participant signs-in by providing their name and affiliation into the sign-in space (chat or paper form). Record the attendees' names and affiliations into the minutes. Our office provides a [Seminar Meeting Sign-in sheet](#).
- Virtual meetings: The rapporteur or chair is responsible for monitoring the discussion, tracking raised hands or comments in chat and muting and unmuting participants. This role is established in advance of the meeting. If recording, announce this. (Do not share recordings.)
- Take the minutes, following the steps outlined under: **Minutes, p. 32**.
- In-person meetings: Collect dinner checks, fill out and sign envelope; return it to the office.

Immediately following the meeting:

- Return payment checks and dinner envelope to the office.
- Return all signed out Audio-Visual equipment to the labeled tray in the office, carefully packed in the proper cases and all cords coiled neatly.
- Download and save the meeting recording from Zoom. (Available on cloud for 30 days).

Before the next meeting:

- Submit minutes (Submittable); timesheet (Google.) Request link from [Gesenia Alvarez](#).)
- Send pre-approved reimbursements to [Giran Ceballos](#). See: **Payments & Reimbursements, p. 19**.

Announcements

Announcements serve multiple purposes in addition to reaching out to membership. Each seminar has an individual page on The University Seminars 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, **Summer Hart** cross-checks and updates this information on the website. Meeting announcements also serve as supporting documents for reimbursement requests.

Seminars may decide to send out their announcement with the Zoom meeting link to their entire email list. Other seminars will choose to reserve the Zoom meeting link for all those who respond to the meeting announcement.

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. Include the office, univ.seminars@columbia.edu in your email list.

The announcement must include 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**
- **Notice of Dinner Cost:** Dinners at the Faculty House are \$30 per person. Dinner checks are made payable to Columbia University and are collected by the rapporteur.
- **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.
- **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. 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 Policy and Attendance

At the start of each meeting (virtual or in-person), rapporteurs read the seminar's agreed upon privacy policy including whether the seminar is "open" or "closed." All attendees must acknowledge the policy in a manner agreed upon by the seminar and this acknowledgment is also recorded in the minutes.

Seminars are 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. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private *prior* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations.

The rapporteur will state whether the meeting is "open" or "closed." If the meeting is held in-person, attendees will be asked to raise their hands in acknowledgement. If an attendee does not agree with the policy, this is noted in the minutes. If the meeting is held virtually, attendees will be asked to acknowledge by virtual hand raise. **Attendees may not raise hands prior to the policy being read.**

Rapporteurs will also collect the names and affiliations (N/A if unaffiliated) of everyone in attendance. This information will go in the minutes. For meetings held in-person, the rapporteur will circulate a [Seminar Meeting Sign-in sheet](#). For virtual meetings, attendees will be prompted by the rapporteur to type their names and affiliations in the chat. See [Basic Zoom Instructions for Seminar Meetings, Version A](#).

Speaker Acknowledgement

Prior to the meeting, the rapporteur will direct all speakers to the [Speaker Acknowledgment of Seminar Privacy Policy](#) Google form. The speaker will complete the form online. If the speaker cannot access the form, rapporteurs may contact [Summer Hart](#) for an alternative form.

File Name Format

Rapporteurs must follow the library's naming convention when submitting meeting documentation.

Naming Convention: [Seminar #].AY[academic year].[meeting date].[file content].pdf

- s = schedule
- e = email
- h = handouts
- m = minutes
- sn = speaker's notes
- sp = speaker's papers

Example: Minutes for Seminar #123, meeting on January 4th, 2023, would be named:

123.AY20222023.0104.m.pdf

Recordings of Zoom meetings are for the purpose of taking minutes only and may not be shared with anyone or posted on any platform.

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:

- **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:** Collect this information from the chat sign in.
- **The Seminar Privacy Policy:** This is the policy read at the start of the meeting. Adjust to suit your seminar. Include whether the minutes are "closed" or "open."
- **Acknowledgement of Privacy Policy:** Record how the policy was acknowledged. See [Privacy Policy and Attendance](#), p. 31.
- **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 Minutes

The University Seminars uses Submittable as a one-year repository for minutes and related materials from seminar meetings. After the academic year closes, files are moved to The University Seminars' 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 copy of the meeting minutes for every seminar meeting prior to submitting a timesheet. Additional materials, such as background papers and email lists may be uploaded as well. See **Submittable, p. 16**.

Link to [The University Seminars Submittable page](#) from the main navigation bar of The University Seminars website. First time users will be asked to create a user name and password. From The University Seminars landing page, choose the form, **Meeting Documentation (20222023)**.

- **Minutes:** These are required for every meeting. Please follow the naming convention carefully. The only file format accepted is PDF.
- **Email List:** The University Seminars does not maintain email lists for individual seminars, but the office recommends rapporteurs upload an updated email list to Submittable once a year.

At the end of the academic year, rapporteurs must:

- Upload any outstanding minutes. The deadline for all meeting documentation is **June 30th**. Rapporteurs will not have access the submission form after this date. If there is a reason minutes cannot be submitted on time, please contact [Summer Hart](#).
- 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:

- Submitted minutes and announcements via Submittable.
- 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 and second year rapporteurs are paid \$25/hour, third-year and beyond rapporteurs \$30/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.

Submitting Timesheets

Work for a seminar meeting is considered complete with the submission of all meeting documentation **Before submitting a timesheet**, go to [The University Seminars Submittable page](#) and select the "Meeting Documentation Form" to upload minutes and any associated materials. See **Meeting Documentation, p. 30**.

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.

Report Any Changes to Your Status During Your Rapporteur Employment. Rapporteurs should contact [Gesenia Alvarez](#) with any changes to their employment status or personal information. These include change in immigration status, address, marital status, reappointments, and any additional casual positions. Failure to do so may cause interrupted payments.

Viewing Pay Stubs and Other Student Employee Information

For information on tax forms, direct deposit, the payroll calendar, and to view your Paycheck, visit the [Human Resources Information Page for Student Employees](#).

- 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
- 427** Studies in Political & 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 & Culture
- 495A** Pollution and Water Resources: Scientific & Institutional Aspects
- 497** Slavic History & Culture
- 501** Israel & Jewish Studies
- 503** Economic History
- 507** Death
- 509** The Art of Africa, Oceania, & the Americas
- 511** Innovation in Education
- 515** Latin America
- 521** Population Biology
- 523** Political Economy & Contemporary Social Issues
- 525** The Middle East
- 529** Appetitive Behavior
- 531** Culture, Power, Boundaries
- 533** The History & Philosophy of Science
- 535** Irish Studies
- 539** Cinema & Interdisciplinary Interpretation
- 545** Women & Society
- 551** Ottoman & Turkish Studies
- 553** Drugs & 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, & Society
- 603** Cognitive & Behavioral Neuroscience
- 613** Full Employment, Social Welfare, & Equity
- 615** Iranian Studies
- 629** Buddhist Studies
- 661** Religion in America
- 667** The History of Columbia University
- 681** Language & Cognition
- 689** Memory & Slavery
- 691** Early China
- 701** Modern British History
- 703** Modern Greek
- 711** Literary Theory
- 717** Cultural Memory
- 721** Comparative Philosophy
- 727** Theory & History of Media
- 735** Sites of Cinema
- 737** Narrative, Health, & Social Justice
- 739** Columbia School Linguistics
- 741** Global & Interdisciplinary Core Curricula
- 743** Complexity Science, Modeling, & Sustainability
- 745** Catholicism, Culture, & Modernity
- 749** Studies in Dance
- 751** Religion & Writing
- 757** Global Mental Health
- 759** Defense and Security
- 763** Beyond France
- 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, & Society
- 783** Sustainable Finance
- 787** Material Texts
- 791** Science & Subjectivity
- 793** Columbia University Collaborative of Community Programs for Youth & Families
- 795** Thinking Europe Now
- 797** Korean Studies
- 799** Menstruation and Society
- 801W** New Directions in African Diaspora Studies
- 803W** Prison Education and Social Justice Curricula
- 805W** Public Humanities: Expanding Scholarship and Pedagogy
- 807W** University and Society
- 809** International Relations & Contemporary Foreign Policy

See also: [Seminars](#).