

# Welcome to THE UNIVERSITY SEMINARS

New Rapporteur Orientation  
*Fall 2023*

# Orientation Overview

1. A Brief History of The University Seminars
2. Website & Administrative Portal
3. Rapporteur Responsibilities
4. Hosting Virtual Meetings
5. Arrangements for Meetings in Person
6. Submitting Material
7. Reimbursements
8. Harassment, Misconduct and Discrimination
9. Hiring & Compensation

# The founding of The University Seminars

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**Jane Belo**, teacher, painter, and anthropologist.  
Photograph by Carl Van Vechten.



**Frank Tannenbaum**, historian of Latin America, Slavery, and Prison Systems; founder and first Director of The University Seminars.

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# THE OFFICE OF THE UNIVERSITY SEMINARS

# INTRODUCTIONS

**The University Seminars Website**  
[universityseminars.columbia.edu](http://universityseminars.columbia.edu)

**General Email Address**  
[univ.seminars@columbia.edu](mailto:univ.seminars@columbia.edu)



# Rapporteur Responsibilities

# Important Things to Remember

- ▶ Intellectual work is going on and your job is to record it. You are the liaison between The University Seminars office and your chairs.
- ▶ Read information in the Administrative Portal before your first meeting in the fall. Before the fall, you can find information on our website under “Guidelines.”
- ▶ Always refer to your **seminar number and seminar name** in your email correspondence with The University Seminars office. We deal with nearly 100 seminars and any help referencing emails is appreciated.
- ▶ Honoraria and dues are forbidden by our charter.



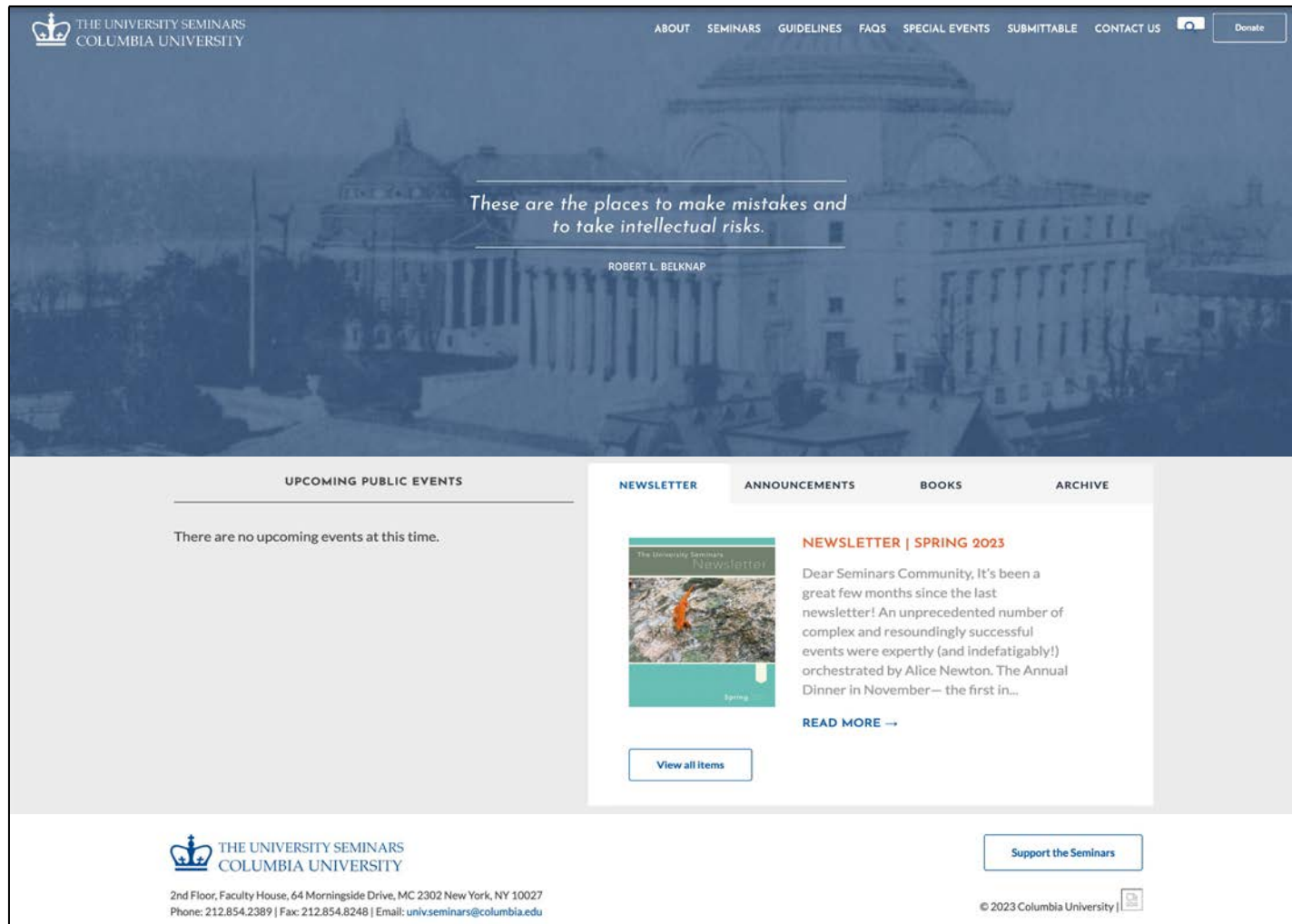
# Important Things to Remember

- ▶ Email is the primary form of communication. Voice and video Zoom meetings with the office can be scheduled in advance.
- ▶ Mark emails URGENT in the subject line if you need a prompt response. We receive 100s of emails a day.
- ▶ Individual contact information is online. General email: [univ.seminars@columbia.edu](mailto:univ.seminars@columbia.edu)

# The website will be updated in the Fall of 2023



[universityseminars.columbia.edu](https://universityseminars.columbia.edu)

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# Know the Administrative Portal

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Content libraryAdd ContentMenuTaxonomySite SettingsPeopleURL aliasesFormsRedirects



## THE UNIVERSITY SEMINARS COLUMBIA UNIVERSITY

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### Reimbursements

Effective July 1, 2023

The steps for submitting a reimbursement vary depending on the Payee's affiliation. The University Seminars community includes faculty, staff, and students from Columbia University, and faculty, scholars, experts, and guests with other institutional affiliations. All our members are required to submit a Reimbursement Form. We have two reimbursement forms available. One is the Chair/Rapporteur Reimbursement Form, and the other is our Guest Reimbursement Form. These forms are specifically designed for the groups they are intended for. Buttons to both forms are included in the sidebar.

#### Before Submitting a Reimbursement

Expand all

Collapse all

› Chairs Who Are Columbia University Employees

› Rapporteurs (CU Students)

› For Non-CU Affiliates - University Seminars Chairs,

Add Delegate to Concur 

Chair/Rapp Reimbursements 

Guest Reimbursement Form 

Group Meals

Travel

Rapporteurs

## STUDIES IN MODERN ITALY

**Founded**  
1966

**Seminar Number**  
483

This seminar is concerned with political, social, cultural, and religious aspects of Italian life from 1815 to the present. In recent years, the seminar has stressed an interdisciplinary approach to Italian studies, increasing the participation of anthropologists and scholars of art, film, and literature. The seminar meets on the second Friday of the month, from October to April, to discuss a paper presented by a member or an invited speaker. Papers cover a wide range of topics, approaches, and methodologies. The seminar occasionally holds a day-long conference or a more restricted symposium to explore a topic in depth.

**Chair**

Professor Molly Tambor  
[molly.tambor@liu.edu](mailto:molly.tambor@liu.edu)

**Rapporteur**

Luca Abbattista  
[la2790@columbia.edu](mailto:la2790@columbia.edu)

## MEETING SCHEDULE

09/09/2022	Italian Academy for Advanced Studies, Columbia University 6:15 PM	<b>AN UGLY WORD: RETHINKING RACE IN ITALY AND THE UNITED STATES</b> Ann Morning, New York University  Rhiannon Welch, University of California Berkeley
10/14/2022	Italian Academy for Advanced Studies, Columbia University 6:15 PM	<b>THE SOLDIER'S BABY: A STORY OF FAMILY AND RACE IN POSTWAR ITALY</b> Nara Milanich, Barnard College  Silvana Patriarca, Fordham University

**Check your schedule  
on your individual  
seminar web page**

**Notify office for any  
corrections.**

# RAPPORTEUR RESPONSIBILITIES:

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.

# RAPPORTEUR RESPONSIBILITIES:

## 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.



# RESPONSIBILITIES:

## At the start of each academic year

### 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.



# RESPONSIBILITIES:

## At the start of each academic year

- ❑ Confirm whether your seminar will meet in person, via Zoom, or hybrid. Reserve space and communicate AV requirements to The Seminars office accordingly.
- ❑ As needed, request travel and hotel reservations for presenters.

After chairs have received funding approval from the Susan Boynton, secure reservations by completing the Travel and Hotel Accommodation Request Form for each traveling seminar presenter. Giran Ceballos will work with the presenter to finalize arrangements.

# RESPONSIBILITIES:

## At the start of each academic year

### 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](#).

# RESPONSIBILITIES:

## Days to weeks before each meeting



- ❑ If meeting in person, find out the speaker's AV requirements and communicate them to The Seminars office. Be as specific as possible.
- ❑ Gather final RSVP number (for dinner as well as the seminar) and send them to Pamela Guardia. Be sure to note any dietary restrictions.
- ❑ If the seminar will dine in a restaurant, make a reservation and reach out to The Seminars office to arrange billing. We pay directly for meals at Elysian Fields, Le Monde, Marlow Bistro, Pisticci, Symposium, and Tartina. Meal expenses at other restaurants are only covered via reimbursement.
- ❑ If a speaker will be submitting for reimbursement (generally not recommended) put them in touch with Giran Ceballos to begin the process of setting them up in Columbia's reimbursement system.

# RESPONSIBILITIES:


## Days to weeks before each meeting

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? Group meals are requested through the Administrative Portal.

 ga2030  Edit

Content library Add Content Menu Taxonomy Site Settings People URL aliases Forms Redirects



# THE UNIVERSITY SEMINARS COLUMBIA UNIVERSITY

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[Home](#) [Group Meals Policy](#)

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## Group Meals Policy

### Seminars and Workshops Only

Effective July 1, 2023

Includes information regarding complimentary meals for chairs, rapporteurs, guest speakers, and respondents, meal prices for paying guests dining at Faculty House, instructions on how to request a credit note for select local restaurants, and reimbursements for chairs and rapporteurs.

Faculty House Meals for Seminars and Workshops

[Expand all](#) [Collapse all](#)

[FH Meals Policy](#)

[Credit Card Payment Form](#)

[Request A Credit Note](#)

[Chair/Rapp Reimbursements](#)

[University Seminars Website](#)

# RESPONSIBILITIES: Before each meeting

## 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.

## 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.



# RESPONSIBILITIES: During each meeting

## 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.

# RESPONSIBILITIES: After each meeting<sup>22</sup>

## 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.**



# RESPONSIBILITIES: End-of-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.)

# RESPONSIBILITIES: End-of-Year The Annual Directory

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THE UNIVERSITY SEMINARS

2021

2022

DIRECTORY OF SEMINARS, SPEAKERS, & TOPICS

## THE RENAISSANCE (407) • Founded: 1945

The Seminar in the Renaissance, founded in 1945 by Paul Oskar Kristeller and John Herman Randall, Jr., of the Columbia Philosophy Department, hosts presentations of about 45-50 minutes on various aspects of Renaissance thought (including Renaissance humanism) and its ramifications in the arts (painting, sculpture, architecture, music, literature) and the sciences (physical, natural, historical and philological), as well as history and philosophy. The Renaissance is taken to include the period from about 1350 to about 1650.

CO-CHAIRS: **Professor Cynthia M. Pyle; Professor Alan Stewart** • RAPPORTEUR: **Mackenzie Fox**

### 2021-2022 MEETINGS

- |              |   |
|--------------|---|
| September 14 | <i>Defining Florence Musically: The Early-Modern Era</i><br><b>Anthony Cummings</b> , Lafayette College   |
| October 12   | <i>Petrarchan Poetry and the European Borderlands</i><br><b>Ivan Lupić</b> , Stanford University  |
| November 9   | <i>Maruša Gundulić (Maria Gondola) – a Renaissance female “Socrates”</i><br><b>Luka Boršić</b> , Institut za filozofiju (Croatia)                                       |
| December 14  | <i>Shopping at the Right Shop: A Renaissance Metaphor for the Intellectual Disciplines</i><br><b>Hilary Gatti</b> , Fondazione Università di Roma “La Sapienza” (Italy) |
| February 8   | <i>Considering Privacy</i><br><b>Marian Rothstein</b> , Carthage College  |
| March 8      | <i>Cinquecento Façade Frescoes in Venice and Descriptions of Ancient Painted Exteriors</i><br><br><b>Diana Gisolfi</b> , Pratt Institute; Director, Pratt in Venice     |
| April 12     | <i>Text and Image in Altichiero’s Infancy Cycle in the Oratory of Saint George in Padua (1377-1384)</i><br><b>Mary D. Edwards</b> , Pratt Institute                     |
| May 10       | <i>The Secretary’s Last Rites: Machiavelli on His Deathbed</i><br><b>William Connell</b> , Seton Hall University  |

# Hosting Seminar Meetings

# Zoom & Virtual Meetings

- ▶ All Chairs and Rapporteurs require premium accounts in order to co/host meetings.
- ▶ If any Chair or Rapporteur does not have the licensed version, send an email to Pamela Guardia (including non-affiliate chairs).

Check Zoom version:

Log in with UNI: <https://columbiauniversity.zoom.us/>

Your name is on profile page.

Halfway down page, USER TYPE value must = **Licensed**

User Type

Licensed ⓘ

Licensed user can host meetings with unlimited minutes for up to 300 participants.

# Summer 2023: Guidelines & Zoom Instructions

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THE UNIVERSITY SEMINARS  
COLUMBIA UNIVERSITY

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## GUIDELINES

Travel Fund Requests for Fall 2022 are due by **October 1, 2022.**

GUIDE

The University Seminars  
COLUMBIA UNIVERSITY

### ZOOM MEETINGS

Zoom Basic Instructions, A-for  
Attendees (members, guests)

Zoom Basic Instructions, B-for  
Hosts (rapporteurs, chairs)

### RAPPOREUR TRAINING

New Rapporteurs

Returning Rapporteurs

### FORM LINKS

All Seminars, Past & Present

# Fall 2023: NEW Administrative Portal

ga2030

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## THE UNIVERSITY SEMINARS COLUMBIA UNIVERSITY

Group Meals Reimbursements Travel Gift Accounts Rapporteurs Meetings Conferences

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### Reimbursements

Effective July 1, 2023

The steps for submitting a reimbursement vary depending on the Payee's affiliation. The University Seminars community includes faculty, staff, and students from Columbia University, and faculty, scholars, experts, and guests with other institutional affiliations. All our members are required to submit a Reimbursement Form. We have two reimbursement forms available. One is the Chair/Rapporteur Reimbursement Form, and the other is our Guest Reimbursement Form. These forms are specifically designed for the groups they are intended for. Buttons to both forms are included in the sidebar.

#### Before Submitting a Reimbursement

Expand all Collapse all

➤ Chairs Who Are Columbia University Employees

➤ Rapporteurs (CU Students)

Add Delegate to Concur ↗

Chair/Rapp Reimbursements ↗

Guest Reimbursement Form ↗

Group Meals

Travel

Rapporteurs



*Basic Zoom instructions for seminar meetings*

Version B. For meeting HOSTS (Rapporteurs and Chairs)

# Zoom Instructions



THE UNIVERSITY SEMINARS

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*Basic Zoom instructions for seminar meetings*

Version A. For attendees, Members and Guests





# Meeting Start Checklist:

Before each meeting, obtain the following-and record them into the minutes:

1. SPEAKER: Speaker Acknowledgement of Privacy Policy  
Google form
1. ALL ATTENDEES: Sign in (name and affiliation)
1. ALL ATTENDEES: Privacy Policy Acknowledgement  
(including whether the meeting is open or closed.)

# 1. Speaker Acknowledgement of Privacy Policy

BEFORE the MEETING:

- Speaker must fill out the ***Speaker Acknowledgement of Privacy Policy*** Google Form.

<https://docs.google.com/forms/d/e/1FAIpQLSfHWkC4vsrn2sfiod166WU4ews0S-coGp2SRLOMYb634Asm7g/viewform>

# 1. Speaker Acknowledgement of Privacy Policy

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## The University Seminars *at* COLUMBIA UNIVERSITY

### Speaker Acknowledgement of Privacy Policy

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not **pfg2106@columbia.edu**? [Switch account](#)

\* Required

Email address \*

Your email

Next

Page 1 of 4

## 2. Sign in

Upon entering the meeting space, whether virtual or physical, all attendees must sign-in.

- ▶ In **virtual** meetings, attendees type their Name and Affiliation directly into the chat.
- ▶ In **physical** meetings, circulate the Seminar Meeting Sign-in sheet.
- ▶ Record all names and affiliations the minutes. (Chat is available as a basic text document immediately after the meeting.)
- ▶ This includes anyone who is not already listed in the minutes by default: speaker, respondent, chair, rapporteur.

## 3. Attendee Privacy Policy Acknowledgement

- ▶ Chair or rapporteur reads the privacy policy (See: the Privacy Policy section of the Guidelines.) Be sure to include whether your seminar's minutes are "closed" or "open."
- ▶ Attendees acknowledge privacy policy by raising their hand, whether in-person or in a virtual space.  
(Raising a virtual hand: Zoom instructions, version A, page 8).
- ▶ Privacy Policy language provided is general. Please alter to fit your seminar. Membership writes policy.

# Privacy Policy

The general Privacy Policy is in the current Guidelines, pg. 31.

*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.*



# Privacy Policy

In addition to the general Privacy Policy, each seminar must also state whether their meetings are "closed" or "open," and, if the meetings will be recorded for the purpose of taking accurate minutes, everyone must be made aware. There is no other allowable reason to record the meeting.

In most cases, the full Privacy Policy will resemble the following:

*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.*

We use a "closed" policy in the Slavic seminar. The meeting will also be recorded, but this is only to compile accurate minutes; the recording will not enter the archive and will be deleted after the minutes have been written.



# Inform virtual attendees in advance

To mitigate frustration and/or confusion during the meeting, all attendees should be informed in advance that they are expected to know how to participate by signing-in and acknowledging the Privacy Policy. Send in advance:

1. **Zoom instructions, version A.** Explain that they are expected to know, at minimum, how to raise their virtual hand and type into the chat to sign-in.
1. **Privacy Policy.** Let them know that they will have to acknowledge the policy at the meeting by raising their hand.

Dear members,

A reminder that our first talk of the semester will take place today at 3PM (on Zoom, link and instructions below) with Andrei Zorin, professor and chair of Russian at the University of Oxford.

Note that the CU Seminars has novel instructions for Zoom meetings. **Please read them below!**

**DATE:** Friday, September 18, 2020

**SPEAKER:** Andrei Zorin, Professor and Chair of Russian, University of Oxford

**TOPIC:** “Tolstoy and the Romantic Myth”

**TIME:** 3:00—Lecture

**LOCATION:** Please follow [this Zoom link](#) (the password is "Slavic"). Please find Zoom instructions attached to this email if you are unfamiliar with the platform.

**IMPORTANT:**

**1. When you enter the meeting, please type your name and affiliation in the chat function.**

2. Please note that, by joining this Zoom meeting, you will be consenting to the CU Seminars privacy policy. **We will read the privacy policy out loud at the beginning of the meeting, and you will be asked to use the "raise hand" function to agree to it.** The privacy policy is as follows:

*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.*

We use a "closed" policy in the Slavic seminar. The meeting will also be recorded, but this is only to compile accurate minutes; the recording will not enter the archive and will be deleted after the minutes have been written.

We look forward to seeing you today at 3PM!

Co-chairs of the CU Slavic Seminar

# Sample announcement

## IMPORTANT:

**1. When you enter the meeting, please type your name and affiliation in the chat function.**

2. Please note that, by joining this Zoom meeting, you will be consenting to the CU Seminars privacy policy. **We will read the privacy policy out loud at the beginning of the meeting, and you will be asked to use the "raise hand" function to agree to it.** The privacy policy is as follows:

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We use a "closed" policy in the Slavic seminar. The meeting will also be recorded, but this is only to compile accurate minutes; the recording will not enter the archive and will be deleted after the minutes have been written.

# Seminar Meeting Announcements

# Announcements

- ▶ Announcements are email notices of a seminar meeting, sent to your seminar attendee list.
- ▶ You must upload a copy of your email list to *Submittable*.
- ▶ You must include [univ.seminars@Columbia.edu](mailto:univ.seminars@Columbia.edu) in that email and on all updates.
- ▶ Use the current announcements template.

# Submitting Acceptable Material

Announcements  
must include:

- **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**
- **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:** Due to COVID-19, donations are only accepted through Columbia University's secure online giving form, [Giving to Columbia](#). See **Donations, p. 17** 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.*



# Submitting Minutes & Email Lists

# Minutes & Email Lists

- ▶ Minutes are submitted as **PDFs** to ***Submittable*** (3<sup>rd</sup> party, non-Columbia.)
- ▶ Must create external *Submittable* account (not UNI.) Go to:  
<https://universityseminars.columbia.edu/submittable/>
- ▶ Use the current minutes template.

# Submitting Acceptable Material

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- **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. 30.
- **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"



## SUBMITTABLE

Submittable is a cloud-based submission management system used by The University Seminars office to manage the following proposals and requests. Submittable is a third party system and not associated with nor managed by Columbia University. 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.*

### Proposals and Funding Requests

[New Seminar Proposals](#)[Conference Proposals](#)[Publication Fund Requests](#)[The Belo Award](#)

### Rapporteurs

[Meeting Documentation](#)

#### MENU

[Annual Directories](#)[Director](#)[Executive Committee](#)[Office](#)[USEMs Calendar](#)[Bar Dates](#)[Faculty House](#)

# Minutes & Archive Material

Use appropriate file name format

Meeting Documentation section of the Guidelines.

**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**

# Reasons Minutes May Not Be Accepted

Minutes are not considered complete until they are marked “accepted” in Submittable. If edits are necessary, Summer Hart will make the submission editable and request corrections.

## **Some common reasons minutes might not be accepted:**

- ▶ Use of out-of-date or wrong template. Templates are updated every academic year.
- ▶ Copyright year in footer listed as incorrect year or left blank.
- ▶ Attendee names and affiliations not listed.
- ▶ Email addresses listed in the minutes. Email addresses are for mailing list only.
- ▶ Privacy policy not recorded: as it pertains to the particular seminar, including whether the seminar is “open” or “closed,” and that it was acknowledged by everyone in attendance.
- ▶ Document incorrectly named. Please follow the naming convention carefully.



# Submitting Acceptable Material

Minutes must include everything listed in the template

Template is in the current Guidelines, pg. 32

- **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. 30.
- **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"

# Travel for guests

# Travel

Travel funding must be requested in advance by the seminar chair.

Once approved, the traveling guest or the rapporteur can submit a TRAVEL REQUEST FORM to the Administrative Assistant to arrange travel.

Travelers should submit their own form if they will travel by air, or if they have any special requests, such as extended stays, broken travel, or traveling with an additional guest.

# Travel Funding Request Form

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TRAVEL FUND REQUEST WORKSHEET					FALL 2023						
SEMINAR #		735									
SEMINAR NAME		Sites of Cinema									
CONFERENCE NAME											
MEETING DATE	TRAVEL DATES: ARRIVAL	TRAVEL DATES: DEPARTURE	NAME	AFFILIATION	TRAVELER EMAIL ADDRESS	TRAVEL (FLIGHT / TRAIN / MILEAGE)	HOTEL: AMOUNT	HOTEL: # OF NIGHTS	TAXI/PARKING	NOTES/COMMENTS	TOTALS PER GUEST
9/14/23	9/14/23	9/15/23	Joanne Bernardi	University of Rochester	<a href="mailto:joanne.bernardi@rochester.edu">joanne.bernardi@rochester.edu</a>	180 (train)	260	1	100	Japanese archival film	540
10/26/23	10/25/23	10/27/23	Miriam Petty	Northwestern University	<a href="mailto:tps-adaa@northwestern.edu">tps-adaa@northwestern.edu</a>	350 (flight)	518	2	100	Black performers expert	968
11/9/23	11/8/23	11/10/23	Kaveh Askari	Michigan State University	<a href="mailto:askarik1@msu.edu">askarik1@msu.edu</a>	300 (flight)	518	2	100	Iranian Cinema expert	918
1/25/24	1/24/24	1/26/24	Mary Anne Doane	UC Berkeley	<a href="mailto:madoane@berkeley.edu">madoane@berkeley.edu</a>	500 (flight)	518	2	100	new book on the Close-up	1118
									TOTAL TRAVEL BUDGET REQUESTED		3544
<p>DIRECTIONS: Contact your guest for their travel needs and estimate the expenses below. You must receive approval for the requested funding before travel arrangements can be made by our office. Refer to the list of preferred hotels available on The University Seminars website.</p> <p>*SPECIAL TRAVEL ARRANGEMENTS*: Special travel arrangements, such as breaking up a trip into multiple destinations or extending a guest's stay beyond the day/s of the seminar event, will require special approval by university finance.</p> <p>The university will only allow 1-2 nights in a hotel. If additional nights are required for a particular guest, contact the office with a justification.</p> <p>The university will only pay for a direct round trip around the dates of the seminar or conference. For multiple destinations, for different destinations, or for arranging an extended stay, contact the office with a justification.</p>											

# Travel and Hotel Accommodation Request Form

Travel funding must be approved in advance by The University Seminars office.

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Required

Email \*

Your email

Seminar Name \*

Choose

Has travel funding been approved by Alice Newton? \*

☐ Yes

☐ No

[Next](#)

Page 1 of 12

[Clear form](#)

# Reimbursements



# IMPORTANT

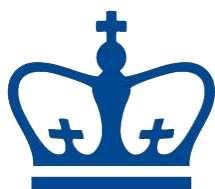
Reimbursements to non-Columbia University affiliates is discouraged.

Some specific federal and university regulations categorize some individuals such that they are prohibited from receiving pay of any kind, including reimbursements. Do not offer any guest a reimbursement unless you have been given the express authorization of Pamela Guardia in advance.

# Reimbursements: Portal

ga2030

Edit

[Content library](#) [Add Content](#) [Menu](#) [Taxonomy](#) [Site Settings](#) [People](#) [URL aliases](#) [Forms](#) [Redirects](#)

## THE UNIVERSITY SEMINARS COLUMBIA UNIVERSITY

[Group Meals](#) [Reimbursements](#) [Travel](#) [Gift Accounts](#) [Rapporteurs](#) [Meetings](#) [Conferences](#)[Home](#)[Reimbursements](#)[View](#) [Edit](#) [Delete](#) [Revisions](#) [Clone](#)

### Reimbursements

Effective July 1, 2023

The steps for submitting a reimbursement vary depending on the Payee's affiliation. The University Seminars community includes faculty, staff, and students from Columbia University, and faculty, scholars, experts, and guests with other institutional affiliations. All our members are required to submit a Reimbursement Form. We have two reimbursement forms available. One is the Chair/Rapporteur Reimbursement Form, and the other is our Guest Reimbursement Form. These forms are specifically designed for the groups they are intended for. Buttons to both forms are included in the sidebar.

[Add Delegate to Concur](#)[Chair/Rapp Reimbursements](#)[Guest Reimbursement Form](#)[Group Meals](#)[Travel](#)

### Before Submitting a Reimbursement

[Expand all](#)[Collapse all](#)

# Reimbursements: Non-CU individuals

- ▶ Each payee must submit:
  - ▶ Tax form: W9 or W8
  - ▶ Expense form
  - ▶ Receipt(s)
- ▶ Payments are not processed until everything is received.
- ▶ See: Payments and Reimbursements section of the Guidelines.

# Reimbursements: Columbia University Affiliates

- ▶ Each affiliate payee must submit:
  - ▶ Expense form
  - ▶ Receipt(s)
  - ▶ Announcement or flyer of event
- ▶ Payments are not processed until everything is received.
- ▶ See: Payments and Reimbursements section of the Guidelines.

# Reimbursements: Expense Form

(all payees)

THE UNIVERSITY SEMINARS  
COLUMBIA UNIVERSITY, MC: 2302  
FACULTY HOUSE, 64 MORNINGSIDE DRIVE, 2<sup>ND</sup> FLOOR, NEW YORK, NY 10027

## TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT FORM

ATTACH ALL ORIGINAL RECEIPTS  
(except for local subway/bus fares and mileage).

Meeting Date: \_\_\_\_\_

Seminar: \_\_\_\_\_

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

FOR NON-RESIDENT ALIENS,  
Visa Type/Number (attach photocopy): \_\_\_\_\_

### TRANSPORTATION:

AIR/RAIL, ETC \$ \_\_\_\_\_

TAXI \_\_\_\_\_

PARKING \_\_\_\_\_

TOLLS \_\_\_\_\_

MILEAGE: \_\_\_\_\_ miles @ \$0.56/mile \_\_\_\_\_

HOTEL \$ \_\_\_\_\_

# Reimbursements: Tax Forms (non-CU affiliates)

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## Form W-8BEN (Rev. February 2006) Department of the Treasury Internal Revenue Service

### Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

Section references are to the Internal Revenue Code. See separate instructions.  
Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do not use this form for:

- A U.S. citizen or other U.S. person, including a resident alien individual
- A person claiming that income is effectively connected with the conduct of a trade or business in the United States
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (see instructions for exception)
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt foreign private foundation, or government of a U.S. possession that received effectively connected income claiming the applicability of section(s) 115(c), 892, 895, or 1443(b) (see instructions)

Instead, use Form W-9

Note: These entities should use Form W-8BEN if they are claiming treaty benefits or are providing the claim they are a foreign person exempt from backup withholding.

- A person acting as an intermediary

Note: See instructions for additional exceptions.

Part I Identification of Beneficial Owner (See instructions.)

1 Name of individual or organization that is the beneficial owner

3 Type of beneficial owner:

<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> Disregarded entity
<input type="checkbox"/> Grantor trust	<input type="checkbox"/> Complex trust	<input type="checkbox"/> Estate
<input type="checkbox"/> Central bank of issue	<input type="checkbox"/> Tax-exempt organization	<input type="checkbox"/> Private foundation

4 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or a post office box.

City or town, state or province. Include postal code where appropriate.

5 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

6 U.S. taxpayer identification number, if required (see instructions)

7 Foreign taxpayer identification number (if required)

8 Reference number(s) (see instructions)

Part II Claim of Tax Treaty Benefits (if applicable)

9 I certify that (check all that apply):

a ☐ The beneficial owner is a resident of \_\_\_\_\_ within the meaning of the income tax treaty between the United States and \_\_\_\_\_.

b ☐ If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).

c ☐ The beneficial owner is not an individual, derives the item (or items) of income for which the applicable, meets the requirements of the treaty provision dealing with limitation on benefits.

d ☐ The beneficial owner is not an individual, is claiming treaty benefits for dividends received from U.S. trade or business of a foreign corporation, and meets qualified resident status (see instructions).

e ☐ The beneficial owner is related to the person obligated to pay the income within the meaning of Form 8833 if the amount subject to withholding received during a calendar year exceeds, in the aggregate, the amount of the income.

10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming treaty identified on line 9a above to claim a \_\_\_\_\_ % rate of withholding on (specify type of income): \_\_\_\_\_

Explain the reasons the beneficial owner meets the terms of the treaty article: \_\_\_\_\_

Part III Notional Principal Contracts

11 ☐ I have provided or will provide a statement that identifies those notional principal contracts connected with the conduct of a trade or business in the United States. I agree to update it annually.

Part IV Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief, the information is true and correct.

1 I am the beneficial owner (or am authorized to sign for the beneficial owner) of all the income to which this form relates.

2 The beneficial owner is not a U.S. person.

3 The income is not effectively connected with the conduct of a trade or business in the United States.

## Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required):

<input type="checkbox"/> Individual/sole proprietor	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) _____				
<input type="checkbox"/> Exempt payee				
<input type="checkbox"/> Other (see instructions) _____				

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.



All Forms are currently linked next to the Guidelines. They will move to the Portal in the Fall.

GUIDELINES

The University Seminars  
COLUMBIA UNIVERSITY

FOR CHAIRS, MEMBERS, & RAPPORTEURS

2022-2023

RAPPORTEUR TRAINING

New Rapporteurs

Returning Rapporteurs

FORM LINKS

All Seminars, Past & Present

Announcement Template

Conference Budget Worksheet

Conference Planning Worksheet

Conference Funding Agreement

Minutes Template

Seminar Meeting Sign-in sheet

UNISEM Reimbursement Form

2022-2023 AY Planning Form

Speaker Acknowledgement

Travel and Hotel Accommodation Request Form

Travel Fund Request Form

UNISEM Membership Form

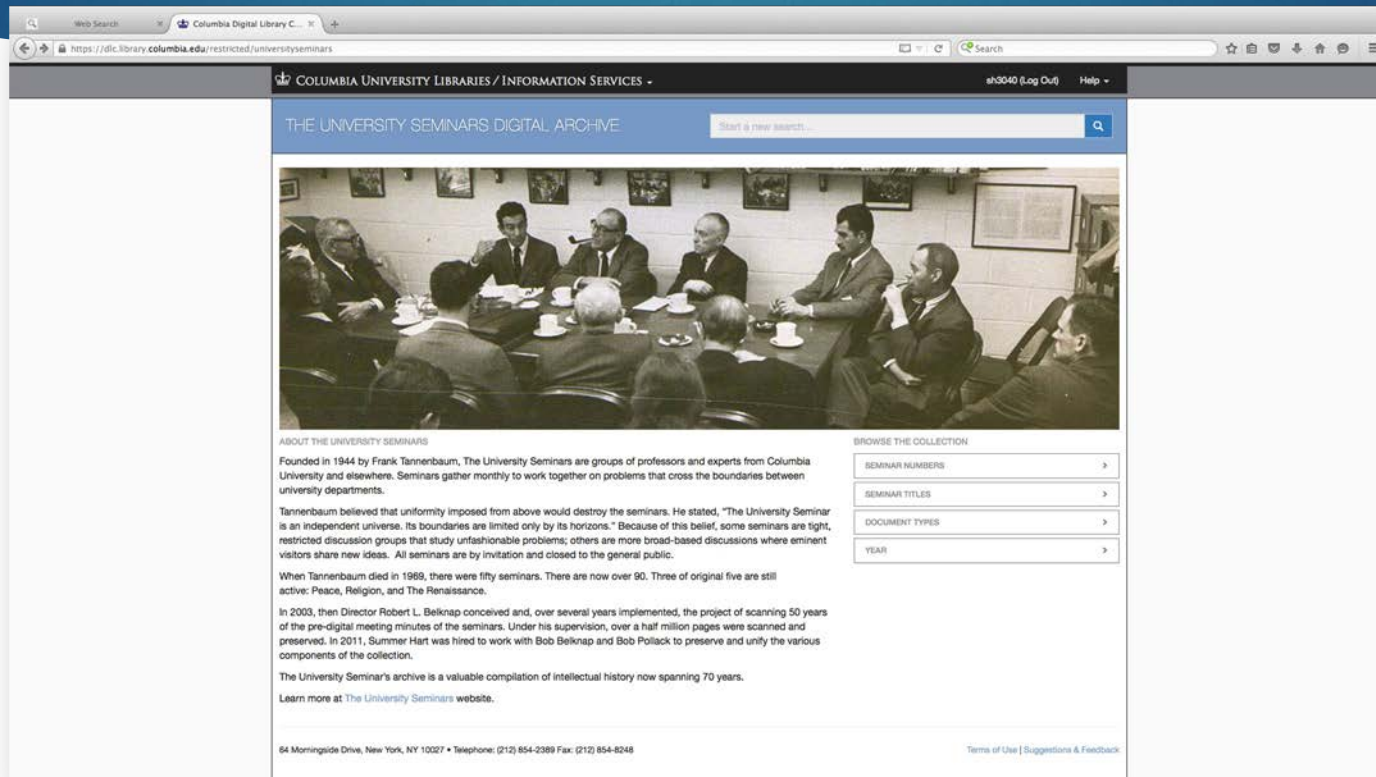
W-8BEN

W-8BEN-e

W-9

# Digital Archive

# Digital Archive: Keyword Search



Access archive with your UNI/password:  
<https://dlc.library.columbia.edu/restricted/universityseminars>

# Digital Archive: PDF Viewer

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The screenshot displays the Columbia University Libraries Digital Archive interface. The top navigation bar includes the university name and a search bar. The main content area is divided into a sidebar on the left and a main viewing area on the right. The sidebar contains metadata for the document, including title, name, collection, date, note, subjects, place, and identifier. The main viewing area shows the PDF document, which is titled "Minutes, 1969-02-03. The Nature of Man, seminar 499, 1968-1969". The document content includes the title "COLUMBIA UNIVERSITY UNIVERSITY SEMINAR ON THE NATURE OF MAN" and a list of speakers and topics. A green arrow points to the search bar, and a red arrow points to the PDF viewer controls.

**THE UNIVERSITY SEMINARS DIGITAL ARCHIVE**

Start a new search...

1 of 56

**TITLE:**  
Minutes, 1969-02-03. The Nature of Man, seminar 499, 1968-1969

**NAME:**  
Columbia University, University Seminars; Seminar 499

**COLLECTION:**  
University Seminars records

**DATE:**  
1968-1969

**NOTE:**  
original  
filename: 499-500.AY6869.0203.m.pdf

**SUBJECTS:**  
Nature of Man

**PLACE:**  
New York

**IDENTIFIER:**  
ldpd.usem/499-500/AY6869/499-500.AY6869.0203.m

[Display XML Metadata](#)

**Minutes, 1969-02-03. The Nature of Man, seminar 499, 1968-1969**

Page: 1 of 2 Automatic Zoom

499

**COLUMBIA UNIVERSITY**  
**UNIVERSITY SEMINAR ON THE NATURE OF MAN**

Minutes

**Date:** February 3, 1969  
**Time:** 7:30 p.m.  
**Place:** Home of Dr. Ruth Anshen  
**Speakers:** Members of the Seminar  
**Topic:** The Future of the Seminar  
**Presiding:** Dr. Margaret Mead  
**Present:** Dr. Ruth Anshen  
Dr. Francisco Ayala  
Dr. Catherine Bateson  
Dr. Harry Frankfurt  
Dr. Margaret Mead  
Dr. Aage Petersen  
**Guests:** None  
**Secretary:** Mr. Chauncey Olinger  
**Next Meeting:** March meeting cancelled.

## HIGHLIGHTS:

search within document, full screen, zoom in and out, scroll through pages.

# Reporting

## Sexual Harassment, Gender-Based Misconduct & Discrimination

# Columbia University Resources

You deserve a University community free from discrimination, harassment, and gender-based misconduct including sexual harassment, sexual assault, domestic and dating violence, stalking, and sexual exploitation. It is therefore [University policy](#) to require Columbia faculty and staff to report to EOAA any instance or allegation of prohibited conduct involving any undergraduate or any graduate student that is disclosed to, observed by, or otherwise known to that employee. This requirement to report is in place to help ensure that students are provided appropriate resources and to allow the University to mitigate harm to our community.

Additionally, The University Seminars takes seriously our responsibility to our community-members, especially any student hired or associated with The University Seminars. You can find our [Code of Conduct](#) online. Our duty of care and our duty to report are not limited to our own community. It extends to everyone.



# Columbia University Resources

## Confidential Resources

There are confidential resources on campus who do not have a Duty to Report, including:

- Sexual Violence Response & Rape Crisis/Anti-Violence Support Center (SVR)
- Ombuds Office
- Medical Services
- University Counseling and Psychological Services
- University Pastoral Counseling
- Columbia Office of Disability Services

University employees working in a confidential capacity will not report information shared with them.

# Columbia University Resources

Columbia University has extensive resources, programming and research dedicated to responding to sexual harassment and other gender-based misconduct.

- ▶ Office for Equal Opportunity and Affirmative Action: Hub for information and resources: <https://eoaa.columbia.edu/>
- ▶ Student Conduct & Community Standards (SCCS): <https://studentconduct.columbia.edu/>
- ▶ University Life: <https://universitylife.columbia.edu/>
- ▶ Sexual Respect / Title IX: <https://sexualrespect.columbia.edu/>
- ▶ Pronouns in Use program: <https://universitylife.columbia.edu/pronouns>

# Reporting a Complaint

1. Use CU resources: Sexual Respect / Title IX:

<https://sexualrespect.columbia.edu/>

2. Duty to report to Student Conduct and Community Standards (SCCS):

<https://studentconduct.columbia.edu/>

3. A SCCS member will reach out to you.

- ▶ Speaking with a member of either SCCS or EOAA, and whether you participate in the reporting is **completely optional**.
- ▶ I do not need to know the details of a case in order to report. I am responsible for providing students with resources.

# Other Complaints

Complaints that are not related to sexual harassment, gender-based misconduct or discrimination are handled internally.

1. There are resources available for reporting other forms of discrimination.
1. Switching seminars is possible when available.

# Hiring & Pay

# Hiring & Payroll Questions

- ▶ Compensation or hiring process questions:

GESENIA ALVAREZ-LAZAUSKAS

Associate Director, Budget and Operations

[GA2030@columbia.edu](mailto:GA2030@columbia.edu)

- ▶ Read the Compensation section of the Guidelines carefully.



# Hiring Process

Because of COVID-related restrictions, we have converted many of our in-person processes to virtual platforms. On-boarding is a multi-step process that requires careful review and coordination with Columbia University's Human Resources department.

- ▶ Initiate hiring process: **New Rapporteur Data Form:** <https://forms.gle/1MkJa64dmGc3ijWMA>
- ▶ You will receive an email confirmation from Gesenia Alvarez with additional requirements needed for Human Resources approval. If you do not receive an email within a few days, send Gesenia an email at [ga2030@columbia.edu](mailto:ga2030@columbia.edu)
- ▶ Once approved by Human Resources, Gesenia will email you Information regarding rapporteur payments, link to payroll calendars, and a reusable link to our timesheet form.

# Guidelines for Reporting Hours

- ▶ Completed Work: Work for a seminar meeting is considered complete with the submission of all meeting documentation: Minutes, Announcement, other materials, email list.
- ▶ Submit 1 timesheet for each seminar meeting. Submit no later than 1 month after meeting date. Can submit a draft if you are waiting on chair approval.
- ▶ First Timesheet: Include 2 hours of training, organizational work upon hire and every new academic year, including any summer hours. This means your first time sheet is expected to go over 10 hours.
- ▶ Timely Reporting: Columbia University's Payroll Department will drop student employees from the time entry system if there is a prolonged period of inactivity. If this happens, you will need to be rehired.

# Guidelines for Reporting Hours

- ▶ Changes in employment status or personal information:  
Notify Gesenia Alvarez. Failure to do so may result in delayed pay.
- ▶ University Hour Limits: No student may work more than 20 hours per week at any on-campus employment, and University and academic holidays must be observed.
- ▶ CU Reporting Deadlines: Timesheets should be submitted by the 5th (for payment in the middle of the month) and/or the 20th (for payment at the end of the month). Payment delays may occur because of appointment end dates (usually mid-May for the spring and mid-December in the fall). Your academic department will need to approve all added compensation requests.

# Typical Hour Distribution

Tasks	Hours
Pre-Meeting - correspondence, reservations, etc.	1 – 3 hours
Day of Meeting - setup, taking minutes, dinner, etc.	2 – 4 hours
Post Meeting - delivering minutes, announcements, and meeting forms to UNISEM office, etc.	1 – 3 hours

- 6-10 hours is typical. Occasional extra work (over 10 hours) is possible.
- If you are consistently going over 10 hours per meeting, a justification will be requested from your chair.

# Payment for Conference Work

Conferences, symposia and other special events are not part of regular rapporteur duties. If you agree to perform work for a special event:

- ▶ Reporting hours: Submit timesheets regularly (at least monthly) and separate from regular seminar meeting work. If you only put in hours on the day of the special event, submit 1 timesheet for all work for the event.
- ▶ Conference Budget: The University Seminars will pay up to 20 hours of rapporteur pay for a conference from our general rapporteur budget. Additional hours will be discounted from the funds allocated to the conference.
- ▶ Note Hour Restrictions for Students: “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.” This includes all regular work across the university!
- ▶ A reusable link to our timesheet form will be emailed to the rapporteur once Human Resources approves the hire.

# Compensation



# Pay Rates

- ▶ 1<sup>st</sup> & 2<sup>nd</sup> years: \$25
- ▶ 3<sup>rd</sup> & 4<sup>th</sup> years: \$30
- ▶ Meals with the seminar are a part of your compensation

# Enroll in Payroll Direct Deposit

Payroll checks are mailed to the employee's mailing address on file.

We highly recommend you activate a direct deposit account once your hiring paperwork is approved by Human Resources.

Please wait for a payroll confirmation email from Gesenia Alvarez for further instructions on how to set up direct deposit.

# Types of Compensation

- ▶ Student Officers - exempt; includes teaching fellows and assistants, research fellows and assistants, preceptors, readers, graders, and any other exempt student officer position. Payment is approved and issued as added compensation via the student's academic department's payroll system on the 15th or end of the month.
- ▶ Student Casual Employees - non-exempt; non-union, student support staff. Payment is issued via University Seminars payroll system. Multiple Job Student Casual Employees - payments may be issued by a home department other than University Seminars. Student casual employees should expect payment about a week or two after the submission date.
- ▶ Payroll checks include bulk payments. If you are not sure you received payment for your rapporteur hours, see how to view your payments here: <https://humanresources.columbia.edu/content/pay-resources>

# International Students

## ► I-20 and student visa dates:

You are not allowed to work past these dates unless you receive an extension. Any changes to your student or immigration status must be reported to our office and to the I-9 office at Kent Hall immediately.

For example, if your I-20 expires on 5/17/2017 and your next seminar meeting is scheduled for 5/15/2017, the likelihood of completing your rapporteur duties by the 17th is slight. Let us know if you think you are in danger of working past your student visa and I-20 dates.

## Other Resources

- ▶ **To View Your Pay Stubs on the Web:**  
<https://my.columbia.edu/>
- ▶ **Tax and Withholding Information** or to receive your W-2:  
Contact the Payroll department directly at (212) 854-2122.
- ▶ **International Students** with questions regarding taxes on wages, etc.: <https://isso.columbia.edu/content/taxes>.

**Thank You and Good Luck!**