



COLUMBIA UNIVERSITY
MEDICAL CENTER

Welcome to The Office of Faculty Affairs Forum

Discover. Educate. Care. Lead.

Agenda

- Pre-roster Season Preparations (Zero Salary)- [April Armstrong](#)
- NYS PFL vs CUMC Parental Leave- [D. Ryce](#)
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Pre-roster Season Preparations (Zero Salary)

- Zero Salary Rosters will be distributed during the week of March 12th and completed rosters will be due back to OFA by April 9th
- The Zero salary roster will contain all Zero salaried Officers of Instruction, Research and Postdoctoral Officers, who have an appointment end date of June 30, 2018 (these individuals are considered to be on-cycle)
- All renewals will be effective for the academic year of 7/1/18-6/30/19
- **Very important:** if an officer is renewed on the roster, the officer will be renewed for the entire year. You will not be able to end an Officer's appointment retroactive to 6/30/18 after the roster has been submitted, the appointment will be valid for the entire year
- Now is the time to issue letters of non-renewal for those officers for which your department will not renew on June 30, 2018

Pre-roster Season Preparations (Zero Salary)

- If your Postdoctoral Officer is on-cycle (appointed from July 1st-June 30th), and the Postdoctoral officer's three-year limited Affirmative Action clearance (3 year term of appointment) ends on June 30th, or if a 4th year was requested for the officer and their appointment ends on June 30, 2018, you will not be able to renew the postdoctoral officer for the 4th or 5th year unless OFA has the Provost Office approval of the 4th year or 5th year extension.
- If PI's in your department would like to have their postdoctoral officers renewed for a 4th or 5th year, paperwork must be sent to our office **now**.
- When your rosters have been submitted, we will start the review process. Upon completion of the review process, we will prepare the file for HRPC for electronic upload.

NYS PFL vs. CUMC Parental Leave

NYS PFL vs CUMC Parental Leave

	NYS PFL	CUMC Parental Leave
Effective Date	1/1/2018	1/1/2018
Applicable to	OORs	OOb
Duration	8 weeks in 2018	13 weeks
Retroactive Provisions	Yes to 1/2/2017	Yes to 1/2/2017 (within 1st yr after birth/adoption)
Purpose	child-bonding/ill relative/military relief	Child-bonding
Who is eligible	Paid FT and PT OORs employed in NYS	Full Time OOb, primary caregiver
When does eligibility begin	After 26 consecutive weeks (>20hrs) or 175 days (<20hrs)	Immediately
Is it a fully paid leave	50% of the NYS Avg weekly wage up to \$1,305.92*	Yes. 100% of guaranteed pay for 13 weeks
Notice Required	At least 30 days, to the extent possible	6 months, to the extent possible
Does it meet FMLA requirements	Yes	The first 12 weeks do if not preceded by other FMLA covered leaves
Requires Cigna Review/Approval	Yes	No
Requires Leave Management Approval	Yes	No
Requires Office of the Provost Review	Yes	Yes
Can it be taken Intermittently?	Yes, in segments of 1-day or more	No**
Can leave be extended - for how long?	Yes, as unpaid personal leave for a total of 6 months	Yes, as unpaid infant care leave for a total of 12 months
How is it funded	Employee Payroll Deductions	CUMC Schools and Departments
What does OFA Require	Letter from OOR to Supervisor (w/dates of leave) Letter from Chair to Dean (w/dates of leave) Evidence of approval from Leave Management PAF upon approval by OFA/Provost Office	Letter from OOb to Supervisor (w/dates of leave) Letter from Chair to Dean (w/dates of leave) Copy of birth/adoption certificate PAF upon approval by OFA/Provost Office

* Officers can receive full salary by using vacation, personal or NYC earned sick time

** Exceptions are made based on departmental scheduling and critical operational needs

4th and 5th year Postdoctoral Extensions

Requirements

Department submits the following **4 months before the end of the appointment**:

- Letter from chair to Dean requesting the 4th or 5th year extension and including a compelling explanation of the reason for the request –normally to complete a research project, the start and end dates, and the officer's title
- Officer's CV, using the COAP format as a guideline
- Upon receipt of the Office of the Provost approval, a PAF reflecting action/reason codes DTA/CNW

Workflow

- The OFA Representative reviews the request and prepares a cover letter in which the OFA Director requests approval of the extension from the Office of the Provost.
- OFA submits the Director's signed request to the Office of the Provost indicating that the extension has the Dean's approval.

Expedited Reviews

Requirements

Department submits the following **at a minimum of one week in advance** of the scheduled FOM COAP meeting and **prior to the offer being forwarded to the candidate**:

- Letter from chair to Dean requesting the appointment, expedited review of the proposed advanced rank and including the title, start date, responsibilities, and reason for recruit.
- Candidate's CV in COAP format
- List of referees
- One copy of five papers judged by the candidate and the department to be the most noteworthy contributions to the literature

These are to be submitted to FOM COAP via email to: ofa-dossiers@cumc.columbia.edu

Expedited Reviews (cont.)

Workflow

- The FOM COAP appoints a five-member subcommittee, consisting of the two co-chairs and three other members with appropriate expertise to evaluate the candidate's fitness for the proposed advanced rank.
- The OFA Representative reviews the dossier, completes the FOM COAP Checklist, and prepares the agenda.
- The OFA Representative forwards the agenda to the FOM COAP members and uploads the dossier to CourseWorks for their review.
- The OFA Representative sends reminder notices to the chair and/or designee regarding the presentation(s).
- The chair and/or designee present to the COAP subcommittee for about 10 minutes. The chair describes the candidate's qualifications, reason(s) for the appointment, and what makes the candidate special and qualified for the proposed rank, and references any future plans the department may have for the candidate. The members of the COAP subcommittee may ask questions and comment.
- When the chair has completed the brief presentation and leaves, the COAP subcommittee votes.
- The OFA Representative forwards the recommendation of the COAP subcommittee to the department in a letter that includes the reminder that a full COAP review is required within 6-9 months of the appointment.

The New OFA Website: A Preview

- User friendly
- Intuitive navigation
- Provides information needed on a day-to day basis
- Makes needed resources available (key links/forms/templates)
- Provides guidance on transactions: OFA Transactions Manual
- Provides answers to FAQs
- Goes live after 2/15/18 (except for the Transactions Manual)

IMPORTANT J-1 VISA REGULATORY REQUIREMENTS

- Notification Requirements
- Incident Reporting
- English Language Proficiency Requirement



Notification Requirements

As a J-1 sponsor, Columbia University must report to the U.S. Dept. of State any changes to a J-1 exchange visitor's program. Some examples are:

- Withdrawal from, or early completion of the J-1 exchange visitor's program, e.g. LON issued or exchange visitor decides to depart early.
- Exchange visitor may need to work at another site.
- Exchange visitor will transfer w/in Columbia to another lab or department.
- Change in funding source or amount.

Incident Reporting

As a J-1 sponsor, Columbia University is required to notify the U.S. Dept. of State of serious incidents involving our exchange visitors. Columbia is required to report an incident within one business day.

Some examples of incidents to report are:

- Death of an exchange visitor
- Serious injury of an exchange visitor
- Sexual abuse allegations
- Potential litigation related to a sponsor's exchange visitor program, in which the exchange visitor may be a named party

Incident Report Form coming soon to the ISSO website (isso.columbia.edu).

English Language Proficiency Requirement

As a J-1 visa sponsor, Columbia University must verify that an exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement, so that the exchange visitor can successfully participate in his/her program and **function on a day-to-day basis**.

Objective measurement:

- A recognized English language test;
- By signed documentation from an academic institution or English language school;
- Through a documented interview conducted either in-person or by videoconferencing or by telephone;
- Degree from a country where English is the primary language;
- Degree in the English language and literature, interpretation/translation, etc.;
- Previous assignments in countries where English is the primary language.

The academic department must retain evidence of how this proficiency was measured so it can be made available to the U.S. Dept. of State upon request. If the exchange visitor's English language skills are found insufficient by ISSO-CUMC upon exchange visitor's check-in, the department **must cover the cost of an English language program for the exchange visitor**.

Meet the ISSO-CUMC TEAM



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Contact Information

Walk-in Advising Hours

**Monday, Tuesday, and Thursday
11:00 a.m. to 4:30 p.m.**

Location

**Black Building
1st Floor, Room 130**

How to contact us

(212) 305-8165

cumc-intl-scholars@columbia.edu



Important Points & Reminders

- When an officer is appointed using a dummy SSN, the new hire's SSN should be submitted to payroll within 4 weeks.
- If international personnel are hired with zero salary but the department will incur the cost of their benefits, the Payroll Office should be provided with a SSN or ITIN card & W8BEN so that the imputed income can be reported.
- PAFs are to be submitted to OFA within 48hrs of notification that a leave or postdoc extension has been approved.
- Prior to issuing an LON, OFA must review and approve it. A copy of the signed LON should also be submitted to OFA.
- If a candidate for a postdoc position has not yet been granted the doctoral degree, a conferment letter from the school/university issuing the degree should be provided.
- Access to CU systems beyond an officer's termination date is not allowed. Extension in DIA is not an option. You may extend the individual's appointment if there is critical need for systems access.
- E-Term: in addition to TER (APO, ROP, RLO and EDU) you may also use e-term for GRAs (AEN)
- "Stale" PAFs. PAFs should be submitted within 24hrs of date printed (but not later than 1 week)