



COLUMBIA UNIVERSITY  
MEDICAL CENTER

# Welcome to The Office of Faculty Affairs Forum

*Discover. Educate. Care. Lead.*



# AGENDA

- Pre-roster Season Information - April Armstrong
- Reciprocal Appointments – *the process* – Camille Boxhill
- RAPS- Waivers (from standard procedures) – Azeez Karim
- New Offer Letter Templates for Postdocs – D. Ryce
- How are we doing? SLA Review – Gabii Guzman
- Important Notices/Reminders – D. Ryce



# Pre- Roster Season Preparation (Zero Salary)

- Zero Salary Rosters will be distributed during the week of March 11<sup>th</sup> and completed rosters will be due back to OFA by April 2<sup>nd</sup>
- 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, 2019 (these individuals are considered to be on-cycle)
- All appointment renewals will be effective for the academic year 7/1/19-6/30/20
- **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 6/30/19 after the roster has been submitted. The appointment is in effect the entire year.
- Zero-salaried officers require at least three months' notice of non-renewal. Now is the time to start thinking about issuing letters of non-renewal for officers whose appointments will not be renewed past June 30, 2019.



# Pre- Roster Season Preparation (Zero Salary)

- **Postdoctoral Officers**: If a Postdoctoral Officer is on-cycle (appointed from July 1- June 30), and the Postdoctoral's officer's three-year limited Affirmative Action clearance (3 year term of appointment) will end on 6/30/19, **or** if a 4<sup>th</sup> year postdoctoral extension was requested for the officer and the 4<sup>th</sup> year will end on 6/30/19, the department will not be able to renew the officer appointment for a 4<sup>th</sup> or 5<sup>th</sup> year unless OFA has the Provost Office approval of the 4<sup>th</sup> or 5<sup>th</sup> year extension.
- If a PI wants to renew a postdoctoral officer's appointment for a 4<sup>th</sup> or 5<sup>th</sup> year, an appointment extension request must be sent to our office **now**.
- Upon submission of your zero-salary roster, we will start our roster review. After our review process is completed, rosters will be prepared for submission to HRPC for electronic upload.



# Reciprocal Appointments

- The Columbia University Irving Medical Center supports the collaboration between departments at Columbia University Irving Medical Center and those at Weill Cornell Medicine. In order that faculty may care for patients, provide instruction or collaborate on research activities at the other institution, the faculty member must receive a 'reciprocal' appointment.
- Reciprocal appointments will only be approved when a need exists which is met by the special and unique qualifications/skills of the proposed faculty member, which must be clearly delineated in the documentation. A minimum of sixty (60) days is required to process a reciprocal appointment.



# Reciprocal Appointments

## Requirements

Department submits the following **a minimum of 60 days in advance** of the reciprocal appointment effective date:

- Letter from both chairs to Deans at Host and Home Institutions requesting the reciprocal appointment and including the title at Home Institution and adding Adjunct as a prefix to the Home title to complete the title for the Host Institution, the anticipated start date, and the officer's responsibilities
- Officer's CV in COAP format
- A completed [Reciprocal Faculty Appointment Application Form](#) signed by the department chairs at Home and Host Institutions
- A [Reciprocal Faculty Appointment Release and Compliance Form](#) signed by the officer

Once the two forms are signed, and if rank of Associate Professor or above, the hospital package (COAP/COR packet) provided by the Home Institution

# Reciprocal Appointments

- Following the submission of the required documentation from the HOME institution to the HOST institutions' Faculty Affairs Office for review, the Reciprocal Appointment Application Forms are signed off by the respective institutions' Deans for Clinical Affairs approving the reciprocal appointment.
- Request for appointment at or above the Associate Professor rank will be brought to the appropriate COAP/COR Committee for review. Dossiers from the Home Institution will be provided to expedite the process
- The individual receiving the reciprocal appointment is notified in writing of the approval by the HOST institution.
- Then follows the normal appointment process at the host institution.



# RAPS – Waivers from Standard Procedures

## When is a waiver permitted

- Specialist
- Star
- Research Team Member
- Outstanding Diversity Candidate
- Unexpected Vacancies
- All waiver reasons can be found in the CUIMC AA Policy:  
<https://www.ps.columbia.edu/file/6002/download?token=4mhvU79q>

## When is a waiver not permitted

- To promote internally to the level of Assistant Professor or above
- If the hiring unit failed to conduct a full search before a required start date of a position
- When a fully searched posting fails the AA test due to any reason (this will be a Manual Clearance)
- Trying to avoid posting for the required minimum of 30 days



# RAPS – Waivers from Standard Procedures

## What is the process (Summary)

- Create a posting in RAPS, post the position internally, create a profile for the applicant and apply to the position on behalf of the applicant or have the applicant create a profile and apply to the posting by sending them the quick link to access the posting.
- Once you have the applicant data in the posting, then change the status of the applicant to “Selectee” then complete the “Waiver Hiring Proposal Form” and then submit the posting for AA Waiver Clearance”.

## What is the timeframe for approval

- Notice of EOAA clearance or failure to clear in the case of a waiver will normally be issued by the Office of Academic Affairs within five working days of receipt.

## Link to step-by-step guide to waiver requests

- <https://www.ps.columbia.edu/file/22551/download?token=RPyG1u4X>



# New Offer Letter Templates

**Offer Letter Templates are now available for immediate use:**

- *Postdoctoral Research Scientist (PDRS)*
- *Postdoctoral Research Fellow (PDRF) with CU funding*
- *Postdoctoral Research Fellow (PDRF) with outside funding*
- *Postdoctoral Research Fellow (PDRF) with outside funding and CU supplement*
- *Officers of Research*

**These are located on The Office of Faculty Affairs Website**

- **Forms and Templates**
  - **Templates**

**Or at the following link:**

<https://www.ps.columbia.edu/administration/academic-affairs/faculty-affairs/forms-and-additional-resources/forms-and-templates>



# OFA Service Level Agreements

October 1, 2018 – December 31, 2018

Transactions	Committed # business days for approval	Actual # business days for approval
New Hires	3	2
New Hires with NYP Appointment	6	3
LOA	12	12
LOA Extension	26	11
Postdoctoral Extension	13	12
Visitor Registration Form	10	3
Position Classification Form	5	4
Lateral Transfer (PAF)	2	1
Contract Renewal (PAF)	2	1
Rehire (PAFs)	2	1
Termination (PAFs)	2	1

**Note: the above timeframes assume that transactions have been submitted with all required information and there is no need for corrections.**



# Important Reminders

- Offer Letters - *Non-renewal timeframe must be correct*
- Pre-hire Attestation – *Now required for all new hires*
- Visual Compliance Implementation – *Departments must notify OFA and Export Control when invite request is from c. sanctioned countries or restricted universities*
- Visitors processed via JIRA – *Pilot Group is being expanded*
- Parental Leave Program for Faculty – *is now in yr-2*
- Paid Family Leave (PFL) – *is now in yr-2 and has increased to 10 weeks*
- 4<sup>th</sup> year reviews for tenure track faculty – *being requested by Academic Affairs in the next few months*



# QUESTIONS

