

WELCOME TO THE OFFICE OF FACULTY AFFAIRS FORUM

4/5/2019



- **Endowed Professorships** – *The nomination, renewal and relinquishment process* – Dina Pruitt
- **Sabbatical Leaves of Department Chairs - Leadership Plan Requirement** – April Armstrong
- **Use of the Staff Associate Academic Title** - D. Ryce
- **ISSO Updates** – Kathy McVeigh and Hadija Wilson
- **Genetic Counselors** –Title Structure of Faculty Appointments – D. Ryce
- **How are we doing? Service Level Agreement Review** – Gabriela Guzman
- **Important Notices/Reminders** - D. Ryce

PROFESSORSHIPS AT VP&S

Dina Catherine Pruitt

Promotion Specialist, Office of Academic Affairs

Office of the SnrVP for Faculty Affairs and Career

Development for CUIMC

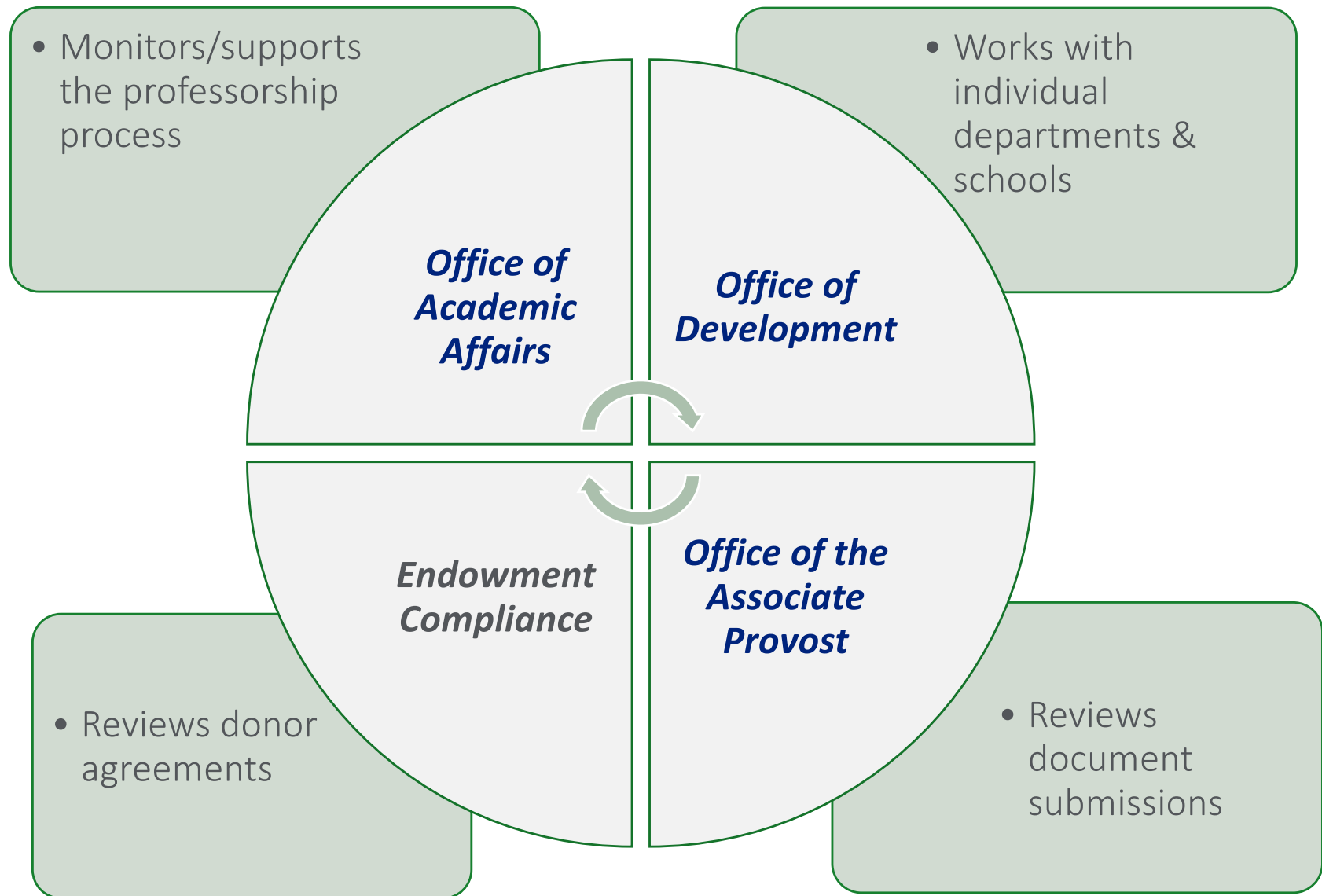
Columbia University Irving Medical Center



COLUMBIA

COLUMBIA UNIVERSITY
IRVING MEDICAL CENTER

RESPONSIBILITIES BY OFFICE



CHECKLIST FOR PROFESSORSHIP NOMINATIONS

Professorship nominations must include the following elements:

- Updated CV in the CUIMC format

- The terms of the professorship, as outlined in
 - The gift agreement/bequest
 - The relative Trustee minutes

- Search Committee

- Department Chair's nomination letter
 - The name and terms of the professorship
 - Length of time the incumbent will hold the title

CV GUIDELINES

Faculty can use the CUIMC format for CVs and should include rank and joint/interdisciplinary appointments

Note: “at the Columbia University Medical Center” should be used as a suffix for non-tenured faculty



"I pruned a tree once, so technically I'm allowed to put 'branch manager' on my resumé."

TERMS OF THE PROFESSORSHIP

A description of any donor stipulations/limitations (specifying area of study, department, rank, etc.).

The terms may be requested from these sources:

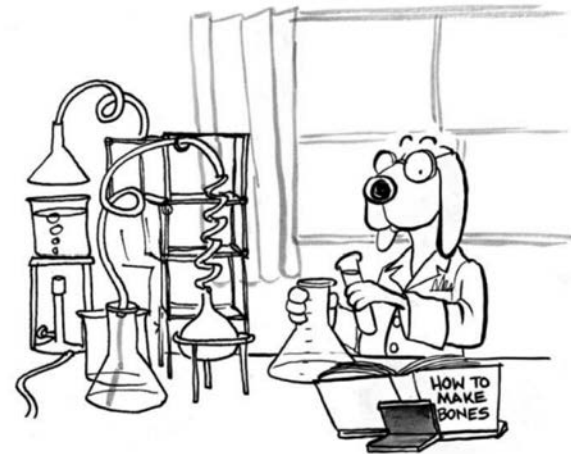
- Office of Development
- Office of the Associate Provost
- University Archivist

SEARCH COMMITTEE

- Consists of 4-5 members (*including a member from an outside department and a member to act as chair)
 - The Search Committee reviews the terms of the professorship and all eligible candidate's CV/research
 - Findings are sent to the chair, including several bullet points describing the rationale for their choice

DEPARTMENT CHAIR'S NOMINATION LETTER

- The name and terms of the professorship
- Length of time the incumbent will hold the Endowed Title
- Include the academic titles of each search committee member, with their findings
- Should capture what the candidate considers his/her main contributions, accomplishments and research focus



Rags could feel he was nearing a breakthrough.

NEXT STEPS

Academic Affairs

- Creates letter from the Dean to the Provost for Trustee approval.

Provost's Office

- Following Trustee approval, the Associate Provost notifies the Office of Academic Affairs, who will in turn notify the appropriate department chair/administrator

Office of the Dean

- A congratulatory letter on behalf of the EVP/Dean is sent to the incumbent, copying the department chair/administrator

Department

- The department will alert OFA and send a PAF requesting the title change.

PROMOTION WITH A NAMED PROFESSORSHIP

If a faculty member holding a Named Professorship receives promotion or tenure:

- OAA verifies the terms of the professorship
- Chair letter to OAA requesting a title change, including FOM/CUMC COAP promotion date
- The Trustees must approve the title change

PROFESSORSHIP RENEWALS

Faculty members at the associate or full professorial ranks NOT holding tenure must be reappointed annually by the Trustees

- Assistant Professors only require EVP/Dean approval
- Non-tenured/on track faculty holding Endowed Professorships are only appointed through June 30, of the following year (“July 1, 2019-June 30, 2020”).
- Some faculty are given appointments for three or five years; prior to the end of the term, the department would submit a request to OAA extending the term

RELINQUISHING A PROFESSORSHIP

The department must notify OAA of faculty who fall into the following categories:

- Non-renewed
- Leaving the University/retiring
- Change in rank/stepping down
- Deceased

ADDITIONAL RESOURCES

CV in the CUIMC format:

<https://www.ps.columbia.edu/administration/academic-affairs/faculty-development/faculty-diversity/academic-appointments/faculty-tracks/resources>

VP&S Office of Development:

Doris Ortiz-Rivera, Associate Director of Stewardship

Do2191@columbia.edu

Office of Faculty Affairs website:

<https://www.ps.columbia.edu/administration/academic-affairs/faculty-affairs/recruitment-and-appointments>

Sabbatical Leadership Plan

- A Sabbatical is a leave of absence in which a faculty member can pursue scholarly research or enjoy a period of academic refreshment
- Each Professor and Associate Professor with tenure is entitled to a sabbatical leave after completing 12 terms in an instructional position (6 years).
- When a Department Chair requests a sabbatical, a "Leadership Plan" will be required in addition to the standard "Request for Sabbatical" application form
- The Leadership Plan should be addressed to the Dean and include the following:
 - Duration of Leave
 - Breakdown of how chair duties will be covered during the sabbatical
- This ensures a seamless transition of duties during the leave
- Sabbatical Application Link:
<https://www.ps.columbia.edu/file/26131/download?token=NyN-rFdF>

Use of the Staff Associate Title

- **Staff Associates and Senior Staff Associates** are the two grades of staff officers of research.
- A **senior staff associate** is an officer holding a bachelor's or higher degree who has had at least eight years of professional experience in his or her field and who is appointed for a term, which is renewable, of up to 12 months for full- or part-time service.
- A **staff associate** is an officer holding a bachelor's or higher degree who has had at least four years of professional experience in his or her field and who is appointed for a term, which is renewable, of up to 12 months for full- or part-time service.

Use of the Staff Associate Title

Additional use of the title

“Predoctoral students from other universities whose faculty advisors want them to work with University faculty or officers of research for a period of not more than one year are also appointed as Staff Associates.”

Criteria

- Status should be **Part-time and Zero-salary**
- Must be at CUIMC to complete thesis requirements
- A peer to peer communication of the arranged educational plan is required

The Staff Officer of Research Position Classification Form (PCF) is waived in these cases.

ISSO-CUIMC UPDATES

- **Academic Appointments for Columbia Sponsored Visa Holders**

Submit academic appointment to OFA for processing immediately following international scholar/employee's check-in to the ISSO-CUIMC.

- **Termination of Academic Appointment for Columbia Sponsored Visa Holders**

Submit Termination Form to ISSO-CUIMC if international scholar/employee will depart earlier than the end date on their visa document, e.g. DS-2019, I-797 Approval Notice. It is helpful if you include a copy of their resignation letter. Termination Form can be found in the J Sponsorship Application and on the OFA website under Forms and Additional Resources.

- **Part-time Staff Associate Appointments**

When submitting a J-1 Sponsorship Application for a Part-time Staff Associate you must include evidence of OFA approval. Email correspondence is acceptable.

- **Student Intern J-1**

Please follow the ISSO-CUIMC J-1 Student Intern Instructions. For Workers' Compensation Policy question on the DS-7002, please refer to Guide to Completing the DS-7002 Form on the ISSO website

https://isso.columbia.edu/sites/default/files/content/Forms/department%20forms/DS-7002_Guide.pdf. ISSO-CUIMC cannot process the Student Intern request unless the DS-7002 form is complete.

Genetic Counseling Program

- New Master's Program - Fall 2019
- All Genetic Counselors will be granted faculty appointments
- Chairs have been asked to prepare and submit nominations by April 16th

Title Structure for Genetic Counselors' Faculty Appointment

Full-time

Professor of Genetic Counseling (in department) at the Columbia University Medical Center

Associate Professor of Genetic Counseling (in department) at the Columbia University Medical Center

Assistant Professor of Genetic Counseling (in department) at the Columbia University Medical Center

Instructor in Genetic Counseling (in department) at the Columbia University Medical Center (2-year limit)

Lecturer in Genetic Counseling (in department) at the Columbia University Medical Center

Part-time (NYP employed)

Professor of Clinical Genetic Counseling (in department)

Associate Professor of Clinical Genetic Counseling (in department)

Assistant Professor of Clinical Genetic Counseling (in department)

Instructor in Clinical Genetic Counseling (in department) (2-year limit)

Lecturer in Genetic Counseling (in department)

OFA Service Level Agreements

January 1, 2019-March 31, 2019

Transactions	Committed # business days for approval	Actual # business days for approval
New Hires	3	3
New Hires with NYP Appointment	6	6
LOA	12	13
LOA Extension	26	20
Postdoctoral Extension	13	14
Visitor Registration Form	10	5
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

- Reappointment letter requirement or Statements of Compensation for all academic personnel

Link to Reappointment Letter Templates:

<https://www.ps.columbia.edu/file/17391/download?token=T5q5KWo1>

- Use of Offer Letter Templates

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

- Pre-hire attestation requirement

Link to Pre-hire attestation form:

<https://www.ps.columbia.edu/file/20852/download?token=SWhlmWYx>

- LON guidelines are to be observed

Link to LON guidelines: <https://www.ps.columbia.edu/file/19912/download?token=1LsmxQrl>

- Visiting Academic Personnel – Review list of sanctioned countries and restricted universities

Link to RCT: <https://research.columbia.edu/content/economic-sanctions>

- Faculty zero-salary rosters were due on April 4th and Postdoc Fellow rosters are due on April 19th

QUESTIONS

