

# **New Rapporteur Orientation**

WELCOME TO THE UNIVERSITY SEMINARS / FALL 2025

# Orientation: Overview

- **Our Mission**
- **A Brief History of The University Seminars**
- **Introductions**
- **Responsibilities**
- **Meetings**
- **Meeting Documentation**
- **Resources**
- **Guest Travel**
- **Reimbursements**
- **Onboarding and Payroll**
- **Compensation**
- **Reporting Sexual Harassment, Gender-Based Misconduct, and Discrimination**
- **Thank You and Good Luck!**

# Our Mission

“The mission of The University Seminars collectively is to enable the intellectual missions of its individual constituent seminars.”

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.

# **A Brief History of The University Seminars**

# The Founding of The University Seminars

- Founded in 1945 by Frank Tannenbaum and a group of Columbia Faculty.
- Began with five seminars (two of which are still meeting).
- Tannenbaum was an activist who became an historian of Latin America.
- Jane Belo was a teacher, painter, anthropologist, and socialite.
- Upon their deaths, they willed The University Seminars a portion of their fortune.



# Introductions

# The Office of The University Seminars

**SUSAN BOYNTON**

Director

[SLB184@COLUMBIA.EDU](mailto:SLB184@COLUMBIA.EDU)

**PAMELA GUARDIA**

Director of Administration & Planning

[PAMELA.GUARDIA@COLUMBIA.EDU](mailto:PAMELA.GUARDIA@COLUMBIA.EDU)

**GESENIA ALVAREZ-LAZAUSKAS**

Associate Director, Financial Operations

[GA2030@COLUMBIA.EDU](mailto:GA2030@COLUMBIA.EDU)

**SUMMER HART**

Chief Creative Officer

[SH3040@COLUMBIA.EDU](mailto:SH3040@COLUMBIA.EDU)

**GARY M. MAYTA-LIZARRAGA**

Program Coordinator

[GM2965@COLUMBIA.EDU](mailto:GM2965@COLUMBIA.EDU)

**GIRAN CEBALLOS**

Administrative Assistant

[GRC2136@COLUMBIA.EDU](mailto:GRC2136@COLUMBIA.EDU)

**GENERAL OFFICE EMAIL**

[UNIV.SEMINARS@COLUMBIA.EDU](mailto:UNIV.SEMINARS@COLUMBIA.EDU)

## Important Things to Remember

- Intellectual work is going on and your job is to facilitate meetings and take accurate minutes **at every meeting**.
- You are the **liaison** between The University Seminars office and your seminar's chair/s.
- Read through the **Administrative Portal** before your first meeting. (Navigate to the portal from the main website).
- Email is the primary form of communication, but voice and video Zoom meetings with the office can be scheduled in advance.
- Always refer to your **seminar number and seminar name** in your email correspondence with The University Seminars office. We support over 90 individual seminars.
- Mark email "Urgent" in the subject line if you need a prompt response.
- Honoraria and dues are forbidden.

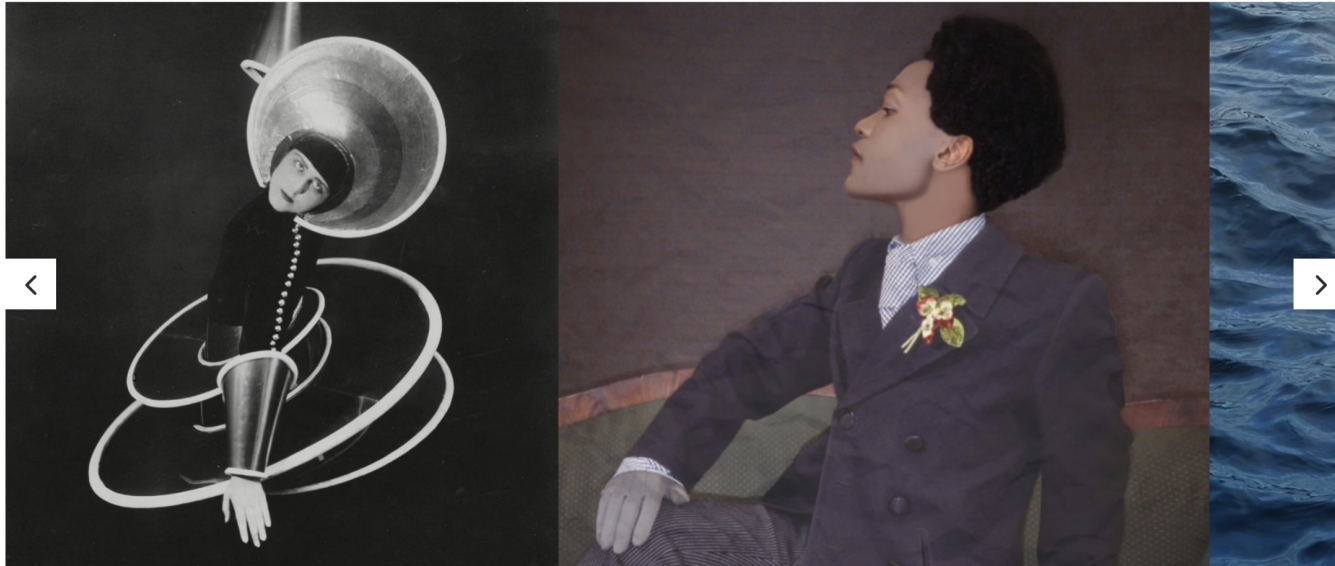
# **Responsibilities**

# Responsibilities: Overview

- Keep in communication with chair and office to understand responsibilities.
- Maintain an email list of seminar members, associates, and guests and upload it once per year to Submittable.
- Confirm information on the individual seminar website is correct, including schedule.
- Submit schedule (NAYPF), communicate changes, logistical needs for each meeting (speaker's AV, dietary restrictions, any accessibility needs of any attendee).
- Reserve dinners, collect RSVPs, direct payees to CC Payment form.
- Reserve and test AV with guest and Giran. Sign out and return equipment properly.
- Liaise travel arrangements for each guest, obtaining confirmations and forwarding as required.
- Reach out to speaker regarding their paper donation intentions.
- Submit reimbursements for guests or yourself to the office.
- Send announcements of seminar meetings. Zoom invitations for virtual meetings.
- Circulate handouts or background papers for presenting guest.
- **Meet \*NEW\* privacy policy requirements.**
- Record the minutes and collect names and affiliations (include in minutes).
- Handle general administrative duties for the seminar.
- Submit all minutes via Submittable and timesheets via Google.

# Responsibilities: Throughout the Academic Year

- Review [The University Seminars Website](#)
- Review the [Administrative Portal](#)
- Beginning of the Academic Year
- End of the Academic Year
- Facilitating Meetings
- Documenting Meetings



[Learn more About Us →](#)

# Responsibilities: Website

[HTTPS://UNIVERSITYSEMINARS.COLUMBIA.EDU/](https://universityseminars.columbia.edu/)

- Review [The University Seminars Website](#)



## MEDIEVAL STUDIES

Year Founded	Seminar #	Status
1954	431	Active

This seminar addresses subjects of common interest to all branches of medieval studies. The seminar particularly encourages interdisciplinary topics and approaches, which will stimulate discussions of issues in the study of medieval culture. One of the great advantages of the seminar is that it brings together representatives of medieval disciplines, from Columbia and elsewhere, who otherwise would have only rare opportunities to talk about questions of common interest.

### Chair/s

Hannah Weaver  
hmw2147@columbia.edu

Jeffrey Wayno  
jeffrey.wayno@columbia.edu

### Rapporteur/s

Jilian Pizzi  
jap2247@columbia.edu

10  
APR

April 10, 2025  
5:30 pm - 7:00 pm

Burke Library

The Politics of Pandemic: Rethinking the Black Death in Nasrid Granada

[View Abstract](#)

[Speaker/s](#)

Mohamad Ballan, Stony Brook University

29  
JAN

January 29, 2025  
5:30 pm - 7:00 pm

Burke Library

Teaching with Medieval Collections: A Panel Discussion

[Speaker/s](#)

Lauren Mancía, Brooklyn College

Julia Perratore, The Met Cloisters

Nina Rowe, Fordham

Karen Stern-Gabbay, Brooklyn College

08  
NOV

November 8, 2024  
1:00 pm - 3:30 pm

Faculty House

50 Years of the Tyranny of a Construct: A Discussion in Honor of E.A.R. Brown

[Speaker/s](#)

David Perry, University of Minnesota

Paul Freedman, Yale University

Ada Kuskowski, University of Pennsylvania

Irit Kleiman, Boston University

Sara McDougall, John Jay

# Responsibilities: Website

[HTTPS://UNIVERSITYSEMINARS.COLUMBIA.EDU/](https://universityseminars.columbia.edu/)

- Review all information on your seminar's page.
- Provide a schedule.

# Responsibilities: Administrative Portal

- Review the [Administrative Portal](#).
- The [Administrative Portal](#) contains all guidelines, instructions and forms.
- Click through the headers in the portal to get a sense of what it contains. Search the portal for answers to your questions before contacting the office.
- The Rapporteur page is a hub of helpful information for Rapporteurs. Navigate to: People → Seminar Rapporteurs

The screenshot shows the top section of the Administrative Portal. At the top center is the Columbia University crest, followed by the text "THE UNIVERSITY SEMINARS COLUMBIA UNIVERSITY" and "Administrative Portal". Below this is a navigation bar with the following items: "People" (selected), "Meetings", "Services", "Payments", "Community", "Conferences", and "Subventions". Under the "People" dropdown, there are links for "Seminar Chairs", "Membership", "Rapporteurs" (underlined), and "Rapporteur Onboarding and Payroll". To the right of "Rapporteurs" is a link for "Submissions". Below the navigation bar is a banner image of a bridge over a river with trees. Overlaid on the banner is the text: "Columbia University collectively is to enable the intellectual missions of its individual seminars." Below the banner are four blue buttons: "Staff Directory", "Morningside Campus Access Update" (with an external link icon), "FAQ" (with an external link icon), and "Main Website" (with an external link icon).



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

## Responsibilities: End of the Academic Year

- Submit all outstanding timesheets.
- Submit all outstanding minutes.
- Submit any reimbursement paperwork.
- Communicate intention to stay/resign.
- If requested by chair, submit New Academic Year Planning Form (NAYPF).
- If requested by chair, submit Travel Fund Requests.

# Responsibilities: End of the Academic Year Deadlines

## MAY 15

- Timesheets
- Reimbursement requests

## JUNE 30

- Minutes
- NAYPF
- Travel fund requests
- Intention to stay/resign

## THE UNIVERSITY SEMINARS *at* COLUMBIA UNIVERSITY

### New Academic Year Planning Form AY 2025-2026

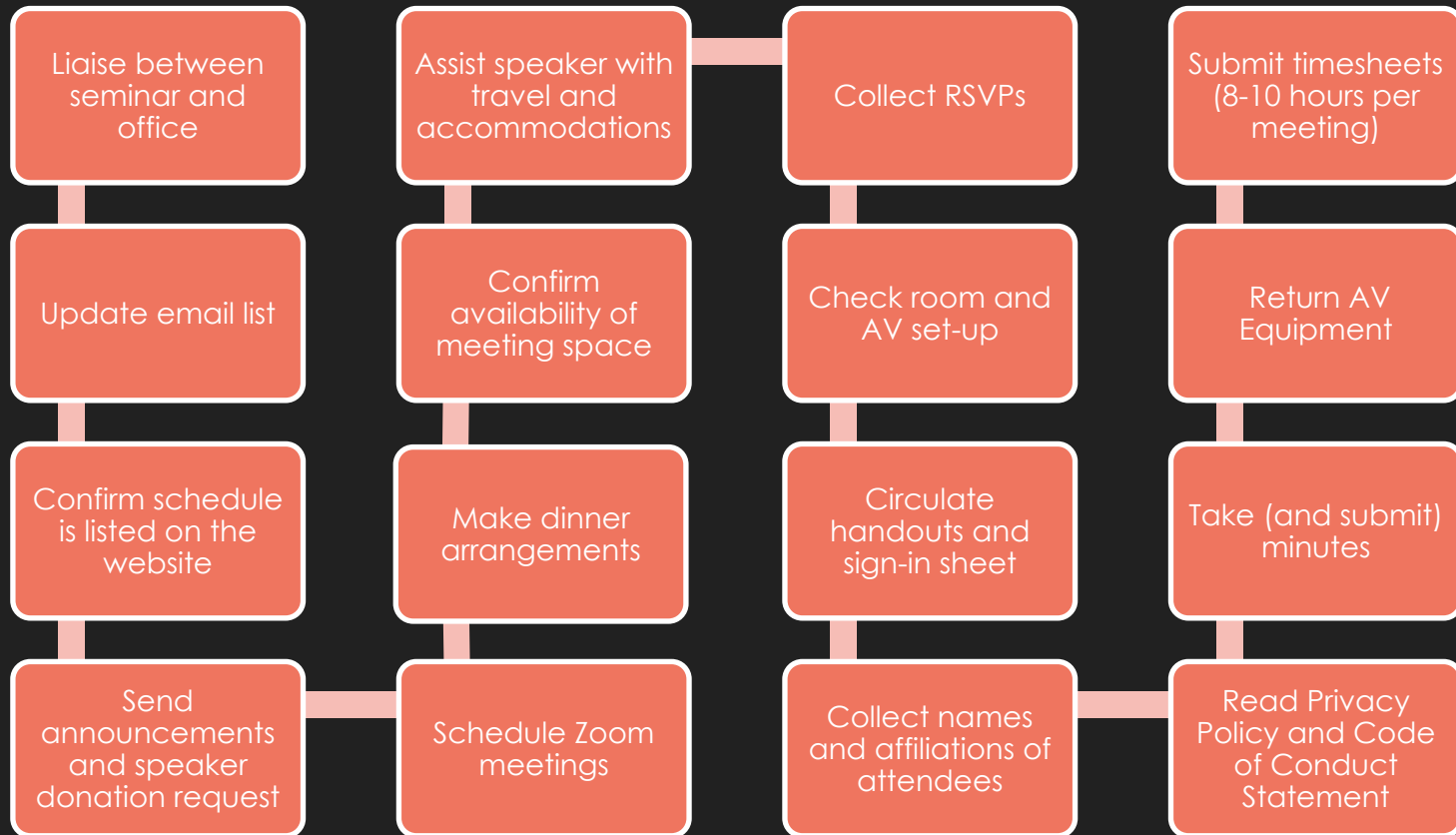
**Submit by June 30, 2025**

New Academic Year Planning:

All seminars are required to submit this planning form by June 30, 2025. This form communicates a number of things about your seminar to the central office: the names of the incoming chair/s and rapporteur, whether your seminar will meet in the coming academic year, and if so, your schedule of seminar dates. All seminars are required to submit this form for your seminar, even if you will not meet in the Faculty House.

# Meetings

# Meetings: Overview



# Meetings Timeline: Beginning of the Semester

- Know your responsibilities. Communicate with your chair/s. Communicate with The Seminars office.
- Review the [Administrative Portal](#).
- Review the [The University Seminars Website](#)
  - Confirm the seminar's web page content is correct and the schedule is updated.
  - Email website corrections to [Gary](#).
- Update and maintain email lists of seminar members, associates, and guests.
- Download the [AY20252026 Announcement Template](#) and [AY20252026 Minutes Template](#).
- Confirm whether your seminar will meet in person, Zoom, or hybrid. Reserve space and communicate AV requirements to The Seminars office accordingly.
- Confirm and communicate meeting arrangements and responsibilities with their Chair(s) and [Gary](#).
- Confirm availability of meeting and dinner space at Faculty House or other location.
  - For group meals held at Faculty House, send approximate catering count to Gary.
  - Faculty House meals are considered catered affairs, last-minute additions or cancellations may not be honored by Faculty House.

# Meetings Timeline: Beginning of the Semester

- Communicate with the speaker.
- Arrange approved travel, hotel, and parking for presenters with Giran.
  - After chairs have received funding approval from Susan Boynton, secure reservations by completing the Traveler Information Form for each traveling seminar presenter.
  - Giran will work with the presenter to finalize arrangements.
  - Travel confirmations are sent to the traveling guest, the seminar chair and the rapporteur. If a confirmation is not received, contact Giran.
- If a speaker will be submitting for reimbursement, put them in touch with Giran to begin the process of setting them up in Columbia's reimbursement system.
  - **Reimbursements are not recommended.**
  - Not everyone is reimbursable.
  - Reimbursements may take three to four months if submitted in a timely manner.
  - Reimbursements may take up to six months or longer if submitted at the end of the year.
  - **Do not hold on to reimbursements.**

# Meetings Timeline: One Month Before Each Meeting

- Use the [20252026 Announcement Template](#) to send email meeting announcement to seminar members, associates, guests, and The University Seminars office ([univ.seminars@columbia.edu](mailto:univ.seminars@columbia.edu)).
  - Make sure to include the seminar number and name in the subject line of your announcement.
  - Announcements serve multiple purposes in addition to reaching out to a seminar's membership. See [Meeting Announcements](#) page for more details.
- Make sure to include a link to the [Credit Card Payment Form](#) for seminar guests not eligible for complimentary meals at Faculty House (see [Group Meals](#)).
- Ask paying attendees to confirm their preferred method of payment: advance credit card payment or payment on the day of the event via credit card.
  - **Checks are strongly discouraged.**
  - **Cash is not an allowed method of payment.**
- Obtain bio and paper for circulation to members, as appropriate.
- Reserve AV Equipment with [Gary](#) and [Giran](#).

# Meetings Timeline: 10 Days Before Each In-person Meeting

- Collect **final** RSVPs for all meeting and dinner attendees.
  - For meals outside of the FH, order food to CU dept or make a reservation at local restaurant.
- Arrange for access to campus.
- **Reach out to speaker with privacy policy and presentation donation language.**
- Ask speaker if they would like to donate their paper for inclusion in the archive after five years.
  - This is in addition to the minutes (copyright, Trustees).
  - If yes, request a copy of their presentation and upload it with your meeting documentation.
  - If they say no or do not respond, the answer is no. This is an opt-in only option.
- Check the corresponding box in the [AY20252026 Minutes Template](#).

# Meetings Timeline: 10 Days Before Each Virtual or Hybrid Meeting

- Review Zoom instructions on the [Administrative Portal](#).
- Confirm parameters: waiting room, recording, etc.
- If the chair/s and rapporteur do not have the licensed version of Zoom, send an email to [Gary](#) for an upgrade.
  - Licensed versions of Zoom can be offered to affiliated and non-affiliated chairs upon request.
  - CUMC-affiliates: Due to HIPAA restrictions, we cannot provide licensed Zoom accounts through our department. Contact CUMC IT department for a CUMC-managed Zoom account. Contact your CUMC department for more information. Contact [Pamela](#) for help.
- Reach out to speaker with privacy policy and presentation donation language.
- Ask speaker if they would like to donate their paper for inclusion in the archive after five years.
  - This is in addition to the minutes (copyright, Trustees).
  - If yes, request a copy of their presentation and upload it with your meeting documentation.
  - If they say no or do not respond, the answer is no. This is an opt-in only option.
- Check the corresponding box in the [AY20252026 Minutes Template](#).

# Meetings Timeline: 10 Days Before Virtual or Hybrid Each Meeting

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK



THE UNIVERSITY SEMINARS  
COLUMBIA UNIVERSITY  
Administrative Portal

People ▾ Meetings ▾ Services ▾ Payments ▾ Community ▾ Conferences Subventions End-of-Year Tasks

Home Documents Zoom Instructions for Meeting Hosts

## Zoom Instructions for Meeting Hosts


August 21, 2023

[20212022ZOOMversionBhosts.pdf](#) 6.35 MB

Document Categories  
[Meetings](#)

Document Topics  
[Zoom](#)

- Zoom instructions are located within the Administrative Portal
- Confirm account is licensed.

Schedule Join Host ▾ Web App ▾ 

**Summer J. Hart (she/her)** LICENSED  
sh3040@columbia.edu

Meeting Te Add Account **NEW**

Sign Out

# Meetings Timeline: Day of Each In- person Meeting

- Arrive 20 - 30 minutes early.
- Check for proper signage in the lobby and outside of the meeting room.
- Check in with the office.
- Obtain a sign-in sheet and meal envelope/payment report.
  - Sign-in sheets are for the purpose of composing the meeting minutes.
  - Please keep these for your reference.
- Sign-out (via e-form) reserved equipment and test set-up with Giran and the presenting guest.
- Circulate handouts, sign-in sheet, forms or other physical material during meeting.
- **Circulate printout of \*NEW\* privacy policy.**
- Check-in with chair and presenter/s.
- **For group meals at Faculty House**, check dining table and confirm the correct number of seating. You will need to fill out the meal/payment report envelope even if your guests paid in advance via the Credit Card Payment Form.

# Meetings Timeline: Day of Each Zoom 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.
- 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.
- 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.
- **Type \*NEW\* privacy policy in chat.**

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.
2. **Privacy Policy and Code of Conduct Statement:** Let them know that they will have to acknowledge the policy at the meeting by raising their hand.
3. **Speaker Donation:** Reach out to speaker with this statement and record their decision in the minutes.

## Meetings: Hosting

- Inform Virtual Attendees in Advance

# Meeting Timeline: Day of Each Hybrid Meeting

- Arrive 20-30 minutes early.
- Check for proper signage in the lobby and outside of the meeting room.
- Check in with the office.
- Obtain a sign-in sheet, and meal envelope/payment report.
  - Sign-in sheets are for the purpose of composing the meeting minutes.
  - Please keep these for your reference.
- Sign-out reserved equipment and test set-up with Giran and the presenting guest.
- Circulate handouts, sign-in sheet, forms or other physical material during meeting.
- **Circulate printout of \*NEW\* privacy policy.**
- Check-in with chair and presenter/s.
- **For group meals at Faculty House**, check dining table and confirm the correct number of seating. You will need to fill out the meal/payment report envelope even if your guests paid in advance via the credit card form.
- **Type \*NEW\* privacy policy in chat.**
- Check-in with chair and presenter.
- Log in to Zoom early to test audio and video.

# Meeting Timeline: During Each Meeting

- Circulate a paper sign-in sheet or open the chat for attendees to sign-in with their names and affiliations. Record this information in the minutes.
  - Paper sign-in sheets are provided by the office for rapporteur reference only and do not need to be returned to the office.
- Use the [AY20252026 Minutes Template](#) to record minutes.
- **Read the \*NEW Privacy Policy and Code of Conduct statement\* and record the attendees' acknowledgement via hand raise of the policy.**
- If recording the Zoom, announce this intention.
  - Do not share recordings—not even with the speaker.
  - Delete recordings after completing the minutes.
- Take the minutes, following the steps outlined in the [Administrative Portal](#).

## **In-person meetings:**

- Collect credit card dinner payments.
  - Fill out and sign envelope; return it to the office.

THE UNIVERSITY SEMINARS  
at COLUMBIA UNIVERSITY

w: [universityseminars.columbia.edu](http://universityseminars.columbia.edu) p: 212-854-2389 e: [univ.seminars@columbia.edu](mailto:univ.seminars@columbia.edu)

SEMINAR MEETING ANNOUNCEMENT

<i>A list of seminars is available <a href="#">HERE</a> on our website.</i>	<b>Seminar Name and Number:</b>
<i>MM/DD/YYYY format.</i>	<b>Meeting Date:</b>
<i>Full name and affiliation of each speaker. If unaffiliated, list as "independent scholar."</i>	<b>Speaker/s:</b>
<i>Full name and affiliation of each respondent. If unaffiliated, list as "independent scholar."</i>	<b>Respondent/s:</b>
<i>Full title of the meeting as it should appear in the Annual Report and archive.</i>	<b>Title of Meeting:</b>
<i>Abstracts must be clearly identified as the speaker's work.</i>	<b>Abstract:</b>
<i>For meetings in Faculty House, use our credit card form at <a href="https://bit.ly/UnSem_CCPay">https://bit.ly/UnSem_CCPay</a>.</i>	<b>Notice of Dinner Cost:</b> Guests can pay in advance or on the day of the event. Some groups require payment with RSVPs; confirm with your chair how they prefer to handle payment. Dinners at Faculty House are \$30.  For credit card refunds or a list of credit card payments, contact Gesenia Alvarez at <a href="mailto:ga2030@columbia.edu">ga2030@columbia.edu</a> .
<i>Full name of rapporteur.</i>	<b>All Attendees Must RSVP for Both Dinner and Meeting No Later Than 10 Days Prior to the Meeting Date:</b>

Template updated: 7/29/25  
AY2025-2026

THE UNIVERSITY SEMINARS  
at COLUMBIA UNIVERSITY

w: [universityseminars.columbia.edu](http://universityseminars.columbia.edu) p: 212-854-2389 e: [univ.seminars@columbia.edu](mailto:univ.seminars@columbia.edu)

<i>The chair or rapporteur reads this policy at the start of the meeting.</i>	<b>Privacy Policy &amp; Code of Conduct:</b>
<i>All attendees must acknowledge the policy via hand raise.</i>	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.  Minutes are held by The University Seminars office for five years before entering The University Seminars Digital Archive at Columbia's Rare Book & Manuscript Library.  All minutes are considered private prior their inclusion in the archive and cannot be shared, circulated, or posted via print or online platform.  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 University Seminars office encourages members to adhere to the policy of private, closed minutes but cannot guarantee confidentiality.  All members of The University Seminars' Community agree to abide by The Code of Conduct.  The University Seminars are based on the idea that all participants are regarded as equals in inquiry. Accordingly, all seminar meetings and events should be conducted on a basis of mutual respect among all participants. This norm is especially applicable to instances of sharp disagreement. No participant should ever be the subject of disparaging remarks.
<i>If applicable.</i>	<b>Zoom Link and Credentials:</b>

**Disability 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.*

Template updated: 7/29/25  
AY2025-2026

# Meetings: Announcement Template and Privacy Policy Language

- Download the [20252026 Announcement Template](#) from the [Administrative Portal](#).

# After Each Meeting

## Immediately following the meeting:

- Collect any outstanding meal payments from guests. We prefer advanced payment via credit card. A link to our [Credit Card Payment Form](#) is available in the Administrative Portal.
  - **Payment by checks (U.S. bank issued only) is strongly discouraged.**
  - **Payment by cash is not accepted.**
- Return all signed out Audio-Visual equipment to the labeled tray in the office.
- Download and save the meeting recording from Zoom. (Available on cloud for 30 days).

## Before the next meeting:

- Submit minutes ([Submittable](#)) and timesheet (Google). Links to both can be found in the Administrative Portal.
- If applicable, submit any reimbursement requests through the [Reimbursement Form](#) found in the Administrative Portal.
- Delete Zoom recording.

# After Each Meeting: Technology

## Technology

Return all Audio-Visual equipment, wires and carrying cases to The University Seminars office.

- Meeting OWLs must be returned in the hard case. All wires must be unplugged from device, coiled neatly and placed in the same case.
- Laptops and charging cables must be returned in the laptop bag.
- All wires are to be coiled neatly in circles about 12" in diameter and returned in the provided tote bag or in the laptop case.
- All TUS wires are labeled with pink tape and "THE UNIVERSITY SEMINARS" labels.
- Giran will provide instructions for equipment: to return or leave running for the next seminar.
- If you are the last seminar of the evening (after 8 PM), you will be instructed to close and lock the office door after returning the equipment.
- You will be contacted if equipment was not returned properly.

# Meetings Timeline: After Each Meeting

## Proper Equipment Return

- This looks great!



# Meetings Timeline: After Each Meeting

## Improper Equipment Return

- This is not acceptable.
- Seminars will be held responsible for multiple instances of careless equipment return that results in damage.
- Rapporteurs must sign out equipment (via e-form) from Giran. He will follow-up regarding misuse of equipment.
- Remember: We purchase our own AV equipment and seminars use it as a courtesy.



# **Meeting Documentation**

# Submittable: Minutes and Email Lists

## Minutes and Speaker's Papers

- Submit minutes through Submittable (3<sup>rd</sup> party, non-Columbia.)
  - Users must create external Submittable account (not UNI.)
  - Link to Submittable via our website or the Administrative Portal.
- Use the AY20252026 Minutes Template.
- Follow the naming convention carefully.
- Submit donated speaker's papers.

## Email Lists

- Update your seminar's email list once each fall and upload a copy to Submittable with your first set of minutes.
  - This is for back-up purposes only. The University Seminars office does not maintain email lists of individual seminars.
  - Use the field marked "additional documentation."
- Email all members with an invitation to join The University Seminars Mailing List to receive occasional updates and announcements of Seminar events.

## Using Submittable

212-854-2389  
univ.seminars@columbia.edu

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 also be accessed through the main navigation bar of The University Seminars website.

### Submissions Types

Expand all Collapse all

- › Password Set Up
- › Submission Confirmation

If you are ready to submit, click button below to open Submittable.

Click here to **Submit**

Powered by Submittable

[Administrative Portal](#) [Submissions](#) [Code of Conduct](#) [FAQ](#)

[About](#) [Seminars](#) [Annual Reports](#) [Seminar News](#) [Books](#)

[New Seminar Proposal Application](#)

⊕ [Publication Fund Requests](#)

⊕ [Special Seminar Meetings](#)

⊕ [Conference Proposals](#)

⊕ [The Belo Award](#)

⊖ [Meeting Documentation](#)

[Meeting Documentation Submission](#)

# Submittable: Minutes and Email Lists

- Access Submittable via the Administrative Portal.
- Access Submittable via the Submissions page on our website.
- Upload email list as “additional documentation.”

# Submittable: Minutes and Email List

## Minutes Submission Checklist (required)

- I've used the 2024–2025 Minutes Template or equivalent format and filled in every section.
- I've listed the meeting date in American English format [MM/DD/YYYY].
- I've included the privacy policy statement language and acknowledgment of privacy policy.
- I've marked the minutes either "open" or "closed."
- I've listed all attendees and affiliations.
- I've redacted my email address, attendees email addresses, or any other personal information.
- I've updated the copyright date in the footer.
- I've followed The University Seminars naming convention carefully. Please recheck.

## Minutes Upload (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

File should look something like this: 403\_AY20232024\_1213\_m.pdf

## Additional Documentation

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

If your speaker checked "yes" to include their paper in the archive, you may upload it here. Please follow the naming convention. The content code for handouts is "h." Speaker's papers is "sp," and speaker's notes (PP presentation) is "sn." Convert any additional documentation to PDF.

# Minutes Template: File Format and Naming Convention

Follow The University Seminars naming convention carefully and double-check your file name before submitting minutes. Your submission will be opened for edits if you do not follow the convention exactly. Minutes are complete once they have been accepted.

## The convention is as follows:

[Seminar number]\_[AY][current academic year including century]\_[month and day of meeting]\_[content code].pdf

- **Example:** 451\_AY20252026\_0924\_m.pdf **"m" is the content code for minutes.**

## Other possible content codes are:

- m = minutes
- a = announcement
- c = correspondence
- s = schedule
- h = handout
- bp = background paper
- sn = speaker notes
- sp = speaker paper

# Minutes Template: Privacy Policy and Code of Conduct Statement

## THE UNIVERSITY SEMINARS at COLUMBIA UNIVERSITY

w: universityseminars.columbia.edu

p: 212-854-2389

e: univ.seminars@columbia.edu

*The chair or rapporteur reads this policy at the start of the meeting.*

*All attendees must acknowledge the policy via hand raise.*

*Record the attendees' acknowledgements by checking the box.*

### **Privacy Policy & Code of Conduct:**

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.

Minutes are held by The University Seminars office for five years before entering The University Seminars Digital Archive at Columbia's Rare Book & Manuscript Library.

All minutes are considered private prior their inclusion in the archive and cannot be shared, circulated, or posted via print or online platform.

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 University Seminars office encourages members to adhere to the policy of private, closed minutes but cannot guarantee confidentiality.

All members of The University Seminars' Community agree to abide by The Code of Conduct.

The University Seminars are based on the idea that all participants are regarded as equals in inquiry. Accordingly, all seminar meetings and events should be conducted on a basis of mutual respect among all participants. This norm is especially applicable to instances of sharp disagreement. No participant should ever be the subject of disparaging remarks.

POLICY ACKNOWLEDGED

©[FILL IN CURRENT YEAR], The Trustees of Columbia University in the City of New York™

Template updated: 7/1/25 | File Name Example: 951\_AY20252026\_0214\_m.pdf

# Minutes Template: Speaker's Presentation Donation

## THE UNIVERSITY SEMINARS at COLUMBIA UNIVERSITY

w: [universityseminars.columbia.edu](http://universityseminars.columbia.edu)

p: 212-854-2389

e: [univ.seminars@columbia.edu](mailto:univ.seminars@columbia.edu)

<p><i>The University Seminars Digital Archive is an invaluable piece of Columbia University's intellectual history consisting of minutes and associated documents since 1945.</i></p> <p><i>The addition of a speaker's presentation adds depth and context to the collection but is only included with the express consent of the author.</i></p>	<p><b>Speaker's Presentation Donation:</b></p> <p><input type="checkbox"/> YES</p> <p>The speaker will donate a copy of their paper/presentation to be made available after five years through The University Seminars Digital Archive at Columbia's Rare Book &amp; Manuscript Library. <i>If this box is checked, rapporteurs must submit a copy of the speaker's presentation with the minutes.</i></p> <p><input type="checkbox"/> NO</p> <p>The speaker will not donate a copy of their paper/presentation to be made available after five years through The University Seminars Digital Archive at Columbia's Rare Book &amp; Manuscript Library.</p>
<p><i>In a paragraph or two, summarize the presentation.</i></p> <p><i>Summaries must be in prose; they cannot be in outline form.</i></p> <p><i>Abstracts may be used for summaries only if they are clearly identified as the speaker's work.</i></p>	<p><b>Summary of Presentation:</b></p>

©[FILL IN CURRENT YEAR], The Trustees of Columbia University in the City of New York"

Template updated: 7/1/25 | File Name Example: 951\_AY20252026\_0214\_m.pdf

# Submittable: Minutes Open for Edits

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

CHECK YOUR SUBMITTABLE ACCOUNT BEFORE EACH NEW SUBMISSION.

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

- Use of out-of-date or wrong template.
- Copyright year in footer listed as incorrect year or left blank.
- Attendee names and affiliations not listed.
- Email addresses or other personal information listed in the minutes.
- Privacy policy and acknowledgement not recorded.
- Incorrect file name.

# Resources

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

restricted/universityseminars/ldpd466947

COLUMBIA UNIVERSITY LIBRARIES / INFORMATION SERVICES

THE UNIVERSITY SEMINARS DIGITAL ARCHIVE

Start a new search...

1 of 50

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

**NAME:**  
Columbia 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

**IDENTIFIERS:**  
ldpd.usam/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

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 Peteresen  
Guests: None  
Secretary: Mr. Chauncey Glinger  
Next Meeting: March meeting cancelled.


Columbia Digital Library C...

ny.columbia.edu/restricted/universityseminars

COLUMBIA UNIVERSITY LIBRARIES / INFORMATION SERVICES

THE UNIVERSITY SEMINARS DIGITAL ARCHIVE

Start a new search...



**ABOUT THE UNIVERSITY SEMINARS**

Founded in 1944 by Frank Tannenbaum, The University Seminars are groups of professors and experts from Columbia University and elsewhere. Seminars gather monthly to work together on problems that cross the boundaries between university departments.

Tannenbaum believed that uniformity imposed from above would destroy the seminars. He stated, "The University Seminar is an independent universe. Its boundaries are limited only by its horizons." Because of this belief, some seminars are tight, restricted discussion groups that study unfashionable problems; others are more broad-based discussions where eminent visitors share new ideas. All seminars are by invitation and closed to the general public.

When Tannenbaum died in 1969, there were fifty seminars. There are now over 90. Three of original five are still active: Peace, Religion, and The Renaissance.

In 2003, then Director Robert L. Bellnap conceived and, over several years implemented, the project of scanning 50 years of the pre-digital meeting minutes of the seminars. Under his supervision, over a half million pages were scanned and preserved. In 2011, Summer Hart was hired to work with Bob Bellnap and Bob Pollock to preserve and unify the various components of the collection.

The University Seminar's archive is a valuable compilation of intellectual history now spanning 70 years.

Learn more at: [The University Seminars website](#).

64 Morningside Dr., New York, NY 10027 • Telephone: (212) 854-2389 Fax: (212) 854-8248

Terms of Use | Suggestions & Feedback

**BROWSE THE COLLECTION**

- SEMINAR NUMBERS
- SEMINAR TITLES
- DOCUMENT TYPES
- YEAR

# Resources:

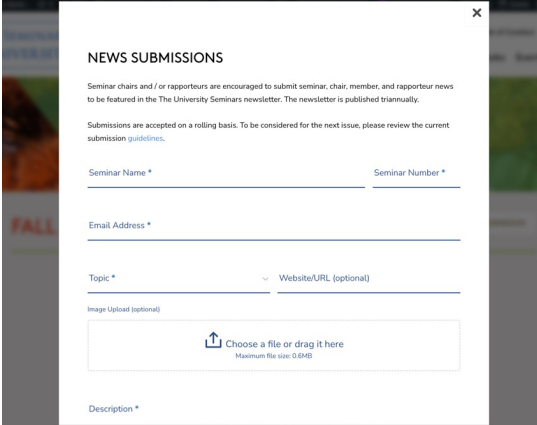
## The University Seminars Digital Archive

[HTTPS://DLC.LIBRARY.COLUMBIA.EDU/RESTRICTED/UNIVERSITYSEMINARS](https://dlc.library.columbia.edu/restricted/universityseminars)

- UNI/Password log in

# Resources: The University Seminars Newsletter

- Published tri-annually.
- Rolling deadlines.
- Announcements from the office.
- Forum to promote the work of the Seminars community.
- Rapporteurs may submit their own news items.
- Rapporteurs may submit news items on their seminar's behalf.
  - Awards
  - Publications
  - Upcoming events
  - Memorials



**NEWS SUBMISSIONS**

Seminar chairs and / or rapporteurs are encouraged to submit seminar, chair, member, and rapporteur news to be featured in the The University Seminars newsletter. The newsletter is published triannually.

Submissions are accepted on a rolling basis. To be considered for the next issue, please review the current submission [guidelines](#).

Seminar Name \* Seminar Number \*

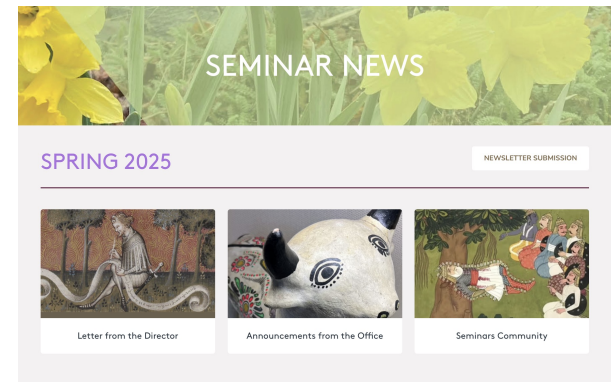
Email Address \*

Topic \* Website/URL (optional)

Image Upload (optional)

Choose a file or drag it here  
Maximum file size 3.0MB

Description \*





23



24



25



26

### STUDIES IN RELIGION (405) • Founded: 1945

The approaches to religion in this seminar range from the philosophical through the anthropological to the historical and comparative. We concern ourselves with religion in all its manifestations—ancient and modern, primitive and civilized, heretical and orthodox, individual and cosmic. The guiding thread is whatever subjects are uppermost in the minds of those composing the membership at a given time. Since members come from different disciplines as well as different traditions and have a variety of personal orientations, we are assured maximum openness and flexibility.

CHAIR/S: **Tony Carnes**; **Sidney Greenfield** • RAPORTEUR/S: **Shreyaa Suresh**

#### 2023-2024 MEETINGS

- September 13 Joint meeting with (411) and (557) *The Pastor Arrives at the Aiwekara Village and Meets the Pajé: Conflict or Adaptation?*  
**Donizete Rodrigues**, CRIA-Nova University of Lisbon (Portugal)
- October 4 Joint meeting with (411) *A 'Model Minority' Myth: A White Male Sociologist Named Asian Americans in The New York Times Magazine on January 9, 1966 as 'The Model Minority' in Order to Undermine the Civil Rights of African Americans*  
**Tony Carnes**, A Journey through NYC Religions
- November 15 Joint meeting with (411) *Regimes of Happiness: Civilizations, Disease and the Search for a Fulfilled Life*  
**Yuri Contreras-Vejar**, Universidad Diego Portales (Chile)
- December 13 *The Three Worlds of Evangelicalism*  
**Aaron Renn**, Journalist, Urbanologist
- February 21 Joint meeting with (411) *Fetal Positions: Understanding Cross-national Public Opinion About Abortion*  
**Amy Adamczyk**, John Jay College of Criminal Justice and The Graduate Center, City College of New York
- March 20 Joint meeting with (411) *Reflections on the Queens Religion Project*  
**Richard Cimino**, Religion Watch  
**Hans Tokke**, New York City College of Technology
- April 3 Joint meeting with (411) *What Is An Evangelical? An Insider/Outsider Bioethnoconfession*  
**Daniel Varisco**
- May 8 Joint meeting with (411) and (557) *Live, Work and Pray in New York City: Brazilian Immigrants and Ethnic-Religious Entrepreneurship*  
**Donizete Rodrigues**, University of Beira (Portugal)  
**Sidney Greenfield**, University of Wisconsin-Milwaukee

### Directory of Seminars, Speakers, & Topics



[2023-2024 Annual Report →](#)

Each fall, The University Seminars office publishes the *Directory of Seminars, Speakers, & Topics*. This annual report catalogs the previous academic year's events, meetings, conferences, and publication activity. The office maintains a collection of bound reports from 1962 to the present. PDF versions from 2007 to the present are linked below. To view earlier volumes, contact [Summer Hart](#).

<a href="#">2007-2008</a>	<a href="#">2016-2017</a>
<a href="#">2008-2009</a>	<a href="#">2017-2018</a>
<a href="#">2009-2010</a>	<a href="#">2018-2019</a>
<a href="#">2010-2011</a>	<a href="#">2019-2020</a>
<a href="#">2011-2012</a>	<a href="#">2020-2021</a>
<a href="#">2012-2013</a>	<a href="#">2021-2022</a>
<a href="#">2013-2014</a>	<a href="#">2022-2023</a>
<a href="#">2014-2015</a>	
<a href="#">2015-2016</a>	

# Resources: The University Seminars Annual Reports

- Published in the fall and contains previous year's activity.
- Additional archival resource.
- PDF copies on our website (2007-present).
- Earlier printed copies are in our office—email [Summer](#) for access.
- Current copies available in our office.

# Guest Travel

# Guest Travel: Overview

- **Travel funding is not automatic.**
- Travel funding must be requested in advance by the seminar chair.
- Once approved, the traveling guest or the rapporteur (on the guest's behalf\*) can submit a [Traveler Information Form](#).
- Guidelines and forms can be found on the [Booking Travel](#) page of the [Administrative Portal](#).
- \*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.
- **Reimbursements are strongly discouraged.**

Seminar Number and Name \*

Seminar List:  
<https://universityseminars.columbia.edu/seminars/>

Guest Speakers Who Require Travel Funds \*

	Full Name	Guest Email	Institutional Affiliation & Departure City (if known)	Seminar Meeting Date (MM/DD/YYYY)
Guest Speaker #1				
Guest Speaker #2				
Guest Speaker #3				
Guest Speaker #4				

**Additional Note:**

The University Seminars will not assume the cost or reimburse the cost of lodging, local transportation, meals or other costs for more than the minimum days necessary for seminar business travel. Make sure to let your guest speakers know that The University Seminars does not cover out of pocket expenses or provide per diems.

---

## THE UNIVERSITY SEMINARS *at* COLUMBIA UNIVERSITY

---

### Travel Fund Request Form

To maximize our travel budget for The University Seminars community and promote involvement of local scholars, we're capping traveling guest speakers at four per academic year, per seminar group.

Priority will be given to travel fund requests with four or fewer traveling speakers submitted by June 30, 2024. Please await University Seminars approval before inviting any traveling guest speakers.

If you need more than four traveling speakers for the academic year, additional information will be requested towards the end of this form.

### Seminar Details

Travel Request is for \*

Full Academic Year = September - May.

# Guest Travel: Travel Fund Request Form

<https://form.jotform.com/251285098540157>

---

# THE UNIVERSITY SEMINARS *at* COLUMBIA UNIVERSITY

---

## Traveler Information form

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

Has the budget for this trip been approved? \*

- Yes
  - No
  - I do not know
-

# Membership

# Membership: Nominations

Associate membership is awarded when the following have occurred:

1. The seminar's chair submits a nomination using the electronic form provided by **Gary**. Required information consists of the nominee's name, email address, and date of birth, as well as a brief rationale for the nomination.
2. The Director reviews and approves the appointment.
3. In rare cases, the nomination may be rejected or more information requested before approving the appointment.
4. The new member receives a written notice of appointment.

# Membership: Rosters

## Membership Rosters

The office has compiled a single roster for each seminar using:

1. Internal records
2. Rosters sent by seminars
3. New information coming from new member nominations, and
4. Continuous email updates

Updates to office membership rosters (renewals, removals, updates to contact information) are processed throughout the year.

- Rosters are maintained by seminar chairs.
- The office rosters serve as the official record of memberships.
- Access to membership rosters for chairs and rapporteurs is available throughout the year.
- Contact [Gary](#) to access your seminar's roster.

# Reimbursements


# Reimbursements: IMPORTANT

Reimbursements to non-Columbia University affiliates are **strongly** 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 received authorization from The University Seminars Office.

# Reimbursements: Administrative Portal


Administrative Portal

People ▾
Meetings ▾
Services ▾
Payments ▾
Community ▾
Conferences
Subventions
End-of-Year Tasks

## Reimbursements

Effective July 1, 2023;  
Updated: December 6, 2023

### For Seminars, Workshops, and Conference

The steps for submitting a reimbursement vary depending on the Payee's affiliation. The University Seminars community includes faculty, scholars, staff, students, and guests who are affiliated with Columbia University and other institutions. All our community members are required to submit a Reimbursement Form when requesting funding for business expenses associated with The University Seminars. We have two reimbursement forms available. One is the Chair/Rapporteur Reimbursement Form, and the other is our Guest Reimbursement Form. Each form is designed specifically for the designated group. Buttons to both forms are included in the sidebar of this page.

**RESOURCES**

- [Travel Fund Requests](#)
- [Booking Travel](#)
- [Seminar and Workshop Meals](#)
- [Gift Accounts](#)
- [Payments for Goods & Svcs](#)
- [University Seminars Website](#) ↗

**Related Forms/Links**

Click button for link.

[Guest Reimbursement Form ↗](#)


[Chair/Rapporteur Reimbursements ↗](#)

**Before Submitting a Reimbursement**

➤ Chairs Who Are Columbia University Employees
Expand all Collapse all

---

➤ Rapporteurs (CU Students)
⬅ Back to Top


THE UNIVERSITY SEMINARS  
COLUMBIA UNIVERSITY

### Guest Reimbursement Form

Travel & Business Reimbursement Form

**Guest Name:**

First Name Last Name

**Phone Number**

(000) 000-0000

**E-mail**

ex: myname@example.com  
example@example.com


**Event Type**

Please Select ▾

**Permanent Address (should match address used for tax purposes)**

Street Address

Street Address Line 2


THE UNIVERSITY SEMINARS  
COLUMBIA UNIVERSITY

### Chair/Rapporteur Reimbursement Form

Travel & Business Expense

**Payee Name \***

First Name Last Name

**Phone Number \***

(000) 000-0000  
Please enter a valid phone number.

**Email \***

example@example.com

**Event Date \***

Please Select ▾

MM-DD-YYYY

Date

**Seminar Number and Name \***

Please Select ▾

You can view a list of our seminars here: <https://universityseminars.columbia.edu/seminars/>



### Chair/Rapporteur Reimbursement Form

Travel & Business Expense

**Payee Name \***

First Name

Last Name

**Email \***

example@example.com

**Phone Number \***

Please enter a valid phone number.

**Event Type \***

**Event Date \***

Date

**Seminar Number and Name \***

You can view a list of our seminars here:  
<https://universityseminars.columbia.edu/seminars/>

**Affiliation \***

- Columbia University Faculty/Staff
- Columbia University Student
- Other Institution or Organization Affiliation



#### Columbia University Faculty/Staff

As an employee of Columbia University, you are responsible for completing the Concur Expense Report in accordance with University policy and procedure. You can choose to have an individual other than the Payee prepare the Concur Expense Report (a Preparer Delegate), the Payee is responsible for providing the preparer with the appropriate information to complete the Concur Expense Report. As the payee, you are required to review the prepared report in Concur and submit the report for approval. Instructions on how to add our administrative assistant as a preparer delegate can be found here: [https://www.finance.columbia.edu/sites/default/files/content/Training%20Documents/Concur/Job%20Aids/Job\\_Aid\\_Concur\\_Profile\\_Delegates.pdf](https://www.finance.columbia.edu/sites/default/files/content/Training%20Documents/Concur/Job%20Aids/Job_Aid_Concur_Profile_Delegates.pdf)

If you choose to create a Concur expense report directly, you will need to request a chart-string from our Associate Director of Financial Operations, Gesenia Alvarez ([ga2030@columbia.edu](mailto:ga2030@columbia.edu)). No need to request chart-string if Giran Ceballos is set up as your delegate.

**Will you submit a Concur expense report directly? \***

- Yes
- No, the University Seminars Administrative Assistant is already a preparer delegate
- No, I will add or have added the University Seminars Administrative Assistant as my delegate

Back

Next

**Expense Type \***

- Please Select
- Individual Meal
- Group Meals and/or Other Business Expenses
- Other Business Expenses

Back

Next

# Reimbursements: Chair and Rapporteur

### Required: Upload Receipts and Meeting Announcement or Flyer

Please upload receipt(s) of tendered payment, and other supporting documentation such as an invitation, meeting announcement, or event program.

Proof of payment may take many forms but must demonstrate that payment was tendered and must include notation of:


- "Cash Tendered"
- "Paid"
- A zero-balance due
- Debit/Credit card payment (card type, last four digits of card and/or signature)

If no proof of payment is available, a debit or credit card statement may be provided. Please include first page with your name and address. You may black out any private or unrelated information. Please note: Apply Pay or other electronic device screenshots are not sufficient proof of payment. If you paid with an electronic payment method, you must submit a copy of your credit card or bank statement.


For more information about

Reimbursements: <https://adminportal.universityseminars.columbia.edu/content/reimbursements>

#### Upload Receipts \*

  
**Browse Files**  
Drag and drop files here

#### Upload Meeting Announcement, Flyer, or other proof of event \*

  
**Browse Files**  
Drag and drop files here

Back

Submit

### 10 or less Group Meal Expense

#### Location of Meal \*

#### Attendee List

	Attendee Name	Institutional Affiliation	Uni Sem Affiliation
1			▼
2			▼
3			▼
4			▼
5			▼
6			▼
7			▼
8			▼
9			▼
10			▼

See Meeting Group Meals page for details about eligible

meals: <https://adminportal.universityseminars.columbia.edu/content/meeting-group-meals>

#### Threshold Amounts (tax and tip included):

\$35 or Less for Lunch / \$50 or Less for Dinner

If you are over these thresholds, provide an explanation. If you received prior approval for going over the threshold, please include the contact information for the approver.

# Reimbursements: Documentation

# **Onboarding and Payroll**

# Onboarding: Overview

Review the **Rapporteurs, Onboarding, Work Hours, and Payroll Resources** pages in the the **Administrative Portal**.

Contact **Gesenia** directly with any onboarding or payroll questions.

Incoming and returning rapporteurs are required to submit onboarding forms. The forms required depend on the rapporteur's current employment status and other factors.

New and returning rapporteurs should fill out the **Rapporteur Registration Form** to initiate the onboarding or rehire process.

If additional paperwork is required, rapporteurs will receive an email from Gesenia through DocuSign.

New and returning rapporteurs will receive a confirmation email with instructions on how to report work hours from Gesenia once the onboarding process is completed. The onboarding process can take up to a week to complete.

# Payroll: Reporting Work Hours

- Rapporteurs are required to submit minutes and meeting materials for each meeting.
- Review the **Onboarding**, **Work Hours**, and **Payroll Resources** pages found under the “**People**” menu in the [Administrative Portal](#).
  - A link to the timesheet can be found on this page.
- **Do not combine hours for different meetings or seminars.**
  - Rapporteurs must fill out one timesheet per meeting date.
  - Rapporteurs must fill out separate timesheets for each seminar.
- Report hours in a timely manner.
  - Do not wait until the end of the semester or year to submit bulk timesheets.
  - Payroll may terminate payroll records that are more than three months inactive without warning. When this happens, Gesenia will need to re-initiate the onboarding process.
- To receive payment for the orientation and any summer or winter break hours not related to a specific meeting, submit a separate timesheet.
  - Select “Seminar/Workshop Prep/Admin Work” when prompted on the timesheet form.

# Payroll: Typical Work Hours

- Rapporteurs typically report 2.5 hours of work per week or 10-12 hours of work per meeting.
- If more than 12 hours of work per meeting are reported, the chair will need to submit a justification for the extra hours.

## Per Meeting

Common Tasks	Typical Number of Hours
Pre-Meeting Tasks: Email correspondence, meeting logistics and reservations, etc.	2 - 3 hours
Day of Meeting: Setup, checking in guests, taking minutes, etc.	2 - 4 hours
Post Meeting: Finalizing minutes, submitting meeting documentation, following up on possible reimbursements, etc.	2 - 3 hours
Other hours (with approval from the UniSem office)	1 - 5 hours
Any hours over 15 hours per seminar meeting	Requires Justification from Chair(s)

# Payroll: Guidelines

- Rapporteurs should report hours within two to four weeks from their last meeting.
- **Full-Time Columbia University graduate students may not work more than 20 hours per week in all CU positions.**
- Rapporteurs who also hold student officer appointments (teaching fellows and assistants, research assistants, preceptors, readers, etc.) must disclose their work with the University Seminars with their academic or CUIMC departments.
  - Some departments may request additional documentation.
  - Others may have limitations on work hours. If you have any questions, contact [Gesenia](#) for additional guidance.
- University and academic holidays must be observed. Let the office know if your chair/s are not observing university and academics holidays.
- Changes in employment status or personal information: Notify [Gesenia](#). Failure to do so may result in delayed pay.
- Review the [Pay Resources](#) page in the [CU Human Resources Website](#) for additional guidance.

# Payroll: Payment for Conference or Special Meeting or Project Work

Conferences, symposia and other special events or projects are not part of regular rapporteur duties. If you agree to perform additional work, do the following:

## 1. Submit timesheet

- Do not combine these hours with your regular meeting work. You can use the same timesheet link you use for your meeting hours. Select “**Conference or Other Part-Time Work**” when prompted what the timesheet is for.

## 2. Know the 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.

## 3. Note 20-hour restrictions for students

# Compensation

# Compensation: Pay Rates

**1st & 2nd years of service: \$25.**

**3rd and subsequent years of service: \$30.**

**Meals with the seminar are a part of your compensation  
(Per person thresholds: \$35/per lunch or \$50/per dinner.)**

# Compensation: 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. You may enroll once you are added to the payroll system.
- Review the Pay Resources page in the CU Human Resources Website for additional guidance.

# Compensation: Student Officers and Casual Employees

**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.

- Rapporteurs will be notified of their expected pay dates through Jotform email.
- Rapporteurs may view their pay statements through <https://www.my.columbia.edu>.
- For instructions on how to view your pay statement. Visit the [CU Human Resources Website](#).

# Compensation: International Students

- Review [On-Campus Work guidelines](#) found in the International Students and Scholars Office website.
- **Your work authorization is determined by your academic program's start and end date as noted on your I-20 form.**
- You are not eligible to receive payment for work done past the program end date. Any changes to your student or immigration status must be reported to our office and to a new I-9 form must be completed.
  - Example, if your I-20 program end date is 5/17/2026 and your next seminar meeting is scheduled for 5/15/2026, 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 so that we can make other arrangements.

**Reporting  
Sexual Harassment, Gender-  
Based Misconduct, and  
Discrimination**

# Reporting: Columbia University Resources

## Sexual Harassment, Gender-Based Misconduct, and Discrimination

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. University policy requires Columbia faculty and staff to report to the [Office of Institutional Equity](#) 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.

All employees, students, contractors and people conducting business with the University are protected from prohibited conduct as outlined in the University's [OIE Policies and Procedures](#).

## Important Things to Remember

1. All community members are subject to the University's [Statement of Ethical Conduct and the Administrative Code of Conduct](#).
2. The University Seminars has an additional [Code of Conduct](#) for our community.
3. There are resources available for reporting other complaints.
4. Contact [Pamela](#) for guidance.

# Reporting: The University Seminars Code of Conduct

## **The University Seminars Code of Conduct**

The University Seminars are based on the idea that all participants are regarded as equals in inquiry. Accordingly, all seminar meetings and events should be conducted on a basis of mutual respect among all participants. This norm is especially applicable to instances of sharp disagreement. No participant should ever be the subject of disparaging remarks.

## **Reporting**

If you believe you have been subjected to, witnessed, or otherwise learned of conduct that violates The University Seminars Code of Conduct or the University's policies, contact the chair of the respective seminar or Director, [Susan Boynton](#) or by phone at 212-854-2389.

You can also report the incident using any of the means listed [The Code of Conduct page](#) of our website.

# Reporting: Columbia University Resources

## Confidential Resources

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

- [Sexual Violence Response Center \(SVR\)](#)
- [Ombuds Office](#)
- [Medical Services](#)
- [University Counseling and Psychological Services](#)
- [Office of the University Chaplain](#)
- [Columbia Office of Disability Services](#)

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

# Reporting: Columbia University Resources

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

- [Office of Institutional Equity \(OIE\)](#)
- [Center for Student Services and Intervention \(SCCI\)](#)
- [University Life](#)
- [Sexual Respect / Title IX](#)
- [Pronouns and Inclusive Language](#)

## Process Overview

1. Use CU resources: [Sexual Respect / Title IX](#).
2. Duty to report [Center for Student Services and Intervention \(SCCI\)](#)
3. A SCCI member will reach out to you.

## Important Things to Remember

- Speaking with a member of either SCCI or OIE, and whether you participate in the reporting is **completely optional**.
- The details of a case do not need to be disclosed to report. We can provide students with resources.

**Thank You  
and Good Luck!**