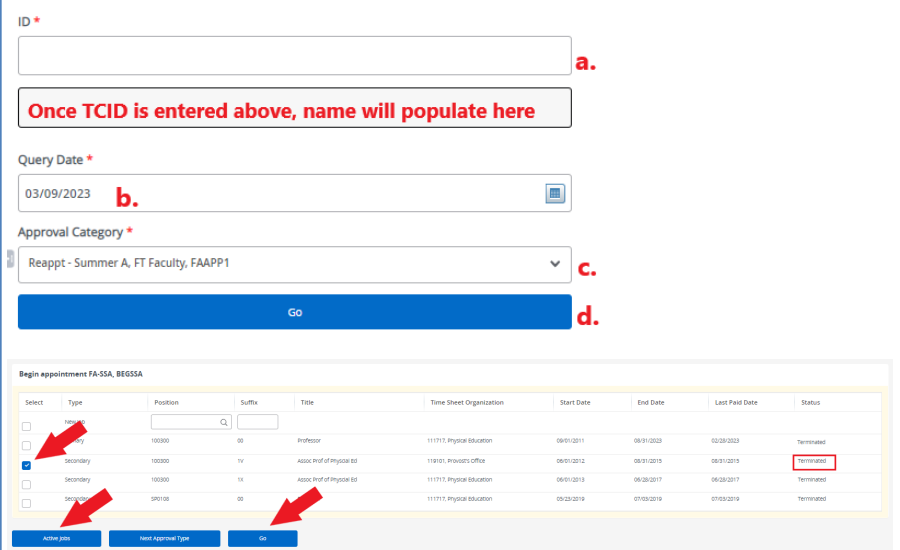
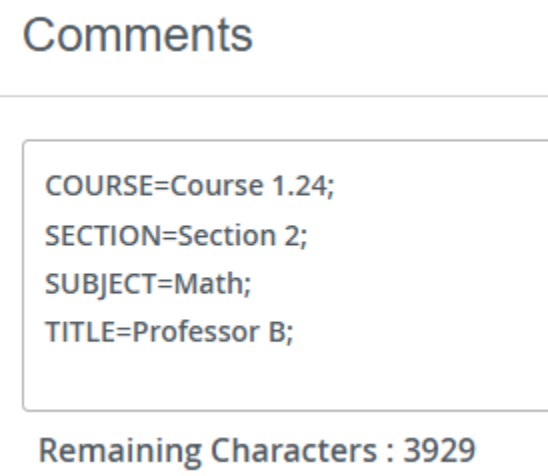


Auto - Generate (Re)appointment Letters for Faculty Summer A/B

The instructions below detail the steps required to generate a letter for Summer A or B Faculty and FT Lecturer appointments (employee classes 20 & 25). This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
<p>STEP 1: Create a reappointment for a Summer A or B Faculty Member or FT Lecturer.</p> <p>For additional details, see:</p> <ul style="list-style-type: none"> Reappt - Summer A, FT Faculty Reappt - Summer B, FT Faculty 	 <p>STEP 2: Enter course details in the Comments section. Format shown below:</p> <p>COURSE=yyyyyy; SECTION=zzzzzz; SUBJECT=xxxxxxx; TITLE=xxxxxxx;</p> <p>For course one, use the format above—do not include numbers in the field name (e.g., COURSE=, not COURSE1=).</p>
	

For multiple courses, use numbers in the field name for only courses 2 and 3:

COURSE2=yyyyy;
SECTION2=zzzzzz;
SUBJECT2=xxxxxxx;
TITLE2=xxxxxxx;

Only text between = and ; will appear in the letter; other comments will be ignored.

To correct errors, enter a new comment with updated course info.

Comments

TITLE=Title for first course;
COURSE2=Type second Course here;
SECTION2=Section for second course;
SUBJECT2=Second courses;
TITLE2=Professor title for second course;

Remaining Characters : 3782

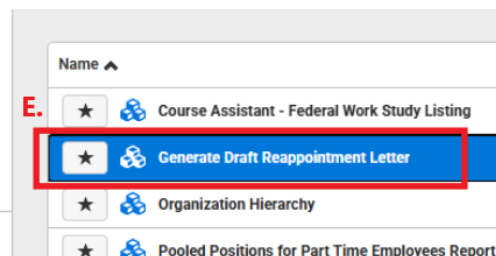
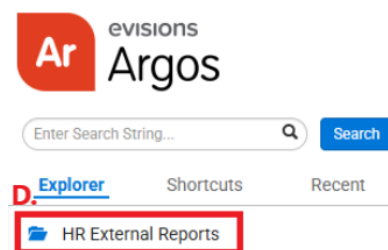
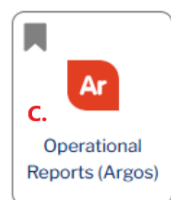
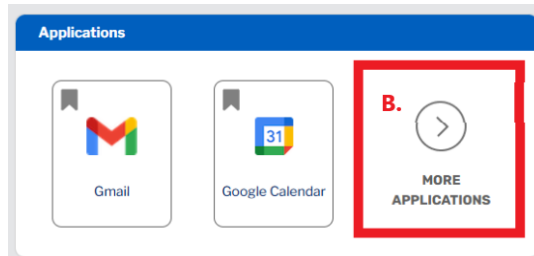
Step 3: Save the ePAF

DO NOT SUBMIT the ePAF until you have reviewed the Draft Reappointment Letter. See Step 4 below.

Step 4: Review the Draft letter (RELOAD the Draft Generator webpage to reflect ePAF edits)

- Navigate to the Employee Portal
- Click **More Applications**
- Navigate to **Operational Reports (Argos)**
- Click **HR External Reports**
- Click **Generate Draft Reappointment Letter**.

A listing of all ePAFs that you have created that are in Waiting and Pending status will show.



Step 4.1: Review the Draft letter

Select the transaction you want to review for the Draft Letter.

Note the TC email and the Preferred External email of the Appointee, if it exists. The Final Letter will be sent to these addresses.

Click the **Generate Draft** button, which will create a letter in a new tab.

Manually Generate A Letter

A draft letter will be generated for the row selection you make in the box below.

TCID	First Name	Last Name	Letter Type	Transct No.	TC Email	Ext. Email	Job Title
			RA-TA	118347			Graduate Assistant
			PTI	118327			Part Time Instructor

Review the Draft, making sure the wording and details are correct. If you need to make corrections on the program, course or job title, go back to the ePAF and enter the updates in the Comments.

You must RELOAD the webpage using the Refresh button in your browser for the ePAF updates to be reflected in your draft



DRAFT

06/18/2025

Department of English Education

Dear ,

I am pleased to report that you have been assigned to teach the following course in Summer Session A:

Subject 1: subject name test
Course 1: course name test
Section 1: section name test
Title 1: Summer Professor

Subject 2: subject name test2
Course 2: course name test2
Section 2: section name test2
Title 2: Summer Professor2

Subject 3: How To
Course 3: Investing
Section 3: Section 3
Title 3: Summer Professor for How to

The salary of \$12,345.00 for the period stated. Please note that for Faculty and Lecturers summer courses require a minimum of 24 points. If your summer course commences with less than 24 points you will have the option to cancel the course or continue on a pro-rated basis. After the add/drop period, if enrollment is less than 24 points the Provost's office will automatically pro-rate your summer salary.

Summer Session A salary is paid on 6/6/2025 and 7/3/2025.

Note: Per Course Load Guidelines and Faculty Handbook Policy, Faculty who do not meet teaching load in AY 2025-2026 will not be eligible for Summer 2026 teaching overage.

Best regards,

Sincerely,
Jason Barr
Associate Provost
JB2262@tc.columbia.edu

Step 5: Submit the ePAF

Once the review of the Draft Letter is complete, you may submit the ePAF for approval and processing.

Once the ePAF is applied by HRIS, the final letter will be sent to the employee, the ePAF originator listed in the ePAF.

The Re-appointee's TCID is required to view the final reappointment letter.