# Auto - Generate (Re)appointment Letters for Fee Based Instructors

The instructions below detail the steps required to generate a letter for a Fee Based Instructor (employee class 81). This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
STEP 1: Create a reappointment for a Fee Based Instructor. For additional details, see: ● [Reappt – Sem. Based, PT Instructional](#) ● [Reinstate Job or Compensation - Salaried](#) Or for first-time Fee Based Instructor appointments: ● [Additional Job or Compensation - Salaried](#) **Note:** The supervisor entered in the Supervisor TC ID/UNI field will be the signer of the Reappointment Letter and email, and will be copied on the email.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/08/2023 **b.** Approval Category * Reappt - Sem Based, PT Instructional, PTIAPP ⌄ **c.** Go **d.** Begin Appointment, BEGAP3 (job selection table with columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, Status) Active Jobs Next Approval Type Go Supervisor TC ID/UNI * This person will be the **signer** of the letter and email

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STEP 2: Enter the Course and Title in the comments section. **COURSE=yyyyy;** **TITLE=XXXXX;** Information between = and ; will show on the letter. **Note:** You can put other text in the comments. Only the information between = and ; will be included on the letter. The rest will be ignored. If you make an error, you can enter a new comment to update either the program, the course, or both.	**Comments** COURSE=Sailing Course; TITLE=Professor Captain; Remaining Characters : 3953
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)** A. Navigate to the Employee Portal B. Click **More Applications** C. Navigate to **Operational Reports (Argos)** D. Click **HR External Reports** E. Click **Generate Draft Reappointment Letter.** A listing of all ePAFs that you have created that are in Waiting and Pending status will show.	**Applications** Gmail Google Calendar **B.** MORE APPLICATIONS **C.** Ar Operational Reports (Argos) evisions Ar **Argos** Enter Search String... 🔍 Search **D.** Explorer Shortcuts Recent 📁 HR External Reports Name ⌃ **E.** ★ 🔗 Course Assistant - Federal Work Study Listi ★ 🔗 **Generate Draft Reappointment Letter** ★ 🔗 Organization Hierarchy ★ 🔗 Pooled Positions for Part Time Employees R
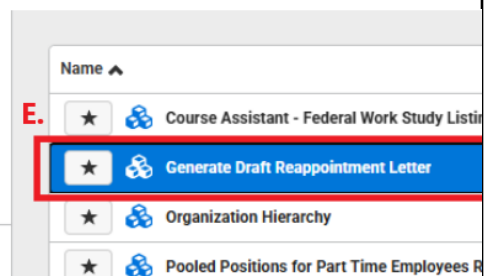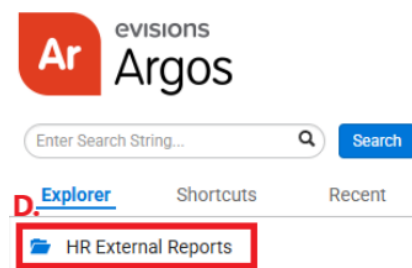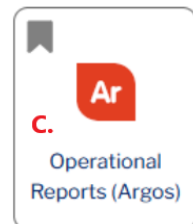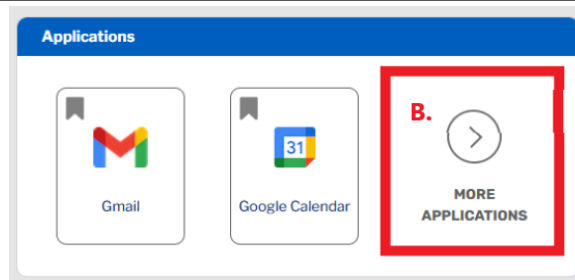
| **Step 4.2: Review the Draft letter**

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

<table><tr><th>TCID</th><th>First Name</th><th>Last Name</th><th>Letter Type</th><th>Transct No.</th><th>TC Email</th><th>Ext. Email</th><th>Job Title</th></tr><tr><td>■■■</td><td>■■■</td><td>■■■</td><td>RA-TA</td><td>118347</td><td>■■■</td><td>■■■</td><td>Graduate Assistant</td></tr><tr><td></td><td></td><td></td><td>PTI</td><td>118327</td><td>■■■</td><td>■■■</td><td>Part Time Instructor</td></tr></table> |
| 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 | **Teachers College** COLUMBIA UNIVERSITY **DRAFT**

02/20/2025

Dear ■■■,

On behalf of Teachers College, Columbia University, I am pleased to offer you an appointment as Professor Captain at Teachers College, Columbia University during which will commence on 05/16/2025 and end on 06/30/2025, for Summer 2025. Please review the academic calendar for course dates. Your employment is subject to and governed by all applicable College policies, procedures, trainings, as well as federal, state and local laws, rules and regulations. The following terms and conditions of the appointment and hiring have been agreed upon by you and Teachers College.

Title: Professor Captain
Course (if applicable): Sailing Course
Compensation: $5,000.00
Pay-cycle: Semi-Monthly

Enrollment Policies (if applicable)

An Instructional Guide to acquaint you with various College policies can be found in the TC Policy library which can be accessed under the All Resources section of the Employee Portal. You are expected to abide by all of the College's policies. The area labeled Instructional Staff includes the Guide and the College's official syllabus statements.

Course Information (if applicable)

The dates, times and locations of in-person classes may change, so please check the TC Course Schedule and contact your Program Secretary with any questions or concerns. The College plans for primarily in-person classes for the Summer 2025 term. If you have any questions about the necessary IT requirements to conduct your course, please contact TC IT via the IT Support tile in the Employee Portal.

You can send your course information online to the Columbia University Bookstore and to other bookstores in the area. Information related to course reserves can be found at the Gottesman Libraries homepage. We also encourage all instructional staff to utilize resources such as Canvas, the TC online learning management system, and the library reserve system. Online course evaluations are mandatory for all lectures, seminars, topics courses, laboratories, distance learning courses, and colloquiums with five or more students. The Office of Institutional Research manages the electronic course evaluation software, administers course evaluations to students, and sends results to the instructor of record and to the respective Department Chair.

While it is anticipated that your employment will continue until the end of the term, your employment with the College is "at-will" and you or the College may terminate employment with or without cause at any time.

If there is an issue with accepting this appointment, please contact me no later than one week after the date of this letter. If we do not hear from you, this letter and its contents will be deemed acceptable to you.

Sincerely,

■■■
■Manager
■■@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, and the supervisor listed in the ePAF. The Re-appointee's TCID is required to view the final reappointment letter.	