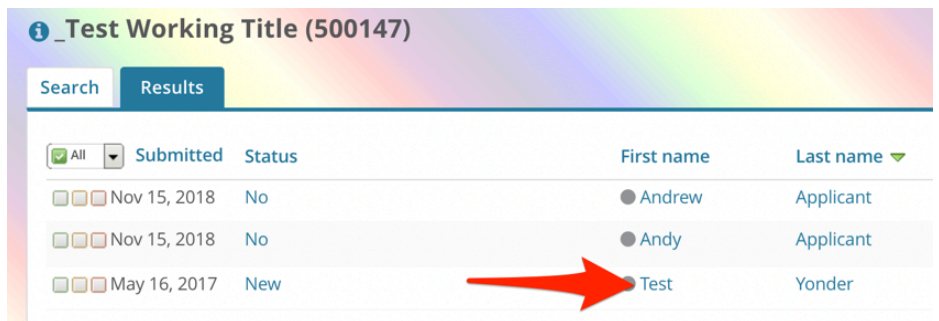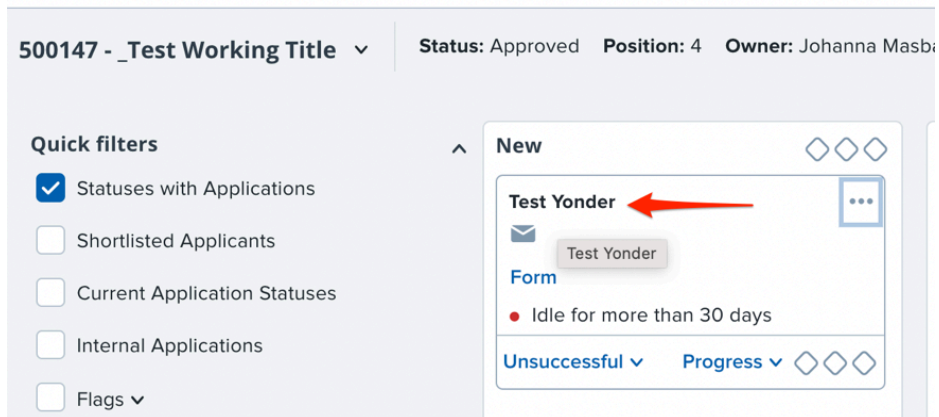# Teachers College
COLUMBIA UNIVERSITY

Making an Offer - Community Teachers & Part-Time Instructors

This guide covers the offer creation process for Community Teachers (eclass 39 / account 6142) and PT Instructors (eclass 31 / account 6122). For Fee Based Instructors, see the guide here.

What you need to do	What you will see
STEP 1: Select the candidate There are two ways you can locate the candidate. **Method 1 – Manage applications page.** On the requisition, head to the **Manage applications** page. On the selected candidate's record, click their name. **Method 2 – Applicant progress board** Navigate to the identified candidate's bubble. Select anywhere in that bubble.** In both methods, you will be taken to the selected person's applicant card. ***For this feature to work, you must have enabled pop-ups in your browser. For Google Chrome, you can follow this link for instructions.*	Method 1 Method 2

STEP 2: Go to the offer card. From the applicant card, find the appropriate requisition. *(Please note: Applicants may have applied to multiple jobs. All will appear on this listing.)*

In the offer section, click **No offer.** You will be taken to the offer card.

Mr Test Yonder ●

View profile View references   Add flags

Address	New Jersey United States	Phone	-
E-mail	testyonder@test.com	Number	1265
Original source	none	Linked Employee	Harry Hire harry@test.com	Modify

e-Zines comms hold ⬤ Yes

Applications   History   Scheduled emails   CRM   Resume

ⓘ **500147 - _Test Working Title**

Date submitted May 16, 2017	Applied via none	Status changed Feb 20, 2020 New	Offer No offer
Resume View	Form View	Add flags	

STEP 3. Complete the offer details card.

In the **Employee Type** field, please select **All Other Pooled Positions** for Community Teachers and all other Part Time Instructors.

Note: Mandatory fields are indicated with an **asterisk ***. Additionally, all offers have different required fields based on the auto-fill fields of the offer letter (generated in step 4). See **Step 3.2** for a specific list for this offer.

POSITION DETAILS

For student positions fill out only those with numbers 1-14. Then select the Student Merge Document.

Employee Type:*	All Other Pooled Positions ▾
1. UNI:	
2. Tentative Start date:*	Jan 1, 2023 📅
3. Tentative End date:*	Apr 14, 2023 📅

For student appointments, please enter the last day of the semester or the last day worked.

For positions without end dates, please select 31 Aug 2049.

Supervising Department	
4. Hours per week:*	15

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STEP 3.1: Salary

The Annual salary, Hourly pay rate, and overtime rates must be filled in regardless of the status of the position.

Input the pay information as follows:

- 9 - enter the full appointment amount
- 10 - enter "0" hourly rate
- 11 - enter "0"

Please note: do not enter a dollar sign, as it will error out these fields.*****

Designated Pay Day:	Semi-Monthly on 15th and last business day of month ▾
Approved Range:	Part Time Employees 🔍 ✎

Pay Scale No. PN - COMM
Minimum $ 1,500.00
Maximum $ 8,000.00

9. Annual salary/ Appointment amount:* `1,500`

* Provide ANNUAL SALARY for FT positions (includes grant funded positions)
* Provide APPOINTMENT SALARY for temporary positions less than 1 year. (ex. temp professionals)

The salary offered must be within the Approved Range (listed above). Salaries outside of this must be approved your VP and the Budget Office.

10. Hourly Pay Rate:* `0`

Please input in format 00.00 without the dollar sign.

11. Overtime Rate:* `0`

Please input in format 00.00 without the dollar sign.

STEP 3.2 REQUIRED

The fields listed below **must** be filled in order to generate your offer letter:

- Courses taught by Adjunct/Part Time Instructor
- Department Chair - Name

If left blank, you will receive an error in Step 4 as your offer letter will not be properly merged.

NOTE: If these fields are not entered for Community Teacher or PT Instructor roles, the offer letter will be incomplete (which is a compliance violation) and will be declined by the approver.

ACADEMIC APPOINTMENT DETAILS

Program Name:	
Courses taught by Adjunct/Part-Time Instructor:	TCH101
Department Chair - Name:	🔍 ✎

No user selected

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STEP 3.3
Go to **12 - Onboarding form.**
- For new hires, select **Standard Post Offer**
- For current employees, select **Current Employees Post Offer**

For **13 - Onboarding Workflow**, select **PT Instructional**

Please ensure you select the correct onboarding workflow as this affects the background check process

*(If the **incorrect Onboarding workflow** is chosen it can unnecessarily delay their onboarding process*).

Note: You may see just below this section the Offer Accepted button. Even if you have received a verbal acceptance from your candidate **please do not click yes.** This will automatically change once your candidate completes their steps.

ONBOARDING

12. Onboarding form:* → Standard Post Offer

13. Onboarding workflow:* → PT Instructional

None
Bargaining Unit 2110
Bargaining Unit 32BJ
Bargaining Unit 707
Full Time Employee
Interims
Part Time Professional Employee
PT Instructional
Student

14. Primary Supervisor:*

Onboarding Task List Proxy:

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OFFER PROGRESS   **Do not change status**
The following fields will be automatically updated by the system

Offer accepted: ✗ Yes ● No
Date offer accepted: [_____]
Offer declined: ○ Yes ● No
Date offer declined: [_____]

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STEP 4
Merge Offer Documents
Every offer must have an *Offer Letter* and a *Pay Rate Form* (legally required by New York State law). If either of these documents are missing from the offer, the offer approver will decline and you will be required to update accordingly.

Click **Merge document**.
A pop up box will ask you to save the offer card. Click **Ok** *(please ensure you disable any pop up blockers or allow them for PageUp)*.

— Offer documents

ℹClick on Merge document button to select the appropriate documents. Eacl the Notice of Pay

| Add document | Merge document | ❓ ⬅ |

STEP 4.1
A **Document merge** box will pop up. Scroll down to the **Part Time Instructional** folder.

For Community Teachers:
- Select **Offer Letter: Community Teachers**
- Select **Pay Rate Notice: Community Teachers**

For PT Instructors:
- Select **Offer Letter: PT Instructor**
- Select **Pay Rate Form: PT Instructors**

Click **Merge**.

— Part Time Instructional

☐ T Offer Letter: PT Instructor
☐ T Letter: Adjunct Professor
☑ T Offer Letter: Community Teachers
☐ T Pay Rate Form: Adjunct (Mandatory)
☐ T te Form: PT Instructors (Mandatory)
☑ T Pay Rate Notice: Community Teachers (Mandatory)

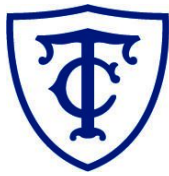— Part Time Instructional

☑ T Offer Letter: PT Instructor
☐ T Letter: Adjunct Professor
☐ T Offer Letter: Community Teachers
☐ T Pay Rate Form: Adjunct (Mandatory)
☑ T Pay Rate Form: PT Instructors (Mandatory)
☐ T Notice: Community Teachers (Mandatory)

Last Updated Apr 2025

STEP 4.2 A different **Document merge** box will appear. The system pulls information directly from the *Offer details* card and populates it onto the *Offer Letter* and *Pay Rate Form*. An asterisk designates any missing mandatory fields from **steps 3 - 3.3**. Click **Back** to fix the issue. If no changes are needed, click **Ignore**.	**Document merge** ⓘ Some applicant merge information is missing, which may result in the document containing errors. Below is a list of the missing merge fields. Merge fields marked with an asterisk (*) must be updated manually. To manually correct errors in a new window click here. **Document** **Missing merge information** Pay Rate Notice: College Work Study (Mandatory) APPLICANTSTREET2 * ○ Retry ○ Ignore Back Cancel
STEP 4.3 You will be taken back to the *Offer Details* card and can find your newly merged offer documents in that section. Always click **View** to download & review the offer documents. *Remember these are legally binding documents.*	⊟ Offer documents ⓘClick on Merge document button to select the appropriate documents. Each offer must have an offer letter and the Notice of Pay Add document Merge document ❓ **Document** **Date** **Size** **Category** Pay Rate Form: Adjunct (Mandatory) Oct 21, 2019 28Kb Pay Rate Notice View Delete Offer Letter: Adjunct Professor Oct 21, 2019 182Kb Offer Contracts View Delete Document library: **Name** **Date** **Size**
STEP 5 **Select the approval process** From the drop down menu, select **Self Approval: Pooled Positions Only**	⊟ Approval process Originator:* Johanna Masbad 🔍 🧹 UserID: JJM2220 Approval process: ✓ None → Self Approval: Pooled Positions Only

STEP 5.1 In the approval line, select your name as the user. *You can type in your name or use the magnifying glass.*	**Approval process** Originator:* [Johanna Masbad] 🔍 ✏️ UserID: JJM2220 ⌄ Approval process: [Self Approval: Pooled Positions Only ⌄] 1. Self Approval: [Johanna Masbad] 🔍 ✏️ UserID: JJM2220 ⌄
STEP 5.2 **Save Offer details card.** Click **Save**. Click **Okay**. Now your offer card is complete and saved.	[Save and close] [Save] [Cancel] ifo (1) pdf LIRENA pdf
STEP 5.3 Approve the offer card. Scroll to the bottom of the offer card. You will see additional action buttons. Click **Approve**. Your offer card will close and is ready for sending.	[Save and close] [Save] [Remove Offer] [Cancel] [Approve] [Decline]
STEP 6: Navigate back to the applicant card. In the top menu bar, click **Recent items.** From the drop down menu, you should see the name of your candidate. Click on the applicant's name and you will open the applicant card.	eople Reports ⌄ Settings **Recent items** ⌃ 👤 Mr Test Yonder

STEP 7: Send the offer to the candidate.
On the applicant card, navigate to your requisition. You will see that the offer is now **Offer Incomplete. (***This status will be updated after the applicant accepts the offer.***)**

Under status, click **New**.

Mr Test Yonder ●
View profile View references   Add flags

e-Zines comms hold ● Yes

Applications   History   Scheduled emails   CRM   Resume

ℹ **508687 - Tracker Testing**

Date submitted	Applied via	Status changed Nov 5, 2021	Offer
Nov 5, 2021	Applicant applied via Email	New	Offer incomplete

Resume	Form	
View	View	Add flags

STEP 7.1: Change the application status.

From the pop up box, select ***Send contingent online offer*** and click **Next>**

**Note, you may not see all of the listed application status. These vary dependent on recruitment process.

Change application status

Incomplete
Submitted
New
Yes
No
Maybe
Not Selected after Resume Reviewed (pre interview)
Not Selected after Initial Screening (pre interview)
Interview
Not Selected after Interview (post interview)
Create offer proposal
Send contingent online offer
Contingent offer accepted
Contingent offer declined
Removed
Withdrawn
Ineligible
System disqualified
HR Use Only: *Background check Request*
HR Use Only: Background check pending
HR Use Only: Background check complete
HR Use Only: Background check unsuccessful
HR Use Only: Offer Forms Complete - Export to Banner

Save   Next >   Cancel

STEP 7.2: Review email to be sent to candidate

In the **'From'** field, <u>replace</u> the populated email with your own tc.edu email.

*By adding your email the applicant will know to communicate directly with you.

Click **Move now.** This will send the email to the candidate. They will be required to click on the *Applicant portal* link in the email to accept the offer and complete the post hire forms.

*Please encourage candidates to complete this step as soon as they receive this email

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E-mail: Applicant: ● Yes ○ No

From:* careers@tc.columbia.edu

Subject:* Teachers College: Electronic Offer Letter

Message:

Format selection ▼ **B** *I* | ≡ ≡ ≡ | ≡ ≡ ≡ ≡ | Tools ▼

TEACHERS COLLEGE
COLUMBIA UNIVERSITY

Dear mike,

We would like to formally welcome you to Teachers College, Columbia University in the p ADMIN 02072017.

In order to view your employment contract, which outlines the terms and conditions of yo follow the steps below:

1. Log into your Applicant portal. If you have forgotten your password, please click on th Password' link. A new password will be generated and sent to your email address.

2. Click on the 'View offer' link to view your employment contract.

3. After viewing your employment contract indicate your online acceptance by clicking on

4. Once you indicate your online acceptance, you will be prompted to complete an online

Should you require further information or have any queries, please do not hesitate to cont

Kind Regards,

Harry Hire

Teachers College, Columbia University

harry@test.com

Delay e-mail by:* No delay ▼

[Move now] [Cancel] [Spell check]

Additional Notes: Tracking the Applicant's Hiring Process

Please note: All Part Time Instructors and Community Teachers must go through a background check conducted by HR.

You can check the status of the applicant's hire process by viewing the **Status** section on the applicant card.

ⓘ 506524

Date submitted	Applied via	Status changed Aug 25, 2020	Offer
Aug 25, 2020	Employee Referral	*Send contingent online o...	Offer incomplete
Resume	Form		
View	View	Add flags	

Application Status	Action Needed
New	Create offer
Send contingent online offer	Offer sent to candidate, but they have not accepted the offer nor completed post offer forms
Offer accepted	Candidate accepted offer, but needs to complete post offer forms.
HR USE ONLY: Background check pending	None. Background check in progress.
HR USE ONLY: Background check complete	None. Offer process is complete and candidate will be processed.
HR USE ONLY: Offer Forms Complete	None. Candidate completed offer forms.