

How to Guide to Bringing Temporary Visitors to Columbia Business School

There are a variety of ways to bring a non-affiliate to Columbia Business School for a temporary stay.

The University seeks to manage such visits carefully; thus, depending on the purpose of the visit and the role of the visitor, various approvals are needed. This document is intended to provide a high-level overview of the visitor options, approvals needed, and guidance on how to proceed to bring someone to Columbia Business School on a temporary basis.

Visitor Categories

Category	Possible Ranks / Titles	Description	Length of stay	CBS Approval	Provost Approval	UNI	Compensation	Resources Available	May list CU on CV
<u>Guest</u> (Designation)	N/A	Guest of a CBS affiliate who needs building access	1 day to 1 month	None	None	No	No CU Salary	Guest Wireless	NO
<u>Visiting Professional Officer of Research</u> (Appointment) (Full-time or part-time) Part-time designations are indicated by the addition of the word ADJUNCT to the Title.	<ul style="list-style-type: none"> •Visiting Senior Research Scholar •Visiting Research Scholar •Visiting Associate Research Scholar 	<ul style="list-style-type: none"> •Research appointment for any academic visitor working or collaborating with a CBS faculty member. •Visiting Officer of Research must have an affiliation with another institution from which they are on leave. •This is an appropriate part-time appointment for a faculty member on sabbatical leave, or another type of paid leave from their home institution, who will not receive a salary from Columbia. 	Up to one year, renewable for a second year with provostial approval	Dean's Office	Provost's Office approves after offer letter is sent when the transaction is submitted.	Yes	<ul style="list-style-type: none"> •Part-time compensation at the FLSA minimum (\$35,568 as of 2022), unless proof of comp from an alternate source for the same work is documented. •Full-time compensation according to Provost's Salary Guidelines 	<ul style="list-style-type: none"> •e-mail / library / gym •People appointed with full-time status are entitled to limited benefits. 	YES
<u>Postdoctoral or Staff Officer of Research</u> (Appointment)	<ul style="list-style-type: none"> •Postdoctoral Research Scholar •Staff Associate II •Staff Associate I 	<ul style="list-style-type: none"> •Research appointment for a visitor working or collaborating with a CBS faculty member. 	Up to one year, renewable as per Faculty Handbook.	Dean's Office	Provost's Office approves after offer letter is sent when	Yes	<ul style="list-style-type: none"> •Part-time compensation at the FLSA minimum (\$35,568 as of 2022), unless 	<ul style="list-style-type: none"> •e-mail / library / gym •People appointed with full-time status 	YES

(Full-time or part-time)					transaction is submitted.		proof of comp from alternate source for same work is documented. •Full-time compensation according to Provost's Salary Guidelines	are entitled to limited benefits.	
<u>Visiting Faculty</u> (Appointment)	<ul style="list-style-type: none"> •Visiting Professor •Visiting Associate Professor •Visiting Assistant Professor 	Teaching appointment for any scholar who holds a full-time professorial appointment at another university, and is on approved leave from that university	Up to one year, renewable for a second year with provostial approval.	Division Chair & Dean's Office	Provost's Office approves after offer letter is sent when transaction is submitted.	Yes	Compensation at FT faculty level based on rank.	<ul style="list-style-type: none"> •e-mail / library / gym •People appointed with full-time status are entitled to limited benefits. 	YES
<u>Visiting Scholar</u> (Designation)	•Visiting Scholar	<ul style="list-style-type: none"> •Person conducting their own research, who needs access to libraries. •This designation is NOT appropriate for anyone collaborating with CU faculty in any capacity, however limited. 	Up to one year. Second year renewal is rare and requires additional justification.	Dean's Office	Provost's Office – approval required before invitation is sent	Yes	<ul style="list-style-type: none"> •No CU salary. •Must show proof of funds to support themselves to meet ISSO requirements 	•e-mail / library / gym	See section 7.1 of the 2022 Faculty Handbook: ¹

¹ May list designation-in the “fellowships, grants, and honors” but not in the “Appointments” section of their CV.

Request Deadlines

In order to streamline the appointment process, the Business School has instituted three deadlines for future visitors: These deadlines do not apply to informal GUESTS.

February 1st For visitors starting between May 1 and August 31

May 1st: For visitors starting between September 1 and December 31

September 1st For visitors starting between January 1 and April 30

All materials listed below should be submitted to the e-mail address indicated below before the specified deadline to be considered for a future visit at Columbia.

Requests that come to the School after these deadlines will not be considered without approval by the Senior Vice Dean for Faculty Affairs upon the priority recommendation of the division chair. Minimizing such off-cycle requests will help the School to process all requests more quickly and allocate space resources as equitably as possible.

Approval Process and Materials Required for University Visitor Designations and Appointments

In the sections below, we outline the approval process and what documents are required for each of the different categories. Letter Templates are included below as well.

Space assignments are handled separately from visitor approvals, and faculty should contact the Division's Director of Academic Administration for assistance with space requests, which will ultimately be handled by the Dean's Office.

GUEST – No Deadlines

Contact: ops-events@gsb.columbia.edu

Documentation Required: None

Process:

- Operations adds guest to the access list.
- Guest checks in at front desk and is let in through the visitor access gate.
- No other restricted access is available

What you need to do:

- Send an e-mail to ops-events@gsb.columbia.edu requesting that the guest be added to the building access list, for specified dates and whether evenings and weekends are included. OR
- Simply ask your guest to provide the lobby security guard with your work phone number so that the guard can call you and obtain your permission over the phone for the guest to enter.
- Inform guest that:
 - They will have building access by giving their name at the desk and being let in through the visitor access gate
 - They will be required to show proof of COVID-19 vaccination
 - Can access the guest wi-fi without a password
 - Cannot access library, gym, or other secure resources
 - May not list a visit at Columbia on their CV

Visiting Professional Officer of Research or Postdoctoral or Staff Officer of Research

Including titles:

- Visiting Senior Research Scholar
- Visiting Research Scholar
- Visiting Associate Research Scholar
- Postdoctoral Research Scholar
- Staff Associate II
- Staff Associate I

Contact: Ryan Hata rk2127@gsb.columbia.edu on behalf of the Chazen Institute**Documentation Required:**

- Candidate CV
- Request letter from the Columbia Faculty Member addressed to the Dean based on Visiting Professional Officer of Research Request Letter [template below](#)
- Confirmation of receiving salary of at least the Fair Labor Standards Act (FLSA) minimum compensation from another employer for the work being conducted at Columbia, unless Columbia is paying the candidate based on FLSA Confirmation Letter template below.

Process:

- Columbia Faculty member submits CV and request letter to the Chazen Institute
- Chazen Institute completes required “[Restricted Party](#)” screening for any visitors from abroad
- Dean’s Office sends request letter with all required attachments to Provost’s Office of Academic Appointments
- Provost’s Office scrutinizes appointment request and asks for additional information or approves the request
- Business School’s Dean’s Office creates offer letter
- Business School’s HR provides letter to candidate through DocuSign
- Once letter is signed, HR submits appointment to Provost’s Office through PAC

What you need to do:

- Submit Required Documentation by:
 - May 1st For visitors starting between September 1 and December 31
 - February 1st For visitors starting between May 1 and August 31
 - September 1st For visitors starting between January 1 and April 30
 - If you have not received approval or been asked for more information within a month of the deadline, please follow up with Ryan.

Visiting Faculty

Including titles

- Visiting Professor
- Visiting Associate Professor
- Visiting Assistant Professor

Contact: Senior Vice Dean for Faculty Affairs facultyaffairs@gsb.columbia.edu,
PYared@gsb.columbia.edu**Documentation Required:** Job must be posted in Interfolio**Process:** Visiting Faculty Members must be posted in Interfolio like any full-time faculty appointment

What you need to do: Work with division chair and divisional director of administration to facilitate posting, hire, and affirmative action clearance

Visiting Scholar

Title:

- Visiting Scholar

Contact: Ryan Hata rkh2127@gsb.columbia.edu on behalf of the Chazen Institute

Documentation Required:

- Candidate CV
- Request form based on [Visiting Scholar Designation Form](#) below.
- Proof of faculty sponsorship. A simple email from the faculty will suffice.
- Must show proof of funds to support themselves to meet ISSO requirements (See [Faculty and Scholar Funding Documents Checklist](#) below).

Process:

- Columbia Faculty member submits CV and designation request letter to the Chazen Institute
- Chazen Institute completes required “[Restricted Party](#)” screening for any visitors from abroad
- Dean’s Office sends designation request letter with all required attachments to Provost’s Office of Academic Appointments
- Provost’s Office scrutinizes designation request and asks for additional information or approves the request
- Chazen Institute creates designation letter
- Chazen works with ISSO to secure the DS-2019, which is a document needed to obtain a visa at the U.S. Embassy in the visitor’s country

What you need to do:

- Submit Required Documentation to the e-mail above by:
 - February 1st For visitors starting between May 1 and August 31
 - May 1st For visitors starting between September 1 and December 31
 - September 1st For visitors starting between January 1 and April 30
 - If you have not received approval or been asked for more information within two months of the deadline, please follow up with Ryan.

Visiting Professional Officer of Research Request Letter Example**Visiting Professional Officer of Research or Postdoctoral or Staff Officer of Research**

(On Faculty Member's Letterhead)

Date

Costis Maglaras, Dean
Columbia Business School
665 W 130th St
352 Kravis Hall
New York, NY 10027

Dear Costis:

I would like to invite my colleague and collaborator, **Visiting Research Scholar's Name, Title, and institutional affiliation**, to come to Columbia Business School as a **(insert scholar's title here)** during **his/her** sabbatical (optional) from **Month, Day, 202X – Month, Day, 202X**.

This visit will be good for the division and the School because **(fill in benefits of appointment, examples: Dr. X will share her deep knowledge of Y with members of the division and the center, Dr. Y will present his work at the divisional seminar; Dr. Z is the world's leading expert on ABC and her collaboration with our faculty will bring renown and prestige to the Business School; Dr. R was the CEO of DEF and will present his experience in a series of student facing lectures, etc...)**

Visiting Research Scholar's Name received **his/her** doctorate from **Institution** in discipline in **Year**, and has been a faculty member at **institution** since **20XX**.

During the **sabbatical** visit, we will be collaborating on **describe research in 2-3 sentences specifying any special expertise the visitor will bring to the research agenda – please note, the provost has asked for a detailed description of the collaboration.**

Thank you for your consideration of this request, which I know will enrich the intellectual life of the division as well as our collaborative work.

Sincerely,

Fair Labor Standards Act (FLSA) Minimum Compensation Confirmation Letter Example

[On Employer Letterhead]

Employer Name: _____

Address: _____

City: _____ State: _____ Zip _____

RE: Verification of Salary for _____ [Name of Employee]

To Whom It May Concern:

Please accept this letter as confirmation that _____ [Name of Employee] is employed with _____ [Employer Name], as [Title].

Additionally, _____ [Name of Employee] is currently doing research on _____, which will align with the research they will be doing at Columbia University.

Currently, _____ [Name of Employee]'s salary at [Employer Name] in connection with their research at Columbia University is over \$ _____ [FLSA minimum amount of \$35,568] annually and will continue to receive funding **while on sabbatical leave** at our [company or institution] during the scholar's stay at Columbia University.

If you have any questions or require further information, please don't hesitate to contact me at _____ [Employer Phone Number].

Sincerely yours,

Signature _____ **Print Name:** _____

Title: _____

Visiting Scholar Designation Form (Request Letter Example)**Research Proposal for Visiting Columbia Business School**

[Name of Visiting Scholar]

[Scholar's Home University or Institution]

Columbia Business School Faculty Sponsor: [Insert name and email address of sponsoring faculty member at Columbia Business School]

Dates of Visit: [Insert dates of planned visit to Columbia Business School]

Research topic(s): [Insert research topic(s) here]

Research title: [Insert the title of the independent research project to be done at Columbia Business School]

[Below in Paragraph Form]

Research Question(s)/Abstract: [Insert the scope of the project and question(s) to be addressed while at Columbia Business School]

Current Completion of Dissertation: [Insert what chapters or papers you've already written for your dissertation]

Timeline: [Insert the future work and timeline to complete your dissertation. Be sure to include how the independent research at Columbia Business School will factor into your timeline]

Resources to be used at Columbia: [Please be sure to include what specific resources you'll be using at Columbia Business School and why your in-person visit is imperative to the completion of your independent research. For example, the use of certain journals that are on reserve at Columbia University (can't be viewed online or checked out) or specific courses you'd anticipate auditing]

Faculty and Scholar Funding Documents Checklist

Use this checklist to determine which funding documents are acceptable as evidence of your ability to cover living expenses.

- Foreign currencies do not need to be converted into US dollars.
- Official English translation(s) for document(s) in other language
- The ISSO may request additional documents to verify the availability of your funds.

Monthly funding requirements: *J-1 Scholar* \$3,000 / *J-2 spouse* \$1,000 / *J-2 child* \$500

Funding Source	Financial Documents to Upload
Source A. My Personal Funds Readily available money in your bank account.	Your bank letter or bank statement no more than 3 months old that includes: <ul style="list-style-type: none"> • Your name • Current balance • Date
Source B. My Parents, Family, and/or Friend's Funds Readily available money in your parent(s), family member, and/or friend(s) bank account(s).	Your sponsor's letter must specify their relationship to you, the amount of money they will provide, and must be <i>signed</i> . Your sponsor's bank letter or bank statement, issued within the past 3 months. Must include: <ul style="list-style-type: none"> • The account holder's name • The current balance(s) that is sufficient to meet the funding amount listed on this form • The date
Source C. My Approved Awards, Grants, or Scholarships Common sources include: <ul style="list-style-type: none"> • Columbia University • Any Other University • An International Organization • A Government Agency • A Foundation 	The official approval letter that includes: <ul style="list-style-type: none"> • The name of your sponsor • The conditions of your approved award • The amount available for your time at Columbia • The period of time for which your funding is guaranteed or a statement that your funding is renewable annually for a specified number of years • When a range is specified, the lowest amount will be used (e.g. China Scholarship Council)
Source D. Home Country Employer Financial support from your current employer to support your time at Columbia	The official sponsorship letter printed on your employer's letterhead that includes: <ul style="list-style-type: none"> • The name and address of your employer • Reason for employer sponsorship • The amount available for your time at Columbia • Duration of guaranteed financial support, including start and end dates • Whether your salary will be continued during your visit and if so, the amount • Your employer's signature

Documents That Are Not Acceptable	
The chart below lists the most common documents we will not accept; however, there may be others not specified here.	
Specific Assets	We do not accept any of the following: <ul style="list-style-type: none"> ● Investment portfolios (a collection of investments) ● Retirement accounts (401(k), pension, superannuation accounts, etc.) ● Rental income (income made through a rental property) ● Real estate property (deeds, etc.) ● Certifications of assets by Chartered Accountants ● Cryptocurrency (Bitcoin, etc.)
Salary Statements	We do not accept letters stating any amount you or your sponsor(s) will be earning in the future.
Credit Card Accounts	We do not accept any balance taken from a credit card account.
Yearly Tax Returns	We do not accept tax returns of any kind.

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<http://bit.ly/issocontactus>