Columbia Business School
AT THE VERY CENTER OF BUSINESS™

Faculty Resource Guide
Fall 2017

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1. Introduction

The Faculty Resource Guide is intended to serve as a quick reference quide to faculty policy and practice at Columbia Business School. If you have questions or suggestions, please contact Kerith Gardner at kg68@columbia.edu.

2. Important Policy Reference Documents

a. Columbia University Faculty Handbook

The Columbia University Faculty Handbook is a university wide resource that explains most university policies relating to faculty.   The most recent update (2008) is available on-line at http://www.columbia.edu/cu/vpaa/handbook/.
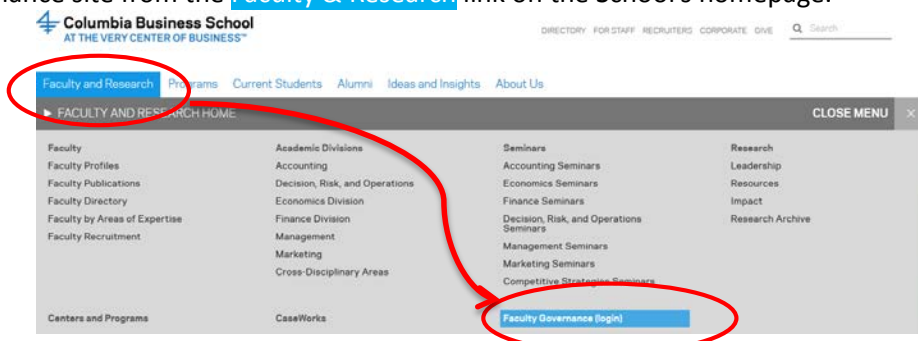
Among other topics, the handbook covers:
- Organization and Governance of the University
- Benefits and Family Services
- Obligations and Responsibilities of Officers of Instruction and Research
- University Resources and Services
- Code of Academic Freedom and Tenure
- Columbia University Institutional Policy on Misconduct in Research
- Statement of Policy on Proprietary Rights in the Intellectual Products of Faculty Activity
- Statement of University Policy on Conflicts of Interest
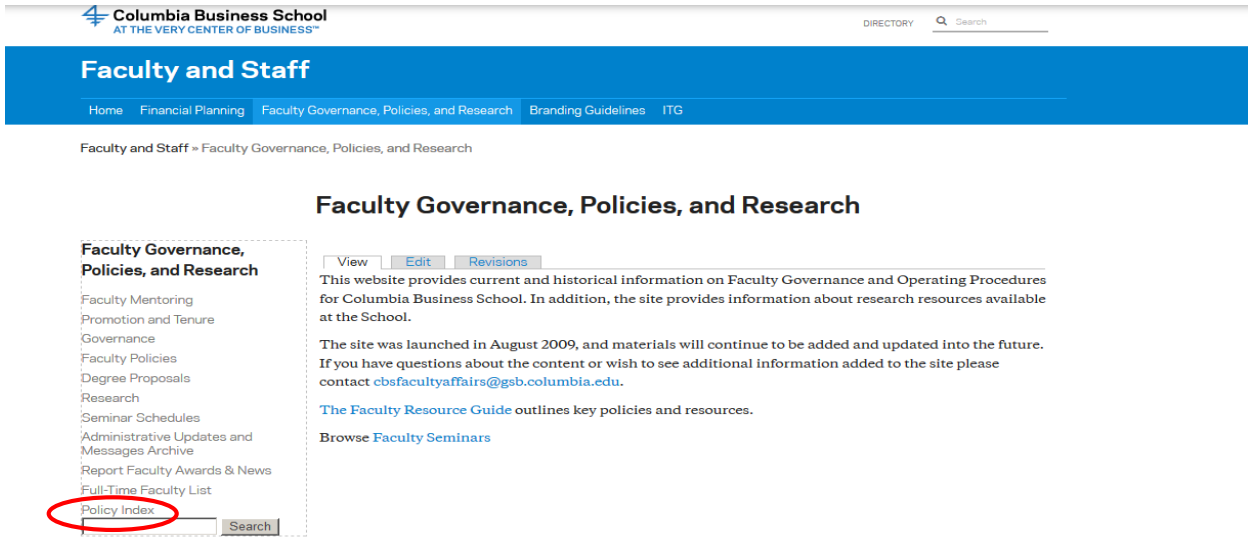- Columbia University Copyright Policy

b. Business School: 2013 Faculty Governance Report

The Business School: 2013 Faculty Governance Committee Report was written by a committee of tenured faculty of the Business School and was adopted in May 2013 by the full-time faculty. The document outlines the responsibilities of the faculty and administrative structures and leaders at Columbia Business School and operating procedures for running the School.

c. Business School's Faculty Governance and Operating Procedures Website

The Business School's Faculty Governance and Operating Procedures Website provides current and historical information on Faculty Governance and Operating Procedures for Columbia Business School. The site was launched in August 2009, and materials continue to be added and updated. The website is available at: http://www8.gsb.columbia.edu/faculty-staff/faculty-governance. You can access the password protected Faculty Governance site from the Faculty & Research link on the School's homepage.

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Faculty Governance, Policies, and Research

Faculty Governance, Policies, and Research

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This website provides current and historical information on Faculty Governance and Operating Procedures for Columbia Business School. In addition, the site provides information about research resources available at the School.

The site was launched in August 2009, and materials will continue to be added and updated into the future. If you have questions about the content or wish to see additional information added to the site please contact cbsfacultyaffairs@gsb.columbia.edu.

The Faculty Resource Guide outlines key policies and resources.

Browse Faculty Seminars

An index of all topics covered and documents available on the website is available at:
http://www8.gsb.columbia.edu/faculty-staff/faculty-governance/policy-index.

Among other topics, the website includes information about:

- Faculty Mentoring
- Promotion & Tenure
- Governance
- Faculty Policies

3.   Faculty Appointments - Promotion and Tenure

Promotion and Tenure at Columbia Business School are subject to the regulations of university-wide tenure review as well as to internal procedures of the School.

Current policy is outlined in detail on University's website at:
http://www.columbia.edu/cu/vpaa/docs/Columbia_University_Tenure_Guidelines.pdf

and on the Business School's Faculty Governance Website at:
http://www8.gsb.columbia.edu/faculty-staff/faculty-governance/promotion-tenure.

4.   Business School Faculty Policies

School level policies are posted on the Faculty Governance Website. Most stand-alone policies are listed at
http://www8.gsb.columbia.edu/faculty-staff/faculty-governance/policies
or see complete index at: http://www8.gsb.columbia.edu/faculty-staff/faculty-governance/policy-index

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5.	**Spending Money at Columbia**

All expenses of faculty members that are to be paid for by Columbia University or Business School accounts must meet two standards:

- Be allowable under University and Business School expense guidelines.
- Have a clear business purpose related to responsibilities of the faculty member.

University expense guidelines are posted at:

- http://policylibrary.columbia.edu/business-expense-policy
- http://policylibrary.columbia.edu/travel-expense-policy

See full policy links at bottom right

Business School expense guidelines are posted at:

- http://www8.gsb.columbia.edu/faculty-staff/faculty-governance/policies

a. COSTAR accounts

COSTAR accounts are intended to provide full-time faculty members with individually controlled dedicated funds to support expenses related to their academic research responsibilities as faculty members of the Business School. COSTAR stands for the **Co**lumbia **S**upplement for **T**eaching **A**nd **R**esearch, although the accounts function as research accounts because teaching expenses are covered from other sources.

More information about COSTAR accounts and requesting additional funds are available at the following links:

- COSTAR Policy (2011)
- COSTAR Request Link (2017)

To access your COSTAR reports online, request ARC access through your divisional coordinator.

b. Expense Reports

To be reimbursed for money spent for business purposes, you must submit original receipts and complete and sign a university expense report. The Travel and Business Expense Reimbursement Form (TBER) is available at the bottom of the page in the "related links" section at the following link:
http://finance.columbia.edu/content/travel-and-business-expense-info

Accounts Payable

1 | Procurement Lifecycle

2 | Vendors ▸

3 | Purchasing ▸

4 | Accounts Payable ▾

    P.O. Vouchers
    Non-PO Vouchers
    Invoice Number Formats
    Payments to Foreign Vendors, Individuals, Entities
    Employee Expense Reimbursement

Travel and Business Expense (TBER) Info

The **Travel and Business Expense Information** section highlights the circumstances under which a faculty or staff member can be reimbursed for travel or business expenses incurred on behalf of the University. Click **here** to view.

Overview

Columbia University faculty, staff, and students routinely incur business and/or travel expenses on behalf of the University or in support of sponsored research activities. The University reimburses legitimate expenses that conform to federal and state law and the restrictions placed upon sponsored projects. In order to provide this reimbursement, the University requires University employees to complete and submit an approved Travel and Business Expense report that documents the business purpose of the expenses incurred.

The primary components of the information relate to the reimbursement of travel and business expenses including:

- Local travel in and outside of New York City
- Meals
- Entertainment
- Gifts
- Memberships
- Relocation Expenses

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20 MAY — **AP Site Updates**
Learn about newly posted Travel Advance, Invoice Number format and Invoice Look-Up info ...

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c. Purchasing

Purchases are also subject to the regulations of University. Purchasing computers, data, equipment, subscriptions, and many other items must be procured through the University, rather than submitted for reimbursement in order to comply with University policies. It may not be possible for the School to reimburse faculty members for certain out of pocket purchases after the purchase has taken place.

Please work with your divisional staff in advance to purchase items through the approved channels, or speak with Kerith Gardner if you have questions or concerns.

d. Hiring

It is critical that all staff be hired by the University in advance of starting work. This includes research assistants, temporary helpers, consultants, contractors etc. Immigration status, other employment and student status can impact whether a person can be hired by the University.

Please make sure that all employees have been hired BEFORE they begin work. Your divisional staff and Human Resources can assist you.

6. Conflict of Interest Policies

The School and the University have policies about conflict of commitment and conflict of interest. You are responsible for understanding the policies and communicating with your chair or the Senior Vice Dean if you have questions.

A few frequently relevant items regarding conflict of interest and commitment are helpful to note:
- Teaching at another institution is generally not allowable, and is always subject to the School's teaching policy below.
- Participating in outside activities is limited to 1 day per week.
- Outside activities must be disclosed on a CV posted on your School webpage.
- Faculty must always disclose the funders of their research or any affiliation to organizations that they are researching or writing about, in the context of their publications or presentations.

Policies are posted at:

- Conflicts of Interest and Commitment: Disclosure Requirements for Faculty:
  Conflict of Interest Policy (2015)

- Conflict of Commitment Teaching Policy:
  Conflict of Commitment - Teaching Policy (2011)
  Outside Teaching Request Form (2016)

- Statement of University Policy on Conflict of Interests:
  http://www.columbia.edu/cu/vpaa/handbook/appendixe.html

7. Leaves of Absence

Leaves of absence can be granted for many reasons, but <u>always</u> require the approval of the School and the University Provost's Office.

Please review the guidelines at: Faculty Guide to Understanding and Applying for Leaves of Absence (7-2017) and reach out to the Senior Vice Dean or his staff if you are considering a leave for any reason including a sabbatical, a medical leave, parental workload relief, or any other reason. Leaves are also described in detail in the University's Faculty Handbook.

8. Institutional Review Board and Human Subjects Research

If your research involves working with people (including surveys) or working with private data, your research is subject to review by the Institutional Review Board (IRB) which is responsible for insuring ethical research across the University.

The University's IRB website is available at: http://www.columbia.edu/cu/irb/

The School has information and resources available to assist you with gaining Human Subjects Approval available at the following link:

http://www8.gsb.columbia.edu/faculty-staff/faculty-governance/research/support/human-subjects

9. My.Columbia

My.Columbia.edu is a University level portal through which you can manage many administrative matters including:
- Establishing Direct Deposit
- Viewing your past paystubs
- Selecting benefits
- Documenting a "Qualified Life Status Change" for benefits, such as getting married
- Viewing Tax Forms
- Changing your address of record

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To do any of these things, go to https://my.columbia.edu/ login with your UNIVERSITY password, and then click on the **Faculty and Staff** and **Self Service** links.
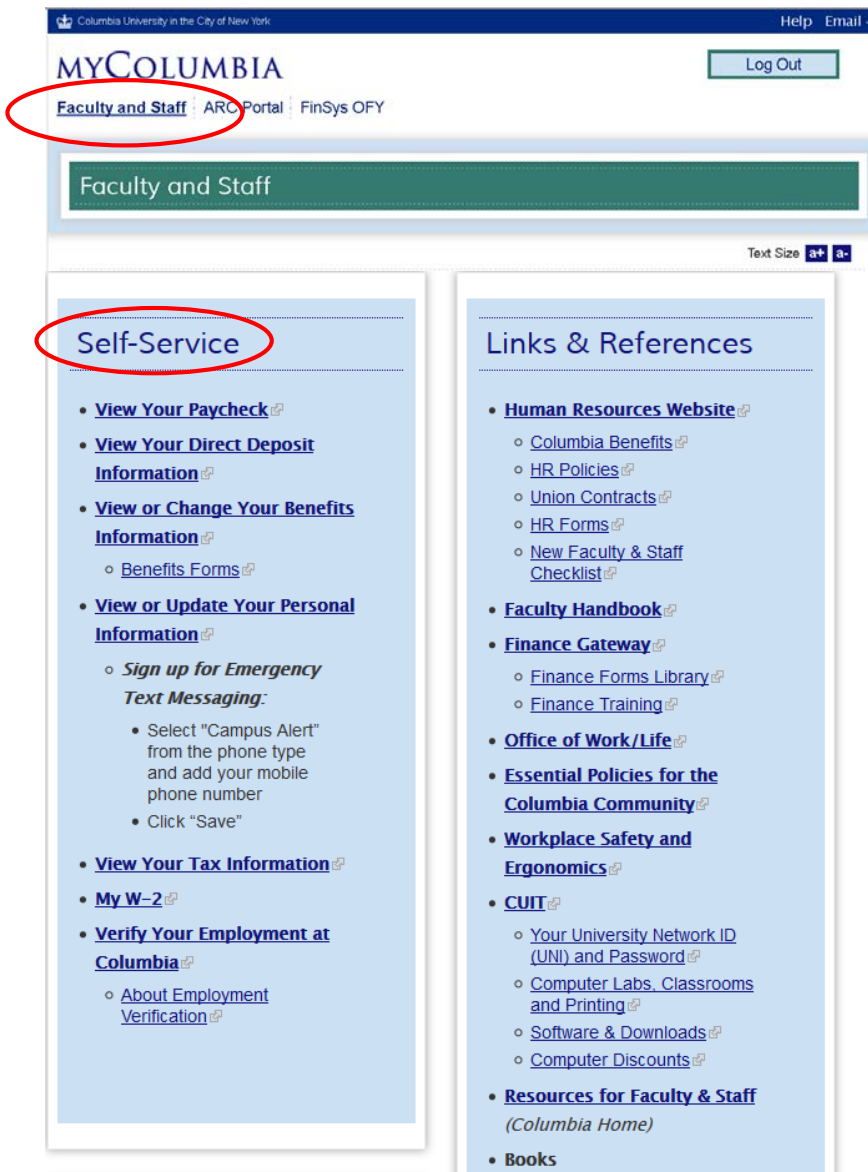
10. Office of Work Life

The University's Office of Work|Life provides a wealth of useful resources for faculty including but not limited to information and advice on: Housing, Relocation and Dual career; Parenting, Child Care & Schooling; Work-Life Policies and Benefits, and Wellness. Please be aware of these resources and let the Dean's Office know if you would like a formal introduction to the staff there.

11. Selected University Resources

Columbia University has numerous resources too plentiful to list, which may be of use or interest to you now or in the future. We list a few key offices and resource links below, but encourage you to talk to colleagues or administrators and search the University's website as needs or questions emerge.

Arts Initiative
The Columbia University Arts Initiative is a pioneering venture to make arts and culture a meaningful part of every Columbian's experience.

Equal Opportunity and Affirmative Action (EOAA)
The University's Office of Equal Opportunity and Affirmative Action (EOAA) has overall responsibility for the management of the University's Employee Policies and Procedures on Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking; coordinates compliance activities under these policies and the applicable federal, state and local laws; and is designated as the University's Compliance Office for Title IX, Section 504 of the Rehabilitation Act, and other equal opportunity, nondiscrimination and affirmative action laws.

Faculty and Staff Discounts
Columbia University faculty and staff may take advantage of special pricing on a range of goods and services for work and/or personal use—from consumer electronics, to hotels, to event tickets. In most cases, you only need to present your University ID or follow the link provided on this page.

Ombuds Office
The University's Ombuds Office offers a confidential place to discuss workplace issues, academic concerns, issues relating to administrative paperwork and process, explanation and interpretation of policies and procedures, and many other issues or concerns. The office keeps discussions confidential, and is not part of any formal University process.

Office of University Life
The mission of the Office of University Life is to further the academic and community experience of students, faculty and staff at Columbia. Led by Executive Vice President Suzanne Goldberg, a leading expert in sexuality and gender law, the office serves as a hub of information on topics such as:
• Awakening Our Democracy
• Sexual Respect
• Student Life
• Community Citizenship

University Wide Events Calendar:
https://events.columbia.edu/cal/main/showEventList.rdo