COLUMBIA SPS
School of Professional Studies

Pre-College Instructor Onboarding Guidebook

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First Steps

Background Check & Hiring Documents

Before you receive your hiring paperwork for your appointment, you will need to complete a background check through our vendor, HireRight.

You will receive an email from HireRight with instructions on how to complete the background check. The email will contain an e-link that you will need to click on in order to fill out the necessary information on their website. You cannot work in the Pre-College Academic Program without successfully completing and passing a background check.

Once you have cleared your background check, you will receive a set of hiring paperwork by SPS Faculty Affairs or our agency, nextSource. To ensure that you receive payment on time and are able to start working at the beginning of the program, you are required to complete all hiring documents. Faculty Affairs and nextSource cannot enter you into payroll, and you will not be paid, until all of your hiring paperwork has been completed and submitted.

UNI & Email Activation

University Network IDs (UNIs) are issued during your hiring appointment with Faculty Affairs. Please be on the lookout for an email message with the subject "Welcome to the School of Professional Studies!" from **hsp-hiring@columbia.edu**. This message will be sent to the email address that you submitted with your job application and will contain your UNI and instructions for activation. Your UNI consists of your initials plus an arbitrary number. It is the key to accessing computer services and electronic resources at Columbia. You may use your UNI to gain access to restricted library information, payroll and benefits information, Canvas course sites, and other university systems. Please remember to type your UNI in lowercase when you log in.

1. **Activate UNI or Email**
2. **Change Password**—if you know your password and want to change it
3. **Forgot Password**—if you need to self-reset your password, or after Service Desk assistance
4. **Multi-Factor Authentication**—learn about using multi-factor authentication with your mobile device
5. **Change Published Email Address**—change your email address in the online directory and change the address you use to send email
6. **Update Security Question**—update your security questions and answers

Your Columbia email address (ex: UNI@columbia.edu) is the primary form of communication for all things related to employment. If you do not plan on checking this email on a regular basis, we recommend forwarding it to your personal email to ensure you receive important information in a timely manner.

Columbia ID

The CUID is the official identification card of Columbia students, staff, and faculty. Upon the start of your career at Columbia, your CUID will be issued at the Morningside ID Center, **located at 204 Kent Hall**. The CUID may be used as an identifier, an access key, and a payment type.

Your CUID allows you to access various campus locations, such as libraries and dining halls. It also provides free or discounted entry into certain off-campus locations.

On-campus, your CUID can be used to access the following:

- Dodge Physical Fitness Center
- Columbia University Libraries
- Lerner Hall
- Various other academic buildings, during the day or after-hours
- All Columbia Athletics events for free

Off-campus, access includes Bobst Library at NYU and a host of other events, museums, and discounts to be found at the **Arts Initiative Discounts page**.

Your CUID may also be used to pay with **Flex** at local stores, restaurants, and the Columbia University Bookstores.

Compliance Training

There are three compliance trainings that every instructor teaching in the Academic Year Immersion Program must complete prior to the start of the program:

1. **Protection of Minors (POM)**—This is a yearly requirement that must be completed before the first day of class. It outlines the protocol for teaching minors.
2. **Anti-Harassment, Discrimination, and Title IX (AHDT)**—This briefing is required for all new employees and covers requirements and best practices on a variety of topics including academic integrity, student mental health, teaching challenges, discrimination, harassment, sexual misconduct, reporting obligations, and other issues.
3. **New York Anti-Sexual Harassment (NYASH)**—The New York Anti-Sexual Harassment Training (NYASH) is mandated by New York State and New York City legislation. This annual training is required of all personnel, including faculty, staff, researchers, librarians, and student workers.

Recommended Training

In addition to the required training listed above, we strongly encourage faculty to review and participate in:

- **Canvas Training**—Technical training on Columbia University's learning management system, hosted by Online Support and Academic Technology
- **Zoom Training**—Technical training on Columbia University's online meeting solution, hosted by Online Support and Academic Technology
- **Zoom Practice Sessions**—Practice using Zoom's advance features with the help of an Online Support and Academic Technology team member
- **Pedagogical Workshops**—(for example: "Designing effective learning experiences in online environments," "Supporting group projects online," "Developing assessments for the online space," etc.)—Hosted by Faculty Development

Self-Paced Resources

The following self-paced resources provide best practices and tips & tricks for teaching online at SPS:

- [**Educational Technology Fact Sheets**](#)
- [**Remote Instruction Resources**](#)
- [**Shifting Online: A Self-Paced Guide to Practical Strategies**](#)
- [**Teaching Online for the First Time?**](#)
- [**Teaching Tips**](#)
- [**Your Course Site: Getting to Know Canvas**](#)
- [**Your Online Meetings: Getting to Know Zoom**](#)

Preparing for your First Class

To prepare you for teaching at SPS, we recommend the following:

1. Finalize your background check and any required hiring paperwork with SPS Faculty Affairs or our agency, nextSource.
2. Activate your **Columbia UNI and email address**.
3. Complete all compliance and recommended training.
4. Get acquainted with **Canvas**, the University's learning management system.
5. If you are teaching on campus, get familiar with the classroom location, at least one week before class begins (**campus map**).
6. If you are teaching on campus, get familiar with the classroom technology; you can always submit a request to the **CUSPS Helpdesk** for a tour, or for more information.
7. If you are teaching an online course, check our top tips for instructors; in addition, set aside some time to **learn more about the online meeting and discussion tools** in your course(s).

If you are the Teacher of the course, ensure that the following items are complete:

1. A custom template has been deployed in your Canvas site. Use the editing tools to add your syllabus in Canvas and ensure that it follows the approved Pre-College Program syllabus template.
   a. For troubleshooting, contact the **CUSPS Helpdesk** by submitting a ticket, chatting live with an Online Support and Academic Technology team member, or calling our toll-free phone number: 1-844-654-9872.
2. Post your required textbooks using the "Textbook" tool in Canvas (**how to submit your textbook**).
3. Add Library Reserves to your Canvas course site (**how to add library reserves**).
4. If you need help with printing/copying, ordering class materials or name cards, submit a ticket to our Instructional Support team at **CUSPS Helpdesk**.

Helpful Resources

Faculty Affairs

Faculty Affairs is responsible for all aspects of the faculty lifecycle, supporting faculty from their first contact with SPS throughout their entire career with the School. This includes recruiting top industry experts to transition into faculty roles, supporting the hiring and onboarding process of full-time and part-time faculty, and providing assessment and development opportunities that allow for continuous improvement.

Faculty Affairs provides these services through the dedicated work of the following three teams:

- **Faculty Recruitment & Communication**
- **Faculty Onboarding & Support**
- **Faculty Assessment & Development**

If you have any questions, please contact **hsp-hiring@columbia.edu**.

Help Channels

CUSPS Helpdesk

The **CUSPS Helpdesk** is the central hub for submitting support requests, accessing help center resources, and reaching out via live chat or toll-free phone (1-844-654-9872) in support of SPS courses and programs.

You can also get in touch with us directly by **submitting a ticket**. Common requests include securing a classroom or space for meetings/office hours, entering grades, or granting access to a student or teaching associate. Whatever your need, we want to help or put you in contact with the right person.

SPS Online Support and Academic Technology

The **Online Support and Academic Technology** team manages requests for online/hybrid students, faculty and programs; provides technical support and troubleshooting for educational technologies; schedules remote webinar support for select online class sessions; oversees educational technology training and one-on-one online pedagogical consultations; and can help you find answers to other online program-related questions not listed here. Visit our **Online Support overview** for more information.

SPS Instructional Support

The **Instructional Support** team manages requests for classroom space and support, textbook orders, and course material printing; coordinates academic events; handles CPS updates; and can help you find answers to other program-related questions not listed here. Visit our **Instructional Support resources** for more information.

Canvas Support

If teachers or students need urgent help with Canvas specifically, they can reach out to Canvas Support via phone or live chat, or search the **Canvas guides**. Canvas Tier 1 support is available 24 hours a day, 7 days a week.

24/7 Canvas Support for Teachers/Admins

Call Canvas: (833) 234-2575 | **Live Chat with Canvas**

24/7 Canvas Support for Students | Call Canvas: (844) 696-9803 | **Live Chat with Canvas**

Other CU Support Resources

CUIT—the central IT unit for Columbia University. CUIT manages requests pertaining to UNI activation and management, email accounts, wireless access on campus and more.

CUIT Service Desk | 212-854-1919 | **askcuit@columbia.edu**

The Center for Teaching and Learning (CTL) partners with faculty, students and colleagues across the University to support excellence and innovation in teaching and learning. The CTL is committed to advancing the culture of teaching and learning at Columbia through all of its programs, services and resources.

https://ctl.columbia.edu | 1-212-854-1692 | **ColumbiaCTL@columbia.edu**

Academic Calendars

You can access the Columbia University Academic Calendar **here**.

Canvas Learning Management System: Canvas is a learning management system (LMS) that lets instructors, facilitators and students collaborate and participate in a course. You can use it to deliver resources, post assignments, grade assignments and interact with students. Canvas is more than a system that houses course content. It is also an online community space that keeps students engaged. Once you're officially confirmed to teach, you'll be provided with your own course site.

Library Resources: Columbia University Libraries has print books, databases, ebook collections, interlibrary loan, library instruction for students, study and space reservations, and course reserves. Questions? **Ask a Librarian**!

Employment Resources: Columbia University offers a variety of resources to help support you in your role as an instructor. Please select a resource below to be directed to the associated University website.

- **Discounts & Perks**
- **Directory of Classes**—use this site to check your course information.
- **Disability Services**—for questions about how to assist students with disabilities, contact our SPS Director of Student Support Phong Luu at **pl2693@columbia.edu**.
- **Campus Parking**—if you are teaching a face-to-face on campus course, you may be eligible for parking benefits.
- **Student Affairs**—to find out about all our co-curricular events tailored for Pre-College Programs and how you can get involved, reach out to a member of our team.
- **Student Services Online**