Dear Colleagues,

When you create a fixed term posting please make sure that you include an End Date. *All fixed term positions should have an Anticipated Start Date and an End Date*. When you submit your materials to the Office of Academic Appointments for review, please include a copy of the EEO note which contains the Anticipated Start Date and a screenshot of the General Notes field (located in the Internal Notes section of the posting template) which contains the End Date. Failure to submit both documents for fixed term positions slows down the hiring process and will result in delays.

Top Reminders
- **ALL** postings should have an Anticipated Start Date.
  - Please review this section prior to submitting for AA clearance to ensure the anticipated start date has not passed.
- Only numeric characters should be placed in the General Notes field. This is where you enter the End Date for a fixed term position. The End Date should be entered in the XX/XX/XXXX (two digit month/two digit day/four digit year) format. Placing text in this field will cause your search to fail affirmative action clearance.
  - If you wish to add notes to your search, create a word document and upload it to the posting via the File Upload option at the bottom of the Internal Notes section.
- Ensure that you use a waiver template when you request a waiver; all waiver templates include the word "waiver" in the template title. In addition, please provide a detailed narrative response explaining why the waiver is necessary.
  - If an Office of the Provost told you to request a waiver, please specify which office referred you to EOAA for a waiver (Academic Appointments, Faculty Advancement, etc.).
  - Please use the waiver reasons listed in the Private (Waiver) Hire guide. The list of approved waiver reasons is located at the end of this document.
- **Delete all Tags** that do not reference the diversity advocate or the search committee chair. Tags are used in a number of University reports and it is important that ASR users only use Tags for its intended purpose.

*Please close out any non-active searches in RAPS. This system will stop being active on June 30, 2022.

**Please close out any non-active searches in ASR. It is your responsibility to close out the search within 30 days of your last hire. For instructions consult the closing (filling) a position guide.

ASR Resources can be found on here:

https://eoaa.columbia.edu/content/academic-search-and-recruiting-asr

Evaluator Training:

https://columbia.sabacloud.com/Saba/Web_spf/NA3P1PRD0112/common/leclassview/dowbt-0000049430

Committee Manager Training:

https://columbia.sabacloud.com/Saba/Web_spf/NA3P1PRD0112/common/leclassview/dowbt-0000049431

Unit Administrator Training:

https://columbia.sabacloud.com/Saba/Web_spf/NA3P1PRD0112/common/leclassview/dowbt-0000049432