

### About University Titles

The **Complete University Title** is the complete title that a member of the academic community holds. For academic personnel, except for student officers, the correct *Complete University Title* must always be entered. For administrative employees, follow your department's current process on entering a University Title

A Complete University Title includes the position title as well as the department, school, institute, or center. Follow these rules when entering the appointment information into a TBH template or via a Nomination Form/PAF. The group of titles associated with your department can be obtained from your Department Administrator or Business Manager.

See below for an example between the generic position description based upon the position number and Complete University Title.

### Complete University Title

Complete University Title: Associate Professor of History

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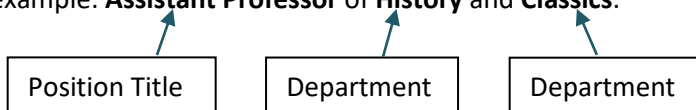
### Position Information

*Position Number	10001045	<input type="checkbox"/> Override Position Data	
Position Title	Associate Professor	Work Location	01
Position Dept No.	401110X	*Admin Dept No.	401110X
Position Dept Name	A&S Economics	Admin Dept Name	A&S Economics
*Full/Part Time	Full-Time		
*Job Code	011100		
Salary Grade	FAC	Standard Hours	35.000000

### Faculty with Multiple Appointment (Nomination Form submission only)

Nomination Forms are used to submit multiple appointments through the Paper Transactions module in PAC. For faculty being hired with more than one position, the university title format should be "Title of (department) and (department)".

For example: **Assistant Professor of History and Classics.**



## Attachment Types and Their Documents

Group documents into the following categories in the order listed. They will be scanned and saved to the transaction.

University Titles for Officers of Research: Rules and Examples	
<p><b>Obtain the Position Description for the Academic Officer</b></p>	<p><b>Titles:</b></p> <ul style="list-style-type: none"> <li>• Postdoctoral Research Fellow in the</li> <li>• Postdoctoral Research Scientist in the</li> <li>• Postdoctoral Research Scholar in the (<b>Morningside Only</b>)</li> <li>• Associate Research Scientist in the</li> <li>• Associate Research Scholar in the (<b>Morningside Only</b>)</li> <li>• Research Scientist in the</li> <li>• Research Scholar in the (<b>Morningside Only</b>)</li> <li>• Senior Research Scientist in the</li> <li>• Senior Research Scholar in the (<b>Morningside Only</b>)</li> <li>• Staff Associate in the</li> <li>• Senior Staff Associate in the</li> <li>• Postdoctoral Residency Fellow in the (<b>CUIMC Only</b>)</li> <li>• Postdoctoral Clinical Fellow in the (may be used alone or with the Assistant in Clinical title) (<b>CUIMC Only</b>)                             <ul style="list-style-type: none"> <li>• If used with the Assistant in Clinical title, the format should be Postdoctoral Clinical Fellow in the (department); Assistant in Clinical (department)</li> </ul> </li> </ul>
<p><b>Obtain the Position Department(s)</b></p>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>• Departments, such as Chemistry, Lamont-Doherty Earth Observatory, Dermatology or Epidemiology</li> <li>• Schools, such as Law, Business or Nursing                             <ul style="list-style-type: none"> <li>• Use the word <b>Faculty</b> when <b>entering a school name</b> in the title (Morningside)</li> <li>• Use the word <b>School</b> when <b>entering a school name</b> in the title, e.g., ‘in the School of Nursing’ (CUIMC)</li> </ul> </li> <li>• Institutes, such as the Earth Institute or the Institute for Cancer Genetics Centers, such as the Center for Environmental Research and Conservation or the Herbert Irving Comprehensive Cancer Center</li> </ul>
<p><b>Combine the Position Description and Department(s) / School(s) for the Complete University Title</b></p>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>• Postdoctoral Research Fellow in the Department of Chemistry</li> <li>• Associate Research Scholar in the Faculty of Law</li> <li>• Postdoctoral Research Fellow in the Lamont-Doherty Earth Observatory</li> <li>• Research Scholar in the Institute for Social and Economic Research and Policy</li> <li>• Research Scientist in the Center for Environmental Research and Conservation</li> <li>• Postdoctoral Research Scientist in the Department of Biochemistry and Molecular Biophysics</li> <li>• Associate Research Scientist in the Department of Pathology and Cell Biology</li> <li>• Adjunct Research Scientist in the Center for Radiological Research</li> <li>• Postdoctoral Residency Fellow in the Department of Anesthesiology</li> <li>• Postdoctoral Clinical Fellow in the Department of Surgery</li> <li>• Postdoctoral Clinical Fellow in the Department of Neurology; Assistant in Clinical Neurology</li> </ul>

## University Titles for Faculty - for Unmodified Titles - Rules and Examples

<b>Obtain the Position Description for the Faculty Member</b>	<p>Unmodified Professorial Titles:</p> <ul style="list-style-type: none"> <li>Assistant Professor of</li> <li>Associate Professor of</li> <li>Professor of</li> </ul> <hr/> <p>Visiting Professorial Titles:</p> <ul style="list-style-type: none"> <li>Visiting Assistant Professor of</li> <li>Visiting Associate Professor of</li> <li>Visiting Professor of</li> </ul> <hr/> <p>Adjunct Professorial Titles:</p> <ul style="list-style-type: none"> <li>Adjunct Assistant Professor of</li> <li>Adjunct Associate Professor of</li> <li>Adjunct Professor of</li> </ul> <hr/> <p>Named Unmodified Professorial Titles:</p> <ul style="list-style-type: none"> <li>Named Assistant Professor of</li> <li>Named Associate Professor of</li> <li>Named Professor of</li> </ul> <p><b>Note:</b> for named professorships, ensure that you use the full name of the professorship and not the word 'named.' Be sure to enter the full name in the Complete University Title field. Example below and see the last page of this job aid for a visual.</p> <ul style="list-style-type: none"> <li>John Smith Professor of Music</li> </ul> <hr/> <p>Unmodified Non-Professorial Titles:</p> <ul style="list-style-type: none"> <li>Instructor in</li> <li>Lecturer in</li> <li>Senior Lecturer in</li> <li>Associate in</li> <li>Assistant in (<b>CUIMC Only</b>)</li> </ul>
<b>Obtain the Position Department(s)</b>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>Departments, such as Chemistry, Economics or Psychiatry</li> <li>Schools, such as Law or Business                             <ul style="list-style-type: none"> <li>For faculty, only <b>the department or school name is used.</b></li> </ul> </li> </ul>
<b>Combine the Position Description and Department(s) / School(s) for the Complete University Title</b>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>Assistant Professor of History</li> <li>Visiting Associate Professor of Journalism</li> <li>Adjunct Professor of Law</li> <li>Instructor in History</li> <li>Lecturer in Business</li> <li>Associate Professor of Genetics and Development</li> <li>Associate in Health Policy and Management</li> </ul>

## University Titles for Faculty - for Modified Titles - Rules and Examples

<p><b>Obtain the Position Description for the Faculty Member</b></p>	<p>Professional Practice: MORNINGSIDE ONLY</p> <ul style="list-style-type: none"> <li>Assistant Professor of Professional Practice in the Faculty of</li> <li>Associate Professor of Professional Practice in the Faculty of</li> <li>Professor of Professional Practice in the Faculty of</li> </ul> <p><b>Note:</b> for named professorships, ensure that you use the full name of the professorship and not the word 'named.' Be sure to enter the full name in the field. For example:</p> <ul style="list-style-type: none"> <li>Robert Jones Professor of Professional Practice in the Faculty of</li> </ul> <p>Exceptions:</p> <ul style="list-style-type: none"> <li><b>School of the Arts:</b> Add the division to the title, such as the Film Division in the Faculty of the Arts. Example of a complete title format is, Professor of Professional Practice <b>in Film</b> in the Faculty of the Arts</li> </ul>
	<p><b>In Discipline:</b> MORNINGSIDE ONLY</p> <ul style="list-style-type: none"> <li>Lecturer in the Discipline of (Department) in the</li> <li>Senior Lecturer in the Discipline of (Department) in the</li> <li>Associate in the Discipline of (Department) in the</li> </ul> <p><b>Note:</b> for Named Lecturerships, ensure that you use the full name of the lecturership and not the word 'named.' Be sure to enter the full name in the field. For example:</p> <ul style="list-style-type: none"> <li>Richard Gilbert Lecturer in the Discipline of (Department) in the Department/Faculty of</li> </ul> <p>Exceptions:</p> <ul style="list-style-type: none"> <li><b>Business:</b> Add the division to the title, such as the Management Division in the Faculty of Business. Example of a complete title format is, Senior Lecturer in the Discipline of Business <b>in the Management Division</b> in the Faculty of Business</li> <li><b>Engineering:</b> Add the title assigned by the department, such as Electrical Circuits and Systems. Example of a complete title format is, Senior Lecturer <b>in Electrical Circuits and Systems</b> in the Department of Electrical Engineering</li> <li><b>Language Departments:</b> Add the language that is taught, such as Arabic. Example of a complete title format is, Lecturer <b>in Arabic</b> in the Department of Middle East and Asian Languages and Cultures</li> </ul>
	<p>Clinical Titles in Law:</p> <ul style="list-style-type: none"> <li>Clinical Professor of Law</li> </ul>
	<p>Professorial 'AT THE' Titles (CUIMC Only):</p> <ul style="list-style-type: none"> <li>Assistant Professor of &lt;Department&gt; at the Columbia University Medical Center</li> <li>Associate Professor of &lt;Department&gt; at the Columbia University Medical Center</li> <li>Professor of &lt;Department&gt; at the Columbia University Medical Center</li> </ul>
	<p>Visiting Professorial Titles (CUIMC Only - clinical suffix &amp; prefix titles):</p> <ul style="list-style-type: none"> <li>Visiting Assistant Professor of Clinical</li> <li>Visiting Assistant Clinical Professor of</li> <li>Visiting Associate Professor of Clinical</li> <li>Visiting Associate Clinical Professor of</li> <li>Visiting Professor of Clinical</li> <li>Visiting Clinical Professor of</li> </ul>

## University Titles for Faculty (for Modified Titles) Rules and Examples:

<p><b>Obtain the Position Description for the Faculty Member, continued</b></p>	<p>Adjunct Professorial Titles (Cornell reciprocal appointments at CUIMC Only – clinical suffix &amp; prefix titles):</p> <ul style="list-style-type: none"> <li>• Adjunct Assistant Professor of Clinical</li> <li>• Adjunct Assistant Clinical Professor of</li> <li>• Adjunct Associate Professor of Clinical</li> <li>• Adjunct Associate Clinical Professor of</li> <li>• Adjunct Professor of Clinical</li> <li>• Adjunct Clinical Professor of</li> </ul> <hr/> <p>Named Modified Professorial Titles (CUIMC Only):</p> <ul style="list-style-type: none"> <li>• Named Assistant Professor of &lt;Department&gt; at the Columbia University Medical Center</li> <li>• Named Associate Professor of &lt;Department&gt; at the Columbia University Medical Center</li> <li>• Named Professor of &lt;Department&gt; at the Columbia University Medical Center</li> </ul> <p><b>Note:</b> for named professorships, ensure that you use the full name of the professorship and not the word ‘named.’ Be sure to enter the full name in the Complete University Title field.</p> <hr/> <p>Modified Non-Professorial Titles (CUIMC Only):</p> <ul style="list-style-type: none"> <li>• Instructor in Clinical</li> <li>• Instructor in &lt;Department&gt; at the Columbia University Medical Center</li> <li>• Adjunct Instructor in Clinical (Cornell Reciprocal title only)</li> <li>• Associate in Clinical</li> <li>• Assistant in Clinical (may only be used with the Postdoctoral Clinical Fellow title)</li> </ul> <hr/> <p>Affiliate Titles (CUIMC Only):</p> <ul style="list-style-type: none"> <li>• Senior Affiliate Physician/Dentist in the &lt;Department&gt; of</li> <li>• Affiliate Physician/Dentist in the &lt;Department&gt; of</li> </ul>
<p><b>Obtain the Position Department(s)</b></p>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>• Departments, such as Chemistry, Economics, Pharmacology, Psychiatry or Biostatistics</li> <li>• Schools, such as Law, Business, Nursing or College of Dental Medicine             <ul style="list-style-type: none"> <li>○ For modified titles, use the word <b>Faculty</b> when entering a school name in the title (Morningside and CUIMC).</li> </ul> </li> <li>• Divisions, such as Finance or Film</li> <li>• Disciplines, such as Mathematics or Chemistry</li> </ul>
<p><b>Combine the Position Description and Department(s) / School(s) for the Complete University Title (adhere to any exceptions)</b></p>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>• Associate Professor of Professional Practice in the Faculty of Journalism</li> <li>• Professor of Professional Practice in Film in the Faculty of the Arts</li> <li>• Associate in the Discipline of Chemistry in the Department of Chemistry</li> <li>• Assistant Professor of Clinical Dental Medicine</li> <li>• Associate Clinical Professor of Nursing</li> <li>• Professor of Clinical Surgery</li> <li>• Instructor in Clinical Neurological Surgery</li> <li>• Affiliate Physician in Obstetrics and Gynecology</li> </ul>

**Complete University Title**

Complete University Title: John Smith Professor of Music

**Position Information**

\*Position Number: 10000186  Override Position Data

Position Title: Named Professor Work Location: 01

Position Dept No.: 402810X \*Admin Dept No.: 402810X

Position Dept Name: A&S Music Admin Dept Name: A&S Music

\*Full/Part Time: Full-Time \*Job Code: 010100

Salary Grade: FAC Standard Hours: 35.000000

**The Complete University Title**

**Default position name based upon the Position Number**