

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

OFFICE OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

October 28, 2022

Dear Colleagues,

New York City's Pay Transparency Law, which requires disclosure of salary ranges in job postings, will go into effect on November 1, 2022. In compliance with the law, every posting for a job, promotion or transfer opportunity for a position that can or will be performed in NYC must include the minimum and maximum annual salary or hourly wage that the employer in good faith believes it would pay for the position at the time of the posting. *To that end, all Columbia University positions posted on TalentLink, Interfolio, other university website pages, all external job boards and advertisements must include this compensation information.*

Interfolio will be adding a visible salary field (the current salary/pay grade field is for internal use only and is not visible to applicants) to Faculty Search late December 2022.

In the interim, the salary range should be listed in the "Applicant Instructions" section of ASR the post. Use this format:

- Hiring Salary Range: [\$minimum hiring salary] - [\$maximum hiring salary].
 - i.e. Hiring Salary Range: \$75,000 - \$90,000
- *If this is an open rank* position use this format "Hiring Salary Range: [\$minimum salary of the lowest rank] - [\$maximum salary of the highest rank]. Then provide a salary range by rank using this format : Rank 1: [\$ minimum hiring salary] - [\$maximum hiring salary], Rank 2: [\$minimum hiring salary] - [\$maximum hiring salary] until all ranks represented in the post have a salary range.
 - i.e. Hiring Salary Range: \$75,000 - \$125,000
Assistant Professor: \$75,000 - \$100,000
Associate Professor: \$100,000 - \$125,000

Please ensure that the hiring salary range is based on the guaranteed compensation for the applicable role and rank.

At CUIMC, many units have different salary ranges for tenure track and non-tenure track professional titles within the same rank. Combining them will not result in "good faith" hiring salary ranges. Please ensure that for open rank CUIMC searches all position types are listed with the applicable hiring salary range. Use this format to show the difference in hiring salary range for positions with the same rank but different tracks:

- i.e. Hiring Salary Range: \$75,000 - \$175,000
Assistant Professor at CUMC: \$75,000 - \$100,000
Assistant Professor tenure track: \$125,000 - \$175,000

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While the interim solution is in place, EOAA will run daily system reports to ensure that all departments and units (across all campuses) are in compliance and are listing the hiring salary in the correct section. If a salary range is missing from a posting or listed in the incorrect section, the department will have 48 hours from the time they are notified by EOAA to edit the posting to ensure that the posting is in compliance with University policy and NYC Law.

There will be several communications in the next week from several University partners providing more information about this law and its implementation.

Please use this updated [Position Posting Quick Start Guide](#) for reference.

For more information about the Salary Transparency law:

<https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Salary-Transparency-Factsheet.pdf>.

If you have specific questions, please contact academicrecruiting@columbia.edu.