

When should I contact a central office?



A scenario-based guide to Columbia offices that can help with teaching, research, faculty pathways, support, and daily operations.

Course or curriculum

Research or funding

Appointment or mentoring

Climate or conduct

Technology, travel, or purchasing

Start with the scenario, then use the office details as your next step

Most faculty questions begin in a school, department, institute, or administrative unit. These central offices become useful when the question touches University-level policy, services, systems, compliance, or cross-campus coordination.

1

Name the practical question

What are you trying to do: submit a proposal, build a course, resolve a concern, hire or appoint someone, or obtain a service?

2

Match it to a central path

Use the scenario slides to identify the office whose mandate most closely fits the question.

3

Bring local context

When you contact the office, include your school, department, role, timeline, and any local contacts already involved.

If your question starts with a course, curriculum, or student learning goal

Start with the unit that owns the academic decision; these central offices can help you design, improve, document, or connect the work.

You need teaching support or want to design or improve a course.

Center for Teaching and Learning (CTL)

Course design, assessment, inclusive teaching, classroom strategies, educational technology, CourseWorks, and pedagogical innovation.

You want to understand or develop University-level teaching and learning initiatives.

Provost Office's Teaching and Learning Awards (via CTL)

Provost-level teaching and learning strategy development. Support to integrate new educational approaches and technologies into teaching and learning practices.

You need help with course scheduling, classroom assignments, academic calendars, student records, grading, or enrollment processes.

Office of the University Registrar

Supports faculty and departments with registration, course and classroom logistics, grading systems, academic records, and University-wide academic calendar information.

If your question starts with funding, proposals, or sponsored awards

Use these offices when you are identifying funding, shaping a proposal, coordinating sponsor requirements, or managing an award.

You need guidance on research policy or help navigating Columbia's research resources

Office of the Executive Vice President for Research (EVPR)

Research enterprise leadership, research policy, central research resources, and coordination across CU research infrastructure.

You are developing a proposal or managing an award.

Sponsored Projects Administration (SPA/EVPR)

Proposal preparation, grants and contracts administration, sponsor communication, award setup, and award management.

You are developing a major proposal, looking for research funding, or building a cross-disciplinary research initiative.

Office of Research Initiatives and Development (ORID/EVPR)

Strategic proposal development, limited submissions, funding opportunity identification, and interdisciplinary research initiatives.

You are exploring foundation funding or preparing a proposal to a private foundation.

University Corporate and Foundation Relations

Identify foundation opportunities, coordinate outreach, shape proposal strategy, and navigate University processes for foundation-sponsored funding.

If your question starts with research compliance, human subjects, data, or commercialization

Use these offices when your research involves regulatory requirements, IRB review, data science collaboration, intellectual property, licensing, or startup activity.

You have a compliance, training, conflict of interest, research integrity, or security question.

Office of Research Compliance and Training (ORCT/EVPR)

Research regulatory requirements, misconduct and integrity processes, research security, international research compliance, and compliance education.

You want data science or AI research collaboration.

Data Science Institute (DSI)

Interdisciplinary data science and AI research, education, responsible data use, and faculty research programs.

You are submitting an IRB for your research.

Human Research Protection Office (HRPO/EVPR)

IRB review, human-subjects guidance, protocol submissions, amendments, reviews, and research participant protections.

You have an invention disclosure, patent, licensing, startup, or industry collaboration question.

Columbia Technology Ventures (CTV)

Intellectual property, technology transfer, commercialization, startups, licensing, and industry collaboration.

If your question starts with career or life stage, mentoring, appointment, or community

These offices help faculty and researchers navigate pathways, expectations, and communities across Columbia.

You want central mentoring, development, community-building, faculty awards, or new-faculty programming.
Office of Vice Provost for Faculty Advancement (OVPFA)
Faculty development, mentoring, leadership growth, community-building, and new-faculty programming.

You are navigating a transition or seeking campus community or support tied to your faculty life stage.
Office of Vice Provost for Faculty Support and Work/Life
Housing, childcare, schooling, adult/ elder care dual-career support, recruitment and retention, retirement, and career-stage resources.

Questions about appointments, tenure review, service, leaves, retirement agreements, or faculty grievances.
Office of Vice Provost for Faculty Affairs
CUIMC Office of Faculty Affairs
Academic appointments, tenure review, leaves, service, retirement agreements, grievances, and faculty policy process.

You are a postdoc, Research Scientist, or their supervisor.
Office for Postdoctoral Affairs and Early Career Research
Career development, mentoring resources, funding guidance, policies, orientations, and community-building.

You want sustained interdisciplinary scholarly exchange.
The University Seminars
More than 90 interdisciplinary seminars connecting Columbia faculty and outside experts across disciplinary boundaries.

You are CUIMC faculty in need of development support.
Office of Faculty Professional Development & Engagement (OFPDE)
The Office of Faculty Professional Development and Engagement provides CUIMC-specific support.

If your question starts with climate, conduct, equity, or confidential advice

The right path depends on the type of concern and whether you want formal review, informal consultation, or supportive resources.

You have a concern involving bullying or abusive conduct.

Advancing Wellbeing, Accountability, & Respectful Engagement (AWARE)

Review, referral, supportive measures, and remediation pathways for bullying or abusive conduct concerns.

You want a confidential, informal, impartial place to explore options.

Columbia University Ombuds Office

Conflict coaching, mediation, facilitation, and option exploration for University-related concerns.

You need help navigating campus challenges or strengthening community.

University Life

Connects faculty with resources for managing conflict, building skills, fostering inclusion, and accessing campus support.

Concerns of discrimination, discriminatory harassment, sex-based harassment, Title IX, or related misconduct.

Office of Institutional Equity (OIE)

Response, policy administration, prevention, and support for concerns involving discrimination, harassment, and Title IX-related matters.

You need support with professional conduct concerns, respectful workplace expectations, stress, or well-being

CUIMC Office of Professionalism (OoP)
CopeColumbia and Employee Assistance Program (EAP)

Connects faculty to resources for professionalism consultation, culture-building, peer support, stress management.

If your question starts with international status, campus connection, or scholarly reach

Some central offices help faculty connect beyond a single department, school, campus, or publication pathway.

You or a scholar in your group needs Columbia-sponsored immigration or visa support.

International Students and Scholars Office (ISSO) - Faculty & Scholar Services

Immigration and visa support for international faculty, researchers, visiting scholars, and departments.

You want to connect research, education, or shared resources across campuses.

Office of Vice Provost for Campus Integration

Cross-campus collaboration and integration across research, education, shared resources, and initiatives.

You need research collections, databases, subject expertise, or scholarly communication support.

Columbia University Libraries

Research collections, databases, subject expertise, scholarly communication, research consultations, and library services.

You want to explore scholarly book publication.

Columbia University Press

Editorial, production, rights, sales, and distribution support for scholarly and general-interest books.

If your question starts with technology, purchasing, or travel

Operational offices can resolve practical barriers quickly; CUIMC also has dedicated resources.

You need help with accounts, email, Duo, Wi-Fi, software, or collaboration tools.

Columbia University Information Technology (CUIT)
CUIMC Information Technology

Central (and CUIMC-specific) technology infrastructure and support for University IT services.

You need to purchase goods or services.

Columbia Procurement

Finance Service Center entry point for procurement questions and purchasing support.

You are planning or booking travel or handling reimbursement.

Columbia Travel and Expense (Concur)
Global Risk, Safety, and Operations

Travel booking, expense submission, reimbursement, finance guidance, pre-departure requirements, safety and security info.

You need to purchase goods or services for University work.

Columbia University Marketplace

Use Marketplace to shop from approved suppliers, create requisitions, and route purchases through Columbia's procurement process.

CONTACT DETAILS

Contacts for teaching, research, planning, and faculty pathways

Headings from the contact section are preserved in the left column; office and contact details are grouped beside them.

Original heading	Office	Contact / website
Teaching and academic program contacts	Center for Teaching and Learning (CTL)	columbiaCTL@columbia.edu https://ctl.columbia.edu/
	Office of the Vice Provost for Academic Programs (OVPAP)	provost@columbia.edu https://provost.columbia.edu/content/office-vice-provost-academic-programs
	Provost Office's Teaching and Learning Awards (via CTL)	ColumbiaCTL@columbia.edu https://vptli.columbia.edu/request-for-proposals/
	Office of the University Registrar	https://registrar.columbia.edu/content/contact-us https://registrar.columbia.edu
Planning and integration contacts	Office of the Vice Provost for Campus Integration	Contact through website https://provost.columbia.edu/content/office-vice-provost-campus-integration
	Office of Planning and Institutional Research (OPIR)	https://opir.columbia.edu/content/request-form https://opir.columbia.edu/
Research enterprise contacts	Office of the Executive Vice President for Research (EVPR)	https://research.columbia.edu/content/directory https://research.columbia.edu/ ; https://research.columbia.edu/office-executive-vice-president-research
	Sponsored Projects Administration (SPA)	https://research.columbia.edu/content/directory https://research.columbia.edu/sponsored-projects-administration
	Office of Research Compliance and Training (ORCT)	Contact through website or school/unit channel https://research.columbia.edu/office-research-compliance-and-training
	Human Research Protection Office (HRPO)	https://research.columbia.edu/full-evpr-directory https://research.columbia.edu/human-research-protection-office-and-irbs
	Office of Research Initiatives and Development (ORID)	Contact through website or school/unit channel https://research.columbia.edu/initiatives
	University Corporate and Foundation Relations	Contact through website https://giving.columbia.edu/university-corporate-and-foundation-relations
Research collaboration and commercialization contacts	Columbia Technology Ventures (CTV)	techventures@columbia.edu https://techventures.columbia.edu/
	Data Science Institute (DSI)	datascience@columbia.edu https://datascience.columbia.edu/
	Columbia University Libraries	lio@columbia.edu https://library.columbia.edu/
Faculty pathway and development contacts	Office of the Vice Provost for Faculty Advancement (OVVFA)	facultyadvancement@columbia.edu https://provost.columbia.edu/content/office-vice-provost-faculty-advancement
	Office for Postdoctoral Affairs and Early Career Research	postdocaffairs@columbia.edu https://research.columbia.edu/office-postdoctoral-affairs-and-early-career-research
	The University Seminars	univ.seminars@columbia.edu https://universityseminars.columbia.edu/
	CUIMC Office of Faculty Professional Development and Engagement (OFPDE)	Contact through website or school/unit channel https://www.cuimc.columbia.edu/about-us/faculty-staff-students/academic-affairs/office-faculty-professional-development-and-engagement

CONTACT DETAILS

Contacts for support, conduct, operations, and publishing

Headings from the contact section are preserved in the left column; office and contact details are grouped beside them.

Original heading	Office	Contact / website
Faculty affairs and support contacts	Office of the Vice Provost for Faculty Affairs	provost@columbia.edu https://provost.columbia.edu/content/office-vice-provost-faculty-affairs
	Office of the Vice Provost for Faculty Support and Work/Life (OVFS/ML)	worklife@columbia.edu https://provost.columbia.edu/content/office-vice-provost-faculty-support-work-life
	International Students and Scholars Office (ISSO) - Faculty & Scholar Services	https://issocumorningside2.youcanbook.me https://isso.columbia.edu/
	CUIMC Office of Faculty Affairs	Contact through website or school/unit channel https://www.cuimc.columbia.edu/about-us/faculty-staff-students/academic-affairs/office-faculty-affairs
Climate, conflict, and conduct contacts	Office of Institutional Equity (OIE)	institutionalequity@columbia.edu https://institutionalequity.columbia.edu/
	Columbia University Alliance for Wellbeing, Accountability, & Respectful Engagement (AWARE)	Contact through website or school/unit channel Website forthcoming
	Columbia University Ombuds Office	https://ombuds.columbia.edu/content/schedule-appointment https://ombuds.columbia.edu/
	CUIMC Office of Professionalism (OoP)	professionalism@cuimc.columbia.edu https://www.cuimc.columbia.edu/about-us/faculty-staff-students/academic-affairs/office-professionalism
	CopeColumbia (Center of Prevention & Evaluation)	Contact through website https://www.cuimc.columbia.edu/about-us/faculty-staff-students/cuimc-office-well-being/copecolumbia
	Employee Assistance Program	Contact through website https://humanresources.columbia.edu/employee-assistance
	University Life	Contact through website https://campuscollaborative.columbia.edu/content/university-services-and-resources
Operations contacts	Columbia University Information Technology (CUIT)	askcuit@columbia.edu https://www.cuit.columbia.edu/
	CUIMC Information Technology	https://www.it.cuimc.columbia.edu/about-us/contact-us https://www.it.cuimc.columbia.edu
	Columbia Procurement	Contact through website or school/unit channel https://www.finance.columbia.edu/content/finance-service-center
	Columbia Travel and Expense/ Concur	Contact through website or school/unit channel https://travel-expense.finance.columbia.edu
	Columbia University Marketplace	Contact through website or school/unit channel https://procurement.finance.columbia.edu/content/shopping-cu-marketplace
	Global Risk, Safety, and Operations	grso@columbia.edu https://grso.columbia.edu
Publishing contact	Columbia University Press	https://cup.columbia.edu/contact/ https://cup.columbia.edu/

For more central office resources and modules, check the [Office of the Provost Faculty Orientation website](#)