University of Washington - Academic Human Resources
2018-19 Renewal Decision Instructions

PURPOSE:
Academic Human Resources (AHR) is providing these instructions to assist units in determining which academic personnel must be reviewed for renewal this academic year and to obtain reappointment decisions in a consistent format.

Units are responsible for running and downloading the “December” and “Spring” versions of Workday Report R0555 (Appointments Eligible for Reappointment). Renewal decisions need to be addressed for each person appearing on the report. Please review these lists and take the following actions:

RUNNING YOUR REPORTS:
1. Type “R0555” into Workday
2. To run the December report, check the boxes next to “December Decision,” “Annual,” and “Multi Year Eligible."
3. Enter a Start Date of 7/1/2018 and an End Date of 6/30/2019
4. Check the box next to your School/College/Campus
5. Click “OK”
6. Once the report has generated, download as an Excel file
7. Repeat steps 1-7, but check the box next to “Spring Decision”

COMPLETING YOUR REPORTS:
1. For each person listed, please indicate whether the person is a “Renew” or a “Non-Renew.” These are the only decisions which should be entered in the appropriate column.
2. For all appointments, indicate the number of years for which the person is going to be renewed. All annual appointments who are being renewed should have a “1” entered in this field. All multi-year eligible appointments are eligible for 1-5 year renewals (example: for a three-year renewal, simply enter “3”).
3. Return completed spreadsheets to Sunday Stanley (sundays@uw.edu).

DEADLINES:
Completed “December” spreadsheets due to AHR NO LATER THAN JANUARY 18, 2019.
Completed “Spring” spreadsheets are due to AHR NO LATER THAN MARCH 29, 2019.

2018-19 CHANGES:
• **Research Associate** titles no longer appear on this reappointment report. Any Research Associate reappointment decisions are to be handled outside of this process and entered manually into Workday.

• Position numbers have been added to the R0555 report. Make sure to validate that the correct position number is associated with the current appointment in Workday.
**NOTIFICATION:**

Units must notify academic personnel in writing of the outcome of their renewal or non-renewal decisions.

**Please note:** The submission of the completed spreadsheet fulfills the obligation to notify AHR of renewal decisions and no additional documents will be required centrally.

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**COMMON QUESTIONS:**

Here are answers to common questions our office receives during the reappointment process:

- Select “Renew” for any appointment extending beyond 6/15/19 or 6/30/19. Any separations will be processed when they occur.

- Select “Renew” if a promotion is expected/pending. Promotions will be processed when they occur.

- If a decision of “Non-Renew” is made, units must process “Termination” and “End Academic Appointment” actions for those academic personnel.

- **Do not use an alternate spreadsheet for this process** as this spreadsheet is uniquely formatted for our system processes.

- When sending completed spreadsheets to AHR, please send only **ONE** “December” spreadsheet and **ONE** “Spring” spreadsheet from your school/college/campus Dean’s office which includes the decisions for all departments.

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**QUESTIONS FOR US?**

Please contact your assigned AHR Specialist or send your questions to **sundays@uw.edu**.