Reappointments Overview

Academic Human Resources

Fall 2016
Agenda

- Introduction
- Faculty Code
- Steps in the Reappointment Process
- Appointments on “December” Spreadsheet
- Appointments on “Spring” Spreadsheet
- Provost’s Lecturer Guidelines
- Demo Spreadsheet
- Spreadsheet Tips
- Case Studies
- Deadlines
- Questions
- Resources
Faculty Code

Section 24-53 of the Faculty Code addresses the Procedure for Renewal of Appointments.

Other sections of Chapter 24 outline:
> Titles that need to go through process
> Allowable terms

Units are responsible for following appropriate procedures for faculty reappointments.
Steps in the Reappointment Process

1) Vote: Reappointments are voted on by: ...“voting members of the appropriate department who are superior in academic rank or title to the person under consideration”

– Faculty Code 24-53A

➢ Authority can be delegated to an elected committee to renew certain academic titles in an academic unit
Steps in the Reappointment Process

2) Advise: Faculty advice is communicated to the Chair or Program Director, who provides an independent recommendation to Dean or Chancellor.

3) Decide: Dean or Chancellor makes the final decision.
Steps in the Reappointment Process

4) Inform: Faculty members must be informed of decisions by due dates

5) Record: Send completed spreadsheets to AHR

6) Audit: Ensure appointments are correct in OPUS
Titles on “December” spreadsheets

- Research Professor (0141)
- Research Associate Professor (0142)
- Principal Lecturer (0180) – if full-time
- Senior Lecturer, full-time (0117)
- Lecturer, full-time, competitive recruitment (0179)
- Lecturer, full-time (0115)
- Lecturer, part-time, competitive recruitment (0140)
- Clinical Professor, Dental Pathway (0137)
- Clinical Associate Professor, Dental Pathway (0138)
- Professor of Practice (0120)
- Senior Artist in Residence (0181) – if full-time
- Artist in Residence (0182) – if full-time
Titles on “Spring” spreadsheets

- Affiliate titles
- Clinical titles (courtesy and salaried)
- Adjunct titles
- Acting titles
- Visiting faculty titles
- Teaching Associate
- Research Associate
- Research Associate-Trainee
Provost’s Lecturer Guidelines

> Lecturer Full-time (0115)
  – Limited to 3 consecutive years in that job class code, at which point they need to take part in a competitive recruitment
  – An exception to this limitation may be granted by the Provost in certain circumstances

> Lecturer Part-time, Competitive Recruitment (0140)
  – Should be reviewed for potential multiple-year appointment after 3 years

> Lecturer Part-time (0185)
  – If renewed quarterly at annual equivalent of 50% or greater, renewal is limited to 3 consecutive academic years
## Spreadsheets

### Tabs

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Annual Term Appointments</th>
<th>Multi-Year Term Eligible Appts</th>
<th>Additional Personnel</th>
</tr>
</thead>
</table>

## Dropdown Menus

<table>
<thead>
<tr>
<th>Human Resources Use Only</th>
<th>Current Appointment End Date</th>
<th>Appt ID</th>
<th>Service Period</th>
<th>Academic Year</th>
<th>RENEWAL DECISION</th>
<th>Appointment term</th>
</tr>
</thead>
<tbody>
<tr>
<td>0141 Research Professor</td>
<td>6/30/2017</td>
<td>128229</td>
<td>12</td>
<td>2016-2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0138 Clinical Associate Professor, Dental Pathway</td>
<td>6/30/2017</td>
<td>127801</td>
<td>12</td>
<td>2016-2017</td>
<td>Renew</td>
<td></td>
</tr>
<tr>
<td>0137 Clinical Professor, Dental Pathway</td>
<td>6/30/2017</td>
<td>23808</td>
<td>12</td>
<td>2016-2017</td>
<td>Non-Renew</td>
<td></td>
</tr>
<tr>
<td>0138 Clinical Associate Professor, Dental Pathway</td>
<td>6/30/2017</td>
<td>41519</td>
<td>12</td>
<td>2016-2017</td>
<td>Renew</td>
<td></td>
</tr>
<tr>
<td>0179 Lecturer, Full-time, Competitive Recruitment</td>
<td>6/30/2017</td>
<td>134332</td>
<td>12</td>
<td>2016-2017</td>
<td>Non-Renew</td>
<td></td>
</tr>
<tr>
<td>0117 Senior Lecturer, Full-time</td>
<td>6/30/2017</td>
<td>32083</td>
<td>12</td>
<td>2016-2017</td>
<td>Non-Renew</td>
<td></td>
</tr>
</tbody>
</table>
Spreadsheet Tips

- Please read the instructions in the “Instructions” tab.
- Do not modify the spreadsheet as it has important formatting that needs to be maintained for correct processing.
- The submission of the completed spreadsheet fulfills the obligation to notify AHR of renewal decision and no additional documents are required.
- Invalid selections will not be processed, even if the spreadsheet allows them to be selected.
Case Study # 1

Prof. Julia Gulia is a Research Associate Professor in Esperanto Studies. She is in the fifth year of her 5-year term. She has an adjunct appointment in English.

On December 10, she is notified that her appointment in Esperanto Studies will not be renewed.

On December 11, she is notified that the English department wants to renew her Adjunct appointment.

– What happens to her primary Research Associate Professor appointment?
– What happens to her adjunct appointment?
Mr. Randy Burbank is an Acting Instructor in the Department of Alchemy.

The unit does not want to renew his appointment, but he is not notified of this decision.

> What happens next year?
Dr. Charles Xavier is Clinical Professor, Salaried in the Department of Mutant Studies.

At this point, the unit does not have funding to renew his appointment for next year and notifies him of this decision.

However, a couple of months later the unit obtains funding for next year and wants to renew Dr. Xavier.

> What does the unit need to do?
Deadlines

Deadline to Notify Faculty of Reappointment ("December" Spreadsheet)

> 9-Month Faculty = December 15, 2016
> 12-Month Faculty = December 31, 2016

Reminder: If the faculty member is not notified of non-renewal, the default status is renewal

Deadline to Return Spreadsheets to AHR

> "December" spreadsheet = January 20, 2017
> "Spring" spreadsheet = April 1, 2017
Questions?

Do you have any questions about reappointments that you’d like us to address?
Resources

➢ 2016-2017 Reappointment and Promotion Timelines Letter
➢ Provost’s Lecturer Appointment Guidelines
➢ Section 24-53 of the Faculty Code
➢ AHR website – https://ap.washington.edu/ahr
➢ AHR team