

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

Instructions	Annual Term Appointments	Multi-Year Term Eligible Appts	Additional Personnel
---------------------	--------------------------	--------------------------------	----------------------

Dropdown Menus

ian Resources Use Only						RENEWAL DECISION	Appointment term
Job Class Code	Title	Current Appt End Date	Appt ID	Service Period	Academic Year		
0141	Research Professor	6/30/2017	128229	12	2016-2017		
0138	Clinical Associate Professor, Dental Pathway	6/30/2017	127801	12	2016-2017	Renew Non-Renew	
0137	Clinical Professor, Dental Pathway	6/30/2017	23808	12	2016-2017		
0138	Clinical Associate Professor, Dental Pathway	6/30/2017	41519	12	2016-2017		
0179	Lecturer, Full-time, Competitive Recruitment	6/30/2017	134332	12	2016-2017		
0117	Senior Lecturer, Full-time	6/30/2017	32083	12	2016-2017		

Additional Personnel | (+) | <



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?

Case Study # 2

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?

Case Study # 3

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

