Academic HR Administrator Forum

December 7, 2017
Agenda

- ADS and Salary Increases
- Promotions
- Sabbaticals
- Unit Adjustments
- Reminders
ADS and Salary Adjustments

- ADS payments require confirmation that the faculty member was notified that the appointment and ADS can be terminated by Dean/Chancellor at any time.
  - For Board of Regents titles, offer letter needs to be in Maintain Worker Documents.

- Retention increases must be 7.5% or greater and are subject to review by Provost.
  - The ISC is working to update reason codes. Until new reason codes are available, initiates should use “>10%” for all retention increases to ensure proper routing.
Promotions

Promotion Due Dates
- Mandatory: December 15th
- Non-Mandatory: February 1st
- Clinical/Affiliate: March 1st
- Librarians: April 1st

AHR will send approval notifications weekly.

Letters to faculty will be sent in two batches- mandatory and non-mandatory.

AHR will upload promotions and salary increases into Workday through an EIB.
Promotions

- Please use the new promotion and tenure checklist available on the AHR website.

- Reminder about required items:
  - Peer teaching evaluations
  - If multi year appointment, indicate appointment term
  - If tenure eligible, include tenure percent
  - External letters:
    - Lecturer to Sr. Lecturer can have letters internal to the UW
    - Sr. Lecturer to Principal Lecturer must have external letters
Sabbaticals

- Please send in your sabbatical spreadsheets to AHR by January 15th.

- Approvals will be sent to Deans/Chancellors offices in spreadsheet form.

- AHR will upload all sabbaticals prior to leave start date.
  - Changes can be made in Workday by the unit.
  - Contact AHR if there are changes to a leave not entered yet.

- Once you have AHR approval, please upload sabbatical form into Maintain Worker Documents.
Reminders/Updates

- Advertisement Cleanup
  - Please take look at our website and make sure that all your advertisements are current.

- Sunday Stanley is starting in mid December as an AHR Consultant.

- Upcoming Board of Regents Agenda due dates
  - January Meeting- items entered in Workday by December 20th
Questions?

What questions do you have that we can help with today?