Academic Human Resources
Quarterly Admin Forum

October 1, 2018
Agenda

- Staffing Updates
- Workday actions related to 9/16 promotions and sabbaticals
- End of year reporting/data cleanup
- Short-term faculty employment action reminders
- Faculty Code Changes and 2018-19 Promotions
Promotions Effective 9/16/18

- Promotions were loaded into Workday on 9/25 via EIB
  - Change Job - Job profile updated
  - Change Job - 10% promotion increase to compensation
  - Update Academic Appointment - Rank/Title
  - Tenure value if applicable
AP Staffing Update

• Jim Ballew, Assistant Director of Academic Personnel Operations
• Holly Schneidmiller, ISO Specialist (10/16)
• Jesse Zhou, AHR Specialist (10/16)
• Julia Devin left ISO to join IHME
Promotions Effective 9/16/18

• Be sure to update business titles using the Title Change BP, as they are not part of the upload.

• Review titles, comp, and tenure values. Changes impacting payroll should have been made by 9/28.
Autumn Quarter Sabbaticals

• Sabbaticals were loaded into Workday on 9/26 via EIB
  – Worker placed on leave
  – Leave-related FTE change in alignment with sabbatical funding amount
Autumn Quarter Sabbaticals

- Units will need to adjust FTE if sabbaticals will be supplemented with external funds
- Changes should have been entered no later than 9/28
End of Year Reporting

Every year the Office of the Vice Provost for Academic Personnel produces a Census of Academic Personnel at the University of Washington

This Census is used to:

• Create a Fact Sheet, New Hires Report, and Terminations Report (published on the AP Website)
• Generate routine reports about the makeup of the Faculty
• Respond to data requests
End of Year Reporting

What gets included:

• One record per person
• Primary Academic Appointment
• Primary Position
• Demographic Information
• Degree Information

For all Academic Personnel active as of

November 1, 2018
End of Year Reporting

What we look for:

• Alignment between Academic Rank (appointment) and Job Profile (position)
• Valid Appointment Information (Rank, Start/End Date, Appointment Identifier, Academic Unit)
• Valid Position Information (Job Profile, Start/End Date, Entity)
End of Year Reporting

Clean Up Statistics:

- 2420 invalid or missing position end date
- 1954 positions with no active academic appt.
- 914 academic appt. with no active position
- 373 invalid or missing appointment end dates
- 277 appointing unit issues
- 250 no primary appointment
- 216 identifier issues
End of Year Reporting

What we need from you:

• End all academic appointments for Terminated Workers (via Upcoming Appointment End Dates report in WD)

• Terminate all workers whose positions have ended (via Upcoming End Employment Dates report in WD)

• Enter all information (position, appointment, comp, education history) for new academic personnel and those who have changed jobs

• Make sure appointment and position are in alignment
Timeline

• AHR will be sending out data discrepancy lists this week
• Units will have until EOD on Friday, 11/16 to make necessary changes in Workday
Quarterly Appointment Reminders

• Faculty appointed quarter-by-quarter (Lecturers, Teaching Associates, Artists in Residents) may have their employment and academic appointment end dates extended if there is no break in service or if they are on an approved Winter or Summer hiatus.

• A break in service that does not qualify for hiatus must be processed as a termination.
Quarterly Appointment Reminders

• Academic appointment end dates should align with employment end dates
• Only courtesy faculty (clinical, affiliate) and emeritus faculty in unpaid status should use the Unpaid Academic Job Profile
• Join us on October 16th for an in-depth look at the short-term faculty employment lifecycle
2018-19 Promotion/Tenure

• Initial communication sent to Dean’s offices on August 9, 2018
• Units verified lists of Mandatory cases and shared lists of expected Non-Mandatory cases
• Expecting 112 Mandatory Cases
• Expecting 219 Non-Mandatory Cases

- Mandatory Decisions Due December 15, 2018
- Non-Mandatory Decisions Due February 1, 2019
- Clinical and Affiliate Decisions Due March 1, 2019
- Librarian Decisions Due May 1, 2019
Faculty Code Changes effecting P/T Process

- **FC 21-32**: Principal Lecturers and Sr. Lecturers w/ annual or multi-year appointments at 50% or greater are now eligible to vote.
- **FC 24-34B.3**: Principal Lecturer qualifications clarified
- **FC 24-54A**: Assistant Professors (tenure track and WOT) no longer eligible to vote on promotions for instructional titles (Lecturer, Sr. Lecturer, Artist in Residence)
- **FC 24-54B**: Assistant Professors (tenure track and WOT) no longer eligible to serve on promotion subcommittees for instructional titles (Lecturer, Sr. Lecturer, Artist in Residence)
- **FC 24-32**: Mandates consideration of scholarship and teaching, research and service that address diversity and equal opportunity in promotion review
Tips for quick and easy reviews

• **2018-19 P/T Packet Checklist** is updated!
  – Use Checklist as the cover sheet for all packets
  – Please order packet contents according to checklist
  – Fill out completely!

• **Promotion and Tenure Matrix** has been updated to reflect Faculty Code changes

• No spiral bound binders or fancy folders. Binder clips are our friends!
Tips for quick and easy reviews

• External Evaluation Letters
  – Lecturer to Sr. Lecturer – internal to college
  – Sr. Lecturer to Principal Lecturer – external

• Multi-year eligible appointment terms

• Dean’s Letters
  – Address any negative votes
  – Need to outline funding plans for WOT/Research faculty
Voting Eligibility

• Reports are now available in Workday to identify voting-eligible faculty
• Units must perform analysis on Senior Lecturer population to distinguish between quarterly and annual
• Use report R0237
Thank you for joining us today!

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