Agenda

• EOAA announcement
• Changing appointment FTE
• Joint and adjunct appointments
• Changing departments
• Changing professorial tracks
Changes to Appointment FTE
Changes to Appointment FTE

• Process
  – Letter of intent from faculty member
  – Chair/Director recommendation with concurrence from Dean/Chancellor
  – Submit to AHR

• Implications
  – 40% Re-employment
  – Assistant Professor timeline
    • 90%-100%: three years
    • 70%-89%: four years
    • 60%-69%: five years
    • 50%-59%: six years
Assistant Professor Timeline Example

- Started 7/1/2010, permanent FTE is 65%, total of 8 years before mandatory review is due

<table>
<thead>
<tr>
<th>First Term</th>
<th>Second Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11 (1)</td>
<td>2013-14 (4)</td>
</tr>
<tr>
<td>2011-12 (2, renewal review takes place)</td>
<td>2014-15 (5)</td>
</tr>
<tr>
<td>2012-13 (3)</td>
<td>2015-16 (6)</td>
</tr>
<tr>
<td></td>
<td>2016-17 (7)</td>
</tr>
<tr>
<td></td>
<td>2017-18 (8, mandatory review takes place)</td>
</tr>
</tbody>
</table>
Where is Permanent FTE reflected?
Questions to Consider

• Why? What is the faculty member trying to accomplish?

• What are other options?

• Are the needs of the faculty and department aligned?

• What is the potential impact beyond the faculty member?
Adjunct and Joint Appointments
Adding an Adjunct Appointment

• Process for requesting (secondary) unit
  – Dean/Chancellor's letter, or concurrence on Chair/Director's letter including faculty vote
  
  – Chair/Director's letter from the faculty member's home unit approving the adjunct appointment
    • Requesting unit is responsible for contacting the primary unit for concurrence

• Process for home (primary) unit
  – Concurrence from Chair/Director sent to requesting unit
Adding a Joint Appointment

• Process for the requesting (secondary) unit
  – Dean/Chancellor's letter, or concurrence on Chair/Director's letter including faculty vote
  – Voting rights, tenure conferral stated in appointment documentation
  – Contact the primary unit for concurrence

• Process for the home (primary) unit
  – Concurrence from Chair/Director sent to requesting unit
Dropping Adjunct/Joint Appointments

- Non-renewal
- Faculty resignation
Questions to Consider

• How do the two departments determine the faculty’s workload/resources?

• When would you appoint someone adjunct instead of joint or vice versa?
Changing Departments in Response to an Advertisement

• Scenario
  – A current UW faculty member in the department of Chemistry submitted application materials to an open position in Chemical Engineering. They are the most qualified candidate and will be offered the position.

• Process
  – New department must submit a full new hire packet
Changing Departments (in a different School/College)

• Scenario
  – A UW faculty member in Biobehavioral Nursing wants to end their appointment in Nursing, Seattle and move to the Nursing Program in UW, Tacoma.

• Process
  – Letter of resignation from faculty member
  – Competitive search or search waiver
  – New department Chair/Director letter with concurrence from Dean/Chancellor
  – New department faculty vote
  – Offer letter
  – Letters of Recommendation
  – Updated CV
  – HFE, if applicable
Changing Departments (within the same School/College)

• Scenario
  – A faculty member wants to end their appointment in Atmospheric Sciences and begin a new appointment with Earth & Space Sciences

• Process
  – Letter of resignation from faculty
  – New department Chair/Director letter with concurrence from Dean/Chancellor
  – Faculty vote
  – Updated CV
Changing Primary Departments

• Scenario
  – A faculty member has a primary appointment in Medicine and a joint secondary appointment in Pediatrics. They want to switch their primary appointment to Pediatrics and secondary in Medicine.

• Process
  – New Chair/Director letter with concurrence from the Dean/Chancellor
  – Concurrence from prior Chair/Director
  – New department Faculty vote
Questions to Consider

• What are the changes in resources and how will they be managed?

• What is the impact on both departments and other faculty?
Changing Professorial Tracks
Changing Professorial Tracks (from tenured to non-tenured)

• Scenario
  – Example: A faculty member wants to switch from Associate Professor to Research Associate Professor

• Process
  – Letter from faculty resigning their tenure
  – Chair/Director letter with concurrence from the Dean/Chancellor
  – Faculty vote
Changing Professorial Tracks (non-tenured to non-tenured)

• Scenario
  – Example: A faculty member wants to change from Research Associate Professor to Associate Professor without Tenure

• Process
  – Chair/Director letter with concurrence from Dean/Chancellor
  – Faculty vote
Changing Professorial Tracks (from non-tenured to tenured)

• Scenario
  – Example: A faculty member wants to change from Associate Professor WOT to Associate Professor

• Process
  – Requires a review for award of tenure that takes place during the promotion/tenure cycle and is effective only at the beginning of the next academic year
  – See AHR website for more information on promotion requirements
  – HFE needed
Questions to Consider

• Is the faculty member clear on the expectations of their new track?

• Who is taking on the void left by the vacated track?

• What are the changes in resources and how will they be managed?
Questions?
Contact Information

Shirley Runkel, Director
runkel@u.washington.edu

Anne Winkelman, Assistant Director
acwink@u.washington.edu

General Information
Phone: 206-543-5630
Fax: 206-221-4622

Email:
acadpers@uw.edu

Cesar Mieses, HR Consultant
cmieses@u.washington.edu

Danae Hollinger, HR Specialist
danaeb@u.washington.edu

Pam Ziegler, HR Specialist
pz2@u.washington.edu

Greta Davis, HR Specialist
davisch8@u.washington.edu

Summer Duncan Korst. HR Specialist
summerd@uw.edu