

Autumn 2022

Quarterly Administrator's Forum



UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

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Agenda

- Salary disclosure
- Reappointments with appointment changes
- Census preparations reminders
- Autumn quarter data requests
- H-1B processing times
- ISO walk-in hours
- Employment-based visa orientation
- Sabbaticals and return to service obligations
- Temporary lecturer clarifications

New WA Salary Disclosure Law

New WA Salary Disclosure Law

- On January 1, 2023, a new Washington State Salary Disclosure law goes into effect
- More communication to come, but here are some highlights:
 - Job ads must include specific salary range and “general description of benefits and other compensation offered”
 - Actual offered salary must fall within the range- can’t have any disclaimers
 - Any jobs posted before January 1, 2023 and still live on January 1, 2023 need to be amended by the unit to adhere to the new law
- We recommend units start adding these details sooner than later
- Add your questions in the chat
 - We’ll be using these to inform our next communication to be sent out later this fall

Reappointments with Appointment Changes

Reappointments with Appointment Changes

- Unit leaders must obtain and retain written acknowledgement from appointee if any of the following occurs with the reappointment:
 - Change in appointment length (e.g. 3-year appointment with a 1-year reappointment)
 - Change of supervisor
 - Change in general duties/responsibilities
 - Change in FTE

2022 Census Preparations

2022 Census Preparations Timeline

- **Sept 28:** Next appointment issues data delivery
- **Sept 29:** Next office hour session
 - Held weekly through mid-October ([Thursdays at 1:30pm](#))
- **Oct 5:** First position issues data delivery
- **Oct 21:** All census-related transactions need to be in Workday, with dean's office approvals

2022 Census Build Timeline

- **Oct 31:** Snapshot date
- **Nov 14:** AP Census data pulled from Workday
- **Late Nov/Early Dec:** Follow up with units regarding any remaining discrepancies in the census data
 - Meetings will be scheduled in late October
- **Early 2023:** Data will be available for inclusion in data request responses

Status of Appointment Issues

- 1050 appointment issues (As of Sept 22)
 - Position Issues*: 604
 - No Primary Appointment: 70
 - Invalid Appointing Unit: 14
 - Invalid Appointment End Date^: 783
 - Invalid Roster Value: 48

Status of Position Issues

- **892** position issues (as of Sept 22)
 - Position End Date Issues: 397
 - Rank/Profile Discrepancies*: 747
 - Missing Appointment: 287

Recommendations

- Resolve appointment issues first
 - Expired appointments **MUST** be ended in Workday
- Coordinate with secondary appointing unit(s) before terminating academic personnel
 - Workers without an active position in Workday **MUST** be moved to a new position or terminated
- Don't wait until October 20 to come to office hours!
 - [Thursdays](#), 1:30 to 2:30pm

Questions?

Is there a good report to run to check our department for expired academic appointments?

R0361: Academic Appointment Expiration Audit (Output from this report is also being delivered to people with the academic partner security role on a monthly basis.)

Autumn Quarter Data Requests

Requesting Data through OAP

- Data available to request
 - Demographic data
 - Population sizes for academic units/sup orgs
- Delivery Timeframe
 - 2 weeks minimum*

*Limited capacity November through January may result in longer response times

How to request data

- Email to AcadData@uw.edu
- Include:
 - Purpose of request
 - Sup Org/Academic Unit
 - Job Profiles/Academic Ranks (or Job Families/Academic Tracks)
 - Data needed
 - Due date

H-1B Processing Times

Prevailing Wage Delays

- The Department of Labor is now taking 7-8+ months to issue prevailing wage determinations
- UW needs a prevailing wage determination for any non-union titles we are sponsoring for H-1Bs
- As a result, H-1B visa requests for non-union titles are now taking 9+ months total to process, even if units pay the \$2500 Premium Processing fee to USCIS
- See [How to Sponsor an H-1B](#) for breakdown of this timeline

What Units Can Do

- At **least 9 months before the planned start date**, units can either
 - Submit an H Visa Request or
 - Email a completed Prevailing Wage Intake Form (with published ad, if relevant) to ISO
- When offering a position to someone who needs H-1B sponsorship, **do not propose a start date less than 9 months in advance**

Questions?

What is the processing time for H-1B modifications when the visa holder was at another university?

Units should still plan for a 9-month processing timeline as long as the title is not covered by a collective bargaining agreement.

If a prevailing wage determination was submitted last spring in what would have previously been a timely manner, but is now delayed, will forgoing safe harbor be possible?

ISO is reviewing current H-1B cases to identify all possible options, including delaying start dates, extending current appointments, etc. If we determine that a case is eligible to forgo safe harbor, we will reach out to the unit.

ISO Walk-In Hours

Walk-In Hours for Fall 2022

ISO is expanding walk-in hours based on feedback from the ISO Walk-In Hours Survey

New hours start Wednesday, September 28

Walk-In Hours

- Tuesdays: 11am-12pm, 2-3pm
- Wednesdays: 10-11am, 2-3pm

Walk-In Services

- Document drop-off or pick-up – ID needed for pick-up
- Quick questions or document review for international scholars
- Travel validation signatures for J-1 exchange visitors

The secure dropbox next to the 240 Gerberding door is available for dropping off documents during regular business hours.

Employment-based Visa Orientation

Employment-based Visa Orientation

What it is

- Useful information on
 - UW processes and policies
 - Visa documents and maintaining status

Who it's for

- New or continuing UW employees on H-1B, TN, E-3, or O-1 visas

What it isn't

- Mandatory
- For J-1 scholars
- Scholars can RSVP on the [OAP Upcoming Trainings page](#)

Sabbaticals and Returning to Service

Update and Key Terms

- Application deadline for 2023-24 sabbaticals is **January 6, 2023**
- Sabbatical forms and web content are up to date
- Key terms

Sabbatical year: The year in which a sabbatical (of any duration) occurs

Return to service: Resuming one's regular appointment and duties in the academic year following the sabbatical year

Payback obligation: A requirement to reimburse the UW for salary support received from state funds during an approved sabbatical

Return to Service

- A full sabbatical (i.e., 1 qtr at 100% salary support, 2 qtrs at 75%, 3 qtrs at 67%) requires a return to service for a full academic year following the sabbatical year
- When reviewing sabbatical applications, unit administrators should remind applicants of their obligation to return in the year following the sabbatical year

Sabbaticals & Retirements/Resignations

- Some faculty make plans to retire in the same year they take a sabbatical because they think returning for winter quarter after an autumn sabbatical fulfills the return-to-service obligation; it does not
- Faculty planning to retire/resign within the next two years should consider requesting a leave without pay in lieu of a sabbatical
- When processing professorial terminations, administrators should review the individual's leave history for recent sabbaticals that suggest a payback obligation

Questions?

What is the processing time for H-1B modifications when the visa holder was at another university?

Units should still plan for a 9-month processing timeline as long as the title is not covered by a collective bargaining agreement.

If a prevailing wage determination was submitted last spring in what would have previously been a timely manner, but is now delayed, will forgoing safe harbor be possible?

ISO is reviewing current H-1B cases to identify all possible options, including delaying start dates, extending current appointments, etc. If we determine that a case is eligible to forgo safe harbor, we will reach out to the unit.

Temporary Lecturer Clarifications

Applying Provost's Lecturer Guidelines

The limit of time for lecturers to be in a temporary lecturer title is 3 years when both the following are true:

- Annual average FTE is 50% or greater
- Were appointed as temporary lecturer part-time or full-time or *a combination of both titles*
- Those temporary lecturers are ineligible for a subsequent appointment in the following titles after 3 years: acting, temporary lecturer (part-time or full-time), or teaching associate
- Unit should conduct a recruitment to fill their instructional need (e.g., professorial teaching track or lecturer part-time position)

Reminders and Updates

Reminders

- Lecturers full-time temporary must be appointed annually at 100% FTE
- Lecturers part-time temporary may only be appointed at 50% FTE or greater on a quarterly basis
 - Annual appointments may not be appointed at 50% or greater

Update

- These clarifications are also now reflected on the relevant [Titles and Ranks page](#) and the [Lecturer FAQ page](#).

Assessment of Annual Average FTE

Sample Analysis Template: Nine-Month Service Period

Academic Year	Autumn FTE	Winter FTE	Spring FTE	Annual Average
Current				
Previous				
Preceding				

Sample Analysis Template: 12-Month Service Period

Academic Year	Summer FTE	Autumn FTE	Winter FTE	Spring FTE	Annual Average
Current					
Previous					
Preceding					

Academic Appointment Analysis

Academic Rank	Roster %	Track Start	Appointment Start	Appointment End
Lecturer Part-Time Temporary	40.00%	09/16/20		
Lecturer Part-Time Temporary	0.00%	09/16/20		

Academic Rank	Roster %	Track Start	Appointment Start	Appointment End
Lecturer Full-Time Temporary	100.00%	09/16/2010	06/16/2018	06/15/2023
Lecturer Full-Time Temporary	0.00%	09/16/2010	09/16/2010	06/15/2019

More Academic A

Academic Rank	Roster %	Track Start	Appointment Start	Appointment End
Lecturer Part-Time Temporary	67.00%	06/16/2022	06/16/2022	08/15/2022
Lecturer Part-Time Temporary	Autumn FTE	Winter FTE	Spring FTE	Annual Average
	52.18	50.00	100.00	67.39
Lecturer Part-Time Temporary	100.00	100.00	100.00	100.00
	52.18	50.00	50.00	50.73
Lecturer Part-Time Temporary	33.33%	09/16/2020	09/16/2020	03/15/2021
Lecturer Part-Time Temporary	67.00%	06/16/2020	06/16/2020	08/15/2020
Lecturer Part-Time Temporary	33.33%	06/16/2018	09/16/2019	06/15/2020

Academic Rank	Roster %	Appointment Start	Appointment End
Lecturer Part-Time Temporary	51.15%	06/16/2022	12/15/2022
Lecturer Part-Time Temporary	100.00%	03/16/2022	06/15/2022
Lecturer Part-Time Temporary	50.00%	12/16/2021	03/15/2022
Lecturer Part-Time Temporary	52.18%	06/16/2021	12/15/2021
Lecturer Part-Time Temporary	100.00%	12/16/2020	06/15/2021
Lecturer Part-Time Temporary	100.00%	09/16/2020	06/15/2021
Lecturer Part-Time Temporary	50.00%	12/16/2019	06/15/2020
Lecturer Part-Time Temporary	52.18%	09/16/2019	12/15/2019

Position History Analysis

Academic Rank	Roster %	Track Start	Appointment Start	Appointment End	Last Updated
Lecturer Part-Time Temporary	66.68%	09/16/2012	09/15/2021	09/15/2022	09/16/2021
Lecturer Part-Time Temporary	0.00%	09/16/2012	09/16/2018	06/15/2022	09/15/2021
Lecturer Part-Time Temporary	0.00%	09/16/2012	09/16/2012	06/15/2021	09/16/2018



Effective Date	P P M O C A L	Job Profile (based on effective date)	Time Type	Location	Default Weekly Hours	Scheduled Weekly Hours
06/16/2022	P P M O C A L	Lecturer Part-Time Temporary	Part time	📍 Seattle Campus	40	26.67
09/16/2021	P P M O C A L	Lecturer Part-Time Temporary	Part time	📍 Seattle Campus	40	26.67
			Part-time	📍 Seattle Campus	40	31.03
	O A L					
09/16/2020	P P M O C A L	Lecturer Part-Time Temporary	Part time	📍 Seattle Campus	40	31.03

Autumn FTE	Winter FTE	Spring FTE	Annual Average
66.68%	66.68%	66.68%	66.68%
77.58%	77.58%	77.58%	77.58%

Questions?

Do the Provost Lecturer Guidelines apply to any other non-professorial instructional titles such as artist in residence?

No, the lecturer guidelines only apply to lecturer titles. See the [Titles and Ranks pages](#) for details on these other titles.

If someone reaches the three-year limit in a temporary lecturer title and doesn't get hired on in the competitive search, how long will it take to reset the three-year clock?

The three-year limit for temporary lecturer titles is based on the annual FTE average. If someone's annual FTE average falls below the minimum in a given year, then the "clock" for the three-year limit is reset.

Questions?

Shouldn't PT lecturers or FT lecturers have a roster value greater than 0% if they are in Workday? If they have 0% roster value, they should have been terminated, correct?

Roster value is required data entry for lecturers, so a 0% roster is generally assumed to be a result of incomplete data entry rather than an appointment with a maximum FTE of 0%. If a lecturer no longer has an active relationship with the appointing unit, the appointment should be ended. If they no longer have an active relationship with the university, they should be terminated.

Please note, for those lecturers eligible for off quarter hiatus during winter quarter, the appointments for autumn and spring quarters should be entered in Workday as two separate appointments with no appointment entered for winter quarter when they are placed on leave. The end employment date for the position will align with the end of the academic year.

Questions

Additional Resources

[Contact your Academic HR Specialist](#)

Visit the [OAP Trainings and Forums Archive](#)