

# OFFICE OF ACADEMIC PERSONNEL OVERVIEW

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Welcome to new academic HR administrators!



UNIVERSITY *of* WASHINGTON  
OFFICE OF ACADEMIC PERSONNEL  
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# Agenda

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- Introductions
- Office of Academic Personnel overview
- Helpful resources
- Central business partner relationships
- Breakout discussion

# Introductions

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- Mandy Toomey, Communications Specialist
  - With OAP since early 2019
  - Focused on continually improving communications with our partners
- Now it's your turn!
  - Poll

# Office of Academic Personnel (OAP) Overview

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Provides centralized guidance about academic personnel including:

- Compliance with state/federal laws and UW policy
- Data governance
- Institutional reporting
- EOAA compliance and reporting
- Steward of records for academic personnel
- Enterprise system support and optimization

Academic HR is the primary administrator support office under OAP

# OAP Mission Statement

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Support the appointment and retention of the best faculty, librarians, and other academic personnel for a global university.

Promote equitable treatment while ensuring compliance University-wide with internal and external laws, policies, and regulations.

Consult, advise, and solve problems regarding appointments, policies, and employee relations issues.

**Our focus on career advancement, compliance, and risk mitigation helps to ensure the success, reputation, and competitiveness of the University.**

# Who Are Academic Personnel?

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- Faculty, librarians, medical residents and fellows, postdoctoral scholars, academic staff
- Outlined in [APS 40.1](#)
- Details on OAP's [Academic Titles and Ranks web pages](#)

# OAP 2021-22 Service Overview

## Academic HR Transactions

- **13619 transactions** approved in Workday
- **566 promotion and tenure cases** reviewed

## Visa-Related Transactions

- **494 J visa requests and amendments** reviewed
- **202 H visa requests** (including TN and E-3) reviewed

## Project and Innovation Management

- **PTinfo website** for P&T record status
- **Hiring plan** improvements
- **Visa request tool** improvements

## Communications and Trainings

- **20 trainings and forums** presented
- **10 eDigests** sent

## Academic Personnel Data

- **80 data requests** addressed
- **10 AP Workday reports** created
- **32 AP Workday** updated

# AHR Business Partners

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- Review/process academic personnel leave requests
- Advise units on UW policy topics such as employee relations and academic personnel appointments
- Contact for academic personnel in collective bargaining agreements
- Contact for questions about the sexual misconduct disclosures



# AHR Specialists

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- First contact on academic HR processes and appointment issues
- Assigned to specific schools/colleges/campuses
- Review academic personnel-related transactions for multiyear-eligible and indefinite appointments in Workday
  - Quarterly and annual academic appointment transactions reviewed by ISC
- Review Interfolio academic job postings for UW policy compliance

# Senior Reporting and Data Analyst

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- Leads OAP data integrity efforts
- Designs campus-facing reports
- Responds to unit/public requests for data

# International Scholars Operations Team

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- Processes academic personnel visa requests
- Prepares and submits permanent residence documents
- Advises on UW-related immigration matters
- Provides trainings for campus partners on visa request processes and other immigration matters

# Visa-Related In-Person Services

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- Travel validation signatures for J-1 exchange visitors
- Quick questions or document review for scholars
- Document drop-off or pick-up
  - Bring photo ID for pick-up
- Schedule appointment for longer discussions: [acadvisa@uw.edu](mailto:acadvisa@uw.edu)
- See walk-in hours on the [OAP Contacts page](#)

# Office of Equal Opportunity and Affirmative Action (EOAA)

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- Oversees the University's Affirmative Action Program
  - Specific placement goals for each unit
- Supports University's compliance with federal and state equal opportunity and affirmative action laws and regulations
  - Workplace posters
  - Federal Department of Labor requirements
- Processes search waiver requests
- Addresses internal requests for workforce demographic data

# Contacting OAP Teams

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- General academic HR questions: [Acadpers@uw.edu](mailto:Acadpers@uw.edu)
- Visa-related questions: [Acadvisa@uw.edu](mailto:Acadvisa@uw.edu)
- Affirmative Action plan details and placement goal information: [EOAA@uw.edu](mailto:EOAA@uw.edu)
- General academic personnel data requests: [AcadData@uw.edu](mailto:AcadData@uw.edu)
  - Response time: Typically two weeks (longer mid-Nov and Feb)
- Leaves requested by academic personnel: [APleaves@uw.edu](mailto:APleaves@uw.edu)
- Feedback about trainings, eDigests, web content: [acadcomm@uw.edu](mailto:acadcomm@uw.edu)
- See the OAP [Contacts page](#) for individual contact information

# When You'll Need to Go Elsewhere

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- Workday technical questions: ISC @ [ischelp@uw.edu](mailto:ischelp@uw.edu)
- Employment verification: <https://isc.uw.edu/employment-verification-requests/>
- Benefits
  - Options: UWHR @ [totalben@uw.edu](mailto:totalben@uw.edu)
  - Managing options in Workday: ISC @ [ischelp@uw.edu](mailto:ischelp@uw.edu)
- Contract-covered employees: Labor Relations @ [laborrel@uw.edu](mailto:laborrel@uw.edu)
- Technology access: UW-IT @ [help@uw.edu](mailto:help@uw.edu)
- Student employment: [hr.uw.edu/studentemployment/](https://hr.uw.edu/studentemployment/)
- International students: ISS @ [uwiss@uw.edu](mailto:uwiss@uw.edu)

# Helpful OAP Resources

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- [Due dates calendar](#)
- [Upcoming trainings calendar](#)
- [Updates and Announcements Blog](#)
- [eDigest archive](#)
- [Training archive](#)
- [COVID-19 resource page](#)
- [For Academic Personnel](#)
- Add contacts to OAP mailing lists by emailing [acadcomm@uw.edu](mailto:acadcomm@uw.edu)
  - Name, phone extension, NetID, job title, and unit



# Info Tech Tools OAP Uses

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- Workday: HR management system for all UW
- Interfolio Faculty Search: Academic personnel recruitment
- OAP EDM: System of record for academic personnel data
  - Important because documents uploaded to Workday will be removed after the business transaction is completed
  - Unit administrators are unable to access these files, so they should keep local copies
- Lux: Visa request tool
- RT: Email ticketing system (acadpers, AcadData, apleaves, acadvisa)

# UW HR-related Organizations

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- **UWHR:** Oversees staff policies and procedures
  - Manages some functions for all workers including academic personnel
- **OAP:** Oversees academic personnel policies and procedures
  - Houses EOAA which serves both staff and academic personnel
- **ISC:** Oversees HR management system (Workday) for both staff and academic personnel

# UWHR

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- Provides HR support for UW staff
- Services for all UW employees: benefits, disability services, professional development, Whole U, SafeCampus
- Manages labor contracts for all UW employees
  - Unionized academic personnel: postdoctoral scholars, residents and fellows, extension lecturers, librarians (new)
- [HR Community of Practice](#)

# ISC

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- Manages Workday, UW's central HR management system
- Contact for questions about Workday functionality
- Reviews and approves quarterly and annual academic personnel transactions
- Provides [trainings and resource materials](#) on Workday use
- Designs and publishes custom Workday reports
- *HCM Service Partner Team*: Key [ISC contact group](#) for unit admins

# Breakout Rooms

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Discussion questions around academic personnel

- What is one question you have so far about your work or the University?