

# OAP ADMINISTRATORS FORUM SUMMER 2022

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June 16, 2022



UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

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# Agenda

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- Changes to Emeritus Request Process
- ISO: I-94 Admission/Departure Record
- Promotion and/or Tenure (P&T) Reminders
- Planning for 2022 AP Census Preparations
- Requesting Demographic Data
- Interfolio Academic Job Ads
- Future Trainings
- Updates & Reminders

# Changes to Emeritus Request Processing

# What's changing?

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Dean/chancellor needs to confirm emeritus candidate meets general standards prior to Workday entry.

Dean/chancellor reaches out to vice provost to discuss if candidate does not meet all the standards.

Unit relays confirmation through Workday business process.

# Workday action

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Unit includes one of the following statements in the Comments field of the Add Academic Track business process:

- Dean/chancellor confirms candidate meets appointment standards
- Dean/chancellor received pre-approval from vice provost for Academic Personnel

# Appointment standards for faculty

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- Is retiring/has retired from a tenured, WOT, research track, teaching track, or clinical-salaried appointment
- Is retiring/has retired at the rank of professor or associate professor
- Has/will have held a UW faculty appointment for at least 10 years prior to retirement
- Is requesting/recommended for emeritus status within one year of retirement
- Has been found meritorious in each of the 5 years leading up to retirement and has an overall record of meritorious performance
- Has had no misconduct issues requiring review and/or resolution in the 5 years leading up to retirement

# Appointment standards for librarians

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- Is retiring/has retired at the rank of librarian or associate librarian
- Has/will have held a UW librarian appointment for at least 10 years prior to retirement
- Is requesting/recommended for emeritus status within one year of retirement
- Has an overall record of being found meritorious and has been found meritorious in each of the 5 years leading up to retirement
- Has had no misconduct issues requiring review and/or resolution in the 5 years leading up to retirement

# What's the intended benefit?

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The change has two intended benefits:

- Help unit leadership identify requests that need advanced discussion with the Office of Academic Personnel
- Help expedite Workday request processing



# What else do I need to know?

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- Appointment standards and Workday request process described on OAP's [Emeritus Appointments and Re-employed Retirees](#) web page
- Change will go into immediate effect
- Unit administrators should work with their leaders and colleagues to raise awareness

# Related reminders

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- Consideration of an emeritus appointment will be made by the appointing unit *at the time of retirement*
- Signed, completed sexual misconduct disclosure form required as part of the Workday business process

# Q&A

*Is confirmation from the divisional dean sufficient for the new emeritus appointment approval process or must it come from the college dean?*

Confirmation from the divisional dean is sufficient if they have the delegated authority of the dean.

*What will dean's approval for emeritus appointments look like?*

This will just be an attestation added to the Comments section of the Add Academic Appointment business process in Workday. No additional documentation will be needed. Read more about the process on the [Emeritus Appointments and Re-employed Retirees page](#).

# Q&A

*We have received emeritus requests from a couple long-time clinical, non-salaried faculty. If they do not meet the minimum standards, should they not even be considered for these appointments?*

Emeritus appointments for these titles have been granted in some rare exceptional cases. We recommend reaching out to the vice provost for academic personnel to discuss.

*Why is the sexual misconduct declaration needed for emeritus appointments when there is no break in service?*

Anytime there is a termination and rehire a new sexual misconduct form is needed; a termination action is required to process a retirement.

# ISO: I-94 Records and Overstays

# I-94 Admission/Departure Record

- Issued by Customs and Border Protection (CBP) when a foreign national enters country
- Accessible at [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov)
- “Admit Until Date” overrides end date on prior approval notices
- “Admit Until Date” often matches passport expiration date



The screenshot shows the U.S. Customs and Border Protection website interface for retrieving an I-94 record. At the top, the U.S. Department of Homeland Security logo and the text "U.S. Customs and Border Protection Securing America's Borders" are visible. Below this, there are two tabs: "Get I-94 Number" and "I-94 FAQ", with the latter being selected. The main heading is "Admission (I-94) Number Retrieval". The record details are as follows:

Admission (I-94) Record Number:	69000888062
Admit Until Date (MM/DD/YYYY):	10/10/2012
Details provided on Admission(I-94) form:	
Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

At the bottom, a blue banner states: "Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94."

# Overstaying an I-94

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- If scholar remains in U.S. after I-94 expires, they are unlawfully present
- 180 days of unlawful presence = 3-year bar on reentry
- 365 days of unlawful presence = 10-year bar on reentry
- These bars also make scholars ineligible for H-1B extensions and legal permanent residence

# What can I do?

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- Have scholars read and complete the [Maintenance of Status/I-94 Consent form](#)
- Remind them to check their I-94 at [i94.cbp.dhs.gov](https://i94.cbp.dhs.gov) after every international trip
- If scholar overstays, [contact ISO](#) right away



# Q&A

*Is there any appeal process to the I94?*

If there's a clear error by Custom and Border Protection, the scholar can sometimes get it corrected; but in many cases, including those where the end date is aligned with the passport expiration date, there is no direct appeal. ISO can review for other strategies to deal with this issue if you let us know as soon as possible.

*Is it possible that an international scholar would travel out of the country and then have the end date on their I94 shortened when they return to the U.S.? Why would the end date be changed?*

Yes, that's correct. The primary reason for the change is because the person's passport is expiring before the H-1B end date; however, Customs and Border Protection has a lot of discretion in whether to admit international scholars and how long to admit them for. So for example, they could decide that the person's employment won't actually last for as long as the petition was approved for and decide to admit them for a shorter period.

# Promotion and Tenure Reminders

# 2021-22 P&T Recap

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- 2021-22 P&T review process is complete
  - 558 academic personnel promoted and/or awarded tenure
  - 664 total academic appointments
- 7/1 promotions (appts, positions, and comp) will be uploaded to Workday via EIB by 6/27
- 9/16 promotions (appointments) will load via EIB in July
- 9/16 promotions (positions and comp) will load via EIB in September
- Thanks to everyone who contributed to the success of this process!

# P&T Clock Waiver Reminders

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- Variety of reasons why faculty in clock-managed ranks may have P&T clock changed
- Faculty with mandatory P&T review in 2022-23 have until **June 30, 2022** to request COVID-19 clock waiver(s)
- Details: [P&T Clock Extensions Due to COVID-19 – Faculty](#)

# 2022-23 P&T Professorial Teaching Track Reminders

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- Units should ensure local **promotion guidelines** are up-to-date, published, and reflect requirements of the track
- Minimally **3 “arms-length” external reviews** required
  - Candidates for promotion to **associate** teaching professor may have reviewers who are UW Faculty members external to candidate’s school/college/campus

# 2022-23 P&T Professorial Teaching Track Reminders

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- Professorial teaching track faculty are expected to engage in full range of academic responsibilities: **scholarship**, teaching, and service (Faculty Code Section 24-32A and 24-34 B.2)
  - May demonstrate scholarship in numerous ways, including but not limited to, traditional publication
  - Ensure that evaluation criteria are clear for reviewers and candidate

# Exemplars of Professorial Teaching Track Scholarship\*

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- Integrating new pedagogical methods or new disciplinary evidence into course objectives, content and/or evaluation methods
- Developing or re-envisioning curriculum in own unit or in collaboration with others
- Developing reports/white papers in field
- Presentation at national meetings or conferences

# Exemplars of Professorial Teaching Track Scholarship\*

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- Participating on educational or training grants in discipline
- Serving as educational conference planning committee member
- Participation in general or national task forces on education in area of focus
- Performing accreditation visits for professional organizations

\*Beyond traditional publications; list not intended to be exhaustive



# Q&A

*Who does the June 30, 2022 deadline for COVID-19 promotion and tenure clock waivers apply to?*

The June 30, 2022 deadline applies for eligible faculty who are in their mandatory review year in 2022-23. Eligible faculty not in their mandatory year 2022-23, can request this waiver any time up until June 30 of their mandatory year.

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# Planning for 2022 Academic Personnel Census

# Past Years' Timeline

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- Late August: Initial data file (appointment issues) sent
- August through October: Office hours held weekly
- Early October: Second data file (updated appointment issues, position issues) sent
- Late October: Census-related transaction deadline

# Considerations for 2022

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- Prioritizing completion of the “Fact Sheet” dataset
- Desire to decrease impact of census preparation efforts for academic partners
- Reports available in Workday to identify census impacting data issues (R0716.1 and R0716.2)

# 2022 Process Questions

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- 2 survey questions
  - When is the earliest you want to receive data files?
  - How often would you like to receive updated data files?

**Thank you!**

Contact me at [cengland@uw.edu](mailto:cengland@uw.edu) or via Teams with questions or feedback about the AP Census preparations.

Note: From mid-November to mid-January I will have limited availability for data requests, so I recommend planning ahead where possible

# Requesting Demographic Data

# Available Data

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## Snapshots 2010 to 2021

- Snapshot date is 10/31
  - from Academic Personnel Census
- New hires (2017-2021 only)
- Terminations (2017-2021 only)
- Promotions (limited availability)

## Demographic values:

- Sex
- Race/Ethnicity
- Military Service Status
- Disability Status



# Request Details

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- Business need for data
- Population to include
  - Academic ranks, tracks, job profiles, job families, etc
  - Academic unit(s), supervisory organizations
  - Specific individuals (EID or NetID required)

# Request Details (continued)

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- Date of Data
  - census year(s)
  - date range
- Groupings
  - minimum grouping size is 5 people
- Deadline
  - minimum delivery time frame is 2 weeks

# Request Process

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- Email to [acaddata@uw.edu](mailto:acaddata@uw.edu)
- Response will come via RT from
  - Carla Englander, Senior Reporting & Data Analyst
  - Brian LaCour, EOAA Compliance Manager

# Questions?

- Questions about the process?
  - Email [eoaa@uw.edu](mailto:eoaa@uw.edu)
- Other items?
  - Email Carla ([cengland@uw.edu](mailto:cengland@uw.edu)) or Brian ([balacour@uw.edu](mailto:balacour@uw.edu)) directly

# Interfolio Academic Job Ads

# Interfolio – Tips & Tricks

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When closing your Interfolio ad, remember these steps:

- 1) Unpublish your ad: Will keep new applicants from applying
- 2) Remove search committee members: Stops members from receiving action notifications
- 3) Ensure Administrator is assigned Committee Manager role

Note: Do not remove the Committee Manager

# Q&A

*Does the June 30 deadline for closing Interfolio ads apply for postdoctoral scholar ads also?*

Yes, this deadline applies to all academic ads in Interfolio. The purpose is to ensure that applicant pools remain fresh. This timeline allows for ads to be posted for at least one year.

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# Future OAP Trainings



# Training Brainstorm

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Discuss the following questions

- Which past OAP trainings topics have you found most helpful? Why?
- What other AHR and/or visa-related trainings would you like to see?
- Are there existing trainings that you'd like to add additional, related topics to? (e.g. leaves, reemployment after retirement, promotion and tenure, terminations, lecturers, ad creation, J-1 visas, H-1B visas, permanent residence, etc.)

# Updates & Reminders

## From UW-IT

- Two-factor authentication turned on for academic personnel on **June 15**
- Resources and support at [IT Connect](#)
- [Faculty FAQ page](#)

## Board of Regents Report

- Process new academic personnel by **June 23** in time for the July Board of Regents meeting
- [Academic titles requiring Board of Regents approval](#)

# Questions?

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## Additional Resources

- [Contact your Academic HR Specialist](#)
- Visit the [OAP Training and Administrators Forum Archive](#)