April 22, 2020

Data for UW Academic Personnel in Workday

Spring Cleaning 2020 – Week 1

Agenda

Definitions

Relationships Between Data in Workday

Reports to Run to Identify Data Issues for Academic Personnel in Workday

Questions?

Definitions

Who are Academic Personnel at UW?

From Administrative Policy Statement (APS) 40.1:

Academic Personnel appointees are in academic positions exempt from Chapter 41.06 RCW and in the following classifications:
- Faculty (as defined in the Faculty Code, Chapter 21, Section 21-31)
- Librarians (as defined in the Librarian Personnel Code)
- Residents and fellows
- Postdoctoral scholars
- Academic staff—this category includes other academic appointees (as identified by the Office of Academic Personnel and not already represented in the aforementioned categories) who deliver instruction and/or conduct research or scholarship including, but not limited to, extension lecturers in the UW Continuum College and educators in the College of Education. Academic student employees are not included.

- The APS was updated in January 2020 to reflect the creation of the Postdoctoral Scholar bargaining unit

- APS 40.1: https://www.washington.edu/admin/rules/policies/APS/40.01.html

How are UW Academic Personnel identified in Workday?

An active position in the "01-Academic Personnel" job family group

or

An active academic appointment

- Active academic appointments and positions are those with a start date in the past, and an end date in the future or no end date entered.

Why is that an "or"?

Academic Personnel job profiles that don't require an academic appointment:

- Librarian – Retired
- Retiree - Academic

Academic Track Types that don't require a position in the Academic Personnel job family group:

- Affiliate
- Clinical Academic Staff
- Clinical Non-Salaried Faculty

Academic Personnel with academic appointments in these tracks are eligible to hold positions in any job family group

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- The number of people with academic personnel positions who don't have academic appointments should be very small, as of 4/15/2020 number of people in eligible titles is 10.
- The number of people with academic appointments who don't have an academic position can be much larger, but all people with an academic appointment should have an active position in Workday
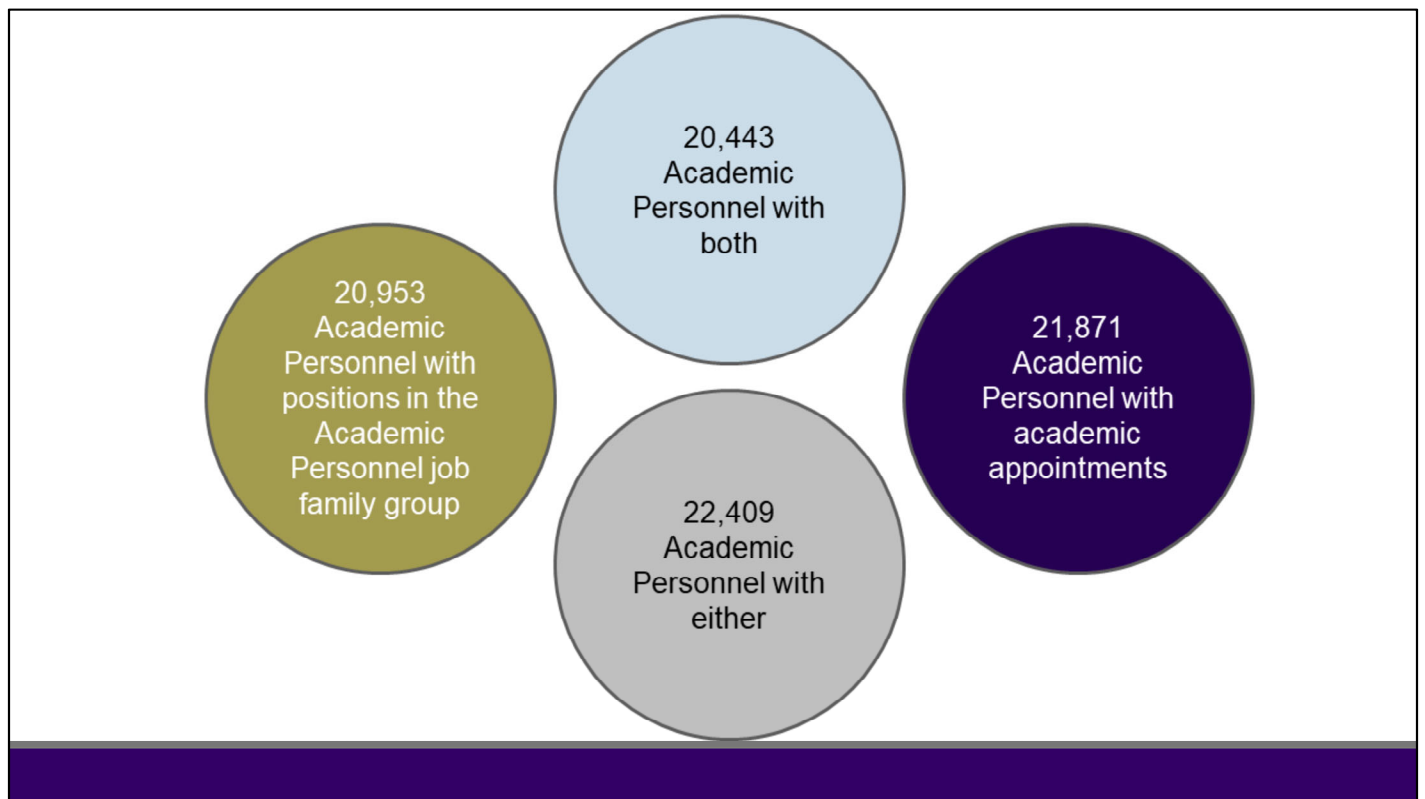
- As of 4/15/2020 there were 22,409 people in Workday who could be classified as Academic Personnel

Categories of Workday Data Related to UW Academic Personnel
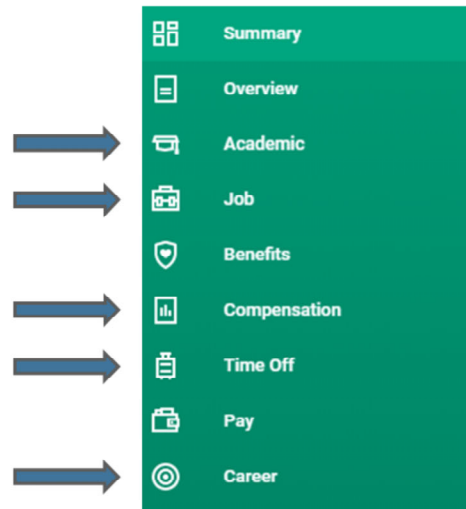
- Academic – location of academic appointments
- Job – location of position details
- Compensation – location of compensation details for currently selected position
- Time Off - location of leave and time off details for currently selected position
- Career – location of educational history (which should be entered for all academic personnel, particularly those in clock-managed titles)
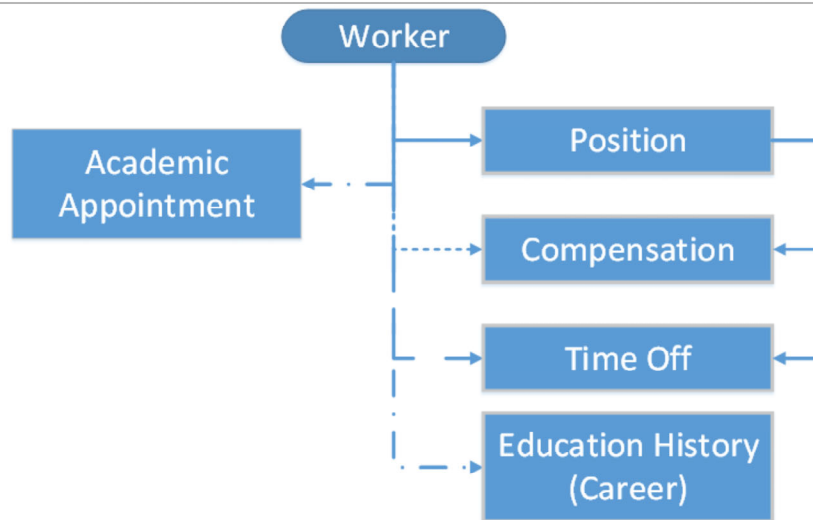
Questions?

Q: When should the Academic Retiree job profile be used?

A: *Only when an academic personnel retiree from a title other than Professor, Associate Professor, or Librarian who does not have emeritus status has been reemployed.*

Relationships Between Data in Workday

Relationships Between Data in Workday

- Academic Appointments are only required for academic appointees in titles other than Librarian Retired and Academic Retiree
- Compensation is required for anyone in paid status
- Time Offs only exist when and if a worker has requested time off or a leave
- Education History should be entered for all academic personnel

- Compensation and Time Offs are linked to both the worker and the position. If there are multiple positions, the compensation details and time off details will differ based on the position selected

- Dash dot lines indicate data required for academic personnel, but not necessarily for other types of workers
- Short dash lines indicate data required for any worker in paid status
- Long dash lines indicate data present only when a worker has initiated a leave/time off transaction

Positions

Positions capture and record details of the employment relationship, including union membership and compensation.

All active workers must have a position in Workday.

Most workers only have one position in Workday.

Multiple positions should exist for academic personnel when there are:

- multiple compensation types (Salary + PDR/Practice Plan/Stipend)
- positions in multiple job family groups (i.e. a staff position and an academic personnel position)

Multiple positions may exist for academic personnel when there are:

- positions in more than one schools/colleges/campuses

- Having a second position in the same job profile in different schools/colleges/campuses depends on the specific circumstances, and should be discussed with your Academic HR Specialist before proceeding
  - Split Tenure should be handled using costing allocations on a single position
- Multiple academic personnel positions in the same school/college/campus should be handled via costing allocations on a single position

Academic Appointments

Academic appointments capture and reflect the full breadth of a person's academic relationship with the university, including awards of tenure, adjunct appointments, administrative appointments, and endowed appointments.

Academic appointments reflect the requirements established in the Faculty Code, Librarian Personnel Code, APS, and collective bargaining agreements.

Academic personnel other than retired librarians and academic retirees are required to have an academic appointment.

All academic personnel with an academic appointment must have one, and only one, designated as "Primary".

It is common for academic personnel to have multiple academic appointments.

- Professors Retired and Associate Professors Retired need to have academic appointments to ensure they are included in the voting rosters when they are eligible to vote.

- Academic Appointments were added to Workday following a development process that started in 2011

Similarities Between Positions and Academic Appointments

Positions	Academic Appointments
Supervisory Organization Hierarchy	Academic Unit Hierarchy
Supervisory Organization	Academic Units
Job Family Hierarchy	Academic Track Type Hierarchy
Job Profiles	Academic Ranks
Fixed Term or Regular	Fixed Duration or Indefinite

Supervisory Organizations and Academic Units

Supervisory Organizations (and the Sup Org Hierarchy)	Academic Units (and the Academic Unit Hierarchy)
Rolls up to "University of Washington ()"	Rolls up to "University of Washington"
Includes all university organizations	Includes only academic appointing units*
For academic sup orgs, the structure is generally: Dean's office then departments, with additional sup orgs for labs, different worker types, and other operational infrastructure	Structure is university, schools/colleges/campuses, CAS divisions, departments, SOM/Bothell divisions
Changes can be requested by units using a request form on the ISC website	Changes are initiated by OAP following an RCEP or name change approved by the appropriate office

- Divisions within SOM (DOM, PEDS, SURG) are not academic appointing units, but they are included in Workday to facilitate management of academic appointments in those departments
- Dean/Chancellor appointments are in the school/college/campus – positions are in the Provost Office
- Chair appointments are in the department – positions are in the professorial title
- Supervisory Organizations reflect direct management, so the manager may not be in the same organization, and people in the same department may be in several different sup orgs.
- The differences in the data captured in a position and an academic appointment may result in multiple job profiles associated with a single academic rank (i.e. Postdoctoral Scholars, combination funding situations – partial PDR, partial Practice Plan, partial Stipend)

- RCEP procedures are laid out in Section 26-41 of the Faculty Code

Job Families/Profiles and Academic Track Types/Ranks

Job Family Hierarchy and Job Profiles

Includes all job profiles across the university

Job profiles may exist in more than one job family

01-Academic Personnel structure reflects the categories laid out in APS 40.1.

Faculty are divided into "Annual or Shorter" and "Indefinite and Multi-year" to facilitate routing and support other operational processes

Academic Track Types and Academic Ranks

Includes academic ranks specified in the Faculty Code, Librarian Personnel Code, bargaining agreements, and APS 40.1

Each academic rank exists in one Academic Track Type

Track Type Categories reflect APS 40.1

Track Types reflect governing documents, and are designed to support operational processes and grouping

- Track types also reflect the groupings called out in the faculty code and librarian personnel code

Compensation and Time Off

Associated with the worker and the position

Workers with multiple positions will have different compensation entries for each position

Leaves and Time Off Details also need to be entered for each position

- Time Offs only exist when/if the worker requests time off or a leave
- Time Off Details need to be entered by the units, not the worker
- Neither of these types of data are associated with the academic appointment

- Primary Position is Postdoctoral Scholar Fellow, comp is stipend paid via Period Activity Pay;
- Secondary Position (indicated by "(+)") is Postdoctoral Scholar, comp is salary
  - Switch between positions by clicking on the arrow button next to the job title

Education History

Associated with the worker

Used for academic personnel and in the medical centers

Data is shared with the Board of Regents when a new academic appointment requiring regents approval is reviewed

Data is included in the Promotion Candidate Data Sheet

Data is also used to determine the correct salutation for official communication from OAP

- This data is essential for academic personnel in clock managed and promotion eligible titles.
- Information about titles requiring regents approval can be found on the AHR website: https://ap.washington.edu/ahr/academic-titles-ranks/academic-titles-requiring-board-of-regents-approval/
    - Administrative ranks at and above the Chair or Director level
    - Professorial ranks in the tenure/tenure track, research, without tenure, visiting, clinical dental pathway, and ROTC track types
    - Full-time multi-year eligible lecturer ranks
    - Artist in Residence, Senior Artist in Residence and Professor of Practice
    - Endowed appointments at ranks other than endowed fellowship
- The Promotion Candidate Data Sheet is a summary document containing academic appointment and degree information attached to all promotion and tenure packets prior to provost review.

Questions?
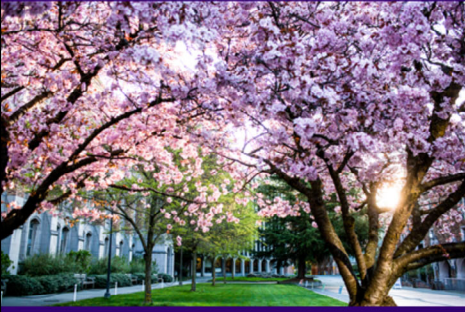
Q: Should education history be entered for Postdoctoral Scholars?

A: *Yes, please.*

Q: Since we don't create academic appointments for affiliate professors, does this include adjunct professors as well?

A: *No, affiliate faculty should have academic appointments entered in Workday, as should adjunct faculty.*

All academic personnel should have an academic appointment entered for each appointment they hold in each unit, which may result in multiple adjunct or affiliate appointments per person. Affiliate faculty may not need a **position** *in Workday if they already hold a position in a job family group other than "01-Academic Personnel".*

Reports to Run

R0469: Academic Workers without Primary Academic Appointments

Academic Workers without Primary Academic Appointments R0469 (Actions)

Instructions   Identifies workers with positions in the Academic Personnel job family group who do not have a Primary Academic Appointment, which is required, as of the specified date. The report output can be filtered by Supervisory Organization.

Snapshot Date	*	MM / DD / YYYY 📅
Supervisory Organization	*	☰
Include Subordinate Organizations	☐	

> 182 as of
> 4/15/2020

Filter Name

Manage Filters
1 Saved Filters ▼   Save

Hot Tips

Search using the name of the supervisory organization's manager to help narrow down the results

- ◦ "Ramsey," results in a first result of "School of Medicine (Ramsey, Paul)" the top level supervisory organization for the School

If you support multiple organizations, save your filters to make it easier to find the right organizations next time you run this report.

Why we built this report

Academic personnel other than retired librarians and academic retirees are required to have an academic appointment

All academic personnel with an academic appointment must have one, and only one, designated as "Primary"

Primary academic appointments are used to determine eligibility for voting in Faculty Senate elections, and any time data is requested about the academic personnel population

Possible actions to take

If there is an expired primary academic appointment:
- Update it to extend the end date
- End it, so you can add a new primary academic appointment

If there isn't a current "primary" academic appointment:
- Update an existing academic appointment to change the identifier to "primary"
- Add one!

If the person's relationship with the university has ended:
- End the position

Plan to run this report monthly to ensure academic appointments have been entered correctly for new academic personnel

R0612: Academic Appointees without Active Positions

Hot Tips

The "Academic Unit" prompt doesn't include subordinate units

- ◦ If you are running the report for an entire school, college or campus, use the "School/College/Campus" prompt.
- ◦ If you are running the report for a department that contains divisions, be sure to select each unit

To select several values at once type in the search term and hit "return". Once the results display key "control" and "a" together, then hit the space bar.

Why we built this report

All academic appointees must have an active position in Workday

All academic appointments need to be ended when a worker is terminated

Possible actions to take

If the person's position has expired:
- Update it to extend the end date using the appropriate business process
- Use Lateral Move to change the job profile to Unpaid Academic
- Terminate the worker and end the academic appointment

If worker has been terminated
- End any active academic appointments
- Rehire the worker into a valid position for the academic appointment in your unit

Plan to run this report monthly to ensure positions and academic appointments have been entered correctly.

- If an academic appointment was extended through reappointment, they need to have an active position with an end date that corresponds to the end date identified in the reappointment letter. The appointment can only be ended early through a termination initiated by the unit or through a resignation initiated by the academic person.

R0650: Academic Personnel with an Invalid Primary Academic Rank - **New Report!!!**

Academic Personnel with an Invalid Primary Academic Rank R0650 (Actions)

Instructions   Please select the Supervisory Organization, job family(ies), and/or job profile(s) you would like to see data for. Positions where the academic rank for the primary appointment is not valid will be included.

To determine the valid academic rank or job profile, please refer to the appropriate tab on Sextant (accessible via http://ap.uw.edu/sextant - NetID required for access).

The report output is restricted to only include positions in the 01 - Academic Personnel job family group

353 as of 4/22/2020

Supervisory Organization

Include Subordinate Organizations

Job Family

Job Profile

Hot Tips

Academic appointments that have expired but have not been ended will appear in the report output.

Search using the Organization ID of the supervisory organization to help narrow down the results
- "SOM_000001" results in a first result of "School of Medicine (Ramsey, Paul)" the top level supervisory organization for the School
- You can see the Organization ID by looking at the Supervisory Organization details in Workday

Why we built this report

For each job profile in the 01-Academic Personnel job family group there are a limited number of academic ranks that are valid to be used for the "Primary" academic appointment

The valid academic ranks are included on the "Positions" tab of Sextant (accessible via the blog post at http://ap.uw.edu/sextant)

Possible actions to take

Review the person's record to determine the correct academic rank/job profile.
- Update the position or academic appointment to resolve the discrepancy
  - Documentation may need to be added to Workday when you make the update

Review Sextant for questions about valid academic rank(s) for the job profile
- Feel free to ask for guidance (acaddata@uw.edu, acadpers@uw.edu, or your designated AHR Specialist)

If there is an expired primary academic appointment:
- End it if it is no longer valid
- Update it to extend the end date if it is the correct primary academic appointment

Plan to run this report monthly to ensure new or updated positions and academic appointments have been entered correctly.

Questions?

Q: Is there a report to identify academic personnel missing education history information?

A: *Not yet, but it's on our list of reports to develop.*

Up Next

Feel free to reach out to me directly by emailing acaddata@uw.edu or by calling (206) 616-4735

4/29: Dates for Academic Appointments

5/6: Academic Appointment Data in Detail