

2022 CENSUS PREPARATIONS



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Agenda

What is the AP Census?

What are the goals for the census preparations?

How will we achieve those goals?

What is in the audit reports?

What are the common data issues?

Resources

What is the AP Census?

Overview

Built annually by OAP

Snapshot reflects UW academic personnel population on October 31 of each year

Allows tracking of changes to the academic personnel population year over year

Question: What is the OAP?

Answer: OAP is the Office of Academic Personnel (<https://ap.washington.edu/about-us/>)

How It's Used

AP Fact Sheet

AP Profile

AP New Hires & Terminations Reports

Faculty Dashboard (produced by Office of Planning and Budgeting)

IPEDS (Integrated Post Secondary Education Data System) Report

AAUP (American Association of University Professors) Faculty Salary Survey

Affirmative Action Plan

Campus requests for faculty data

Public requests for faculty data submitted via the Public Records Office

Who and What Is Included

Who is included in this population?

- People with academic appointments on October 31

and

- People with positions in the Academic Personnel job family group on October 31

What data is included in the census?

- Primary academic appointment
- Position in the Academic Personnel job family group
 - *If the person does not have a position in the Academic Personnel job family group, then the worker's primary position is included*

Anyone with an appointment or position will be included in the census, but both an active academic appointment and an active position (not necessarily academic) are required for people included (unless the job profile specifically does not require an academic appointment).

What are the Census Prep Goals?

Academic Appointment Goals

For all individuals with active academic appointments on October 31:

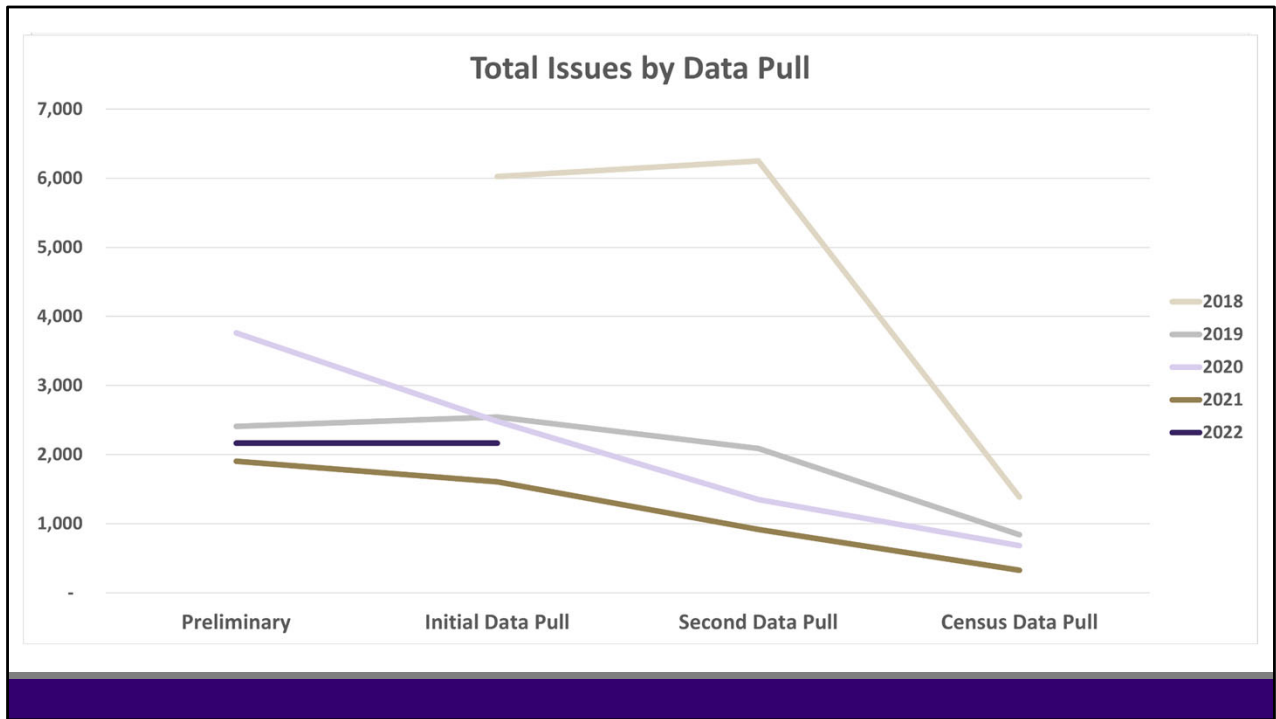
- Primary appointment entered
- Rank corresponds to the worker's job profile
- Academic appointing unit is valid
- Roster percent is valid (for titles requiring a roster value)
- Appointment end date is valid for the academic rank

Roster percent is used to assess full-time status

Position Goals

For all individuals with active positions in the Academic Personnel job family group on October 31:

- Position entered
- Job profile that corresponds to worker's primary academic rank
- End employment date is valid for job profile



Expired positions will not be included in the census

Status as of July 28

- 2164 individuals with appointment or position issues (1847 in 2021)
- Missing Primary Appointment: 294
- Missing Academic Position: 957
- Terminated or Contingent Worker: 237
- Rank Profile Discrepancies: 24
- Invalid Appointing Unit: 15
- Missing/Invalid Roster Value: 50
- Expired Academic Appointment: 1342
- Invalid Appointment End Date: 142
- Expired Position: 783
- Invalid Position End Date: 21

All schools/colleges/campuses have issues

Expired appointments and positions will not be included in the census

- The counts of expired appointments has gone up approx. 5% over 2021
- The counts of expired positions has more than doubled!

How Will We Get There?

2022 Census Preparations Timeline

- **July 20:** First appointment issues data delivery
- **July 21:** First office hour session
 - Held weekly through mid-October ([Thursdays at 1:30pm](#))
- **August 2:** Overview training
- **September 15:** Second Workday [restricted entry period](#) ends
- **October 5:** First position issues data delivery

Office Hours

- Will use waiting room and will admit one person at a time to allow for more detailed discussions
- Please don't wait until the last session to ask all your questions!

Merit Restricted Entry Period

- Started 8/1
- Doesn't include all academic personnel titles
- See the OPB website for the specific actions allowed & prohibited

Timeline continued

- **October 21:** All transactions for academic personnel who will be active on October 31 need to be entered in Workday, with dean's office approvals
- **October 31:** Snapshot date
- **November 14:** Census data pulled from Workday
 - Units will be contacted regarding any discrepancies in the census data

Audit Reports

Permissions:

- Academic Chair / Chair's Delegate
- Academic Dean / Dean's Delegate
- Academic Partner
- HCM Initiate 2

R0716.1: AP Census Academic Appointment Audit

Academic Personnel Census Academic Appointment Audit R0716.1

Instructions Identifies academic appointments with census-impacting data issues.

PURPOSE:

This report allows units to identify academic appointments with data issues that may impact the AP Census. The included issues are those related to end dates (invalid or expired), roster values, appointing units, missing primary appointments, and missing positions.

This report should be run weekly during the census preparations window (August through October) to ensure all academic appointment data is complete and accurate on the AP Census snapshot date.

PROMPT DETAILS:

Select the academic rank(s), track type(s), academic unit(s), and/or School/College/Campus you would like to see data for.

Census Date	<input type="text" value="10/31/2022"/>
Academic Rank	<input type="text"/>
Academic Track Type	<input type="text"/>
Academic Unit	<input type="text"/>
School/College/Campus (Selection option from "All" category)	<input type="text"/>

Filter Name

Manage Filters

Save

1 Saved Filters

OK

Cancel

- Census Date: Leave as Default
 - Change to current date if you have job change actions on hold due to the merit black out
- Academic Rank: Only set a value if you want to restrict the output to specific titles
- Academic Track Type: Only set a value if you want to restrict the output to specific track type
- Academic Unit: Select your unit if you are in a department or division
- School/College/Campus: Select your unit if you are in a school, college or campus

Academic Appointment Issues

- Missing positions
- Terminated/contingent workers
- Missing primary appointments
- Expired appointments
- Invalid end dates
- Invalid appointing unit
- Missing/invalid roster

Delivered starting 7/20

Data files identify issues as of 10/31/2022

Appointments and positions not entered in Workday will not be reflected in the output
To check current state data, run the report using the current date instead of the prompt date

R0716.2: AP Census Position Issues

Academic Personnel Census Position Issues R0716.2

Instructions This report identifies positions in the 01 - Academic Personnel job family group with census-impacting data issues.

PURPOSE:


This report allows units to identify positions in the 01 - Academic Personnel job family group with data issues that may impact the AP Census. The included issues are those related to end dates (invalid or expired), and missing academic appointments.

This report should be run regularly during the census preparations window (August through October) to ensure all academic appointment and position data is complete and accurate on the AP Census snapshot date.

PROMPT DETAILS:

- Please select the job profile(s), job family(ies), and/or Supervisory Organization you would like to see data for.

PLEASE NOTE: The report output includes expired positions in the 01 - Academic Personnel job family group.

Census Date * 10/31/2022 

Supervisory Organization *


Include Subordinate Organizations

Job Family

Job Profile

Filter Name

Manage Filters

1 Saved Filters 

- Census Date: Leave as Default
 - Change to current date if you have job change actions on hold due to the merit black out
- Supervisory Organization: Select your unit
- Include Subordinate Organizations: Check the box
- Job Family: Only set a value if you want to restrict the output to specific job families
- Job Profile: Only set a value if you want to restrict the output to specific titles

Position Issues

- Invalid rank/profile combination
- Expired positions
- Invalid end dates
- Missing academic appointments

Delivered starting 10/5

Data files identify issues as of 10/31/2022

Appointments and positions not entered in Workday will not be reflected in the output

To check current state data, run the report using the current date instead of the prompt date

Common Data Issue Areas

Missing Primary Appointment

Common data issues

- No active academic appointments
- No active primary appointment

Root causes

- Worker terminated
- Primary appointment ended, secondary appointment not updated

Actions

- End lingering academic appointments
- Update a secondary appointment to change the identifier

- Terminated workers may need to be rehired due to an active secondary appointment

Specific Examples:

- Professor appointment with “J-Joint” identifier
 - Terminated 7/1/2022 due to resignation
 - In progress new primary appointment in Affiliate Professor title
 - Recommended Action:
 - End joint appointment effective 6/30/2022
 - Complete in progress rehire BP
- Clinical Instructor Non-Salaried appointment with “D-Dual” identifier
 - Terminated 7/4/2022 due to end of fixed term position (Resident)
 - Clinical instructor appointment extended via reappointment (included in R0555 submission)
 - Recommended Action:
 - Rehire as unpaid academic effective 7/5/2022
 - Update academic appointment to change identifier to “P-Primary” effective 7/5/2022
 - If there is no intention to maintain an ongoing relationship with the individual, do not include in future reappointment file (R0555) submissions

Fixed Term Positions with Upcoming End Dates

Common data issues

- No active position on 10/31
- Academic appointment end date prior to 10/31

Root causes

- Reappointment date is in the future

Actions

- Update or end the academic appointment as soon as the reappointment decision has been made
- Update or end the position as appropriate based on the decision and the title.

- Only applies to titles not tied to the academic year (postdocs, residents & fellows, etc)
- Terminations are not subject to the merit blackout

Specific Examples:

- Postdoc with 9/15/2022 appointment and position end dates
- Recommended Action:
 - If decision is to reappoint:
 - Update the academic appointment using “Reappointment” BP reason as soon as the decision is made
 - Extend the position end date using “Reappointment” BP reason as soon as the decision is made
 - **Title is not subject to Merit Blackout**
 - If decision is to terminate
 - End the academic appointment
 - Terminate the worker (after verifying there are no additional positions/appointments)
 - **Terminations are not subject to Merit Blackout**
- Assistant Librarian - Temporary with 9/15/2022 appointment and position end dates
- Recommended Action:
 - If decision is to reappoint:

- Update the academic appointment using “Reappointment” BP reason as soon as the decision is made
- Extend the position end date using “Reappointment” BP reason after the end of the Merit Blackout
 - ***Title is subject to Merit Blackout***
- If decision is to terminate
 - Same as above
 - ***Terminations are not subject to Merit Blackout***

Emeritus, Affiliate & Clinical Non-Salaried Faculty

Common data issues

- Rank/Profile discrepancies
- No active position on 10/31
- Expired academic appointment

Root causes

- Fall outs from Reappointment EIB not loaded
- Job change prohibited due to Merit Blackout

Actions

- Verify status of academic appointment (reappointment decision)
- Verify academic rank and job profile

➤ **Faculty reappointed in spring can only be terminated if they resign their appointment**

Question: How should you deal with emeritus appointments that have a long term appt but are currently being paid?

Answer: If they are going to remain in paid status, you can extend the position end date now. If they are going to return to unpaid status, move them back into the Unpaid Academic job profile.

- If there is a pending job change, the merit blackout may prevent resolution

Specific Examples:

- Affiliate Assistant Professor in paid status through 9/15/2022
 - Appointment end date is 6/30/2023
 - Job change prohibited until end of Merit blackout (9/15/2022)
 - Recommended Action:
 - If remaining in paid status: extend position end date via reappointment BP if remaining in paid status (max position end date is 6/30/2023)
 - If moving into unpaid status: move into Unpaid Academic job profile via lateral move BP.
 - Termination is not an option
- Professor Emeritus in paid status through 10/31/2021
 - Emeritus appointment is still active (can only be ended due to death or

resignation)

- Emeritus titles and Unpaid Academic are excluded from the Merit Blackout
- Recommended Action:
 - Move into Unpaid Academic job profile via lateral move BP effective 11/1/2021

9-Month Faculty Promoted in 2022

Common data issues

- Rank/Profile discrepancies
- No active position on 10/31

Root causes

- Appointment updates will be made in August, but the position updates won't be loaded until September

Actions

- None until position updates are loaded (mid-September)
- **Do Not enter promotion actions individually - they will be loaded via EIB**

Roster Value

Common data issues

- Missing roster value
- Roster value below minimum

Root causes

- Missing data entry
- Value not entered correctly

Actions

- Update academic appointment to correct roster value

Roster value: Contracted rate of employment – found in the offer letter, does not change unless the person resigns a portion of their appointment or there is a new appointment (at reappointment for fixed term titles, or via a new position). Required for titles required to be in paid status (emeritus, affiliate, clinical non-salaried, APL, and ROTC among others)

Specific Examples:

- Assistant Professor without Tenure
 - Minimum roster is 50%
 - FTE is 100%
 - Offer letter states FTE will be 100%
 - Recommended Action:
 - Appointment should be updated to reflect a roster value of 100% effective the appointment start date
- Acting Instructor
 - Minimum roster is 1%
 - FTE is 100%
 - Offer letter states FTE will be 100%
 - Recommended Action:
 - Appointment should be updated to reflect a roster value of 100% effective the appointment start date

- Postdoc
 - Minimum roster is 100%
 - FTE is 100%
 - Offer letter states FTE will be 100%
 - Recommended Action:
 - Appointment should be updated to reflect a roster value of 100% effective the appointment start date

Clinical and Affiliate Titles

Common data issues

- Rank/profile discrepancies

Root causes

- Incorrect job profile assigned when moving into paid status
- Appointment track changed; job change not processed

Actions

- Verify rank level and track, then make the appropriate update(s)

- Academic rank and job profiles should match when in paid status

Specific Examples:

- Position in Clinical Professor – Salaried job profile; Academic appointment in Clinical Professor – Non Salaried academic rank
 - Academic rank since 2019: Clinical Professor - Non Salaried
 - Job profile during most recent period in paid status: Clinical Professor – Salaried
 - FTE was 25%
 - Recommended Action: Update position to change job profile to Clinical Professor - Non Salaried
 - FTE is below the minimum threshold for the Clinical Salaried track, no documentation of track change to Salaried
- Position in Affiliate Associate Professor job profile; Academic appointment in Affiliate Assistant Professor academic rank
 - Academic rank since 2010: Affiliate Assistant Professor
 - Job profile during two most recent periods in paid status: Affiliate Associate Professor
 - No record of promotion
 - Recommended Action: Update position to change job profile to Affiliate Assistant Professor

- If there is a desire to change the rank to Affiliate Associate Professor, the faculty must participate in the Promotion & Tenure process

Other Issues

Invalid Appointing Unit

- Primary academic appointments must be in an academic appointing unit
- For departmentalized units, the school/college/campus is not an academic appointing unit

End Dates (appt or position)

- Appointments and positions for indefinite titles must not have an end date
- Appointments and positions for fixed-term titles must have an end date that does not exceed the maximum term for the title

Undepartmentalized units include: Education, Information, Law, Evans, Social Work, and UW Libraries

Indefinite titles (Primary-eligible only): Professor, Professor WOT, Librarian, Associate Professor, Associate Professor WOT, Associate Librarian

- If the employee type is fixed term, that will need to be corrected in order to remove an end employment date

Terms for fixed term titles are identified in Sextant.

- If the employee type is regular, that will need to be corrected in order to set the end employment date

Resources

OAP Resources

[Academic Personnel Census: An Introduction](#)

[Workday Academic Personnel Audit Reports](#)

[Annual Audit Schedule](#)

[AP Census Preparation FAQ](#)

[Sextant: An Academic Appointments and Positions Guidance Tool](#)

ISC Resources

[User Guides](#)

[Admins' Corner](#)

- Admins' News
- Monthly Tasks

People

[Academic HR Specialists](#)

ISC Tier 2 Academic Service Partners

Me (Carla)



Thank you!