

# 2023-24 Reappointment Decision Instructions

Follow the instructions below to submit reappointment decisions to Academic HR (AHR).

Reappointment information for most academic personnel will be entered into Workday centrally by the ISC. They'll use information provided by units on the "Winter" and "Spring" spreadsheets. These two spreadsheets are built off the R0555 report, completed by each school/college/campus following the instructions below, and uploaded to SharePoint. It's important that units refrain from adding additional rows or columns to the spreadsheets as this will create an error when the file is uploaded into Workday.

Some reappointment decisions must be entered manually into Workday by unit administrators.

## Deadlines

- **January 19, 2024:** Upload completed "Winter spreadsheet no later than this date
- **March 15, 2024:** Upload completed "Spring" spreadsheet no later than this date

Note: AHR recommends sending completed spreadsheets close to the deadlines to ensure that decisions are as close to final as possible.

## Running Reappointment Reports

Units should run R0555: Appointments Eligible for Reappointment to identify all faculty for whom reappointment decisions need to be recorded.

**Step 1:** Navigate to the R0555 report in Workday

**Step 2:** Run the "Winter" report by checking the boxes next to "Winter/Annual Reappointments" and "Winter/Multi-Year Reappointments"

**Step 3:** Academic Appointment Dates should automatically populate (Do not change):

**Step 4:** Select your school/college/campus from the dropdown menu

**Step 5:** Click "OK"

**Step 6:** Once the report is generated, download and save as an Excel file

**Step 7:** To run the "Spring" report, repeat steps 1-6, but for Step 2 check the box next to "Spring/Annual Reappointments" and uncheck the "Winter/Annual Reappointments" and "Winter/Multi-Year Reappointments" boxes

## Completing Reappointment Spreadsheets

- For each person listed, units must indicate either "Reappoint" or "Non-Reappoint." One of these two options must be entered for each individual.

- **Reappoint**
  - Enter for any appointment extending beyond the current June 15 or June 30 end date. This includes any academic personnel being reviewed for promotion and/or tenure. P&T decisions will be processed after reappointments.
  - For all reappointments, indicate the number of years for which the person is going to be reappointed
    - Annual Appointments: Enter “1”
    - Multi-Year Eligible Appointments: Refer to the [Reappointments page](#) table for appointment-specific terms.
- **Non-Reappoint**
  - Enter for any appointment not extending beyond the current June 15 or June 30 end date. Note: Termination actions will need to be processed manually by the unit.
  - Leave the term column blank
- Dean/chancellor’s office administrators should upload ONE completed “Winter” spreadsheet and ONE completed “Spring” spreadsheet to SharePoint by the respective deadlines noted above.

Note: Submitting completed spreadsheets fulfills the unit obligation to notify AHR of reappointment decisions. No additional documents need to be uploaded to Workday.

## Submitting Spreadsheet Corrections

- If a correction needs to be made on a given reappointment decision, dean’s/chancellor’s office administrators should email [acadpers@uw.edu](mailto:acadpers@uw.edu) to coordinate any changes.

## Manual Academic Personnel Reappointment Entry

Units will need to manually enter reappointment decisions following steps outlined in the [ISC Reappointment User Guide](#) for the following academic personnel groups:

- All locally-managed reappointments listed on the [Reappointments web page](#)
- Position reappointment decisions for clinical non-salaried and affiliate titles
- Any academic personnel not on the reappointment spreadsheets whose appointment(s) require a decision