Agenda

Welcome

Today's topics: Reappointments and Sabbaticals
Focus on key considerations, where there might be confusion, changes in effect this year, and your questions.

Open floor Q&A

Reappointments

Reappointment Guidance

OAP's <u>Reappointments</u> webpage should be your first stop for reappointment information.

It covers:

- Notification deadlines
- Winter/Spring reappointment reports
- General and academic-year specific processes

Reappointment Overview

Fixed term academic personnel are those with a defined appointment end date.

Before the expiration of the term, units decide whether the **individual will** be **reappointed** or the **appointment** will end.

The **reappointment process** is the process of making that decision, notifying the **individual,** and updating Workday.

Reappointment Overview

**Reappointment is not*:*

- A promotion or <u>academic review</u> for clock-managed appointees

- An opportunity to change rank/title for those subject to the promotion process

- **An option after there has been a** break in service**; that would be a rehire**

Reappointment Overview

Key process actions:

- Eligible unit personnel vote on the question of reappointment

- Dean/chancellor makes the final reappointment decision

- Faculty members are notified of the decision

- Annual/multiyear faculty Workday records are updated via mass upload (i.e., EIB)

- Quarterly appointed faculty/non-faculty academic personnel Workday records are updated manually by the unit

Voting on Reappointment

Voting members of the appropriate department/undepartmentalized SCC **vote to recommend renewal or termination** of the appointment.

That authority can be delegated to an elected committee **only as concerns** renewal of affiliate faculty, annual clinical faculty, and annual or quarterly part-time lecturers.

The elected committee must have more than one person and **may not** include the chair/dean.

Downstream Impact

Getting the **reappointment** right is important because it could impact:

- **Payroll - including over-/under-payment**
- **Benefits**
- **UW system access**
- **Summer** hiatus
- **Merit**
- **AP** Census & external reports

Decision Deadlines

Faculty Code 24-41 requires that faculty receive a specifically prescribed duration of **advanced notice** of the reappointment decision.

Without such advanced notice, the default action is reappointment.

All notifications – whether to reappoint or not reappoint – must be communicated **in writing**.

Service Period Notification Deadlines

Dec 15	Dec 31	Mar 15	Mar 31	Timely manner	
9-month	12-month	9-month	12-month	9-month	12-month
• Research track • Teaching track • Clinical Practice track • Clinical Dental Pathway • Lecturer part-time • Lecturer full-time temporary • Professor of practice • Senior artist in residence • Artist in residence (full time)		• Any annually appointed faculty member in their first year of appointment		• Acting faculty • Adjunct appointments • Affiliate faculty • Clinical faculty (annual) • Teaching associate (annual) • Visiting faculty appointments	

Reappointment Letters

Beyond the confirming reappointment, an employee's notification letter should specify if there will be a change in:
- Duration of appointment
  (e.g., moving from 3-yr to 5-yr appointment or vice versa)
- Supervisor
- General duties/responsibilities
- Roster percent (aka standard FTE)

Non-Reappointment

Employees who will not be reappointed:

− Must be notified in writing

− Should have their position in your unit terminated in Workday
  (Terminate Employee > Separation > Fixed Term Job Ended)

− Should have their academic appointment in your unit ended in Workday
  (End Academic Appointment Track > End Academic Appointment > End of Term Appointment)

− If the employee has a separate appointment that will continue in another unit, work with the other unit to coordinate a transfer in Workday

Non-reappointment is not an involuntary termination.

Communicating Outcomes to AHR

Units will notify AHR of reappointment decisions via two spreadsheets:

- 'Winter' spreadsheet – Due to AHR by Jan 17; reports all outcomes for those with December notification deadlines

- 'Spring' spreadsheet – Due to AHR by Mar 14; reports all outcomes for those with notification deadlines in March or later

Communicating Outcomes to AHR

When preparing the Winter and Spring spreadsheets:

- Review Reappointment Instructions on OAP's <u>Reappointments</u> web page

- Identify outcomes as "Reappoint" or "Non-Reappoint"; no other options

- Record the number of years associated with a new reappointment term

- Send one Winter and one Spring spreadsheet per school/college/campus

- Send each final spreadsheet to AHR as close to the applicable due date as possible so that all outcomes are documented

Common Questions

Q: Do the faculty vote on a recommendation for the reappointment term length?

A: No. Faculty vote on whether to reappoint. Term length is determined by the chair/campus dean/dean, who can make that determination before or after the vote.

Q: Who informs the employee of the reappointment decision?

A: The dean or individual with the dean's delegated authority.

Q: What if I think someone is missing from the report?

A: Check the person's end date in Workday. The R0555 report which is the basis for the spreadsheet looks to academic appointment end dates. If someone is missing on the report, it is likely that their end date in Workday is incorrect. Correct the Workday record and re-run the report. Do not add people to the report.

Reappointment Process Changes

Annual Clinical/Affiliate Rank Change

Annually appointed clinical faculty and affiliate faculty will no longer be eligible for promotion review by the provost.

Changes in rank for these populations will now be considered during the annual reappointment process with final decisions made by the dean/chancellor.

This change only applies to:
- Clinical Non-Salaried faculty
- Clinical Salaried faculty
- Affiliate faculty

Annual Clinical/Affiliate Rank Change

- Units are responsible for creating **clear and readily accessible** local processes and procedures for consideration of a rank change at reappointment

- Changes in rank must be **consistent with qualifications prescribed in Faculty Code Chapter 24-34**

- The traditional **10%** salary increase that had been available to these populations upon successful promotion **can still occur** at the time of reappointment.

Enhancing the Spreadsheet

OAP is working on enhancing the reappointment spreadsheet (generated by R0555) to capture and upload via EIB:

> Rank change decisions for annual clinical and affiliate faculty

> Changes in monthly base pay for those approved for a rank change

We will keep you updated on our progress!

Enhancing the Spreadsheet

OAP is also exploring the feasibility of enhancing the spreadsheet to capture and upload via EIB:

– Roster percent changes for any reappointee

– Salary changes for non-track faculty

If we can make this work, it would reduce of the number of Workday transactions units have to initiate at/around reappointment.

In the Meantime...

Continue using current R0555 for decision making

Keep an eye out for updates from our office

Resources

Reappointments webpage

Reappointment instructions

Training archive

Faculty Code Section 24

Sextant

Workday user guides

Service periods

AHR Contacts

UW Provost Lecturer Appointment Guidelines

Do You Have Any...

?   questions

⚠   concerns

💡   suggestions

...about reappointments?

Sabbaticals

Sabbatical Leave Guidance

OAP's <u>Sabbatical Leave</u> webpage should be your first stop for sabbatical planning, administration, and policy.

It covers:

- Eligibility
- Salary Support
- Statutory Limits
- Timing
- Outside Work
- How to apply
- Return to Service and Payback Obligations

Governing Policies

Sabbaticals (or paid professional leave) are governed by:

- UW Executive Order 33
- UW SEIU 925 Libraries Collective Bargaining Agreement Article 42.3
- UW Librarian Personnel Code

Sabbatical is a privilege, not a guarantee.

Purpose

A sabbatical is intended to be a **release from regular academic duties** to focus on research/scholarship and professional development.

Faculty and librarians **should not be attending to regular duties – administrative or otherwise – when on sabbatical.** They should be focused on their approved sabbatical plan.

Additional compensation should pause unless directly related to the approved sabbatical plan.

Eligibility

EO33 states that a sabbatical "...is a privilege granted normally to **those of professorial rank"**

This includes faculty on the tenure, WOT, research, teaching, clinical practice, and clinical dental pathway tracks faculty as well as librarians with continuing or permanent status.'

UW's Librarian Personnel Code and the SEIU 925 collective bargaining agreement limit sabbatical to librarians with **permanent or continuing status.**

Eligibility

Those subject to mandatory review (i.e., 'clock-managed) **can apply for, but cannot take** a sabbatical until they have successfully completed mandatory review and the promotion or tenure is in effect.

This includes:

- Assistant Professors on tenure, WOT, research, and Clinical Dental Pathway tracks
- Associate Professor Tenure-Track
- Professor Tenure-Track
- Librarians with provisional or non-continuing status

Eligibility

- Academic personnel become eligible for sabbatical no earlier than their **seventh year since hire OR returning from a previous sabbatical**

- They can apply in the sixth year

- Accrual toward the next sabbatical starts in the academic year following the academic year they returned from sabbatical leave

- Leave of absence can impact accrual toward a future sabbatical

- Use the Sabbatical Eligibility Assessment Report R0878 to support sabbatical eligibility analysis

Eligibility Scenarios

Year 1: Hired
Year 2
Year 3
Year 4
Year 5
Year 6: Can apply for sabbatical
Year 7: If approved, sabbatical occurs

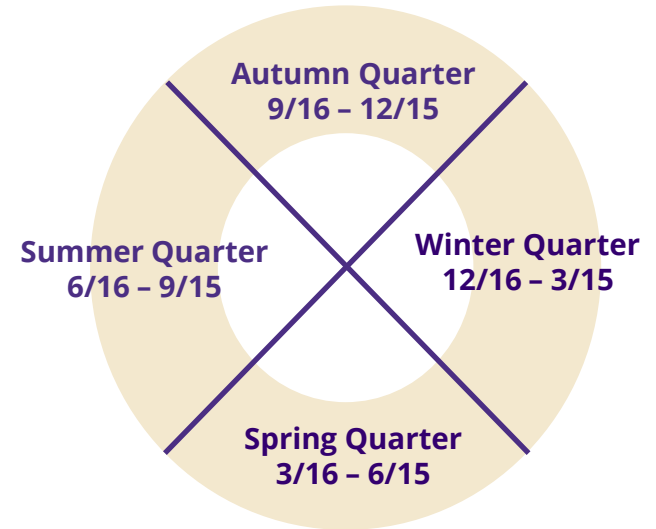| Year 0: On sabbatical |
| --- |
| Year 1 |
| Year 2 |
| Year 3 |
| Year 4 |
| Year 5 |
| Year 6: Can apply for sabbatical |
| Year 7: If approved, sabbatical occurs |

Duration of Leave

Approved sabbatical leaves follow normal academic quarter start/end dates.

Summer quarter sabbatical is reserved for those on 12-month service periods.

Returning before the end of a quarter does not affect the timing of a future sabbatical; sabbatical of any duration within a quarter, counts as a sabbatical quarter.

**Autumn Quarter
9/16 – 12/15**

**Winter Quarter
12/16 – 3/15**

**Spring Quarter
3/16 – 6/15**

**Summer Quarter
6/16 – 9/15**

Salary Support

Standard levels of sabbatical salary support:

– 100% salary for 1 quarter sabbatical

– 75% salary for 2 quarter sabbatical

– 67% salary for full academic year sabbatical (i.e., 3 or 4 qtrs based on service period)

Each of the above is considered a **full sabbatical.**

Salary Support

Faculty and librarians **may supplement sabbatical salary support**, up to their full base salary, with grants, endowment support, or other allowable funding source.

Faculty on H-1B visas **can't be paid less than the salary on their H-1B**, so should only request/be approved for sabbaticals at 100% salary.

Salary Support

Salary support typically comes from sources funding the regular appointment.

For those expected to fund their appointment (e.g., WOT, research faculty)**:**

- No expectation of salary support from their unit
- Units **could** provide salary support from appropriate sources, at their discretion
- Regardless of fund source, the leave would **still count** against the unit's allocation of sabbatical quarters
- It might make more sense for the individual to request a **temporary adjustment** to their regular duties and go on a **partial leave of absence without pay**; this would not be considered a sabbatical and would not count against the unit's sabbatical quarter allocation

Salary Support

State law limits the actual dollar amount of general state and local funds the UW may pay to a faculty member or librarian while on sabbatical.

The statutory limit for 2025-26 sabbaticals is **$20,228.**

A faculty member or librarian may use external sources of support to fund the portion of their salary that exceeds the statutory limitation.

Other Remunerative Employment

UW sabbatical policies **prohibit** those on sabbatical from accepting remunerative employment or teaching for-credit elsewhere.

Key considerations:

- Paid appointments at another university are not permitted
- Supplemental salary (grants, fellowships) should not hinder the pursuit of the approved sabbatical plan.
- Approved outside work (i.e., under EO57) should be separate and distinct from the sabbatical
- Teaching for-credit elsewhere could be a conflict of time, interest, or commitment

Changes to the Approved Sabbatical

If a change to the timing, duration, or nature of the sabbatical needs to change:

- Faculty member/librarian should discuss changes with their leadership
- If supported by the dean/chancellor, SCC should reach out to apleaves@uw.edu to discuss
- Depending on the extent of change, a new application may be required

Completion of Sabbatical Leave

Faculty and librarians returning from sabbatical must submit a brief report outlining:

- Where the leave was spent

- Principal accomplishments, including their application to teaching or research effectiveness (for faculty) and improvement of library services at the UW Libraries (for librarians).

Reports should be sent to APLeaves@uw.edu.

Return to Service

An approved sabbatical includes an obligation to return to service, at the appointment level and percent held prior to sabbatical, through the academic year following the year in which the sabbatical occurred.

Applicants acknowledge this when they sign their sabbatical application.

- A **full sabbatical** carries an obligation to return for a full academic year
- Less than a full sabbatical has a **prorated return obligation**
- A sabbatical distributed their over multiple years will have a return obligation distributed over multiple years

Repayment Obligation

Individuals who fail to return for the requisite period have an obligation to **repay the University** any state and locally funded remuneration received during the sabbatical leave.

- This repayment is calculated by the UW Payroll Office in consultation with OAP and the unit's finance administrator
- Repayment typically comes from personal sources; it cannot come from UW sources, but could be paid by another institution
- If unpaid, the matter is sent to a collection agency

Retirement/Resignation

To avoid a repayment situation, faculty and librarians planning to retire/resign within the next two years may want to **consider requesting a leave without pay instead of a sabbatical.**

As soon as you are aware of a planned retirement/resignation, please **review** the individual's Workday record to see if the sabbatical history suggests a payback obligation.

R0749 Post-Sabbatical Service Obligation Audit report can help you assess whether the individual has met their service obligation.

Notifications & Processing

Key process actions:

– OAP notifies deans/chancellors in early Autumn of their sabbatical allocation and the statutory limit

– OAP reviews sabbatical applications in Winter quarter and notifies SCCs of outcomes **by March 15**

– Each quarter, AHR sends SCC admins a list of all those scheduled to go on or return from a sabbatical that quarter.

– Unit admins enter individual sabbatical leaves and FTE changes into Workday

Resources

Sabbatical Leave Website

https://ap.washington.edu/ahr/policies/paid-professional-leave/

Faculty Application for Sabbatical Leave

Faculty-Application-for-2025-26-Sabbatical-Leave.pdf (washington.edu)

Librarian Application for Sabbatical Leave

Librarian-Application-for-2025-26-Sabbatical-Leave.pdf (washington.edu)

Sabbatical Leave User Guide (Workday Employee Help)

https://employeehelp.workday.uw.edu/user-guides/loa_sabbatical/

Do You Have Any...

? **questions**

⚠ **concerns**

💡 **suggestions**

... about sabbaticals?

Reminders

> Check the <u>Due Dates Calendar</u> and <u>OAP Training Calendar</u> for important deadlines and event registration

> AP Census Office Hours weekly through October 31

> RPT template training – spaces still available in final session on Oct 15

> RPT case management training starts in November

POP QUIZ!

A faculty member last took sabbatical in the 2018-19 academic year. In what year are they eligible to take their next sabbatical?

AY 2025-26

Teaching Track and Prior Service

This is the last application cycle that lecturers who converted to the teaching track can count lecturer service as outlined on this **phased eligibility chart**

Title/Rank in which Service Occurred	If Planning for a Sabbatical During…					
	AY2021-22, applicants may count…	AY2022-23, applicants may count…	AY2023-24, applicants may count…	AY2024-25, applicants may count…	AY2025-26, applicants may count…	AY2027-28 + [STANDARD]
Lecturer FT Senior Lecturer FT Principal Lecturer	All years	4 years	3 years	2 years	1 year	X
Lecturer FT – Temporary	2 years	1 year	X	X	X	X
Assistant Teaching Professor Associate Teaching Professor Teaching Professor	1 year	2 years	3 years	4 years	5 years	All years
	To be eligible for sabbatical, an applicant's continuous full-time service years in any AY column above must add up to 6–inclusive of the year the sabbatical application is submitted. The sabbatical is then taken in the seventh year.					