

2024 Census Preparations

UNIVERSITY *of* WASHINGTON
OFFICE OF ACADEMIC PERSONNEL



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?

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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**



How It's Used

- > AP Fact Sheet
- > AP Profile
- > AP New Hires & Terminations Reports
- > Affirmative Action Plan
- > Faculty Dashboard (produced by UWHR, created by Office of Finance, Planning, and Budgeting)
- > IPEDS (Integrated Post Secondary Education Data System) Report
- > AAUP (American Association of University Professors) Faculty Salary Survey
- > Campus requests for faculty data
- > Public requests for faculty data submitted via the Public Records Office

Who Is Included?

- > **People with academic appointments on October 31**
- and*
- > **People with positions in the “01 - Academic Personnel” job family group on October 31**



What is Included

- > Primary academic appointment details
- > “Primary” 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*

What Are the Goals For the Census Preparations?

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Academic Appointment Goals

For all individuals with active academic appointments on October 31:

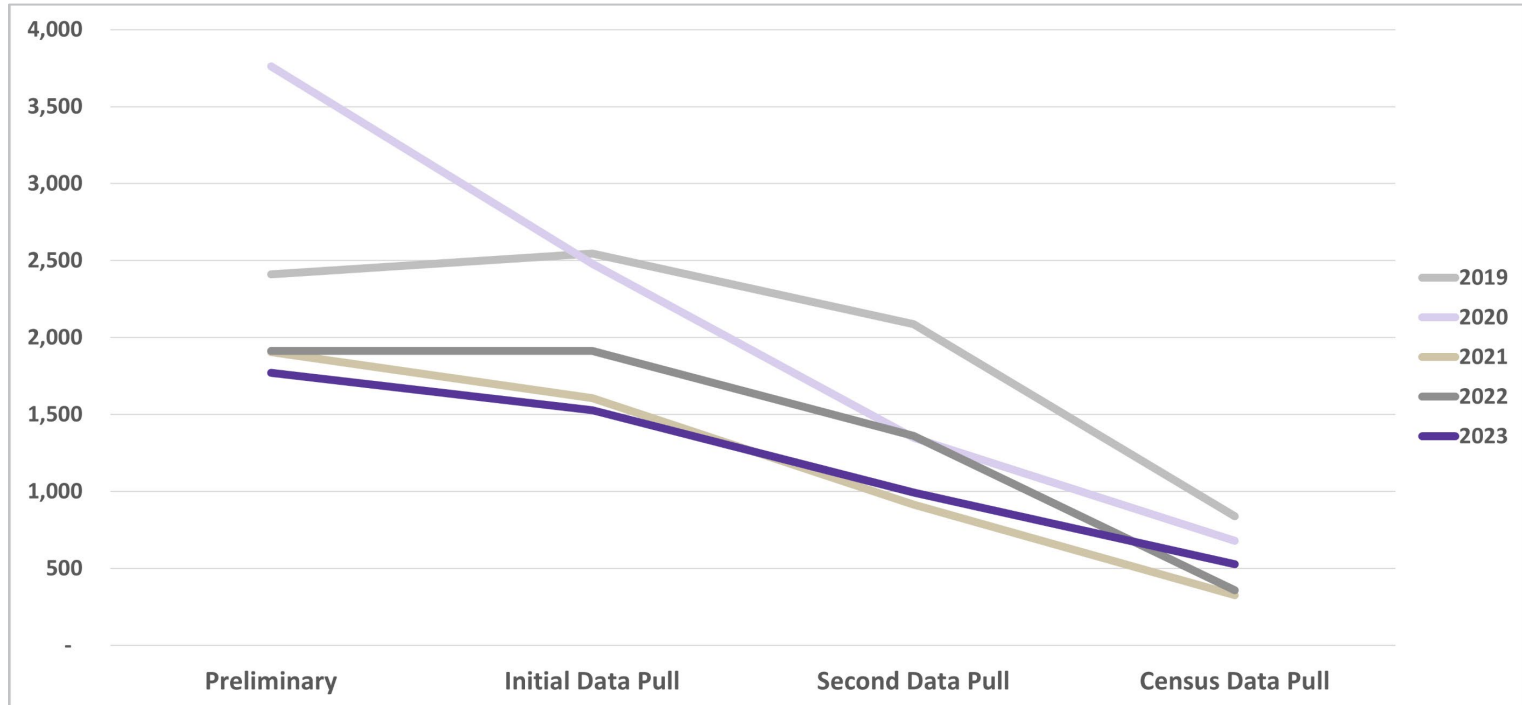
- > Primary appointment entered**
- > Rank corresponds to the worker's job profile**
- > Academic appointing unit is valid**
- > Roster percent is valid (for titles requiring a roster value)**
- > Appointment end date is valid for the academic rank**

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**

Issues over time





Status as of August 7

1530 individuals with appointment or position issues (1742 in 2023)

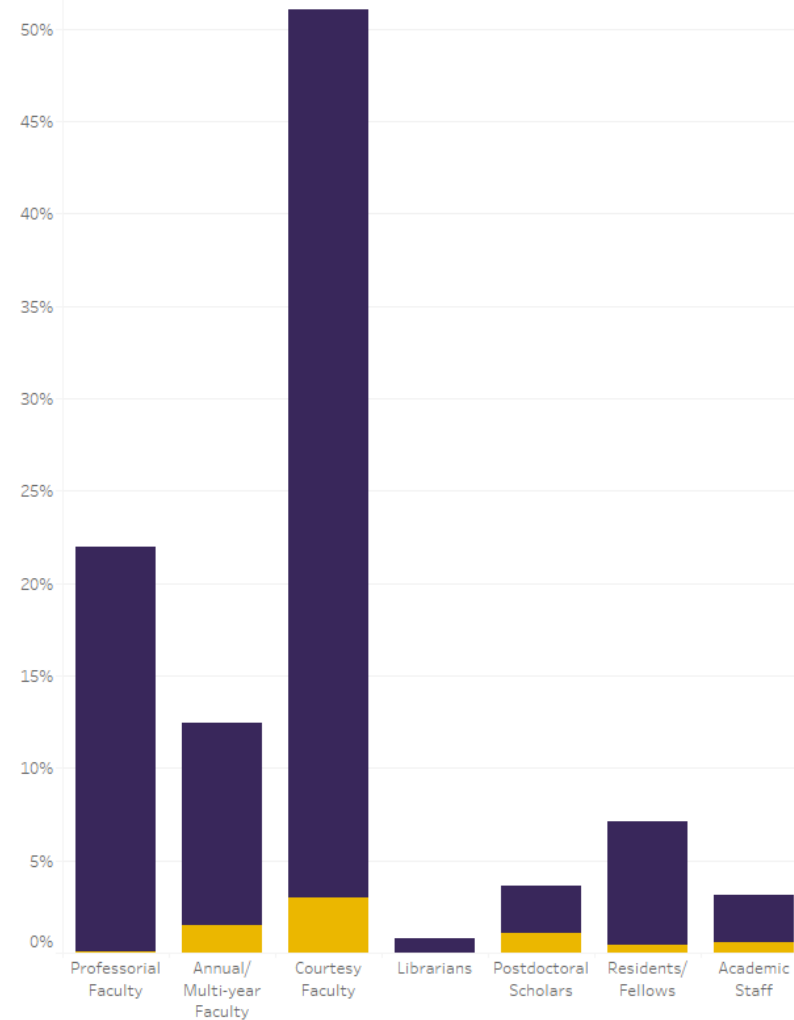
- > **Missing Academic Appointment: 1228**
- > **Missing Academic Position: 32**
- > **Expired Position: 738**
- > **Missing Primary Appointment: 64**
- > **Terminated or Contingent Worker: 33**
- > **Rank Profile Discrepancies: 119**
- > **Invalid Appointing Unit: 1**
- > **Missing/Invalid Roster Value: 10**
- > **Invalid Appointment End Date: 12**
- > **Invalid Position End Date: 14**

All schools/colleges/campuses have issues



The Bigger Picture

- > Only 6.6% of academic personnel have a data issue
 - 0.4% of professorial faculty
 - 12% of annual/multi-year faculty
 - 6% of courtesy faculty
 - 2% of librarians
 - 30% of postdocs
 - 6% of residents/fellows
 - 18% of academic staff



How Will We Achieve Those Goals?

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2024 Census Preparations Timeline

- > **Week of Aug 14: First office hour session**
 - Held weekly on Thursdays at 1pm through October
 - <https://washington.zoom.us/j/93873463587>
- > **September 15: Merit restricted entry period ends**
- > **Week of September 16: First appointment and position issues data deliveries (Tuesdays and Thursdays)**



Timeline continued

- > **October 31:** 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 6:** Census data pulled from Workday
 - Units will be contacted regarding any discrepancies in the census data



Keys to Success

- > **Prioritize appointment updates during August**
 - ❖ *Merit Restricted Entry period prohibits job changes*
- > **Ensure transactions are complete and accurate**
 - ❖ *Send backs will delay approvals and may result in Census errors*
- > **Ask questions during Office Hours**
 - ❖ *The time is yours, please use it!*

What Is In the Audit Reports?

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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

* 10/31/2022 

Academic Rank

Academic Track Type

Academic Unit

School/College/Campus (Selection option from "All" category)

Filter Name

Manage Filters

1 Saved Filters ▾

Save

OK

Cancel



Academic Personnel Census Academic Appointment Audit R0716.1

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

Manage Filters Save

1 Saved Filters ▼

OK
Cancel



Academic Appointment Issues

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

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 ▾

Save

OK

Cancel



Academic Personnel Census Position Issues R0716.2

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PURPOSE:



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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 

Manage Filters

1 Saved Filters 



Position Issues

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

What Are the Common Data Issues?

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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**



Missing Primary Appointment

Actions

- > **End lingering academic appointments**
- > **Update a secondary appointment to change the identifier**
- > **Rehire Terminated Worker**



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**
- > **Job change is prevented by Merit Restricted Entry**



Fixed Term Positions with Upcoming End Dates

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.**
- > **Enter the job change as soon as the merit restrictions are lifted**



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 restricted entry period**



Emeritus, Affiliate & Clinical Non-Salaried Faculty

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**



9-Month Faculty Promoted in 2024

Common data issues

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

Root causes

- > **Appointment updates are complete, but the position updates won't be loaded until September**
- > **Extend Employment End Date job change fell out of EIB**

9-Month Faculty Promoted in 2024

Actions

- > **None until position updates are loaded (mid-September)**
- ❖ **Promotion job and compensation change actions will be loaded via EIB**



Invalid/Missing Roster Value

Common data issues

- > **Missing roster value**
- > **Roster value below minimum**

Root causes

- > **Missing data entry**
- > **Value not entered correctly**



Invalid/Missing Roster Value

Actions

- > **Update academic appointment to correct roster value**
 - ❖ New roster change policy goes into effect 9/16/2024



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 completed**



Clinical and Affiliate Titles

Actions

- > **Verify rank level and track, then make the appropriate update(s)**
 - ❖ **New affiliate/annual clinical title change policy**



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**

Resources





OAP Resources

[Academic Personnel Census: An Introduction](#)

[Workday Academic Personnel Audit Reports](#)

[Annual Audit Schedule](#)

[AP Census Preparation FAQ](#)

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

Employee Workday Help Resources

User Guides

Admins' Corner

- > Admins' News**
- > Monthly Tasks**

People

Academic HR Specialists

HCM Operations Academic Service Partners

Me (Carla)

Thank you!

