AGENDA

> **Welcome and Introductions**

> **Office of Academic Personnel Overview**

> **Year At a Glance**

> **Yearly Training Cycle**

> **Additional Central Support Offices**

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WELCOME & INTRODUCTIONS

> **Heather Bliss, Director**

> **Kara Garcia, Assistant Director**

OAP OVERVIEW

The Office of Academic Personnel provides centralized support and guidance for faculty and academic personnel including:

> Appointment Management

> Compensation and Retention

> Data Reporting & Analytics

> Faculty Development

> International Scholar Services

> Promotion & Tenure

> Policy & Compliance

> Recruitment

Academic HR is the primary administrative support unit within OAP.

VISION AND MISSION

OUR VISION

To provide exceptional service, structures, and resources enabling professional excellence for UW faculty and all academic personnel who serve the public good through education and discovery.

OUR MISSION

To serve the University of Washington and its diverse, world-class academics and faculty from recruitment onward.

OAP VALUES

COLLABORATION	Establishing productive working relationships
DIVERSITY	Creating a safe and inclusive environment
EXCELLENCE	Continuous improvement in service we deliver
INNOVATION	Transforming novel ideas into practical solutions
INTEGRITY	Holding ourselves accountable for our words and actions
RESPECT	Promoting an environment that values listening, encouragement, and trust
SERVICE	Focusing on delivering value

PULLING TOGETHER

We believe collaboration is the key to excellence.

By championing the unique passions and common goals of UW faculty and all academic personnel, **we support a community of leaders who dare to be boundless.**

STRATEGIC PLAN PRIORITY GOALS

DEVELOP

Develop academic personnel, faculty leaders, and OAP.

PARTNER

Partner with tri-campus leadership, academic units, other central business units, and individuals.

CLARIFY

Clarify UW and OAP policies, rules, guidelines, resources, processes, practices, and systems.

DEVELOP

Attract, recruit, and retain diverse, world-class faculty and academic personnel.

Develop faculty and academic personnel to enable career success.

Develop faculty leaders for higher education leadership and management.

Cultivate OAP team and enhance the learning and working environment.

PARTNER

Optimize candidate and unit-level experiences for required evaluative processes to include review, merit, and promotion/tenure processes.

Enhance collaboration within and across academic human resource units and academic unit leaders university-wide.

Strengthen collaboration with UW central business units (CBUs) in support of OAP's vision, mission, and priority goals.
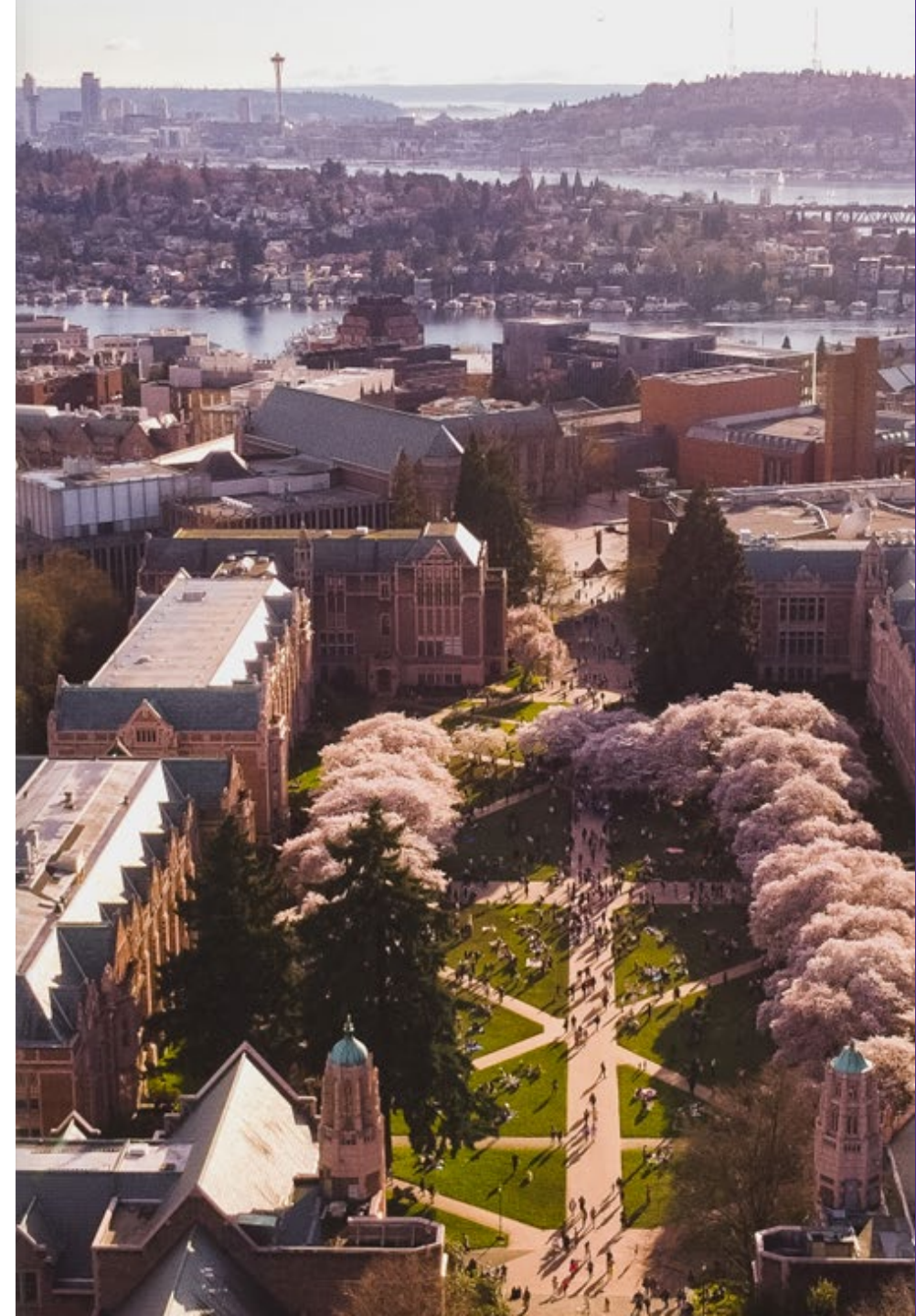
CLARIFY

Distill and communicate OAP rules, guidelines, and processes.

Enhance OAP communication to campuses.

Improve data management and accessibility.

Simplify and document processes and systems.

FREDRICK NAFUKHO | OFFICE OF THE VICE PROVOST FOR ACADEMIC PERSONNEL

OAP ORG CHART

Laura Hager
Assistant to the Vice Provost

OFFICE FOR FACULTY ADVANCEMENT (OFA)

Chadwick Allen
Associate Vice Provost

Leyla Salmassi
OFA Manager

UW ADVANCE

Joyce Yen
Director

Eve Riskin
Founding Faculty Director

Sharay Rapozo
Program Operations Specialist

Elizabeth Litzler
Evaluator

OFFICE OF ACADEMIC PERSONNEL
EXECUTIVE LEADERSHIP TEAM

Margaret (Peg) Stuart Assistant Vice Provost	**Shelley Kostrinsky** Assistant Vice Provost	**Hilaire Thompson** Associate Vice Provost
	AnnaLise Bender-Brown Policy and Administration Analyst	**Marjorie Olmstead** Associate Vice Provost

OFFICE OF ACADEMIC PERSONNEL
FUNCTIONAL TEAMS

Academic Human Resources (AHR)	**Project & Innovation Management (PIM)**	**International Scholars Operations (ISO)***	**Communications**
Heather Bliss Director	**John Borwick** Director	**Ursula Owen** Manager	**Courtney Laguio** Assistant Director
Kara Garcia Assistant Director **Carla Englander** SR Reporting ANLST	**Jon Davis** Web Developer	**Susan Larrance** Advisor	
Allie Correll-Buss Specialist **Leesa Hall** Business Partner	**Susan Monusko** Business Systems Analyst	**Nicole Schwab** Advisor	
Dan Watson Specialist **Tyler Hitt** Business Partner		**Holly Schneidmiller** Specialist	
David Apelzin Specialist			
Olivia Hermann Specialist		***Reports of AHR**	

OUR TEAMS

EXECUTIVE LEADERSHIP TEAM & SUPPORT

Supports UW's executive and academic leadership through policy development, guidance, and analysis; promotion and tenure review; employee relations and adjudication/lawsuit proceedings; strategic planning; operations leadership; communications; and administrative support.

OFFICE FOR FACULTY ADVANCEMENT (OFA)

Consults with academic leaders and search committees to disseminate best practices for conducting inclusive faculty searches and fostering supportive collegial environments that promote faculty retention. With ADVANCE, offers training and community for new academic leaders.

UW ADVANCE

Partners with individual faculty, department chairs, UW leadership and the national STEM community to offer career development support and create systemic change to promote gender equity among faculty and leaders in STEM fields.

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OUR TEAMS

PROJECT & INNOVATION MANAGEMENT

Supports strategic priorities, projects, and initiatives through expert project and portfolio management services; analyzes business processes to advance our commitment to continuous improvement; reviews and addresses IT-related risks and manages our IT services.

ACADEMIC HUMAN RESOURCES

Coordinates/reviews personnel actions on behalf of the provost; guides academic units in appointment, compensation, and non-medical leave processes and policies; supports cyclical and employee relations workflows; and is the primary source for academic data analysis/reporting.

INTERNATIONAL SCHOLARS OPERATIONS

Processes nonimmigrant visa and permanent residence sponsorships; assists academic units in visa-related aspects of recruitment and employment; and advises foreign scholars on their nonimmigrant status.

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AHR SPECIALISTS

> First contact on academic HR processes and appointment matters

> Partner with assigned school/college/campus clients (see **Contacts**)

> Review and guidance on academic personnel related transactions in **Workday**

> Support & guidance on **Interfolio academic job postings**

> Training and support for **SMD** submission & processing in Ideal-Logic

> Support Vice Provost/Provost review of Promotion & Tenure dossiers

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AHR BUSINESS PARTNERS

> Support on UW policy guidance: Faculty Code, Executive Orders, Administrative Policy Statements

> Implementation of Regulatory/Legal mandates

> Serves AHR specialist for escalation of complex questions

> Support cyclical workflows

> Partner on Employee relations such as allegations of faculty misconduct

> Advise on Non-Medical Leave request (personal, education, outside work, hiatus, and sabbaticals, etc.)

> Support Vice Provost/Provost review of Promotion & Tenure dossiers

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INTERNATIONAL SCHOLARS OPERATIONS

> Manage nonimmigrant visa and permanent residence sponsorships

> Support academic units in visa-related aspects of recruitment and employment

> Advises foreign scholars on their nonimmigrant/residence status

> Provides trainings for campus partners on visa/immigration matters

> Provides Visa-Related In-Person Services

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SENIOR REPORTING AND DATA ANALYST

> **Leads OAP Workday data integrity efforts**

> **Designs campus-facing reports**

> **Responds to requests for data**

CONTACTING OAP TEAMS

General academic HR questions:
acadpers@uw.edu

Visa-related questions:
acadvisa@uw.edu

Academic personnel data requests:
acadData@aw.edu

Feedback about trainings, eDigests, web content: acadcomm@uw.edu

See the **OAP Contacts** page for individual contact information

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A YEAR AT A GLANCE

DUE DATES AY CALENDAR

SEPT: Return from Summer Hiatus Leave

SEPT-OCT: Submit Ads to Interfolio for Recruitments

OCT: Academic Personnel Census

DEC: Submit mandatory promotion and/or tenure packets

JAN: Submit sabbatical requests for the following academic year

JAN: Submit Winter Reappointment sheets

FEB: Submit non-mandatory promotion and/or tenure packets

MARCH: Submit clinical/affiliate promotion and/or tenure packets

MARCH: Submit Spring Reappointment sheets

APRIL: Submit librarian promotion and/or tenure packets

MAY: Prepare for summer hiatus

JUNE: Enter all academic review decisions in Workday

AUG: Submit merit recommendations

Due Dates Calendar Online: https://ap.washington.edu/ahr/resources/due-dates-calendar/

PROMOTION/TENURE

## Packets Ongoing Due (Dec-April)

OVERVIEW
Recommendations for promotion and/or tenure are based on entire record of accomplishments. Multiple step review process for promotion and/or tenure-eligible faculty and librarians.

PREPARATION STEPS
> Complete pre-submission Workday checklist
> Assemble records for comprehensive P&T Packet
> Conduct vote
> Add final records to complete full P&T packet
> Submit electronically to the Office of Academic Personnel

RESOURCES
> Preparing for the 2023-24 P&T Cycle
> Promotion and/or Tenure Due Dates
> Promotion and Tenure Submission
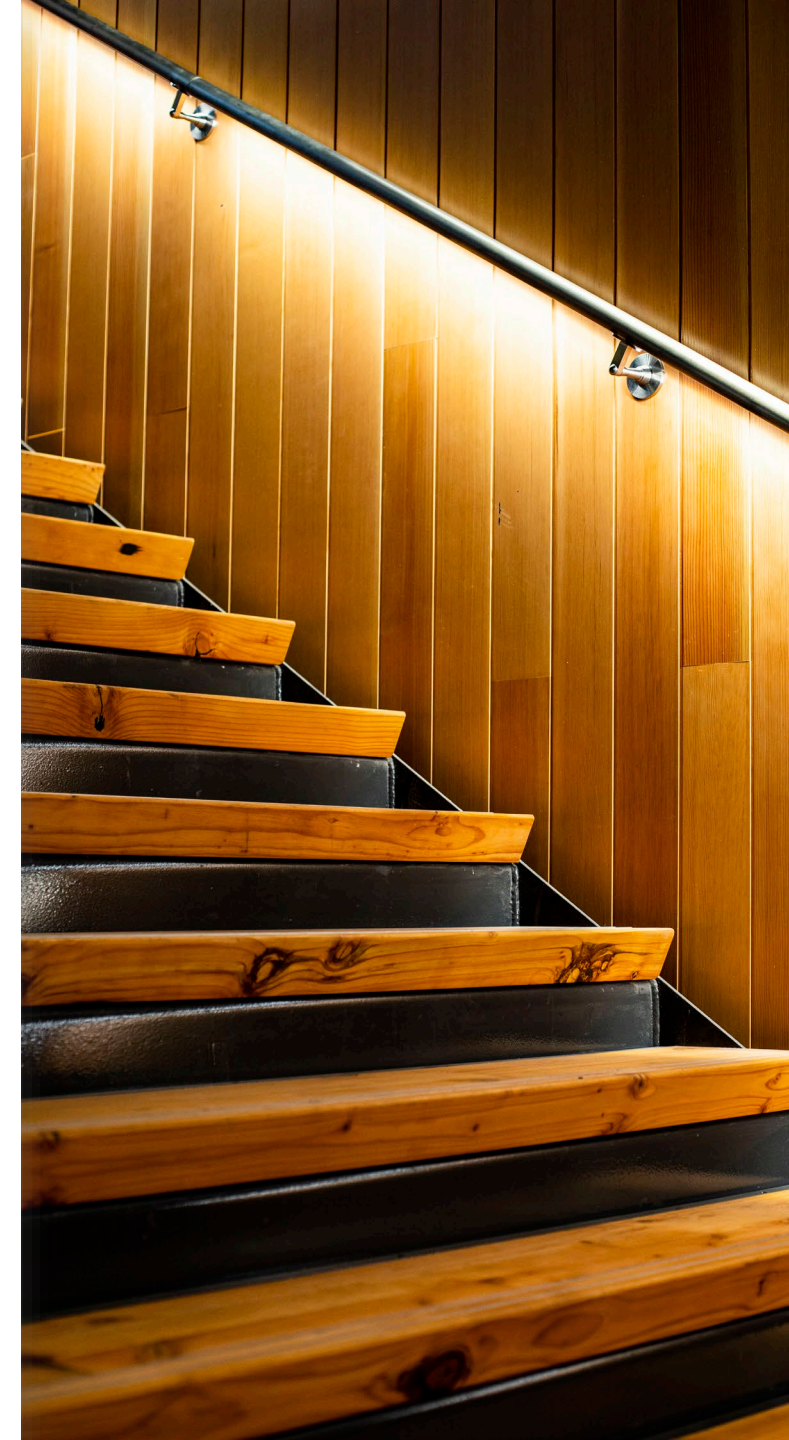
REAPPOINTMENT

(Jan & March)

OVERVIEW
Many academic personnel are appointed on a quarterly, annual, or multiyear basis with established end dates. These individuals must be evaluated regularly and approved for reappointment or be separated.

PREPARATION STEPS
> Run R0555 and record reappointment decisions
> Submit one completed Winter and one completed Spring spreadsheet to AHR for EIB mass uploads
> Units also manually enter reappointment decisions into Workday for some titles and ranks
> Units issue letters of decisions as outlined on the Reappointments page

RESOURCES
> OAP Reappointments web page
> ISC Reappointment user guide

SUMMER HIATUS

(June-Sept)

OVERVIEW
Workday leave type that temporarily halts pay for faculty on 9-month service periods. Not teaching in the summer (either entire summer or a portion).

PREPARATION STEPS
> Run report R0047 and designate those eligible and taking Hiatus.
> Submit spreadsheet to the ISC for EIB mass upload
> Rerun R0047 to verify leave was processed correctly
> For partial summer hiatus, units manually enter leave

RESOURCES
> Summer Hiatus (Full Summer Quarter) user guide
> Summer Hiatus (Partial Summer Quarter) user guide
> Benefits Summary for Summer Insurance Coverage

MERIT

(Aug-Sept)

OVERVIEW
All faculty members are reviewed annually for merit and any applicable merit-based salary increases. Reviews of merit consider contributions to research/scholarship, teaching and service. See the Merit web page on the OPB site.

PREPARATION STEPS
> Merit increases are authorized by the legislature, provost and president; usually announced late spring
> Follow OPB's detailed Merit Process Guide
> Workday transactions restricted during the summer months
> Complete Workday updates and corrections before restrictions go into effect

RESOURCES
> EO 45 and EO 64
> OAP Merit web page
> OPB Site
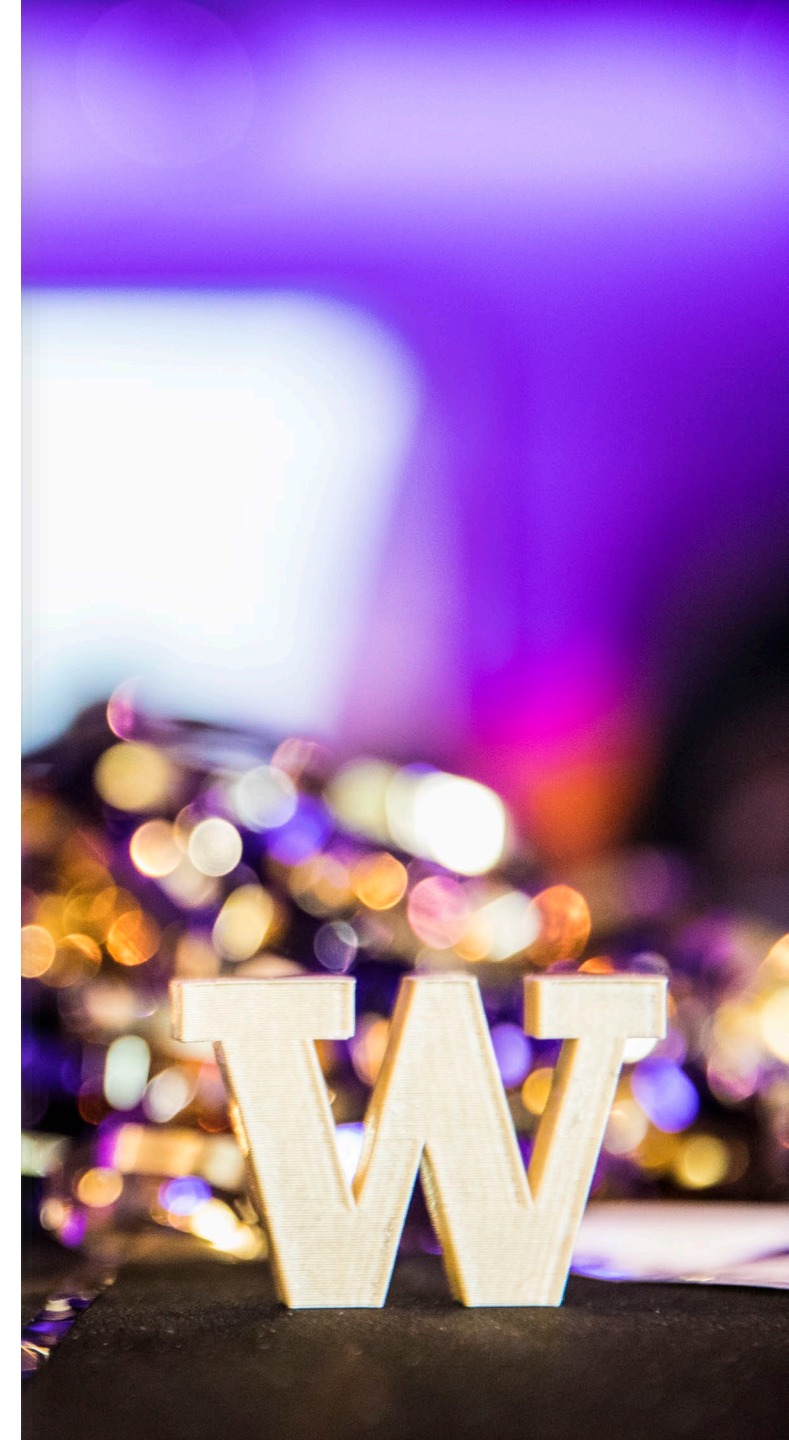
TRAINING CYCLE

Fall (Sept-Nov)
Year at a Glance
Promotion and Tenure
Sabbaticals
Reappointments
Academic Personnel Census
H1-B Advanced

Winter (Dec-Feb)
Recruitment
J-1 Visitor Exchange Basics
Permanent Residence for Faculty

Spring (Mar-May)
Retirement/Emeritus/Reemployment Policies
Spring Cleaning (Workday Data Clean Up)

Summer (June-Aug)
Merit Office Hours
Workday Academic Data and Reports

Year Round
Quarterly Administrators Forums
Orientation for Employment-based Visa Holders

Check the OAP Training Calendar for future training opportunities.

FACULTY FOCUSED TRAININGS

New Faculty Welcome

New Academic Leader Orientation

Faculty Advancement

> Events & Workshops
> Search Committee Workshops

Advance

> Events

HELPFUL OAP RESOURCES

> **Academic HR Due Dates Calendar**

> **Upcoming Trainings and Archives, workshops and forums**

> **Updates & Announcement Blog**

> **eDigest & Archive**

> **For Academic Personnel**

> **Add contacts to OAP mailing lists by emailing acadcomm@uw.edu**

Include name, phone ext., NetID, job title, and unit

ADDITIONAL CENTRAL SUPPORT OFFICES

OFFICE OF ACADEMIC PERSONNEL

INTEGRATED SERVICE CETNER

UW HUMAN RESOURCES

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OAP & ACADEMIC HUMAN RESOURCES

Focused support for faculty and academic personnel

> Faculty Recruitment and Hiring

> Faculty development

> Merit processes

> Promotion & Tenure

> Emeritus / Rehired retiree

> Faculty Code

> Workday processes, data integrity and reporting

> Faculty code interpretation and implementation

> Visa and Permanent Residence sponsorship

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UW HUMAN RESOURCES (UWHR)

Parallel HR support for UW staff and student employees

> **Unionized academic personnel: postdoctoral scholars, residents and fellows, extension lecturers, librarians**

> **Services for all UW employees:**

- **BenefitsMedical & military leave administration & disability accommodation**

- **WorkLife, Whole U & Employee assistance program**

- **Equal Opportunity/Affirmative Action**

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INTEGRATED SERVICE CENTER (ISC)

Manages Workday, UW's HR/Payroll/Finance management system

> **Reviews Workday transactions for quarterly and annual academic personnel**

> **Implements Workday EIB mass uploads**

> **Provides trainings and resource materials on Workday use**

> **Contact ISCHelp@uw.edu with questions about Workday functionality**

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UW ORGANIZATIONS CONTACTS

> **Workday technical questions:** ISC @ ischelp@uw.edu

> **Employment verification:** https://isc.uw.edu/employment-verification-requests/

> **Benefits**
  – Options: UWHR @ totalben@uw.edu
  – Managing options in Workday: ISC @ ischelp@uw.edu

> **Contract-covered employees:** Labor Relations @ laborrel@uw.edu

> **Technology access:** UW-IT @ help@uw.edu

> **Student employment:** hr.uw.edu/studentemployment/

> **International students:** ISS @ uwiss@uw.edu

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THANK YOU for attending.