

ACADEMIC PERSONNEL & FACULTY

UNIVERSITY *of* WASHINGTON

ADMINISTRATORS FORUM

January 30, 2025





Agenda

- ▶ Update on Office for Academic Personnel and Faculty structure and focus
- ▶ Overview of current promotion and tenure cycle
- ▶ Walkthrough of RPT promotion and tenure resources
- ▶ Review of EO 59 policy
- ▶ Reminder about hiring plan deadlines
- ▶ Guidance on accessing support resources





APF Structure and Focus

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Academic Personnel and Faculty

- > **Undergoing Reorganization**
 - **Currently in Phase 2 (of 3)**
- > **Increased Focus on Support, Development, Policy**
- > **Some OAP functions to UWHR**
 - **Leaves Processing**
 - **Merit/Unit Adjustment Processing**
 - **Grievance and 25-71**
 - **Others to be determined**

New Organizational Structure

AP&F Affairs

- Promotion & Tenure processes
- Recruitment, hiring & retention
- Appointments
- International Scholars Operations

AP&F Inclusive Excellence

- Recruitment & retention practices
- ADVANCE
- Cultivating diverse faculty

AP&F Development

- Supporting APF through workshops and webinars
- Professional development
- Training and support for administrators
- Postdoc support



P&T Current Cycle Updates

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2023-24 Promotion Records - Totals

Total P&T Cases
948

109 Mandatory

113 Early Non-Mandatory

726 Non-Mandatory

Thank you to all our campus partners for making the past P&T season a success!

P&T Cycle for 2024–2025

Total Expected
Cases

267

Mandatory Cases were due December 15, 2024

Expected Cases for Review - 87

Non-Mandatory Early Cases due February 3, 2025

(this coming Monday)

Expected Cases for Review – 49

Non-mandatory Cases due February 3, 2025

(this coming Monday)

Expected Cases for Review - 131

Promotion through Reappointment

- Reminder that Spring Reappointments are due March 14, 2025 to your S/C/C Sharepoint folder for review and approval.
- Spring reappointment for Clinical/affiliate faculty may also be used for change in rank
- [Reappointment Instructions](#)





RPT Promotion and Tenure

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RPT Templates

- > **Templates should be named with the SCC first, then dept, then template (ex. CAS_ENG_DEP)**
- > **DO NOT alter the template in any way (this includes changing the names of steps and internal sections)**
- > **SCCs should include any additional requirements and SCC level committees on their cloned templated**
- > **Departments should clone the SCC template, even if there are no additional requirements, and add department level committees**

RPT Cases

- > Cases are to be initiated on APF's website 
- > Case creation will happen about every 2 hours
- > Case will appear in RPT and be listed on APF's case maintenance page
- > Web page with all template instructions in one place 



EO 59 Policy Review

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E059 – Why Did Policy Get Changed?

> Clarification

- Define additional compensation: **Temporary and Beyond Normal Job**
 - "A category of faculty compensation provided to reflect a significant expansion of duties necessary to maintain essential University operations and the University's standard of excellence."
- Set expectations: **Try to Accommodate with Redistribution of Duties**
 - "Prior to awarding additional compensation, every effort will be made to schedule all University related faculty work as a part of normal duties."
- Clarify limits: **Goal of Not Expecting > 125% Effort**
 - TPS maximum of 25% of the monthly base salary in any given month.
- Set approval authority: **S/C/C for ≤ 25%; Provost Required if >25%**
 - Dean/chancellor may approve if cumulative additional compensation remains at/below 25% of monthly base salary; provost approves anything over 25%

E059 – Why Did Policy Get Changed?

- > **To Identify Specific Exemptions to 25% Limit**
 - Administrative duty supplements
 - Clinical coverage overload payments
 - Practice plans
 - Compensation associated with an academic honor
 - e.g., endowed professorship, university award
 - Non-effort-based compensation
 - e.g., relocation incentive payments, mobile service agreements
 - Reimbursements as allowable by University policy
 - Approved Outside Work per Executive Order 57

E059 – Why Did Policy Get Changed?

> To Move Towards Transparency:

- NTA, TPS, CCO and ADS as allowance compensation plans will now show up on the worker's compensation tab
- Allowances must be initiated by home units to increase communication/transparency on faculty members ongoing duties
- ADS must have associated administrative appointment
- Focus on % Effort associated with activity
- Additional compensation must have an end date

Reminders When Submitting

- > 25% threshold is per month, not per request
- > Requests need to be approved **before** work begins
- > Recommend initiating Workday business process **at least a month in advance** where possible
- > **Use comments section** to provide detailed explanation of work, payment amount and justification for exceeding 25% threshold
- > Additional information found in [APF Training Archive](#) and [Additional Compensation page](#)

Hiring Plan

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Hiring Plan Reminder

> Hiring plan for 2025-26 hires due Feb 3

- Change in timing so can be integrated with the budget
- Should hear on approvals in time for summer conference recruitment
- Expected not to know results of this year's hiring cycle
- <https://ap.washington.edu/hiring-plan/user-guide/>

> New this year (or last):

- Specify **tenure value** (or future value, if assistant professor) for tenure-track
- Specify minimum/maximum **salary range**
- Teaching load data dashboard integrated into hiring plan portal
- Justification should address
 - Departmental need, especially wrt instruction (reference teaching load data).
 - Appropriateness of requested rank and track

Added Flexibility for Visa Sponsorship

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Adding Flexibility for Visa Sponsorship

- > ISO had limited visa sponsorship for multi-year-eligible appointments to the dates of the current appointment
- > With this change, units can choose:
 - To sponsor the visa only for the current appointment dates; or
 - To sponsor the visa for **up to** the maximum period allowed by both (a) UW appointment eligibility limitations and (b) U.S. immigration law (3 years at a time)
- > This will give units maximum flexibility and reduce precarity for scholars

Examples

- > **Assistant professor with clock waiver but no academic review, on H-1B**
 - Under old practice, visa could only be extended for one year
 - Under new practice, visa can be extended for up to three years
- > **Incoming postdoctoral scholar appointed for one year, on J-1**
 - Under old practice, visa could only be issued for one year
 - Under new practice, visa can be issued for up to five years

Reminders

- > **Ending H-1B employment early (even through non-reappointment) requires:**
 - **Payment of reasonable costs of repatriation**
(usually a plane ticket home)
 - **Notification to ISO**
- > **Ending J-1 sponsorship early requires:**
 - **Notification to ISO**



Finding the Right Support

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How to Find the Help You Need

acadpers@

- ☑ Promotion & Tenure
- ☑ General appointment procedures
- ☑ Interfolio

Ideal-Logic

vpap@

- ☑ Retention
- ☑ Provost Exceptions
- ☑ Dean-level appointments

Hiring plan

UWHR

- ☑ Leaves Processing
- ☑ Merit/Unit Adjustment Processing
- ☑ Grievance and 25-71





Q&A...

...what's on your mind?