2026-27 Reappointment Decision Instructions

Follow the instructions below to prepare and submit reappointment decisions.

Reappointment information for many academic personnel will be uploaded into Workday centrally by HRIS. They'll use information provided by units on the "Winter" and "Spring" spreadsheets. These spreadsheets are built from the R0555 Appointments Eligible for Reappointment report in Workday, or R0555.2 Annual Clinical/Affiliate Appointments Eligible for Reappointment. R0555.2 is a newer version of R0555 that incorporates the new features added for reappointment, as well as details to support the new title change policy announced in Spring 2024. These spreadsheets are 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 could create data errors when the files are uploaded into Workday.

Reappointment decisions for Lecturers Part-Time Temporary, quarterly appointed faculty, and some other titles must be entered manually in Workday by unit administrators. These titles are identified in Sextant as having a "Unit Managed" entry process for reappointments.

Deadlines

- **January 15, 2027**: Upload completed "Winter" (R0555) spreadsheet no later than this date
- **March 14, 2027**: Upload completed "Spring" (R0555) and Annual Clinical/Affiliate spreadsheets (R0555.2) no later than this date

Recommendation: send completed spreadsheets close to the deadlines to ensure that decisions are as close to final as possible. Submissions should be reviewed to ensure the most up-to-date data is included.

Running Reappointment Reports

Units should run:

- R0555 Appointments Eligible for Reappointment to identify all faculty other than annual clinical and affiliate faculty for whom reappointment decisions need to be recorded; and
- R0555.2 Annual Clinical/Affiliate Appointments Eligible for Reappointment for all eligible annually appointed clinical and affiliate faculty.

Report R0555

Step 1: Navigate to the R0555 report in Workday

Step 2: Run the "Winter" report by unchecking the box next to "Spring/Annual Reappointments", leaving the other two boxes checked

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

Step 4: Select your department or division from the "Academic Unit" prompt, or school/college/campus from the "All" category of the "School/College/Campus" prompt

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 uncheck the boxes next to “Winter/Annual Reappointments” and “Winter/Multi-Year Reappointments”, leaving only the box next to “Spring/Annual Reappointments” checked

Report R0555.2

Step 1: Navigate to the R0555.2 report in Workday
Step 2: Academic Appointment Dates should automatically populate (Do not change)
Step 3: Select your department or division from the “Academic Unit” prompt, or school/college/campus from the “All” category of the “School/College/Campus” prompt
Step 4: Click “OK”
Step 5: Once the report is generated, download and save as an Excel file

Completing Reappointment Spreadsheets (R0555)

- For each appointment listed, units must provide responses to the following items:
    - “**Recommend Reappointment”** Was the vote a recommendation to reappoint? The valid responses are “Yes” or “No”. One of these two options must be entered for each appointment in the file.
    - “**Enter Valid Reappointment Term in Years**” If the recommendation was to reappoint, the appointment term for the reappointment should also be indicated. Starting in 2024, valid reappointment terms are included in the report output in the column labelled “Eligible Reappointment Term”.
- Additionally, units may now record a change in roster value through the reappointment process by providing a response to the following items. ***Please note:*** these changes are optional and may continue to be made individually by the appointing unit. Additionally, any roster increases for titles requiring Hiring Plan approval must be approved prior to submitting these changes through the reappointment process. These approvals can be met by submitting an amendment of the unit hiring plan to Academic Personnel and Faculty at vpap@uw.edu.
    - “**OPTIONAL: Making Roster Change via Reappointment**” Is the unit requesting changes to roster through the reappointment process? The valid responses are “Yes” or “No”.
    - “**If Yes, Enter New Roster Value**” If the unit is requesting a roster change, the new roster value should be entered as an integer (1-100) in this column. The roster value must be valid for the academic rank and should not cause the faculty member’s total roster to exceed 100. The new roster value will be effective 6/16 or 7/1 depending on the faculty member’s service period. Changes to roster value will

also be reflected in Workday as an FTE change for any academic appointments with a position in a corresponding job profile.

- "**Position ID for Related Job/Comp Change Actions**" If the unit is requesting a reappointment or roster change for an appointment associated with a paid position, the Position ID of the relevant position should be provided in this column. All positions eligible to be updated via the reappointment process are included in the column labelled "Reappointment Eligible Positions with Compensation Plan Details". FTE changes (based on revised roster value) will be effective 6/16 or 7/1 depending on the faculty member's service period.

- **For "No" votes on the reappointment recommendation**: Units are responsible for ending academic appointments before the end of the academic year, or for processing the reappointment if a decision to reappoint is made before the end of the year. Workers without another position at the university should also be terminated before the end of the academic year. To end non-renewed appointments, units should use the reason code "**Fixed Term Job Ended**". Non Reappointment/Renew reason code is ONLY used for involuntary separations.

Note: Submitting completed spreadsheets fulfills the unit obligation and no additional documents need to be uploaded to Workday.

Completing Reappointment Spreadsheets for Annual Clinical & Affiliate Faculty (R0555.2)

- For each appointment listed, units must provide responses to the following items:

  - "**Recommend Reappointment"** - Was the vote a recommendation to reappoint? The valid responses are "Yes" or "No". One of these two options must be entered for each appointment in the file.

- Additionally, units may now record a change in roster value through the reappointment process by providing a response to the following items. ***Please note:*** these changes are optional and may continue to be made individually by the appointing unit. Additionally, any changes requiring Hiring Plan approval must be approved prior to submitting these changes through the reappointment process.

  - "**OPTIONAL: Making Roster Change via Reappointment**" Is the unit requesting changes to roster through the reappointment process? The valid responses are "Yes" or "No".

  - "**If Yes, Enter New Roster Value**" If the unit is requesting a roster change, the new roster value should be entered as an integer (1-100) in this column. The roster value must be valid for the academic rank and should not cause the faculty

member's total roster to exceed 100. The new roster value will be effective 7/1. Changes to roster value will also be reflected in Workday as an FTE change for any academic appointments with a position in a corresponding job profile.

- "**Position ID for Related Job/Comp Change Actions**" If the unit is requesting a reappointment or roster change for an appointment associated with a paid position, the Position ID of the relevant position should be provided in this column. All positions eligible to be updated via the reappointment process are included in the column labelled "Reappointment Eligible Positions with Compensation Plan Details". FTE changes (based on revised roster value) will be effective 7/1.

- "**Approved for Title Change**?" Is the unit processing a title change for the appointment as part of the reappointment process? Valid responses are "Yes" or "No".

- "**If Title Change, Enter New Title**" If the unit is processing a title change, the new academic title should be provided in this column. If the faculty member has multiple academic appointments, the appointing units should collaborate to ensure that all appointments continue to have the same rank level. Title changes can be between clinical salaried and clinical non-salaried tracks at the same rank level, as well as a progression in rank level.

- "**Rank Change Compensation Increase Percentage**" If the unit is making a change in rank level, there will be a required compensation increase of 10% per rank level (ie. Instructor to Associate Professor equals a 20% increase). Enter the percentage of that increase should be provided in this column.

- **"Rank Change Full-time Monthly Base Rate (General Salary Plan Only)**" Enter the new full-time monthly base rate in this column. The current monthly base rate is included in the column labelled "Reappointment Eligible Positions with Compensation Plan Details".

- **"Rank Change Monthly Prorated Practice Plan Allocation**" Enter the new monthly target amount in this column. The current practice plan allocation is included in the column labelled "Reappointment Eligible Positions with Compensation Plan Details".

- **Paid Clinical Non-Salaried & Affiliate Only: Extend Position/Compensation?** Is the unit requesting to extend compensation through the reappointment process? Valid responses are "Yes" or "No".

- "**Reappointment End Employment Date**" Responses only required for clinical non-salaried & affiliate faculty in paid status at the end of the academic year - which date should be used as the End Employment Date for the job change action? The default value will be to reappoint for one year.

- "**Reappointment FTE**" Responses only required for clinical non-salaried & affiliate faculty in paid status at the end of the academic year - what FTE should be entered through the job change action? The default value will be the indicated roster value or the current FTE if there is no roster value indicated.

- **For "No" votes on the reappointment recommendation**: Units are responsible for ending academic appointments before the end of the academic year, or for processing the reappointment if a decision to reappoint is made before the end of the year. Workers without another position at the university should also be terminated before the end of the academic year. To end non-renewed appointments, units should use the reason code "**Fixed Term Job Ended**". Non Reappointment/Renew reason code is ONLY used for involuntary separations.

Note: Submitting completed spreadsheets fulfills the unit obligation, and no additional documents need to be uploaded to Workday. Paperwork on manual entries will be required if they are not considered a "fall-out" from the completed report(s) submitted.

Submitting Spreadsheets and Corrections

- Dean/chancellor's office administrators should upload the completed standard "Winter" spreadsheet (R0555); and both R0555 and R0555.2 as separate "Spring" spreadsheets to the SharePoint folder by the respective deadlines noted above.
- If a correction needs to be made on a given reappointment decision, dean's/chancellor's office administrators should email 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 HCM Reappointment User Guide for the following academic personnel groups:

- All locally-managed reappointments listed on the Reappointments web page
- Any academic personnel not on the reappointment spreadsheets whose appointment(s) require a decision