Appointment Types

PRESENTED BY ACADEMIC PERSONNEL AND ACADEMIC HUMAN RESOURCES

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Agenda

High-level examination of certain academic personnel appointment types and their defining traits.

Appointments Types:
- Multi-Year
- Indefinite
- Annual
- Quarterly
- Short-term
Academic Personnel

• Faculty, defined in *Faculty Code*
• Librarians, defined in *Librarian Personnel Code*
• Medical residents
• Academic staff
Lecturers
Lecturers

Lecturer, full-time - Temporary
  ◦ must be annual

Lecturer, part-time - Temporary
  ◦ can be annual or quarter by quarter

Lecturer, full-time
  ◦ either annual or multi-year (1-5 years)

Lecturer, part-time
  ◦ may be annual or multi-year; minimum 50%
Lecturer Title Changes

Consistency of titles across Academic Ranks and Job Profiles

<table>
<thead>
<tr>
<th>Former Academic Rank Name</th>
<th>Former Job Profile Name</th>
<th>New Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer Full-time competitive recruitment</td>
<td>Lecturer Full-Time-Competitive Recruitment</td>
<td>Lecturer Full-Time</td>
</tr>
<tr>
<td>Lecturer Part-time competitive recruitment</td>
<td>Lecturer P-T Competitive Recruitment</td>
<td>Lecturer Part-Time</td>
</tr>
<tr>
<td>Lecturer Full-time Temporary</td>
<td>Lecturer Full-Time, Temporary</td>
<td>Lecturer Full-Time Temporary</td>
</tr>
<tr>
<td>Lecturer Part-time Temporary</td>
<td>Lecturer Part-Time</td>
<td>Lecturer Part-Time Temporary</td>
</tr>
</tbody>
</table>

Changes have been updated in Workday as of January 24
Lecturers - Continued

Senior Lecturer, full-time
- May be annual or multi-year

Senior Lecturer, part-time
- May be annual or multi-year. Minimum 50%

Senior Lecturer, part-time quarterly
- May be appointed quarter to quarter up to 100%

Principal Lecturer
- May be annual or multi-year. Minimum 50%

*Multiple lecturer appointments must be assigned the “Dual” appointment identifier in Workday.*
Provost Guidelines: Lecturer FT (temp)

- Appointed 9/1/2013 or after, limit 3 years
- Appointed before 9/1/2013, can’t extend beyond 2016-17 AY.
- Notice of appointment limitation should be included in offer letter/reappointment letter
Provost Guidelines: Lecturer PT - Temp

- Limitations on Lecturer, PT - Temp
- If appointed before 9/16/2016, meeting same criteria, appt cannot extend beyond 2018-19 AY.
- Exceptions may be granted
Professional Staff who Teach

• Professional Staff may teach one time during an academic year and be paid via Period Activity Pay.
• Any teaching beyond that one time must be adjusted in their FTE total so as not to go above 100%. E.g., 80% ProStaff and 20% PT Lecturer.
Secondary Appointments
Adjunct Appointment Titles

- Adjunct Professor
- Adjunct Associate Professor
- Adjunct Assistant Professor
- Adjunct Research Professor
- Adjunct Research Associate Professor
- Adjunct Research Assistant Professor
- Adjunct Principal Lecturer
- Adjunct Senior Lecturer
- Adjunct Lecturer
Adjunct Appointments

What is an Adjunct Appointment?

- An adjunct appointment is an annual appointment made only to a faculty member already holding a primary appointment in another unit. This title recognizes the contributions of a member of the faculty to a secondary unit.
- The adjunct unit chair/director must provide a recommendation at such time that the primary appointment may be considered for promotion and/or tenure.

*Adjunct appointments must be assigned the “Dual” appointment identifier in Workday.*
Adjunct Appointment Terms

Must match rank/track of primary appointment
• e.g. Associate Professor in unit 1 will be an Adjunct Associate Professor in unit 2

Always annual

Must go through the reappointment process each year

Dependent on primary appt.
Joint Appointment Terms

• Recognizes faculty member’s long-term commitment and participation in two or more appointing units.
• One unit is designated the primary unit and the other unit(s) shall be designated as secondary.
• This designation can be changed only with the concurrence of the faculty member and the appointing units.

*Primary appts are assigned the “Primary” identifier in W.D. while secondary appts use the “Joint” identifier for joint appts.
Joint Appointment Terms

• Non-professorial multi appointments = dual appointments
• In W.D. joint faculty should have only one position, which is linked to the primary unit
• Primary and Joint appt titles must match
• Joint appt terms must match primary appt
Joint Appointments & Split Tenure

- Tenured and tenure-track faculty with Joint appts must have Tenure Split Documentation on file
- Salary should be managed through costing allocations
- Tenure splits can be: 67/33% or 50/50%
- Faculty cannot have split tenure and an A/B arrangement
Roster Percent

• Roster % is the contracted effort, regardless of funding, in an appointing unit
• It should align with the FTE stated in the offer letter or MOU between joint appointing units
• This designation can be changed only with the concurrence of the faculty member and the appointing units
• A commitment on a Joint appt to provide lifetime funding for the appt, should be recorded in Roster %
Administrative Appointments
## Administrative Appointment Titles

- President
- Provost
- Vice-Provost
- Chancellor
- Ombud
- Director
- Director/Chair

- Dean
- Divisional Dean
- Chair

... some have vice, associate, and assistant levels, some have acting / interim versions
Administrative Appointment Terms

• All Administrative Appointments are processed by AHR
• An administrative appointment is a faculty-held appointment that is neither teaching nor research related.
• Administrative appointments are for administrative duties.

*All Administrative appointments must be assigned the “Admin” appointment identifier in Workday
Acting Appointments
Acting Appointment Titles

- Acting Professor
- Acting Associate Professor
- Acting Assistant Professor (*formerly Temporary*)
- Acting Assistant Professor, pending PhD
- Acting Instructor
Acting Appointment Titles

• Appointments are limited in duration
• Appointments are annual and must go through reappointment process
• Faculty are limited to a total of 6 years in acting titles; cannot be in the same title for more than 4 years

*Identifiers for Acting appts may be “Primary” or “Dual
Other Term Appointments
Affiliates and Clinicals

• Clinical Appointments: Usually reside in the health sciences. Faculty holds a primary appt. outside UW or in non-academic unit.

• Affiliate Appointment: Faculty holds a primary appt. outside UW or in non-academic unit.

• If Clinical appt. is 50% or more for 6 months or more, use “Salaried” title. Affiliates should not be 50% or more for 6 months or more.
Affiliates and Clinicals – Paid and Unpaid Status

• Only 3 types of appointments may alternate between “Paid” and “Unpaid” status:
  – Affiliate, Clinical and Emeritus
• When working move into “Paid” status. When working ends move to “Unpaid” status.
• Job Changes into a Paid affiliation must be effective dated for the beginning of a pay period.
• See: https://isc.uw.edu/user-guides/hire_change_job_unpaid_academics/
Distinguished Faculty

• Professor of Practice
• Senior Artist in Residence
• Artist in Residence

• These titles are used for distinguished practitioners or artists who have had a major impact in their field, but no previous academic rank.
Visiting Appointments
Visiting Appointment Titles

- Visiting Professor
- Visiting Associate Professor
- Visiting Assistant Professor
- Visiting Lecturer

*Must have a faculty appointment at same rank as their home institution.
What is a Visiting Appointment?

- Visiting faculty hold an appointment or position at another institution or agency and are visiting UW for a defined period.
Visiting Appointment Title Terms

• Visiting Lecturer

Does not need to hold professorial title elsewhere, but must be qualified for appointment.
“Post-Doc” Appointments
Postdoctoral Scholars

• The University and UW Postdocs United/UAW 4121 recently reached an agreement regarding the scope of a bargaining unit
• Based upon definition of “Postdoctoral Scholars”
• Also outlines specific exclusions for certain categories of employees
• Agreement and certification posted on UW Labor Relations website: https://hr.uw.edu/labor/2019/01/04/uw-uaw-4121-postdoc-bargaining-unit-definition
• An update on Postdoctoral appts. - TBA
Take Action

Check the Academic Titles and Ranks descriptions at: [http://ap.washington.edu/ahr/academic-titles-ranks/](http://ap.washington.edu/ahr/academic-titles-ranks/) to see the limitations and requirements.

- Terminal degree?
- FTE requirements?
- Documentation required?
- Faculty vote required?
- Limitations or conditions?
Review

- Courtesy appointments must be under 50% FTE
- Ranks must be consistent
- Choose the correct appointment identifiers (Primary, Joint, Dual, etc.)
- When in doubt – contact your AHR specialist and ask questions!
Questions?
References

Faculty Code
http://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html

Academic Titles and Ranks pages on AHR’s website
http://ap.washington.edu/ahr/academic-titles-ranks/

APS 40.1 for definition of Academic Personnel
http://www.washington.edu/admin/rules/policies/APS/40.01.html

Update Academic Appointment – See ISC User Guide: https://isc.uw.edu/user-guides/update_academic_appointment_track/
Thank you for joining us today!

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