

# AUTUMN ADMINISTRATORS FORUM

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SEPTEMBER 24, 2020



UNIVERSITY *of* WASHINGTON  
OFFICE OF ACADEMIC PERSONNEL  
[acadpers@uw.edu](mailto:acadpers@uw.edu) | <http://ap.washington.edu/>

# AGENDA

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Professorial Teaching Track Implementation

ISO Announcements

Titles and Ranks

P&T Reports

Postdoc Teaching Policy

Disclosure of Sexual Misconduct

FFCRA Leave Provisions

# PROFESSORIAL TEACHING TRACK IMPLEMENTATION

MARGARET J. STUART

# PROFESSORIAL TEACHING TRACK

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- Effective Sept 16, 2020
- 519 faculty appointments were converted into the Professorial Teaching Track
- Conversion work began in March
- Involved coordination between OAP, Faculty Senate, ISC, UW IT, and all schools/colleges/campuses
- Required updates to Workday, provost's lecturer guidelines, P&T pages, voting guidelines, faculty code, salary minimums, reappointments, sabbaticals, visa sponsorship, Workday reports, hiring plans, etc

# ISO ANNOUNCEMENTS

URSULA ELSPETH OWEN

# UPCOMING USCIS FEE CHANGES

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USCIS form name	Current Fee	New Fee
I-129 Petition for Alien Worker for H-1B	\$460	<b>\$555</b>
... for TN	\$460	<b>\$695</b>
... for E-3	\$460	<b>\$695</b>
... for O-1	\$460	<b>\$705</b>
I-539 Application to Change or Extend Status (filed for dependents)	\$370 + \$85 biometrics fee for each applicant	<b>\$400</b> (no separate biometrics fee)
I-140 Immigrant Petition	\$700	<b>\$555</b>

- Effective Oct 2, 2020
- ISO Advisors will reach out on a case-by-case basis for updated fee checks
- For more detail, see [USCIS Fee Change Announcement](#)

# INTERNATIONAL SCHOLARS WORKING FROM ABROAD

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- Nonessential international travel is currently strongly discouraged
- Unprecedented number of requests from academic personnel to work from abroad for personal reasons
- University has convened a working group to consider risks, including but not limited to
  - Intellectual property issues
  - Export and deemed export control issues
  - Tax and benefits aspects
- Guidance forthcoming, but in the meantime expect more scrutiny of these requests (including “Out of Country Requests” for J-1 exchange visitors)

NEW, IMPROVED  
ACADEMIC TITLES AND  
RANKS PAGES

MANDY TOOMEY



# STRATEGY & RATIONALE

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- Designed as “baseball cards”: Key information quickly and easily accessible with links to deeper content
- Titles grouped to illustrate commonalities and guide use
- Additional unique details listed in accordions
- Content focused primarily on policy
  - Process/Workday guidance on process pages and/or in ISC user guides
- Removal of pages mostly used internally (admin appointments)
- New page: Clock-managed ranks
  - More updated pages coming soon: secondary appointments, terminations, and emeritus and retirees

# Professional Tracks

This page includes information about the UW's new professorial teaching track and associated ranks, which go into effect Sept 16, 2020. For more details, visit the [OAP blog](#).

Drawing on professional training and experience, individuals in professorial faculty appointments engage in scholarship and research, teaching, and service. Professorial tracks include tenure/tenure-track and without tenure by reason of funding as well as tracks for research and teaching.

<b>Service period</b>	9 or 12 months per the <a href="#">Service Period Matrix</a>
<b>Appointment length</b>	Varies – see Additional Track Details section
<b>Key considerations</b>	Varies – see Additional Track Details section
<b>Full-time/part-time</b>	Full-time or part-time (minimum 50% appointment)
<b>Board of Regent approval required</b>	Yes
<b>Education/experience requirements</b>	Completion of professional training, in many cases marked by the PhD
<b>Competitive recruitment required</b>	Yes
<b>Reappointment eligible</b>	Varies – see Additional Track Details section
<b>Reappointment term</b>	Varies – see Additional Track Details section
<b>Reappointment considerations</b>	Varies – see Additional Track Details section
<b>Tenure status</b>	Varies – see Additional Track Details section
<b>Voting rights</b>	Yes, with appointment of 50% or more
<b>Salary considerations</b>	Must meet <a href="#">University minimum</a>
<b>Promotion eligible</b>	Yes; N/A for those at the rank of professor
<b>Emeritus eligible</b>	Varies – see Additional Track Details section

## Additional Track Details

- + [Tenure \(eligible for or has tenure\)](#)
- + [Without Tenure by reason of funding \(WOT\)](#)
- + [Research](#)
- + [Teaching](#)

## Hiring Packet

PDF 1

- [Provost approval form to extend an offer](#)

PDF 2

- [Offer letter signed by the hiring authority and signed or acknowledged by appointee](#)
  - Title/rank
  - Start date
  - Service period (either 9 or 12 months)
  - Monthly rate of pay
  - Appointment percent
  - Tenure percent or indicate "non-tenure eligible"

PDF 3

- [Department chair/school director/campus dean letter to dean/chancellor recommending appointment and indicating the faculty vote \(Should either include offer letter details or reference the detailed offer letter\)](#)
- [Letters of recommendation \(3 mandatory\)](#)
- [Curriculum vitae](#)
- [Copy of online job advertisement from the \*Chronicle of Higher Education\* or appropriate print journal](#)

## Additional Relevant Links

[Secondary appointments](#)

[Visa eligibility](#)

[Changing professorial tracks](#)

[Second year review](#)

[Promotion and tenure](#)

[Reappointments](#)

[Terminations](#)

[Emeritus and retirees](#)

# TIMELINE

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Plan to have remaining pages published by **end of December**

# RESULTS

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Content better aligned with current practice

Significantly reduced redundant content

Term continuity across pages

Language updated with an eye toward improving readability

Key information highlighted by streamlining content

Number of pages reduced: Upon completion will be eliminating 100+ pages

We'd love to hear your feedback! Email [acadcomm@uw.edu](mailto:acadcomm@uw.edu)



# PROCESS IMPACTS

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Have clarified and/or implemented some processes that could impact units

## **Offer Letters**

All offer letters for **paid** positions signed by hiring authority

Countersigned or acknowledged by appointee

**Implementation**

Grace period for  
autumn quarter

## **Visiting Appointments**

Faculty and academic staff limited to two consecutive years in any visiting title

Subsequent appointment possible after reasonable return period to primary employment/home institution

# P&T REPORTS

JIM BALLEW

# ELECTRONIC SUBMISSION OF P&T REPORTS

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- All P&T records for 2020-21 season will be submitted electronically to AHR!
- OAP coordinated with dean's/chancellor's office administrators to determine best option given uncertainty of return to campus this academic year
- All records will be submitted to AHR via Sharepoint
- Working directly with dean's/chancellor's office administrators to solidify practices for uploading files and providing technical support
- All internal school/college/campus P&T processes managed at the dean/chancellor level

# POSTDOCTORAL SCHOLAR TEACHING POLICY

PAUL ATHENS



# POSTDOCTORAL SCHOLAR TEACHING POLICY

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Starting autumn 2020, postdoctoral scholars eligible to teach for-credit courses as the instructor of record

- Given a temporary academic title
- Teaching duties are in addition to postdoctoral scholar duties
- Limited to single for-credit course each academic year
- Paid via period activity pay/TPS
- Certain exclusions apply, check out the policy page (<https://ap.washington.edu/ahr/policies/postdoctoral-scholars-teaching-and-teaching-compensation-policy/>)

# DISCLOSURE OF SEXUAL MISCONDUCT

SUNDAY STANLEY

# OVERVIEW: HOUSE BILL 2327

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- Addresses sexual misconduct in institutions of higher education
- Aims to prevent “passing the harasser” between institutions
- Requires higher education institutions to inquire about sexual misconduct allegations and investigations at current and past employers
- Requires higher education institutions to conduct relevant checks on positive declarations

# HB 2327: TIMELINES

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**Starting October 1, 2020:** Candidates must submit a signed sexual misconduct declaration form prior to offer from hiring unit.

**By July 1, 2021:** For positive declarations, the UW will conduct checks into sexual misconduct from the candidate's current and past employers prior to final offer from hiring unit.

# PROCESS: DECLARATION FORM

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All final academic personnel candidates must complete and sign a sexual misconduct declaration PDF (*Note: Only for the Workday Hire Business Process*)

Hiring units must upload completed declaration to MWD for ISC and AHR review

- Hiring packet details on Academic Titles and Ranks pages will be updated in the coming weeks
- This applies to all Workday Hire Business Processes initiated after October 1 with hire dates of October 1 or later.

# PROCESS: DECLARATION FORM

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Form is required in Interfolio

PDF version on the OAP website for recruitments outside of Interfolio

All final candidates must complete and sign declaration PDF prior to offer

Note: For new hires recruited through Interfolio, this will result in the selected candidate completing the declaration twice

Hiring units must upload the signed, completed declaration form to MWD as part of hiring packet

# PROCESS: IF A CANDIDATE AFFIRMS FINDINGS

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If the declaration form indicates findings of sexual misconduct:

***Notify the Academic HR Business Partners***

The Business Partners will share next steps with the hiring unit

# RESOURCES

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**OAP Page:** <https://ap.washington.edu/ahr/policies/recruitment/planning/sexual-misconduct-disclosure>

**UWHR Page:** <https://hr.uw.edu/talent/hiring/sexual-misconduct-disclosure/>



# FFCRA LEAVE PROVISIONS FOR ACADEMIC PERSONNEL

SUNDAY STANLEY

# OVERVIEW

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Enacted by the Department of Labor, Wage & Hour Division

Two options for eligible employees unable to work due to COVID-19 qualifying reasons:

- Emergency Paid Sick Leave for up to 2 weeks
- Expanded FMLA for up to 10 weeks

Set to expire December 31, 2020

# PAID CAREGIVER LEAVE: FACULTY

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If unable to work for child care reasons related to COVID-19 school closure:

## **Option 1**

FFCRA: Leave for up to 12 weeks at 2/3 pay

## **Option 2**

Faculty sick leave: Leave for up to 2 weeks (first 2 weeks only) at full pay deducted from faculty sick leave balance

EFMLA: Additional leave up to 10 weeks at 2/3 pay

# PAID CAREGIVER LEAVE: OTHER ACADEMIC PERSONNEL

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Academic personnel in leave-bearing positions unable to work for child care reasons related to COVID-19 school closure:

## **Option 1**

FFCRA: Leave for up to 12 weeks at  $\frac{2}{3}$  pay

## **Option 2**

Vacation and/or sick leave: Leave for up to 2 weeks at full pay deducted from vacation and/or sick time off balances

Additional leave up to 10 weeks at  $\frac{2}{3}$  pay

## **Option 3**

Shared leave: Eligible employees may request

# UNITS MUST ALLOW LEAVE

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- Eligible employees must be able to access FMLA, EPSL and EFML as required by law
- Employees are not responsible for finding coverage for missed work
- Units may not penalize employees for taking job-protected leave

# RESOURCES

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U.S. Department of Labor, Wage and Hour Division:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

Academic HR: <https://ap.washington.edu/ahr/policies/leaves/leave-under-the-families-first-coronavirus-response-act/>

Contact Academic HR with questions: [apleaves@uw.edu](mailto:apleaves@uw.edu)

AHR  
ANNOUNCEMENTS/  
REMINDERS

KIMBERLEE ELY

# RETIREEES WITH ADMIN DUTIES

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Basic rules:

- Pay via FTE
- Reemployment limited to 40% of FTE at time of retirement
- Administrative supplements (ADS) not allowed



# WASHINGTON LABOR & INDUSTRIES OVERTIME (OT) THRESHOLD

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- January 1, 2021 minimum salary for OT exemption is \$50,180
- Small number of academic personnel will be impacted
- OAP will communicate with units who have impacted individuals

# DATA REQUESTS

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If your office is planning to submit a data request in the next few weeks/months, please do so before the end of October

OAP resources to respond to these requests will be limited from mid-November through early February

Responses to requests made in that time frame will be delayed or deferred.

# CENSUS PREPARATIONS 2020

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All transactions with effective dates on or before Oct 31, 2020 need to have dean's/chancellor's office approvals no later than **Friday, Oct 23**

Updated files will be sent on/after Oct 7 – following the red day for Sept 15-30 pay period

Remaining office hour sessions:

- Thursday, Oct 1, 2:30pm
- Monday, Oct 5, 3:30pm
- Friday, Oct 16, 2:30pm
- Tuesday, Oct 20, 1:30pm

Q&A

# SEXUAL MISCONDUCT DECLARATION

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**Do clinical non salaried and affiliate academic personnel also have to complete the sexual misconduct declaration? Does this include those who are current UW staff?**

Yes, clinical non salaried and affiliate academic personnel must also complete the declaration before an offer can be extended. This does not include those who are current UW personnel.

**Is the new offer letter language only required for external hires (individuals who don't already have a UW faculty appointment)?**

Yes, while all candidates need to complete the declaration, the new offer letter is for external hires only.

# SEXUAL MISCONDUCT DECLARATION (CONTINUED)

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**Why do we make the final candidate complete the declaration form again if they had already completed the form in Interfolio?**

Many months (sometimes 18) can elapse between an initial application and the candidate being selected for a position. Additionally, we are unable to capture the candidate's signature on the Interfolio form and this is a requirement of the legislation.

# **Postdoctoral Teaching Policy**

## **What are the limitations of the new postdoctoral teaching policy?**

Postdoctoral Scholar Fellows are not eligible to teach for-credit courses or to serve as the instructor of record at this time.

## **Titles and Ranks**

### **Do ADS letters require countersignature or acknowledgement?**

A signature and countersignature or acknowledgement would be helpful to include in a situation where the administrative appointee is being paid, but not required for any ADS letters.

## **Family First Coronavirus Response Act (FFCRA)**

### **When a faculty member uses faculty paid sick leave under the FFCRA for child care leave related to a COVID-19 school closure, can that person take the equivalent of 2 weeks leave intermittently?**

The faculty sick leave can be taken on an intermittent basis and only within the first two weeks of leave.

# THANK YOU FOR JOINING US!

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Slides will be available on the OAP website.

<https://ap.washington.edu/resources/training-and-administrator-forum-materials/>

[acadpers@uw.edu](mailto:acadpers@uw.edu)