

ADMINISTERING SHORT-TERM APPOINTMENTS

ACADEMIC HR

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UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

acadpers@uw.edu | <http://ap.washington.edu/>

AGENDA

- Annual appointments
- Quarterly appointments
- Titles eligible for unpaid status
- Common appointment and position data issues
- FTE changes
- Roster percent
- Voting rights
- Merit eligibility

ANNUAL APPOINTMENTS

Titles appointed/reappointed for one academic year at a time with a fixed salary and FTE and ***are not*** eligible for multi-year terms

ANNUAL APPOINTMENT TITLES

- Lecturer Full-Time Temporary
- Lecturer Part-Time Temporary*
- Clinical faculty (both salaried and non-salaried)
- Affiliate faculty
- Teaching Associate*
- Acting faculty
- Visiting faculty*
- Adjunct faculty

***Can be appointed annually or quarterly**

PROVOST'S LECTURER GUIDELINES

Lecturer Full-Time Temporary

- If appointed 9/1/2013 or after, limited to 3 consecutive years
- Limited exceptions may be granted by the provost
- Notice of appointment limitation should be included in offer letter/reappointment letter
- Details may be found in the [AHR web section](#)

POSITIONS

- Job profiles should align with the academic appointment title, unless employee is an unpaid emeritus, or a courtesy faculty member
- Courtesy faculty (clinical, affiliate, visiting) and emeritus not in paid status should have an Unpaid Academic job profile unless they have another active position
- An adjunct appointment does not require an additional job profile, only the academic appointment



**HOT TIP: All paid positions associated with annual appointments are
FIXED TERM!**



POSITIONS

- Academic personnel who do not receive pay from UW, but are not “courtesy” appointees should have a job profile that aligns with the academic appointment.

Example: A visiting scientist paid by another institution will have a Visiting Scientist job profile, with a PDR compensation plan at a rate that meets or exceeds the University minimum

START DATES

- Start dates are when the person begins employment and are typically at the beginning of an academic year
- The position and the academic appointment start dates should align

END DATES

- The annual appointment end date is at the end of the academic year, or when employment ends. There must be an end date!
- Employment and academic appointment end dates are extended during the annual reappointments process by the ISC via EIB load
- If extending employment end dates manually, be sure to also update the academic appointment – Check [ISC User Guides](#) for more info
- All appointments and positions must be ended in Workday when they expire

QUARTERLY APPOINTMENTS

Titles that may be appointed one quarter at a time with a fixed salary and FTE and ***are not*** part of the annual reappointment process

QUARTERLY APPOINTMENTS

- Lecturer Part-Time Temporary**
- Teaching Associate*
- Senior Lecturer Part-Time (Quarterly)
- Visiting faculty*

*** May be annual**

**** May be annual if FTE is less than 100%**

PROVOST'S LECTURER APPOINTMENT GUIDELINES

- If appointed on or after 9/16/2016, and appointment renewal leads to equivalent of annual appointment at 50% or greater, reappointment is limited to 3 consecutive academic years
- If appointed before 9/16/2016, meeting same criteria, temporary appointment may not extend beyond 2018-19 AY

POSITIONS

- Positions should align with the academic appointment title, unless the employee is in unpaid status
- Visiting faculty not in paid status should have an Unpaid Academic job profile if they don't have another active position
- Lecturers part-time temporary with appointments in multiple units should have one position, with compensation budgeting managed through costing allocations

START DATES

- Start dates are when the person begins employment and are typically at the beginning of an academic quarter
- The position and the academic appointment start dates should align

END DATES

- A quarterly position end date should align with the active paid status end date *unless*:
 - On an approved summer hiatus
 - On an approved off-quarter hiatus (winter only)
- The academic appointment end date should align with the end of “active” status.
- Quarterly positions and appointments must have end dates.
- All appointments and positions must be ended in Workday when they expire.

END DATES

Scenario: Tony is a part-time lecturer in Dance. He is working Autumn 2019 and will be on hiatus in Winter quarter 2020. He is returning to work in Spring 2020.

Questions

1) As of today, what should the end date be for Tony's position?

June 15, 2020

2) As of today, what should the end date be for Tony's appointment?

December 15, 2019

TERMINATIONS

- If not working or on approved hiatus in a given quarter, you must process a termination
- An end date does not trigger a termination process and the termination process does not end the academic appointment – all of these processes must be done manually in Workday

UNPAID ACADEMICS

ACADEMIC TRACKS ELIGIBLE FOR UNPAID STATUS

- Clinical Non-Salaried
- Affiliate
- Visiting
- Emeritus

No other academic tracks are eligible to be assigned the Unpaid Academic job profile

POSITIONS WITH THE UNPAID ACADEMIC JOB PROFILE

- Employee Type: Unpaid Academic
- End Date: None (these should be indefinite)
- Cannot have a compensation plan
- Do not add as an additional position for workers with existing paid position
- Do not add additional positions for workers with a new paid position (move into the new position using the appropriate business process)

PROCESS FOR MOVING BETWEEN PAID AND UNPAID STATUS

- Use appropriate Lateral Move reason code to move in and out of unpaid status
- Verify job profile when in paid status corresponds to the academic rank
 - If a person has an existing paid position, add an additional job in appropriate job profile.
- Position end date should be the date the person will leave paid status, but no later than the end of the current academic year
 - Positions in paid job profiles for individuals in courtesy academic titles need to be manually reappointed each year
- When the person moves out of paid status, move them back into the Unpaid Academic job profile (or end the additional position)

COMMON DATA ISSUES

COMMON ISSUES WITH TERM APPOINTMENTS

- Appointment end dates that are in the past
- Incorrect appointment identifier (“Primary” and “Dual” are the two valid options)
- No primary appointment
 - This generally happens when a primary appointment ends and the dual appointment has not yet been changed to primary
- Appointment to the school/college vs. academic appointing unit

COMMON ISSUES WITH POSITIONS FOR TERM APPOINTMENTS

- Position end dates are in the past
- Invalid or missing position end date
- Missing position
- Unnecessary positions

AUDIT REPORTS

Academic Partners have access to reports in Workday that will allow auditing of position and appointment details.

- R0321: Upcoming Employment End Dates
- R0361: Academic Appointment Expiration Audit
- R0343: Appointments Without Valid Appointment Identifiers
- R0344: Appointments in Non-Academic Appointing Units
- R0469: Academic Workers Without Primary Academic Appointments
- R0612: Academic Appointees without Active Positions
- R0630: Invalid Appointment End Date

OAP AUDIT RECOMMENDATIONS

- When running audit reports for the first time, run the report retroactively to Workday go-live (7/1/2017)
- Run reports on a monthly basis and take action to fix data discrepancies

FTE CHANGES

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In Workday, FTE directly correlates with an employee's pay. Generally, academic personnel FTE should not fluctuate in a given academic quarter.

FTE CHANGE REASONS

- Voluntary FTE Change
- Leave-Related FTE Change
 - Used for sabbaticals and partial leave without pay
- Reduced Responsibility (RRD)
- Summer Faculty FTE Change

VOLUNTARY FTE CHANGE VS. RRD

Voluntary FTE changes are considered permanent reductions of FTE that require supporting documentation.

Reduced responsibility reflects temporary lapses in funding that impact pay, but not effort or contractual obligation.

FTE CHANGES FOR CHANGES IN INSTRUCTIONAL NEEDS

- Annual appointments at 50% FTE or greater should be given period activity pay
- Annual appointments less than 50% FTE should be given FTE adjustments using “Voluntary FTE Change” reason code
- Quarterly appointments shall receive amended offer letter and FTE adjustment with “Voluntary FTE Change” reason code

ROSTER PERCENT

ROSTER PERCENT

Roster percent is connected to the academic appointment and is intended to indicate the contracted FTE, regardless of funding, for the term of the appointment.

ROSTER PERCENT TIPS

- Roster percent should align with the FTE stated in the offer letter or MOU between joint appointing units
- Roster percent should not fluctuate with RRD, leave, or any temporary actual FTE change
- Roster percent for emeritus and courtesy appointments should be 0%

DUAL ROSTER PERCENT

A faculty member with contracted FTE in two units will have roster percent reflected on each appointment

Example - Ms. Roberta Roberts holds a lecturer part-time temporary appointment at 35% FTE in Geography, and another lecturer part-time temporary appointment at 45% FTE in Chemistry. Her roster percent will mirror the FTE percent on both her academic appointments

VOTING RIGHTS

VOTING RIGHTS FOR PART-TIME FACULTY

Faculty who are not eligible for multi-year appointments are ineligible to vote per the Faculty Code

Recent changes to the Faculty Code allow principal lecturers and senior lecturers with annual or multi-year appointments at 50% FTE or greater to vote on certain actions.

Refer to the [Voting Guidelines](#) page for more information.

DETERMINING VOTING ELIGIBILITY

Reports for determining voting eligibility (based on faculty senate standards)

- R0237: Voting Faculty
- R0448: Non-Voting Faculty

MERIT

SHORT-TERM FACULTY AND MERIT

Faculty at the University of Washington shall be reviewed annually by their colleagues, according to the procedures detailed in this section, to evaluate their merit and to arrive at a recommendation for an appropriate merit salary increase.

UW Faculty Code Section 24-55

SHORT-TERM FACULTY AND MERIT

Faculty paid in a given academic year are eligible for merit increases. If there is a break in service, merit must be applied upon rehire.

The Office of Planning & Budgeting provides guidance on this process.

Q&A

When I end a position, do the appointment and compensation end automatically?

No, these other processes also need to be done manually. It's best practice to end the compensation first and then terminate the position, then end the academic appointment if necessary.

If I have a lecturer who meets the Provost Guidelines criteria for 3 years at 50% or above, what should my next steps be if I'm interested in continuing to employ this person?

If you're interested in rehiring this person, they must take part in a competitive recruitment for a longer-term position.

When would a visiting faculty member be an unpaid academic?

Visiting faculty (excluding Visiting Scholars) should normally be paid and have a compensation plan. There are situations where a visiting faculty member could be an unpaid academic, but in most cases a visiting faculty member would be terminated from their position rather than moving in and out of unpaid status.

Are there restrictions on moving people in and out of paid status?

Toggling between paid and unpaid status is only possible for titles eligible to be unpaid academics. Moving between paid and unpaid status is done via lateral move and using the appropriate reason code. Any lateral move in and out of paid status should have an effective date of either the 1st or 16th of the month.

Do we need to terminate lecturers part-time if they are not working one quarter but will be working the next?

If they are working consecutive quarters, they don't need to be terminated between quarters. They also don't need to be terminated if they are going on off-quarter or summer hiatus. However, any other time there is a gap in service, when they don't meet the criteria above, they must be terminated.

How will we know if another unit ends the primary appointment related to our dual appointment, and that we need to make the dual appointment the primary?

You can run the following audit reports monthly: R0361 Expired & Expiring Academic Appointments and R0469: Academic Workers Without Primary Academic Appointments.

How do I know what service period is associated with a particular appointment?

This information is listed on the [OAP Service Period](#) page.

How should we handle merit for people who were meritorious, were terminated prior to merit being awarded, but were rehired? And does the system automatically apply merit?

Incorporate the prescribed merit increase into the new salary plan, and keep in mind that merit increases must be entered into the system manually.

If someone has two different positions in different schools should they have two academic appointments? Two positions?

Academic personnel should have an academic appointment in every department in which they are employed. The preference is that they have one position and everything gets paid on that one position. If the rate of pay is different and the work is in different schools, we would consider the creation of multiple positions.

What's an example of an unnecessary position?

An unpaid academic position when someone already has a paid position would be unnecessary. Also multiple unpaid academic positions are unnecessary.