



# Administrators Forum

June 12, 2024

**UNIVERSITY *of* WASHINGTON**

OFFICE OF ACADEMIC PERSONNEL

# Agenda

- AY2023-24 Promotion & Tenure Closure (Kara)
- Merit & Unit Adjustment Preparation (Peg)
- Teaching Track & Clinical Practice – Term Minimums (Peg)
- I-9 Employment Eligibility (Tyler/Leesa)
- LWOP and Roster Change Policy preview
- Planning for 2024 AP Census (Carla)
- Reminders & Key Due Dates (Kara)

# **AY2023-24 Promotion & Tenure Closure**

# AY23-24 Promotion & Tenure Closure

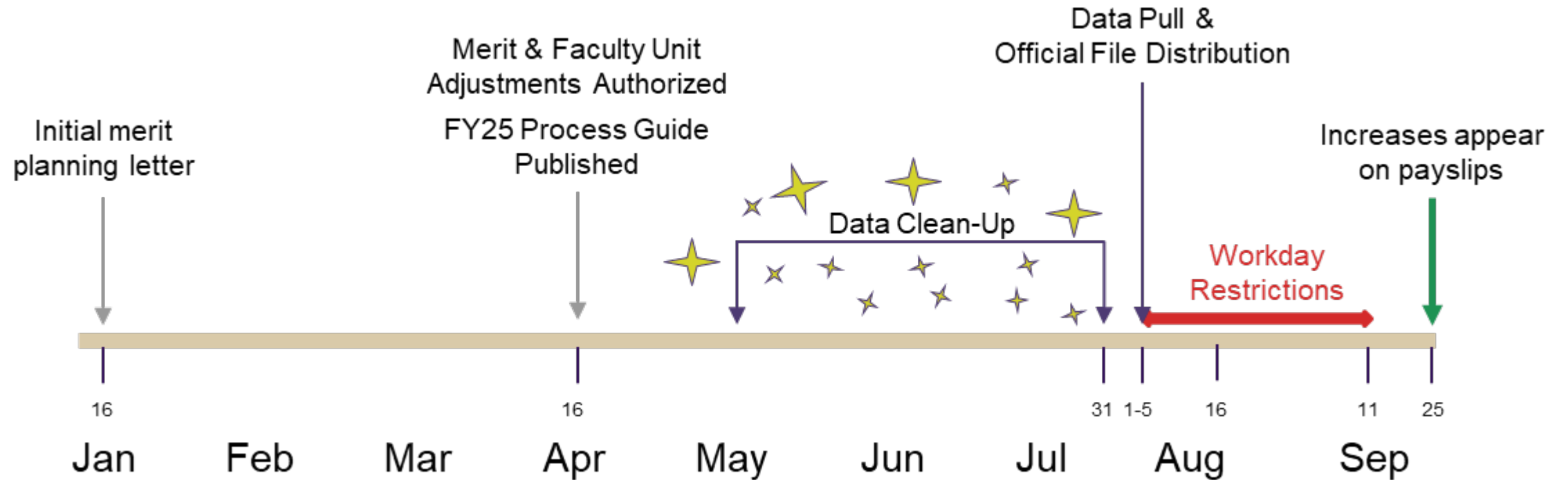
- Warmest congratulations to our promoted and tenured faculty!
- 699 individuals promoted and/or awarded tenure!!  
(approx. 100 over last year)
- Official letters have been issued and uploaded to SCC SharePoint
- 7/1 promotion EIB anticipated upload to Workday is Friday, June 14th
- 9/16 will upload to Workday after merit load is completed (month of Sept)

# Merit & Unit Adjustment Preparation

# FY25 Merit & Faculty Unit Adjustments

- **New merit website!** <https://ap.washington.edu/merit/>
- Includes [FY25 Process Guide](#)
- **Merit and unit adjustments are aligning** this year to all take effect on 9/1
- All calculations will be based on monthly salary rate as of 8/31
- Make sure your local merit reviews are moving forward
- **Start data clean-up now**

# Key FY25 Merit Cycle Milestones



# Data Clean-Up

The **FY25 Process Guide** includes dedicated sections on:

- Preparation & Data Clean-Up
- Clean-Up Procedure

Clean-up **deadline is July 31**

Data is pulled for merit files on August 1 and Workday restrictions will complicate further clean-up



# Top 4 Merit-Related Data Issues

- 4 Job changes not processed in time (prospectively)
- 3 “Saved” business processes
- 2 Inaccurate practice plan allowance
- 1 Zero compensation**

## 4 Job Changes Not Processed in Time

- Data pulled into the official merit file reflects what the record will look like **on August 31**
- Job changes effective before September 1 should be **completed in Workday by July 31**
- Terminations, lateral moves, and other anticipated job changes should be future-dated and not retroactive

### 3 "Saved" Business Processes

- Workday allows initiators to begin a business process, save it as a draft, and return to it later
- **"Saved" business processes block the merit load**
- Check your Workday queue and complete or delete saved transactions by July 31

## ② Inaccurate Practice Plan Allowances

- Retroactive revisions to the practice plan allowance constitute a fair percentage of post-merit corrections
- **Audit practice plan allowances now** to make sure the correct data is pulled into the official merit file

# 1 Zero Compensation Records

- Merit increases calculated against base salary
- If pre-merit base salary is \$0, post-merit base salary will be \$0 (**\$0 + any% = \$0**)
- Except in approved leave situations, academic personnel who are not being paid should be in an unpaid job profile or terminated
- “Holding” a position by zeroing out the FTE is **not permitted** and could be in violation of state regulations

# Tips for Avoiding Data Issues

- Put 9-month academic appointees with Autumn offer letters on summer hiatus
- **Process terminations in advance**; end the academic appointment as well as the position
- When affiliate and clinical non-salaried faculty are no longer being paid, **return them to unpaid academic job profiles**
- Where appropriate, extend compensation and/or employee end dates for appointees continuing in their positions

# Reports to Support Data Clean-Up

Run the following Workday reports:

- **R0536:** Merit Data Audit Report
- **R0612:** Academic Appointees without Active Positions
- **R0469:** Academic Workers with Primary Academic Appointments

It is especially important to confirm pay and position to ensure accurate information is pulled into official merit/unit adjustment spreadsheets.

# OAP Merit Office Hours

Have a question not answered in the [FY25 Process Guide](#)?

Drop-in to office hours:

- **Aug 12** 9-10 a.m.
- **Aug 13** 3-4 p.m.
- **Aug 14** 10:30-11:30 a.m.
- **Aug 15** 2-3 p.m.

Registration for Merit Office Hours available on the [OAP Trainings and Forums](#) page.





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# Teaching & Clinical Practice Track Standard Minimum Appointment Terms

# Standard Minimum Appointment Terms

- Faculty Code 24-41 is explicit that associate and full teaching track and clinical practice track faculty have a 3-year standard minimum appointment term
- Faculty Code is silent on standard minimum for assistant rank
- Institutional guidance and legislative notes suggests **3-year minimum was intended**
- After consulting with the Board of Deans & Chancellors, **provost has confirmed an expectation of a 3-year minimum term**

# What to Expect

- Draft job postings should explicitly note a multiyear appointment of at least 3 years
- Advanced approval required before recruiting or reappointing any teaching or clinical practice track faculty member to a term of less than 3 years
- Requests for exceptional approval should be very rare, include a compelling rationale, and come through [acadpers@uw.edu](mailto:acadpers@uw.edu)

# What to Expect

- **Professorial Tracks** webpage has been updated with appointment expectations and exceptional approval protocol
- If you have teaching track faculty who are currently appointed to a term of less than 3 years, **no immediate action required**
- Their appointment terms should be adjusted to minimum 3-year terms **at the next reappointment action**



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# Form I-9 Employment Eligibility Verification

# Form I-9 General Guidelines

- New employees are required to complete the federal Form I-9 via Workday and present supporting documentation within three (3) days of their start date
- If the Form I-9 is not completed within seven (7) business days of hire, employment may be terminated
- Employees who separate employment for any reason and return to work at the UW will be required to complete or recertify a Form I-9 via Workday
- Additional Resources:
  - [Form I-9 Requirements](#)
  - [Form I-9 FAQ and Other Resources](#)



# Form I-9 Audit

- An internal audit revealed employees out of compliance with their Form I-9 Employment Eligibility Verification
- Dean's and Chancellor's offices have been notified of noncompliant employees; the deadline is June 17th for completion
- Regular auditing will continue to ensure compliance

# **New/Revised Policies Headed Your Way**

# Leave without Pay (LWOP) Policy

Characteristics of this leave type...

- A **temporary** non-pay status and absence from duty, sometimes termed “LWOP” or “unpaid leave”
- **Discretionary** and not an entitlement such as a leave associated with FMLA

# Key policy features

- Consecutive leave counted in quarters increments instead of years
- 6 qtr/8 qtr limit for 9-/12-month academics, respectively
- Percentage of leave does not change consecutive leave limits
- LWOP thereafter requires exceptional approval
- Expectation of return for full academic year before requesting another LWOP

# Considerations

- LWOP should not be used in a manner that changes the individual's **fundamental appointment relationship** with the UW
- A **pattern of recurring use** that results in a non-temporary, alternate work arrangement (e.g., leave every Spring quarter) **would not be appropriate**
- LWOP that crosses academic years will require two request forms
- Contiguous leave that touches two quarters counts as two quarters

# Why the change?

- Provides faculty with **greater flexibility**
- Clarifies applicability and appropriate use
- Cuts down on instances requiring exceptional approval

# Logistics

- Plan to formally roll the new policy out **in September**
- New LWOP request form under development
- We'll give a heads-up when form and info are up on the web

# Roster Percent Change Policy

Defining the term "roster percent"...

- An individual's **contracted effort** and institutional commitment as agreed to in an appointment letter
- Also known as 'appointment percent' or sometimes inaccurately referred to as 'appointment FTE'
- It is **not the same as FTE**, which can fluctuate when someone goes on an approved leave



# Key policy features

- Allows for **permanent** roster increases at reappointment and mid-cycle, with appropriate approvals
- Allows for **temporary** roster increases during a multi-year appointment
- Defers roster decreases until after individual has exhausted LWOP

# Considerations

- Roster change **alters the UW's commitment** to the individual
- May also impact performance expectations, the mandatory promotion review timeline, tenure value, and employee benefits
- **Does not alter policies/responsibilities** associated with rank/title/track
- Does not replace Reduced Responsibility policy ([GIM 38](#))
- Roster decreases **not available to those on UW-sponsored visas** or in titles that require full-time employment

# Why the change?

- Provides faculty with **greater flexibility** to increase/decrease effort based on their circumstances
- Provides units with greater flexibility to address urgent instructional needs
- Clarifies applicability and appropriate use
- Sets documentation standard that **protects the employee** and ensure all parties understand terms and conditions

# Logistics

- Plan to formally roll the new policy out **in September**
- New roster change request form under development
- "Voluntary FTE Change Form" will go away
- We'll give a heads-up when form and info are up on the web



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# Planning for 2024 AP Census

# What is the AP Census?

- Annual snapshot of academic personnel population as of October 31
- Used as data source for most institutional reporting (Affirmative Action Plan, IPEDS, Accreditation Reports)

# Census Prep Training

When do you want to do this training?

- Poll:
  - General Timing
  - Day of the week
  - Morning/Afternoon



# What can be done now?

- Terminate workers with expired positions
  - **R0321:** Upcoming End Employment Dates
- Resolve academic appointment issues
  - **R0716.1:** Academic Personnel Census Academic Appointment Audit
- Process job changes with effective dates prior to 9/1/2024
  - **R0612:** Academic Appointees without Active Positions

# Reminders

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- Items from P&T Review
  - Outside Work for Compensation Forms and Approvals
  - New **Chairs Letter of Solicitation Templates** available on OAP Website Forms page
  - Academic Review Date vs. Clock Waivers/Extensions
- Relocation Incentives Approved in Advance by Deans/Chancellors
- Interfolio Search and Committee Access
- Sterling Background Processes Change as of May 1, 2024

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