



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

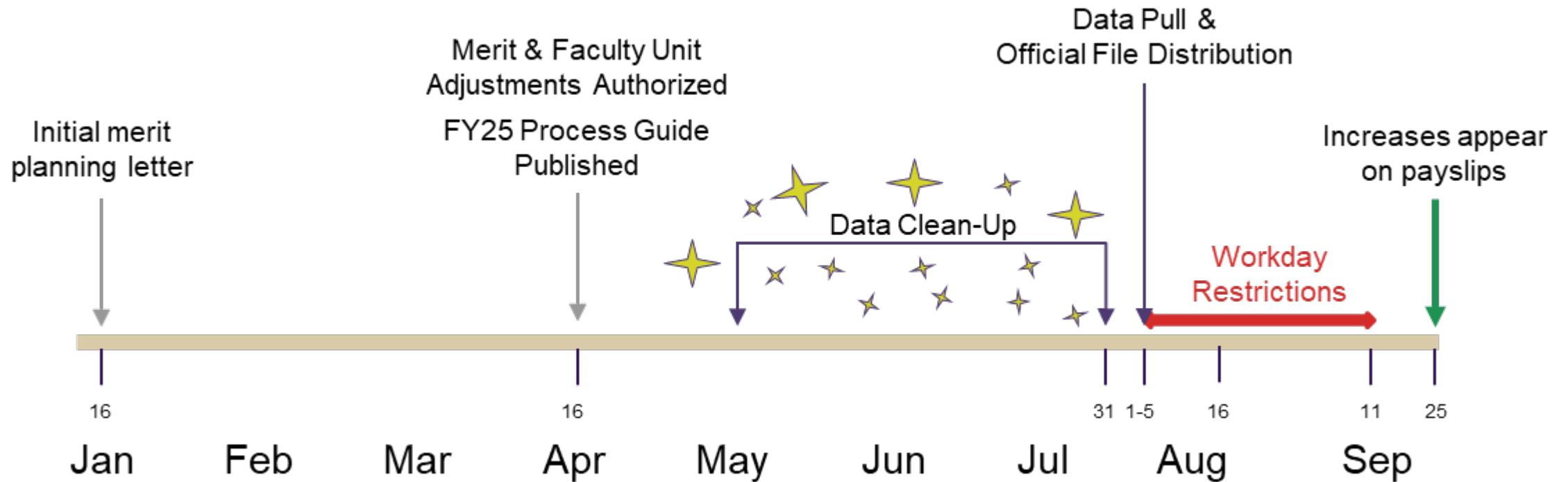
- Warmest congratulations to our promoted and tenured faculty!
- 699 individuals promoted and/or awarded tenure!!
(approx. 100 over last year)
- Official letters have been issued and uploaded to SCC SharePoint
- 7/1 promotion EIB anticipated upload to Workday is Friday, June 14th
- 9/16 will upload to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



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

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**



W

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

Please refer to the Leave without Pay (LWOP) Policy attached at the end of the presentation.

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

Please refer to the Roster Percent Change Policy attached at the end of the presentation.

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



W

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

Reminders

- 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

W



APPROVED BY PROVOST to update: <https://ap.washington.edu/ahr/working/leaves/>

Draft revision: 03/2024

Draft further revised: 05/01/2024

APPROVED by PROVOST: 05/13/2024

Faculty Leaves

Leave Without Pay

Overview

Leave without pay is a temporary non-pay status and absence from duty, which is sometimes termed “LWOP” or “unpaid leave.” The information below applies to leave without pay that is discretionary and not an entitlement such as a leave associated with FMLA.

Faculty with a 9-month service period are limited to 6 consecutive quarters of LWOP. Faculty with a 12-month service period are limited to 8 consecutive quarters of LWOP. Consecutive quarters include both back-to-back quarters for faculty on 9- and 12-month service periods (i.e., Autumn and Winter), but also Spring and Autumn quarters for those on 9-month service periods. Sabbatical leave is not LWOP and, therefore, does not count against the consecutive quarter limit.

Leave without pay taken within a given quarter counts against the consecutive quarter limit, regardless of the duration or percentage of leave. A single instance of leave without pay that crosses academic quarters will count as two quarters against the consecutive quarter limit. For example, a LWOP between March 1 and April 1 touches Winter and Spring Quarters and would, therefore, be considered two consecutive quarters of leave.

LWOP requests are reviewed by chair/director/campus dean; if supported, the request goes to the dean/chancellor for review regarding approval/disapproval. Unless granted exceptional approval for additional leave by the Office of Academic Personnel, the faculty member who has exhausted their 6/8 quarters of consecutive leave is expected to return for a minimum of one full academic year before requesting additional leave.

Leaves requested under this policy 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.

To apply, complete the Leave without Pay Form and submit to your local unit administrator. Whenever possible, requests should be submitted at least 30 calendar days before the leave begins. A separate form is needed for each academic year associated with the leave. In other words, a leave that crosses academic years requires two request forms.

When Leave Without Pay May Be Used

Faculty may use LWOP for a variety of reasons, including:

- Personal reasons (e.g., family obligations or pursuing interests relevant to job duties and responsibilities)*

- Parental leave (including adoption and foster placement)
- Family care leave
- When state or federal leave entitlements are not applicable or have been exhausted and faculty member needs continued leave
- Paid sick time off allotment has been exhausted
- Medical condition does not qualify for paid sick leave use
- As a form of disability accommodation, determined and approved in the course of the interactive process with the Disability Services Office (DSO) and the faculty member's unit.

These LWOP types may be full-time with no pay or part-time with prorated pay. For more details on parental leave without pay, please check with your unit. They may require that parental leave be taken as one continuous period of time away from work.

*Note: LWOP for personal reasons is generally not permitted in the mandatory year of promotion and tenure review for clock-managed ranks.

APPROVED BY PROVOST to replace [FTE reduction policy](#)

Draft revision: 03/2024

Draft further revised: 05/01/2024

APPROVED by PROVOST: 05/13/2024

UPDATED: 05/17/2024

Roster Percent Change Policy

The roster percent reflects an individual's contracted effort and institutional commitment as agreed to in an appointment letter. It is not the same as FTE, which can fluctuate when someone goes on an approved leave.

A faculty member may wish to voluntarily change their roster percent in accordance with the guidance below. Such changes should be considered carefully as they alter the institution's commitment. They may also impact performance expectations, the mandatory promotion review timeline, tenure value, and employee benefits.

While a roster percent change alters the level of overall effort, it does not alter appointment standards and requirements, or the range of academic responsibilities associated with the assigned rank/title/track as described [Faculty Code Chapter 24](#).

Faculty with an obligation to fund all or part of their base salary, who experience a lapse in funding, would go in to Reduced Responsibility status as provided for in [GIM 38](#) with the intent of eventually returning to their full roster percent. However, if the faculty member has no intent to pursue a return to full funding, a change in roster percent, as described below, is appropriate.

Units contemplating a roster change for tenured/tenure-track faculty or faculty subject to a mandatory review should reach out to OAP for a preliminary discussion.

Roster change requests are subject to review and approval of the department chair (where applicable) and the dean/chancellor. The review process is not pro forma; faculty should not assume approval. A decision to support or deny a specific request is made after considering—among other things—unit/institutional need, financial viability, equity implications, and potential adverse impact on instructional/programmatic offerings.

Faculty on UW-sponsored visas or in titles that require full-time employment (i.e., Lecturer Full-Time Temporary) are not eligible for roster percent decreases.

At the faculty member's request and upon approval of the department chair/campus dean (where applicable) and the dean/chancellor...

1. **Non-track faculty with an annual or shorter appointment**¹ can:

- a. Change roster percent up/down upon reappointment
- b. Change roster percent up/down during the appointment, but the change persists through appointment term and may only be changed again through reappointment*
- c. In emergency instructional or clinical coverage situations:
 - i. If roster percent is less than 50%, increase roster percent and FTE temporarily with duration of increase clearly defined in writing. Roster percent and FTE should return to their original level following the defined period. The unit should be aware that such an increase—even temporary—can trigger benefits eligibility. Units should review <https://hr.uw.edu/benefits/benefits-orientation/benefit-summary-pdfs/> for details.
 - ii. If roster percent is greater than 50%, then temporary emergent needs should be compensated via TPS with no roster change

2. **Non-track faculty with a multi-year appointment**² can:

- a. Change roster percent up/down upon reappointment
- b. Increase roster percent during the appointment (subject to hiring plan requirements); the expectation is the:
 - i. Increase persists until reappointment, **OR**
 - ii. Increase is for a limited time—clearly defined in writing—commensurate with a temporary assignment/need that spans **more than one quarter**; at the conclusion of temporary assignment, roster reverts to original level; emergency instructional coverage situations of a quarter or less should be compensated via TPS

¹ Teaching associates, lecturers part-time, lecturers part-time temporary, part-time or annually appointed artists/senior artists in residence, and annually appointed professors of practice. NOTE: Lecturers Full-Time Temporary are not eligible for a roster percent change as the title requires full-time employment. Lecturer Full-Time Temporary employees who wish to reduce their roster percent should discuss with their unit the possibility of converting to Lecturer Part-Time Temporary.

² Any of the following with a multi-year appointment: lecturer part-time, professor of practice, artist/senior artist in residence

3. **Teaching track and Clinical Practice track faculty** ³ can:

- a. Change roster percent up/down upon reappointment
- b. Decrease roster percent to no less than 50% only after exhausting LWOP eligibility; the change persists until reappointment
- c. Increase roster percent during the appointment (subject to hiring plan requirements); the expectation is the:
 - i. Increase persists until reappointment, **OR**
 - ii. Increase is for a limited time—clearly defined in writing—commensurate with a temporary assignment/need that spans more than **one quarter**; at the conclusion of temporary assignment, roster reverts to original level; emergency instructional/clinical coverage situations of a quarter or less should be compensated via TPS

4. **Research track faculty** ⁴ can:

- a. Change roster percent up/down upon reappointment
- b. Decrease roster percent to no less than 50% only after exhausting LWOP eligibility
- c. Increase roster percent during the appointment (subject to hiring plan requirements); the expectation is the:
 - i. Increase persists until reappointment, **OR**
 - ii. Increase is for a limited time—clearly defined in writing—commensurate with a temporary assignment/need that spans more than **one quarter**; at the conclusion of temporary assignment, roster reverts to original level; emergency instructional coverage situations of a quarter or less should be compensated via TPS
- d. If in probationary period, unit must consult with AHR in advance to determine impact of a roster increase/decrease on promotion clock and then inform individual accordingly

³ Assistant/Associate/full Teaching Professor or Assistant/Associate/full Professor of Clinical Practice

⁴ Research Assistant/Associate/full Professor

5. Tenure track and WOT track faculty ⁵ can:

- a. Decrease roster percent to no less than 50% only after exhausting LWOP eligibility.

NOTE: Tenure value may not exceed the roster percent. For tenured faculty, a decrease in roster percent may result in a partial forfeiture of tenure. For instance, a 100% tenured faculty member decreases to 80% roster and, in doing so, resigns 20% of their tenure. However, a faculty member with 100% appointment and 50% tenure who reduces to 80% roster would not need to resign any tenure. A roster percent change does not alter a faculty member's obligation under an A/B salary agreement.

- b. Increase roster percent (subject to hiring plan requirements); the expectation is the:

- i. Increase is permanent, **OR**

NOTE: For tenured faculty, the temporary increase in roster does not include an increase in tenure value. Unit could request an increase in tenure value via a separate hiring plan request.

- ii. Increase is for a limited time—clearly defined in writing— commensurate with a temporary assignment/need that spans more than **one quarter**; at the conclusion of temporary assignment, roster reverts to original level. If assignment/need is one quarter or less, faculty should be compensated via TPS and not through a roster percent change.

- c. If in probationary period, unit must consult with AHR in advance to determine impact of a roster increase/decrease on promotion clock and then inform individual accordingly

⁵ Assistant/Associate/full Professor, Associate/full Professor Tenure-Track, or Assistant/Associate/full Professor without Tenure by reason of funding (WOT)