Welcome to new academic HR administrators!
AGENDA

• Introductions
• Office of Academic Personnel overview
• Helpful resources
• Central business partner relationships
• Breakout discussion
INTRODUCTIONS

• Poll

• What is one question you have so far about your work, the University, or Seattle?
OFFICE OF ACADEMIC PERSONNEL (OAP) OVERVIEW

Provides centralized guidance about academic personnel including:

• Compliance with state/federal laws and UW policy
• Data governance
• Institutional reporting
• EOAA compliance and reporting
• Steward of records for academic personnel
• Enterprise system support and optimization
MISSION STATEMENT

Support the appointment and retention of the best faculty, librarians, and other academic personnel for a global university.

Promote equitable treatment while ensuring compliance University-wide with internal and external laws, policies, and regulations.

Consult, advise, and solve problems regarding appointments, policies, and employee relations issues.

Our focus on career advancement, compliance, and risk mitigation help to ensure the success, reputation, and competitiveness of the University.
WHO ARE ACADEMIC PERSONNEL?

• Outlined in APS 40.1

• Faculty, librarians, residents and fellows, postdoctoral scholars, academic staff

• OAP’s Academic Titles and Ranks web pages
OAP 2020-21 SERVICE OVERVIEW

**Academic HR Transactions**
- 8,688 transactions approved in Workday
- 538 promotion and tenure cases reviewed

**Visa-Related Transactions**
- 384 J visa requests and amendments reviewed
- 181 H visa requests (including TN and E-3) reviewed

**Project and Innovation Management**
- First-ever electronic P&T submissions
- Hiring plan improvements
- Visa request improvements

**Communications and Trainings**
- 23 trainings and forums presented
- 10 eDigests sent
AHR BUSINESS PARTNERS

- Reviews/processes academic personnel leave requests
- Advises units on UW policy topics such as employee relations and academic personnel appointments
- Contact for academic personnel in collective bargaining agreements
AHR SPECIALISTS

- First contact on academic HR processes and appointment issues
- Assigned to specific schools/colleges/campuses
- Review academic personnel-related transactions in Workday
- Review Interfolio academic job requests for UW policy compliance
SENIOR REPORTING AND DATA ANALYST

• Supports OAP data integrity
• Designs campus-facing reports
• Responds to unit/public requests for data
ENSURING DATA INTEGRITY

- Audit reports
- OAP Training Archive
- Data flow charts
- Sextant
- Ask questions! cengland@uw.edu
INTERNATIONAL SCHOLAR OPERATIONS

- Processes academic personnel visa requests
- Prepares and submits permanent residence documents
- Advises on UW-related immigration matters
- Provides trainings for campus partners on visa request processes and other immigration matters
VISA-RELATED IN-PERSON SERVICES

• Travel validation signatures for J-1 exchange visitors
• Quick questions or document review for scholars
• Document drop-off or pick-up
  ◦ Bring photo ID for pick-up
• Schedule appointment for longer discussions: acadvisa@uw.edu
• See walk-in hours on the OAP Contacts page
OFFICE OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION (EOAA)

- Oversees the University's Affirmative Action Program
  - Specific placement goals for each unit
- Supports University’s compliance with federal and state equal opportunity and affirmative action laws and regulations
  - Workplace posters
  - DoL requirements
- Processes search waiver requests
- Addresses internal requests for workforce demographic data
CONTACTING OAP TEAMS

• General academic HR questions: Acadpers@uw.edu

• Visa-related questions: Acadvisa@uw.edu

• Requests for Affirmative Action plan details and placement goal information: Eoaa@uw.edu

• General academic personnel data requests: Acaddata@uw.edu
  ◦ Response time: Typically two weeks (except mid-Nov and Feb)

• Questions about the UW instance of Interfolio Faculty Search: Acadhire@uw.edu

• Leaves requested by academic personnel: APlleaves@uw.edu

• See the OAP Contacts page for individual contact information
HELPFUL RESOURCES

- COVID-19 resource page
- Due dates calendar (Also listed on OAP homepage)
- eDigest archive
- Upcoming trainings calendar
- Training archive
- Add contacts to OAP mailing lists by sending NetIDs to acadcomm@uw.edu
INFO TECH TOOLS OAP USES

• Workday: HR management system
• Interfolio Faculty Search: Academic personnel recruitment
• OAP EDM: System of record for academic personnel data
  ◦ Important because documents uploaded to Workday will be removed after the business transaction is completed
• Lux: Visa request tool
UW HR-RELATED ORGANIZATIONS

- **UWHR**: Oversees staff policies and procedures
  - Manages some functions for all workers including academic personnel

- **OAP**: Oversees academic personnel policies and procedures
  - Houses EOAA which serves both staff and academic personnel

- **ISC**: Oversees HR management system (Workday) for both staff and academic personnel
UWHR

• Provides HR support for UW staff
• Services for all UW employees: benefits, disability services, professional development
• Manages labor contracts for all UW employees
  ◦ Unionized academic personnel: postdoctoral scholars, residents and fellows, extension lecturers, librarians (new)
• **HR Community of Practice**
ISC

- Manages Workday, UW’s central HR management system
- Contact for questions about Workday functionality
- Reviews and approves some academic personnel transactions
- Provides trainings and resource materials on Workday use
- Designs and publishes custom Workday reports

*HCM Service Partner Team*: Key ISC contact group for unit administrators
Q&A

Who can answer questions about the sexual misconduct declaration?
These questions can be sent to acadpers@uw.edu

Who submits P&T records in departmentalized units?
Academic HR partners in the deans’ and chancellors’ offices